

## EUREKA FIRE COMMISSIONERS MEETING

*March 13, 2008*

—The Eureka Fire Commissioners meeting was called to order at 1900 by Chairman Steve Hoffmann. Those present were Commissioners Loren McKee and Tad Cowell.

Visitors: Larry Padberg, Cynthia Hoffmann, Aaron Hoffmann and Jim Ruffcorn.

Welcome to delegates, visitors and guests.

### **-MINUTES:**

The minutes of the February 14, 2008 meeting were available to each commissioner in hardcopy and were carefully reviewed. Tad Cowell moved to approve the minutes, Loren McKee seconded.

Unanimous.

### **TREASURER'S REPORT**

Sara reported that the February 2008 Treasurers report reflected \$289,404.50 in the expense fund and \$30,273.02 in the reserve funds. The March bills totaled \$5,618.91.

### **APPROVAL OF BILLS:**

Vouchers audited and certified by the Auditing Officer as required by RCW 42.24.090, have been recorded on a listing which has been made available to the board.

The bills for the current month were \$5,618.91 they were reviewed and an itemized breakdown was provided. Secretary asked commissioners to sign voucher. Tad Cowell moved to approve bills as presented, seconded by Steve Hoffmann. Unanimous.

---

### **INVESTMENT CD:**

Secretary will invest all expense and reserve funds minus the March bills for a total of \$313,900.00.

Steve Hoffmann moved to approve investment of money as presented, seconded by Lauren. Unanimous.

### **DISTRICT BUSINESS:**

### **OLD BUSINESS:**

Commissioner's having a hard time getting a hold of Harold Hart regarding previous work on C.A.F. unit 39. Tad suggested getting manufacturer information to ensure correct pump mount and that all is in working order. Others agreed that a demonstration of truck capabilities from manufacturer would also be

beneficial. Aaron Hoffmann stated he knew location of manuals for C.A.F truck and would give them to Secretary for her to dispense to commissioners.

#### NEW BUSINESS:

Commissioners were presented with Washington State Patrol State Fire Mobilization Reimbursement Contracts. Contracts were moved to be approved and signed by Chairman Steve Hofmann, seconded by Loren Mckee.

Mutual Aide Policy was discussed. It was brought up that as long as we stay within the state we should be covered. There is no mutual aid policy with Oregon and it is important that we do not cross into the border without this policy. Steve volunteered to contact Rocky Eastman and/or Brian Jones about our mutual aid policies.

Ranking volunteers was discussed. Call Numbers were agreed to stay the same with 301 being reserved for the Chief. Discussion of different positions in the district such as captains and rotating duty officers was discussed. A more definite list and schedule will be presented at the next regular commissioners meeting by Steve Hoffmann.

Cynthia Hoffmann reviewed the new Web page design. She asked for suggestions of other links and resources for the site. She received suggestions, including the minutes from previous commissioners meeting, calendar of upcoming meetings and trainings. The suggestion of having a password protected area for volunteers to access to check on their training records, etc. was also presented.

The need for a district wide safety officer and committee was discussed. The safety officer would be in charge of safety policy and the head of a safety committee. Tad Cowell moved that we appoint Cynthia Hoffmann as the safety officer, Loren Seconded. Steve Hoffmann abstained as she is his wife.

There are several trainings for the volunteers for the remainder of the year. Tad Cowell will be assisting the organization of trainings along with the new district chief. Steve mentioned that a chance for EVAP training the trainer is coming up. Aaron Hoffmann stated that he would be interested in the training.

The issue of volunteer moral was addressed with recruitment and retention of volunteers. It was suggested that hats and shirts be ordered for the dept. Cynthia Hoffmann volunteered to check into ordering shirts. Tad moved that she have a budget of \$500.00 for this project. Loren Seconded.

Steve & Cynthia Hoffmann presented information about grant workshop they attended in fire district # 4, last month. They felt that we have many great chances to get some grants but that the deadline is very close this year. Steve was going to try to complete the grant information but was unsure if he would be able to make deadlines. He will give it an honest effort and if unable to make it this year, he will prepare things for next year.

Using the insurance summary for this year presented at last commissioners meeting. There are several pieces of equipment that are being insured but that the location is not known. This includes a 40' trailer, a tanker trailer and a Ford Boom truck. Steve was nominated by commissioners to be contact person with Harold Hart, the previous chief to help identify this missing equipment.

AED Criteria was discussed. It was under review weather or not our current AED was up to code and

regulations. Tad Cowell was nominated to check out the available updates and information about our AED for the district. He will report back next regular commissioners meeting.

#### MISCELLANEOUS

Secretary shared district mail with different workshops and seminars available to volunteers.

It was brought to attention of commissioners that outhouse at Eureka Station is not being cleaned on a regular basis. Secretary will call Doug's Septic Service and check with them, as a monthly fee is being paid for this service.

Aaron Hoffmann discussed the benefits of having booster relays for each grass truck. He has already talked to Inland Cellular about the costs and will bring more information to the next regular agenda meeting.

The keys to the shop part of Eureka shed have not been located since the new year with the resignation of the Harts. It was decided that the doors should be re-keyed. Loren offered to do the work if the knobs were purchased and brought to the station. Sara Winona offered to get knobs on petty cash account when in town next. Jim Ruffcorn offered to help with installation as well.

The REA sent a letter asking for an update for the REA Voting business member. Steve nominated Loren McKee with Tad Cowell as the alternate. The annual business meeting is April 17<sup>th</sup> in Walla Walla. All agreed and secretary will update the REA information.

#### EXECUTIVE SESSION – Chief application review

Steve Hoffmann called the meeting back to order. He called for a vote for new district chief – Steve abstained as his son is one of two candidates.

Tad Cowell voted for Jim Ruffcorn, Loren McKee voted for Jim Ruffcorn as the new district chief. Tad Cowell also appointed Aaron Hoffmann as a captain of the Lee Station, Loren seconded. Aaron was also asked if he would be interested in the responsibilities of being a maintenance officer and directing Mel OpBroek. Aaron agreed to positions.

Discussion of meeting for further details of duties and responsibilities for chief and captain. Meeting will be at Tad Cowell's home on Tuesday March 18, 2008 7 PM.

There being no further business or comments, the meeting adjourned at 2222 hours

Respectfully Submitted:

---

-Secretary

---

Chairman

