

## **KLICKITAT COUNTY FIRE PROTECTION DISTRICT #4**

### **MONTHLY BUSINESS MEETING**

January 23, 2020 – 7:00 P.M.

Lyle Fire Station Meeting Room

The meeting was called to order by Commissioner Joy at 7:00 P.M.

Commissioners Joy and Kroeskop were present.

Others present were Secretary/Treasurer Lisa Clepper, Medical Officer John Nickols, and Justin Ramsay. Admin. Assistant Marci Ramsay took minutes.

### **MINUTES**

- The minutes of the regular meeting of December 19, 2019 were read. Motion for acceptance as read by Commissioner Kroeskop, seconded by Commissioner Joy. Motion carried.

**COMMUNITY LIAISON** – No report.

**RECRUITMENT** – Nothing new to report.

### **GRANTS/BONDS**

- 2019 Legends Casino Grant – Marci submitted receipt documentation to Legends, email was received. The grant is closed out.

**FIRE CHIEF** – No report.

### **TRAINING**

- John reported that seven department members completed EVIP training.

### **VEHICLES/EQUIPMENT**

- 401 – Justin reported that the air dryer system needs replaced.
- 404 – John reported that the front jump line lever needs fixed.
- 406 – Aid vehicle license is renewed.

**INTERAGENCY MEETING REPORT** – No report.

### **2020 BVFF BOARD**

- Garrett Towle has been added; start date January 1, 2020.
- Update on Newell's "buy back" – Located a "Perjury Declaration" in Jim's personnel file. This is the form that was completed back in 2015 when the department was working on several member "buy backs." This gives the impression that Jim's documentation may have already been submitted to BVFF, even though no other documentation was found in his folder. Marci has reached out to BVFF. Waiting on response.

### **MEDICAL OFFICER REPORT**

- Hep A Vaccinations - John would like the department to cover the cost of the Hep A vaccinations through Klickitat County Health Department. Motion made by Commissioner Kroeskop to provide the Hep A vaccines at no cost to department members. This is a two-part shot, members need to get their first shot in January, then follow up with their second shot in the

timeframe recommended by the health department. Seconded by Commissioner Joy. Motion carried.

- John reported that he will go over his budget this month by approximately \$150.

#### **ADMIN. ASSISTANT REPORT**

- Signed Resolution 2020-01; Waiving commissioner compensation.
- Signed Resolution 2020-02; Implementing our Retention-Recruitment Incentive Point System.

#### **FINANCIAL REPORT**

- Reviewed December income and disbursements. Commissioners signed January scripts; (10) bills totaling \$21,029.87 and (3) payroll items totaling \$848.96. Motion to pay (13) items, KCFPD#4 Voucher Numbers 2020-01 through 2020-13, totaling \$21,878.83 in the usual and customary manner made by Commissioner Kroeskop, seconded by Commissioner Joy. Motion carried.
- Script Error; 12/19/2019 – A payment meant for Life Safety, in the amount of \$17,935.34 was listed using the incorrect vendor number. The payment ended up at Life Assist. Life Assist notified us immediately. At that point, they had already deposited the check, so they issued us a refund check. Check received on 1/15/2020, Marci delivered the check to Klickitat County Treasurer's Office on 1/17/2020. Marci contacted Life Safety, explained the situation and added the payment onto the 1/9/2020 script using the correct vendor number.
- Greg Gallagher, Klickitat County Treasurer, reached out about our \$4,000 investment. He will mature this investment into our cash fund on 1/31/2020. Lisa reported that we can re-invest at any time.
- Discussed cash deposits. Klickitat County Treasurer's Office doesn't have a policy/stance on receiving cash deposits. One recommendation is to not accept cash, another is to send cash deposit's via certified mail. Certified mail seems expensive if we are only depositing \$20 from a blue address sign sale. It was suggested that, when Justin is selling the address signs, he states that we prefer a check. However, we don't want to discourage someone from purchasing a sign if they only have cash.

**UNFINISHED BUSINESS** – None.

#### **NEW BUSINESS**

- Cougar Logo on Trucks - Justin reported that the school district is on board with us putting a cougar decal on a few trucks. They have provided a logo file. They had one concern, which was the gas station misinterpreting the logo to mean it's a school vehicle/charge. As always, members fueling up need to check the receipt to be sure it says Lyle Fire/KCFPD#4.
- Facebook – Justin reported that he received a request to remove a photo he posted in reference to an accident scene. The photo showed no patient, no license plate, etc. He removed the photo as requested, but wanted to bring it to the attention of the board. He estimated this to be the second or third time he's received a similar request, since he started the page several years ago. John Nickols suggested reaching out to the prosecuting attorney for guidance.

With there being no further business to discuss, Commissioner Kroeskop made a motion to adjourn. Motion seconded by Commissioner Joy. Motion carried.

**MEETING WAS ADJOURNED AT 7:55 P.M.**

<b>Pending Motions</b>	

<b>Action Items</b>	
Marci	Look into additional insurance coverage for member beyond what BVFF allows

APPROVED