

Monthly Commissioner Meeting Minutes August 15, 2016

Meeting convened on August 15, 2016 at 19:02 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:

1. One item was added to the Financial Report preempting the review of the Claims Payment Request.

Minutes of the previous meeting were read, approved, and signed by Chip and Tom.

Secretary's Report:

1. The SCBA's have still not been successfully added to the ERS.
2. The station's annual insurance premiums for coverage through 9/1/17 are due 9/1/16 with Enduris.

Financial Report:.

1. At the State Auditor's recommendation, Chip moved that the meeting's minutes include more detailed reporting of the district's expenses. All agreed.
2. (6) Warrants totaling \$4,287.92 were requested on the Claims Payment Request dated 8/15/16 as follows:
 - \$200 for monthly secretarial services
 - \$60.40 for monthly utility service
 - \$55.24 for monthly telephone service
 - \$3,572.00 for annual insurance premium

- \$8.86 for cleaning supplies
- \$391.42 for OSB and hardware for the bay wall structural reinforcement project.

Chip moved to approve the request, Tom seconded, all agreed and signed the Claims Payment Request.

Chief's Report: None

Mechanic's Report: None

Other Reports: None.

Old Business:

1. The Application for Eligibility in the State of Washington Surplus Property Program remains a work in progress.
2. Tom has reviewed the information gathered during the Community Outreach Campaign. To make the best use of all the property information gathered, Tom recommended transferring the data into notebooks that could be kept at the station and in the trucks to reference while responding to calls. All agreed. Tom then volunteered to make the books.
3. Chip estimated the shear wall construction at the station would require at least (4) more work sessions. The bay doors springs have to be loosened and retensioned in order to access the wall behind them which is slowing the process considerably.
4. The Inventory Policy is nearly complete. Scott will print a copy and bring it to the next meeting for approval.
5. Chip reported being resolved to obtain a bid from Lincoln Electric for the new back-up generator before winter arrives. He will deliver updates when available.
6. Tom may have figured out how to use the "rouleau" triangle for the design of the new CCFD#6 patch. If so, he will bring his tablet to the next meeting so everyone can see it.
7. Scott will check with the DNR to see if they have begun accepting applications for their 2017 Wild Land Fire Preparedness Grant and report back at the next meeting.
8. The purchase of new radios and pagers was postponed following a delay in District #1's acquisition of the same equipment. The Chief and

commissioners find it prudent to wait for CCFD#1 to report satisfaction with the equipment and vendor before placing an order.

9. The decision made at last month's meeting to forgo dumpster service at the fire station stands. The topic was readdressed due to an invoice received in error from that same vendor. Both issues have been successfully resolved.

New Business:

1. The State Auditor's consider the department's fuel cards to be credit cards. The BARS manual mandates a policy be written and enforced outlining the use and safeguarding of all credit cards. Chip suggested keeping the cards locked in the office along with a log. When an apparatus's fuel tank falls below $\frac{3}{4}$ full, a qualified volunteer will sign and date the log and be issued the appropriate fuel card. After filling the tank, the volunteer will return the card to the office and note the amount of fuel purchased and total amount of the sale made in the same log.
2. Chief Swagerty has suggested getting a CCFD#6 credit card to facilitate purchases made on behalf of the district. The commissioners unanimously voted to stay with the current policies and procedures outlining purchases made by and on behalf of the department.

Announcements: None

Meeting adjourned at 19:55

Read and approved on September 19, 2016, by:

Commissioner, Chip Keen

Commissioner, Scott Horton

Commissioner, Tom Rosmond

Secretary, Patricia Bruce