

## **Monthly Commissioner Meeting Minutes**

### **May 18, 2015**

Meeting convened on May 18, 2015 at 19:07 at Three Rivers Fire Hall by Chairman, Chip Keen.

Commissioners present: Chip Keen, Tom Rosmond, Scott Horton

Officers Present: Patt Bruce (Secretary) Rowena Jennings (Secretary) Scott Swagerty (Interim Chief)

Other Attendees: Jason Annis (arrived at 20:28)

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

#### Secretary's Report:

1. The 2014 Annual Report has been completed and submitted on time.
2. The results from the Audit of our 2010-2013 Annual Reports revealed that the Meeting Minutes failed to include sufficient detail of business conducted at Board meetings and that we need to establish and follow the policies & procedures, outlined below under "New Business" in accordance with the BARS Manual.
3. More time will be needed to complete the Application for Eligibility in the Federal Surplus Property Program.

#### Financial Report:

1. Chip filed the corrections to the BARS numbers for the Whidden's invoice with Stan Creasey at the County Auditor's Office. The May 2015 Expenditure Detail Report will show the corrected amounts.
2. Chip Motioned to update the format of the Monthly Financial Statements to make it easier to interpret. Scott seconded all approved. Rowena will create a new Excel Worksheet for 2015 that will have (3) columns; The first will contain the financial information for the current month, the second will contain the financials for the Year To Date and the third will show the difference of the Year To Date Totals from the 2015 Budgeted Amounts.

3. ( 6 ) Warrants totaling \$456.00 were requested to cover expenditures incurred from 4/21/15-5/18/15. Chip moved to approve the request, Tom seconded all agreed and signed the Claims Payment Request Form dated 5/18/15.
4. Chip noted that the 1099 boxes on the Claims Payment Requests haven't been used properly. Rowena will double check all 2015 "vendors" of District # 6 and determine which ones are contract workers requiring the filing of 1099 forms. She will also be responsible for reporting and filing all necessary forms and information with the IRS in accordance with their rules and regulations as well as any other official agencies requiring the information.
5. Scott Swagerty closed the 3 Rivers Account held at First Federal. Scott gave Rowena a Cashier's Check in the Amount of \$2,633.22 (\$2,638.22 less \$5.00 fee for the Check) to deposit into CCFD6's fund held by the County.
6. The Beach Clean-up crew that used the Fire Hall on 4/25/15 donated \$15 cash to the Department. The money was given to Rowena to deposit into the fund held by the County.
7. The Chief's discretionary fund has a balance of \$1696.96 after paying for the logo jackets and new printer.

#### Mechanic's Report:

1. Don replaced the fuse for the hard hose line motor on the Pumper (E61). The fuse was blown when the hose jammed during rewinding after use at the vehicle fire on 4/27/15. Additional fuses are stored in the glove compartment of the pumper should the hose jam again.
2. It is time to schedule the annual pump test for E61.
3. The insurance cards for the Apparatuses need to be updated. Patt will find the current cards and replace them.

#### Chief's Report:

1. (2) out of (3) batteries need to be replaced in the portable radios before going into the apparatuses. Jason is researching the best prices and ordering the batteries.
2. Mac Farrell has been appointed the new Training/Safety Officer of District 6.
3. CCFD#1 is having their annual pump test at the Sol Duc Fish Hatchery on 5/19/15. Scott asked Mac to take the Pumper (E61) up there to have the annual pump test performed.

Other Reports: Tom Rosmond and Scott Horton have both successfully registered to be on the next Ballot as candidates for CCFD 6 Fire Commissioner.

#### Changes/Additions to Agenda:

1. Several "new business" items were addressed in the preceding reports.
2. Chief Swagerty was approached by DNR regarding the current drought in Washington. They were seeking affirmation that CCFD#6 will provide Tender assistance in the event of a wildland fire. Chip moved to approve providing Tender (T61) assistance to DNR for any fire occurring within the boundaries of District #6, District #1 including Beaver, and La Push. Tom seconded, all approved. In accordance with RCW 39.34.030, a Resolution outlining this agreement will be drafted, approved, and signed at the next Commissioners' Meeting. Scott will inform DNR of the District's decision once the Resolution is approved and signed.
3. Tom announced that the new printer needs to be reconfigured. He will reload the printer software in the Fire Hall's computer this upcoming week.

#### Old Business:

1. Use of the Fire Hall was donated on 4/25/15 to host the annual beach cleaning crew.
2. A new printer/scanner/fax machine was purchased for the office using funds from the Chief's Discretionary Fund.
3. Fire Protection Plans have been completed for the 10 most developed properties in the district.
4. It has been determined that the current water system supplying La Push will NOT allow for a hydrant to be installed at the Fire Station.

#### New Business:

1. In accordance with RCW 52.14.08, Chip moved that Rowena be Appointed Financial Secretary and Patt be Appointed Executive Secretary for a term to last as long as is mutually beneficial to all parties involved and the needs of District 6 are met in an accurate, timely, and cost effective manner consistent with all regulations outlined in the BARS Manual and in compliance with all Laws applicable to Fire and Special Purpose Districts. Scott seconded, all approved. A Resolution outlining the Appointments and Duties of the Secretaries will be drafted, approved, and signed at the next meeting.
2. In accordance with RCW 42.24.080, Chip moved to Appoint Patt Auditing Officer of CCFD6. Tom seconded, all approved. A Resolution outlining the appointment and job duties will be drafted, approved, and signed at the next meeting.

3. CCFD #6 Resolution 2015.1 establishing the Regular Commissioner Meeting time of 7:00pm on the third Monday of each Month was signed in accordance with RCW 42.30.07 by all three Commissioners.
4. The BARS Manual requires us to have a Capital & Small and Attractive Asset Policy including a policy for taking and maintaining inventory lists. Chip moved that Scott Horton define the inventory policy, Tom seconded, all agreed.
5. All three Commissioners signed Waiver of Remuneration Forms and filed them with the District Secretary as per RCW 52.14.010.
6. Chip motioned that we streamline our current Policy for Reimbursement of Travel Expenses to make it easier to stay compliant with the BARS Manual. Scott seconded, all approved. Patt will draft the new Policy for approval at the next Commissioners Meeting.
7. The BARS Manual also requires us to have a Policy for Receiving and Depositing Funds. Chip moved that Patt be responsible for establishing the Policy for Receiving Funds and Rowena be responsible for establishing the Policy for Depositing Funds. The policies must be in compliance with the regulations outlined in the BARS Manual and at the County's Treasurer and Auditor Offices. Tom seconded, all agreed.
8. Tom has set up e-mail accounts through 3rivers.org for The Secretary, The Chief, The Webmaster, Commissioner Chip Keen, and will be establishing one for the other commissioners as well. Tom and Patt will convene so Tom can install "Evolution" on her computer to facilitate monitoring the new Secretary e-mail account.
9. Tom has adopted the practice of posting the agendas for Commissioners Meetings on the District's website no later than 24 hours before the posted meeting start time as is required by RCW 42.30.077.
10. Chip and Tom will attend the upcoming ONRC Talk on disasters where they hope to acquire information that can be used to enhance the quality of information gathered in the Community Outreach Project, especially concerning interest in the Fire Hall serving as a Community Shelter. More about the launch of the Project will be discussed at the next meeting.
11. In order to better safeguard our assets, Chip Moved that we omit the offer of providing a front door key to renters of the Fire Hall in the Rental Agreement. Tom seconded, all agreed. Patt will type up the amended agreement and place it on the information board.
12. The new Logo Jackets arrived and look great.

Announcements: None

Meeting adjourned at 20:42

Read and approved on June 15, 2015, by:

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Commissioner, Chip Keen

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Commissioner, Scott Horton

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Commissioner, Tom Rosmond

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Secretary, Patricia Bruce