

Monthly Commissioner Meeting Minutes

June 15, 2015

Meeting convened on June 15, 2015 at 19:03 at Three Rivers Fire Hall by Chairman, Chip Keen.

Commissioners present: Chip Keen, Tom Rosmond, Scott Horton

Officers Present: Patt Bruce (Secretary)

Other Attendees: None

Changes/Additions to Agenda:

- Chief Swagerty was not in attendance so the Chief's Reports were not delivered.
- Item #1 under New Business regarding the WSRB was postponed because the Chief is the lead on this subject.
- Rowena was not in attendance so none of the financial reports were delivered as outlined in the agenda.
 1. The monthly Claims Payment Request Voucher to cover expenses was not presented.
 2. The monthly Financial Statement was not presented.
 3. There is no confirmation at this point that the \$2,648.22 was deposited into our county fund.
 4. There is no confirmation that the BARS numbers for the logo jackets was corrected.
 5. There is no confirmation that the 1099 information has been updated.
- New Business items #2 and #3 were modified as noted in the New Business section.
- New Business item #7.2, the Policy for Depositing Funds was not presented.
- New Business item #13 was covered in Chip's report on the ONRC talk.

Minutes of prior meeting were read, approved and signed by all three Commissioners.

Secretary's Report:

1. The new receipts for receiving funds on behalf of CCFD#6 have arrived and are located in the meeting room where most financial transactions will likely occur.
2. The Application for Eligibility in the Federal Surplus Property Program should be complete and submitted by the end of the month.

Financial Report: None

Mechanic's Report: None

Chief's Report: None

Other Reports:

- Mac noticed during a recent training that the SCBA masks' batteries seemed to be very low on power and are not lasting very long. Further research is necessary to determine the best way to update or enhance the current procedure for keeping the masks charged.
- Chip reported on the ONRC Talk that he and Tom recently attended. They learned that the Red Cross is currently seeking help approaching residents of District #6 regarding emergency preparedness. Chip noted how mutually beneficial it would be to work in conjunction with the Red Cross as the Community Outreach Program progresses. Scott moved that Chip contact the Red Cross on behalf of CCFD#6 and propose a meeting to discuss joining efforts. Tom seconded. All agreed. Chip will forward Tom's contact information with his own to increase the options for available meeting times to expedite this process.

Old Business:

1. Updated insurance cards have been placed in all three fire apparatuses.
2. The Rental Agreement for the Fire Hall has been updated and hung on the information board in the meeting room.

3. The Audit of CCFD #6 2010-2013 Annual Reports has been completed. The resulting report can be found on the districts' website following the "Commissioners" link.
4. The new printer has been reconfigured and is fully operational.
5. Tom installed Mozilla Mail on Patt's computer instead of Evolution and taught her how to use it.
6. New logo jackets have been delivered to all district personnel.

New Business:

1. Chip called for an Executive Session, in accordance with RCW 42.30.0110, at 19:26 and ending at 19:36 for the purpose of discussing Rowena's job performance to date.
2. Based on information discussed during the executive session Chip moved that the board refuse to approve the Resolution appointing Rowena the Financial Secretary. Scott seconded. All approved.
3. Chip then moved to appoint Patt as the only District Secretary and Auditing Officer of District #6. Tom seconded. All approved. A resolution will be drafted in accordance with RCW 52.14.08 and RCW 42.24.080 outlining the appointment and presented for approval at the next regular commissioners' meeting. This resolution will replace the three separate appointment resolutions presented at tonight's meeting.
4. Chip moved to approve the Resolution establishing an interlocal cooperation agreement with DNR wherein CCFD#6 will provide Tender (T61) assistance to DNR in the event a wildland fire occurs within Clallam County Fire District #1, #2, #6, and/or La Push. Scott Seconded. All approved and signed Resolution 2015.2.
5. Scott Horton shared information he has gathered regarding Washington State policy requirements relevant to property inventory. Like the BARS Manual, the state only requires that CCFD#6 take and maintain an inventory on Small & Attractive Capital Assets which are those whose replacement value falls between \$300 and \$5,000. In order to contain the costs involved, both financial and in terms of time and manpower, the state allows small departments to assess the risk of loss attached to each asset and keep inventories only on those items at high risk. Chip moved that the Chief, Mechanic, & Training Officer be tasked with compiling a list of the department's most attractive & most at risk assets. Scott seconded. All approved. A policy outlining how and

when the Small and Attractive Capital Assets will be inventoried and maintained will be written and approved in compliance with the BARS Manual and state requirements. Once that is complete the District will conduct the actual inventory. Chip moved that the policy and inventory be completed before the end of the fiscal year. Tom seconded. All agreed.

6. Chip moved to approve replacing the current Clallam County Policy #503 with the updated and streamlined Policy for Reimbursement of Travel Expenses and the corresponding new Reimbursement Request Forms. Scott seconded, Tom requested eliminating the requirement of receipts for meals and snacks. Since the reimbursement forms allow for a signed affidavit in lieu of receipt(s) if the actual receipt(s) is lost or in cases when no receipt was received, Tom approved the new policy and forms. All agreed. In accordance with RCW 42.24.080 a Resolution approving the new policy will be drafted for approval and signing at the next regular meeting of the Board.
7. Chip moved to approve the new policy for Receiving Funds on behalf of CCFD#6. The policy allows for any active member of the department to accept funds on behalf of Three Rivers Fire Department provided they document the transaction using the department's new printed and pre-number receipts as required by the BARS Manual.
8. Chip moved to approve the new procedure for reimbursement of funds spent on behalf of District #6. The procedure calls for a signed Reimbursement Voucher Form to accompany any and all invoices for monies spent on behalf of CCFD#6 for which reimbursement is sought. Tom seconded. All agreed.
9. Chip met with Lyle Nielsen who owns the property and well adjacent to the Quillayute Airport to discuss the possibility of using his well to supply water to the district's water storage tank located at the airport. He learned that the well was contaminated with a solvent but has been made potable with filters supplied and installed by the Army Core of Engineers. Mr. Nielsen was open to granting an easement which would allow for the storage tank to be equipped with an autofill device capable of flowing 2,000 gallons in 10 minutes PROVIDED that the water tank is NOT located anywhere on his property. The City of Forks must also agree to the proposed update before it can proceed. Scott moved that Chip meet with

- Mayor Monohon to discuss strategies for getting the City's permission and help with this endeavor. Tom seconded. All agreed.
10. Tom reported that new pictures have been added to www.3riversfire.org. The website now also includes commission meeting agendas and minutes as well as the results of the recent audit of our annual reports. Tom made another plea to officers and commissioners to use their 3rivers.org e-mail addresses for all official electronic communications. All present agreed to do so.
 11. After making a written formal request to gain access to CCFD#6's pending applications for FEMA Grants and having that request granted, Chip deleted the two pending CCFD#6 applications which were 0% complete and about to expire.

Announcements: A special meeting of the Board of Commissioners will be called to approve the Claims Payment Request Voucher for all current operating expenses once all the information is gathered and the voucher is prepared. The Special Meeting date and time will be posted on www.3riversfire.org once it has been determined.

Meeting adjourned at 20:10

Read and approved on June 26, 2015, by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce