Feb 14, 2024 *Prescott, WA*

MINUTES OF MEETING

**CALL TO ORDER:**

The Walla Walla North County Fire District Commissioner’s meeting was called to order at 8:00 AM by Commissioner Steve Hoffmann.

**PRESENT:**

Commissioners Steve Hoffmann(D3), Kevin Chabre (D3), Preston Brock (D1), Dave Brock (D1), Brent Tompkins (D1), Bob Beckman(D7), Eric Cochran (D7), Pat Nettleton (D7) and Secretary Sara Winona(D3/D7), Kathy Brock (D1), and Chief Ruffcorn

\*Quorum met

**MINUTES OF PREVIOUS MEETING:**

* Minutes of previous December 2023 & January 2024 meeting provided and reviewed. Kevin moved to accept as is and Eric seconded.

**CHIEFS REPORT:**

* More Radio Programming from county. Jim will make a booklet and put in trucks of the new main changes. Pagers won’t change at all; fire primary will also remain the same.

**OLD BUSINESS:**

* WA Fire Commissioners Handbook review: Reviewed pages 25-29
* SOP Review/Creation for WWNCF
	+ *5.3 Training Policy*
	+ *5.4 EMS Training* ***(\*\*\*Change First Responder to Emergency Medical Responder)***
	+ *6.0 Benefits*
		- *6.1 BVFF Relief & Pension Act*
		- *6.2 Other Insurance*
		- *6.3 Worker’s Compensation*
		- *6.4 Other Benefits* ***(\*\*\*Add Lifeflight & Aflac for active volunteers)***
1. Leaves of Absence and Time Off
	* Time Off
* Hospital District: No Update
* Auditor Update: Talked with county Treasurer, Gordan H. and he will help all that he can with creating new account for North County Fire and push on county auditor to create account.

**NEW BUSINESS:**

* Office Space: Discussion of different options for office space and tour of what is available in Prescott station were made. It was decided to clean up the “red room” and have a day with dump trailer so that there is more room to work and put in a mini split for heat/cool to make it an adequate space to work in. Also addressed the office on Hoffman Rd as fire department started to fix up and needs new roof and wall repair. It was decided to offer the owner of the building a lease term and they incur the cost of a new roof and department will replace walls and cabinets that were had taken down initially from Five Star Restoration. Kevin made a motion to offer a $12,000 flat rate for ten years with a simple lease for space. Owners pay for a new roof on the building and monthly electricity, water, and garbage. The fire department will replace walls, ceiling, and cabinets taken down and do regular building maintenance. Eric seconded this motion. Sara will present a lease offer to owners.

**MISCELLANEOUS:**

* 3147 and 3343 need to go in to mechanic. Kevin, Preston, and Eric will take to Woodpecker Truck in Pendleton.

**CITIZENS COMMENTS AND BUSINESS:**

* None

**ADJOURNMENT:**

* There being no further business or comments Kevin moved to adjourn the meeting at 9:15 AM, Preston seconded.

Respectfully submitted,

Sara Winona, Secretary

Steve Hoffmann, Chairman