

**COLESTIN RURAL FIRE DISTRICT
BOARD OF DIRECTORS MEETING
November 8, 2013**

PRESENT: Alissa Lipking, Peggy Moore, Teri Thomas, Cindy Warzyn, Steve Avgeris

ABSENT: Pam Haunschild

The meeting was called to order at 6:00 pm at the Hilt Church

MINUTES

It was M/S/P (Thomas/Warzyn) to approve the minutes of the October meeting.

TREASURER'S REPORT

Teri sent the financial reports out via email. She highlighted certain areas of the documents. We have \$5,405.82 in the Checking account and \$53,790.46 in the Treasury account. The County projects that our tax revenue this year will be \$37,886.35. The tax bills have just gone out and we generally receive the bulk of the revenue through the November mailing.

Steve reported that we received about \$1,000 in revenue for the fire behind the Hornbrook station.

CHIEF'S REPORT

Steve reported that until today there have been no calls. Today we received a call on a vehicle fire, which was cancelled. Thanks to John Ames, all rescue and rigs are under cover now. All wild land equipment is out of service for the winter.

Steve informed the Board that after training this season, we should re-evaluate our situation and very possibly down size some of the equipment.

Steve was talking to the Chief of a larger volunteer department who informed him that drugs were becoming a larger problem in the Volunteer Fire Service. Many departments have gone to random drug testing. This is something CRFD is not ready to move towards but the Board discussed a number of reasons this may be the case more in the emergency services. Recreational drugs are more common and more accepted. The Chief or Incident Commander has the legal obligation to send someone home if there are on drugs at a fire.

Steve reported that he received a "threatening email" from the FCC that since we have not narrow banded our frequency; we are in violation of the law. By January we must be in compliance. John Ames has volunteered to narrow band all our frequencies. Steve is fearful that in outlying areas, the quality of our service will be affected by this. However, we must comply.

STANDARD OPERATING GUIDELINES/PROCEDURES

Teri passed out the proposed SOG's that she completed at the Board's request. They are indexed, and revised from the draft examples sent by ISO. Steve was asked to carefully review them for this meeting. He recommended two changes to the draft proposal that the Board considered in October. The first had to do with drug and alcohol. The second focused on the passport system which does not work for a small department. While there are some good ideas and practices in the proposal, it really applies to a larger department where they have the staff to implement the passport system.

The CRFD document focuses on governance and personal. In addition, the requirement for an active safety committee and appropriate meetings has been included and will begin this month.

After discussion it was M/S/P (Warzyn/Lipking) to adopt the revisions as the Chief suggested and adopt them as a current, final draft – knowing that it is a “living document” and will be revised to reflect changes and additions as needed.

The Board expressed its appreciation to Teri for taking on this task. She will inform the appropriate parties that we have complied with this and thus met the ISO recommendations from their latest visit.

BUDGET

Peggy asked that we discuss this under good of the order. The Board asked that Lisa Buttrey, Karen Dwyer and Sharron Halvorson be invited to serve again as the CRFD Budget Committee. They have continued to do an excellent job with the budget. As we are looking at best practices in the governance and personal sections, the Board discussed the need to go to a rotating chair of the Budget Committee. We are working hard to cross train different functions in CRFD. For example, Lisa Buttrey is now well trained in the financial aspects of the District. We have assistant Chiefs more versed in the management of the Department. While the budget committee works collaboratively in developing the budget, the Chair of the group is responsible for a fair amount of paperwork for the state. Sharron has graciously chaired the committee for many years. It would be good for the committee to select another chair for this cycle so that someone else is trained for those responsibilities. The schedule for budget development will remain the same as previous years. A member or members will attend the February meeting to hear the Chief's wish list and the Board's priorities in the development. In March the first pass will come to the Board. In April the preliminary budget will be adopted and sun shined to the public. In May the final budget will be approved and in June it will be sent to the State.

Peggy was asked to communicate that to the committee, when asking them to serve again.

NEXT MEETING

The next Board meeting will be held on Friday, December 13th at 6 pm at the Hilt Church.

It was M/S/P (Lipking/Warzyn) to adjourn the meeting at 7:00.

Respectfully submitted,

Peggy Moore