December 13, 2023 *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), Jeff Buley (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 November 8, 2023 meeting provided and reviewed. Kevin moved to accept as is and Eric seconded.

**CHIEFS REPORT:**

* Will be programming radios again. Possibly twice this year. There are new protocols for Lifeflight radio communication. Chief Ruffcorn will create a new radio/channel list and put in trucks. Will also go over how to switch zones in trainings. Further discussion of radio service/reception over the last ten years; all upgrades have given us worse radio reception.
* D7 Rescue needs a new pump. Has 1989 pump that is leaking, engine overfilling with fuel. Have tried many fixes, just outdated and needs replaced. Chief Ruffcorn presented 4 different bids with costs to replace with comparable pump. Curtis $8544 + Tax, Mallary $8408 + Tax, General Fire $7699 + Tax and the manufacture was $11,400. Eric moved to buy new from general fire, Preston seconded.
* Phones: Chief is currently using his work cell phone for all fire department activity. He is pulling phone and considering switching companies and putting into his own name. There was discussion on Verizon vs. Inland and what do with all outdated Inland phones in trucks, and which trucks really need phones. Commissioners requested that Chief bring dollar amounts for next month of what costs would be to cover his phone and possibly other trucks.

**OLD BUSINESS:**

* WA Fire Commissioners Handbook review: Reviewed pages 22-25 Financing and Budgeting
  + - * 1. *Budget Process*
        2. *Paying Bills*
        3. *Incurring Debt*
* SOP Review/Creation for WWNCF
  + *4.3 Outside District Training Compensation*
  + *4.4 Reimbursement for EMS Training*
  + *5.1 Performance Evaluations*
  + *5.1.1 Member Development/Evaluation*
  + *5.1.2 Evaluation Form*

**Change in 4.3 to read current standard IRS mileage deduction.**

* Hospital District: Steve has talked to County Assessor, and they say that it is no problem. If we get up to county max level, then they would have to cut Jr. taxing back. They expect that would happen in 20-30 years. The assessor is working on gathering Columbia County Information and we can still move forward.
* Also talk with Jessica Murff, Chief Financial Officer. More progress with her, she is setting things up. Getting a new state bars code is difficult.

**NEW BUSINESS:**

* 2023 Money Split: Kevin moved and Dave seconded money spent for 2023 be split up by list presented.
* Office Space: The need for an office space for WWNCFD secretaries was brought up. It has been on the WWFPD 3 agenda for over a year and Kevin asked it to be moved to WWNCFD Agenda. Discussion on the possibilities at Hoffman Rd, A portable at Lee Station, D7 Red room and office, and possibly even Clyde. Commissioners want more information and numbers

**MISCELLANEOUS:**

* Volunteer ID Cards: Kathy Presented some cards she made with new machine. Everything looks great.
* Website: Has District 3 & 7 and WWNCFD minutes and agendas posted, and Kathy can also have access to post D1 information. Sara is also putting training dates on calendar and will work on getting an online volunteer application posted.
* D1 Maintenance Update: 3147 running fine, still has vibration. Plan to take it to Woodpecker and have them hook it up to computer. Some discussion of what to do with old, outdated ambulance van. Would have to be surplused through WWFPD # 1, as they are sole owners of.

**CITIZENS COMMENTS AND BUSINESS:**

* None

**ADJOURNMENT:**

* There being no further business or comments Eric moved to adjourn the meeting at 9:40 AM, Dave seconded.

Respectfully submitted,

Sara Winona, Secretary

Steve Hoffmann, Chairman