

Meeting of the Board of Directors
January 20, 2014

Gary Vess	-	Board President	Present
Ron Smithhisler	-	Board Vice-President	Present
Vern Heyer	-	Board Secretary	Present
Charlie Brickey	-	Board of Directors	Present
James Furtado	-	Board of Directors	Present
Greg Marlar	-	Fire Chief	Present
Margie Giusto	-	Admin Assistant	Present

President Gary Vess called the meeting to order at 18:30 hours and flag salute was given.

Minutes of Previous Meetings: Ron Smithhisler made a motion to accept December 16, 2013 minutes. Charlie Brickey seconded, motion carried unanimous.

Disbursement of Funds & Finance Report: Robert Wheeler stated that on the Income Revenue sheet we are going to start showing the ambulance gross fund, adding in Bad Debt and contractual write-offs, and showing net revenues. Robert stated this will match your annual budgets.

Chief Marlar stated that looking at the expenditure worksheet we are sitting well with what we had budgeted.

Robert stated that Personnel Salaries are high this month because of the pay out of previous Chief. In the next several months it should level back out.

Ron Smithhisler asked Robert if we can switch our USDA Loan from American West to Umpqua Bank. Robert stated that he will have to figure out where that loan goes through because he doesn't handle that account. Robert stated that he will get a number and get them called and make that happen.

Ron Smithhisler stated that the board would like to get rid of American West.

Chief Marlar stated that we are working on our Medicare and other transfers as well.

Margie Giusto stated that she has the Medicare and Regence Forms and just needs to get them filled out.

Ron Smithhisler asked Robert about the credit card issue and if that is taken care of.

Robert stated that all the paperwork is in and just waiting on them to issue a credit card to the Chief.

Ron Smithhisler asked if there is anything they can do about Workers Comp.

Chief Marlar stated that he did talk with SDAO and they are going to look at seeing what they can do.

Ron Smithhisler asked again about the IRS lien. Robert stated that he hasn't heard anything and was going to make a call today and didn't get a chance. Robert states it's still in limbo and the IRS just doesn't feel like we are a priority.

Ron Smithhisler stated that we need to go back and email Robert's contact person every day.

Chief Marlar stated that we can draft a letter from the board to them. Robert stated that we need to send a copy to DeFazio's office to.

Chief Marlar stated that he recommends all board members be a signer on the account and if Robert could check on that. Robert stated that he would get the application for the next board meeting and we can get it filled out and Robert will submit it.

James Furtado made a motion to have all Board Member and Fire Chief to be signers on the bank account. Charlie Brickey seconded, motion carried unanimous.

Correspondence: None

Chief's Report: Chief Marlar stated that we ended the year with responding to 1,681 alarms for a 4.60 per day average.

Chief Marlar stated that Robert Wheeler is still working on the IRS issue.

Chief Marlar stated that he completed the consulting agreement with Kenny McGinnis for any future transition worked needed.

Chief Marlar stated that the IGA for the fire-training trailer with UCC is still in review and should have an IGA back for February meeting. Joel King is here tonight for further discussion on that.

Chief Marlar stated that we currently have two firefighters off duty one with an on the job injury and one with non-job related injury.

Gary Vess asked Chief Marlar on the transition of duties with Kenny McGinnis did we put down a time frame. Chief Marlar stated that he would have to research it but thinks it was up to six months.

Chief Marlar stated that January 25, 2014 Winston will be having their goal setting meeting and he was asked to attend.

Ron Smithhisler made a motion to accept the Chief's report. Charlie Brickey seconded, motion carried unanimous.

Attorney's Report: None

Safety Committee Report: No Safety Committee Meeting. Captain Dickson typed up minutes for January 10, 2014.

Employee Comments: Captain Dickson asked about if we had a date for the Captain's exam. Ron Smithhisler stated that he thinks it was set up for the middle of February but would like to turn it over to the Chief. Chief Marlar stated that we do need to look at having another exam do to Captain Peterson retiring soon.

Captain Dickson also stated that the Stair Climbing Event is coming up again and the Board has been real supportive in the past. Captain Dickson stated that this year he will be taking Jeff Surmon and Matt Torres with him and was wondering if he could take one of the staff cars. Captain Dickson stated that they would pay for the fuel themselves.

Ron Smithhisler asked Captain Dickson when the Stair Climbing Event was. Captain Dickson stated March 8, 2014. Captain Dickson stated that they would go up on the 7th of March and come back the 9th of March.

James Furtado asked them about overnight expenses. Captain Dickson stated that they would pick that up themselves.

James Furtado made a motion to approve Captain Dickson and crew to take a staff vehicle and pay for their fuel to Seattle for the Stair Climbing Event. Charlie Brickey seconded, motion carried unanimous.

Unfinished Business: UCC / FireBlast IGA. Still in review

New Business:

Policy 7 Revision Budget Expenditures: Chief Marlar stated that this policy is outdated from 2009. He would like to propose a change and where it states all Fire District checks shall require two (2) signatures. He would like it to read: **All Fire District checks shall require two (2) signatures. Authorized signers include any current Board Member and the Fire Chief.**

Chief Marlar also asked the board about changing the Chief Spending Authority to:

The fire Chief has authorization to make budgeted and emergency purchases up to \$2,500 without motion and approval of the Board of Directors. This is to allow for a more seamless process in administering the day to day operations of the District.

Chief Marlar stated for example we need to purchase computers. So if we could increase the spending it would cut down on time.

James Furtado made a motion to have all Board Members, including the Fire Chief to be signers on checks and would also like to approve the spending for the Chief up to \$2,500 for purchases. Charlie Brickey seconded, motion carried unanimous.

Chief Marlar stated that our policy's haven't been revised since 2009. Chief Marlar stated that the board went through Special Districts and we have a lot of templates. Chief Marlar stated the board policy are setting the policy and direction at a 20,000 foot level for the Fire Chief and operations to run.

Chief Marlar stated that the policy's really need to be revised because they name position for people that are not here anymore.

Chief Marlar stated that he wanted to see what the boards pleasure is in revising some of the policy and separating the employee handbook.

Chief Marlar stated that if one or two board members wanted to meet and have discussion on the policy. He can type up a draft copy and put it in the board packet for reviewing before the board meeting.

Vern Heyer and Gary Vess are going to meet with the Chief to start getting the policy manual updated.

Annual Audit: Chief Marlar stated that he emailed Tom Davidson and asked him if he would be open to signing a multiyear agreement. Chief Marlar stated that Tom stated in the email that he could go down to \$12,000.00 for the regular audit \$1,500.00 for the Grant audit. Tom stated that he is not open to a long term contract until he sees things smoothing out.

Chief Marlar stated that he did take the alternative and did some checking and spoke with CPA Steve Tuchscherer. Chief Marlar provided a copy of our annual audit for Steve to review and give us a quote of what he would charge for a audit. Chief Marlar stated that Steve Tuchscherer feels he would be right at \$10,000.00.

Chief Marlar stated that if it's the board pleasure to pursue Steve Tuchscherer to propose something for next year's audit and bring back to the board next month.

The board asked Chief Marlar to pursue Steve Tuchscherer. Ron Smithhisler stated in fact the sooner the better.

Volunteer Program Discussion: The pleasure of the board is to set up a workshop meeting for January 27, 2014 at 10:00 am.

Budget Process: Chief Marlar stated that he is looking at changing the budget cards in a different format. Chief Marlar stated that he will be meeting with the Captain's tomorrow and start getting their request and items in for their programs and projects.

Chief Marlar stated that he would like to see what the pleasure of the board is for planning the tax revenue and ambulance revenue. Chief Marlar stated he would also like to come up with A,B,C plan regarding the SAFER grant.

The pleasure of the board is to set up a budget workshop meeting for February 3, 2014 at 9:00 am.

Chief Marlar stated that we need to upgrade some computer. We have budgeted \$10,000 under office equipment for computers. We have spent \$1,000 last month on Margie's computer. We need to replace the Captain's, and the two medic computers. Chief Marlar has a quote from CDW for \$4,500.

James Furtado made a motion to approve the purchase of the computers and the software. Charlie Brickey seconded, motion carried unanimous.

Chief Marlar stated that he would like to keep \$100.00 in petty cash in a lock box. The reason is if one of the crews was going to the hardware store and going to buy something that is only five dollars. Chief Marlar stated that also Costco was running a sale on paper and we saved quite a bit by taking some cash and going and purchasing the copy paper. We will keep the receipt and do a recap at the end of the month. We would turn the recap sheet into Wheeler's and then they would cut me a check for the cash spent. Chief Marlar stated that it's just nice to have some cash on hand so that we are not putting small amounts on the credit card.

James Furtado made a motion to keep \$100.00 in petty cash in a lock box. Charlie Brickey seconded, motion carried unanimous.

Business of Guests:

Sheila Boulden asked the board what does IGA mean. The board let her know it was Inter Government Agreement.

Sheila Boulden asked how expensive is it to test for Captain. Chief Marlar stated that it's at least 3 to 4 hundred per person.

Sheila Boulden asked who is retiring in September. John Peterson

Sheila Boulden asked about the Volunteer Program that we are talking about and if that will be taking money away from current budget. She stated that her husband is one of the guys that's on the chopping block. Chief Marlar stated that he can't answer that question right now but he does believe that there is \$10,000 that was budgeted for the

current budget. Out of that we have only spent \$350.00. Chief Marlar stated that there is still 9,600.00 for the remainder of this year that would be utilized.

Good of Order: The next meeting February 17, 2014 at 6:30 pm.

Adjournment: Seeing no further business to be discussed meeting adjourn at 8:30 pm. The next regular meeting is February 17, 2014 at 6:30 pm.