

**REGULAR MEETING MINUTES**

Tuesday December 14, 2021

President: Susan Loeffler, Vice President: Robert Drain  
Directors: David Loeffler, Kristi Swift, 1 – Vacant Seat

**5:00 PM OPEN SESSION**

Call to order: 5:00 pm

Pledge of Allegiance to the Flag: Led by President Loeffler

Director Roll Call: All present

Present: Captain Justin Molner, Christina Pierce

Corrections to Agenda: Add discussion item for Closure of Hall on Hwy. 3 (Discussion IV A), Billing (Discussion IV B) and under new business James McNeil. No attached report for Item III B.

**I. PUBLIC COMMENT**

Any member of the public may address the Board of Directors at this time on any matter within the jurisdiction of the Board, regardless of whether it is on the agenda. Those wishing to address matters on the agenda may hold their comments until that item is taken up, at which time the public will be permitted to address the Board of Directors prior to any action. Comments will be limited to three (3) minutes per speaker. Those speaking on behalf of an organization will be limited to five (5) minutes. This time limit may be extended at the sole discretion of the chair.

**II. REVIEW / APPROVAL of MINUTES**

Approval of minutes - Regular meeting held on November 9, 2021. Motion made to approve the November 9, 2021 minutes. (*D.Loeffler/Director Drain*) Aye – 4, No – 0 Motion carried.

**III. REPORTS / INFORMATION ITEMS**

- A. Report Out Closed Session Held December 6, 2021 (President S.Loeffler): *The contract for 3101 has been terminated.*
- B. Fire Chief's Training/Personnel Report/Grants (Battalion Chief Warshawer): *See attached report.* President Loeffler inquires about 3112 being back in service.
- C. Correspondence (Clerk): Financial Clerk: Network for Good \$50 check for the volunteers.

**IV. DISCUSSION / ACTION ITEMS**

- A. Closure of the Hall on Hwy 3 (Director Loeffler): Proposes to close the “old firehall” due to lack of space and spending of extra funds. The Financial Clerk relates: Due to COVID and other factors there has been many delays in moving forward with closing the hall and there should be a plan, but she does not know if the district is financially set up to close the hall. Director Loeffler relates that the Timberwolf has paid \$30,000 per year and that money can be moved to shutting down the old station. Could a travel trailer be put outside the station on Hyampom Road for the time being until the logistics can be set up so the “old station” to be shut down? *Further discussion is needed on this item. Tabled to a future meeting.*
- B. Fire Billing Update (Board Clerk): *Board Clerk and President Loeffler will have a meeting to work on getting the billing to a level of satisfaction so the billing can become more expedient on the Fire Clerks end of billing.*

- C. Comprehensive Review/Update of District Policies and Procedures (Financial Clerk):
- a. Official Minutes – Signature Page: Financial Clerk would like the minutes to become official by being signed by the Board Clerk. *Motion made to approve have minutes approved and signed at each board meeting. (D.Loeffler/Director Drain) Aye – 4, No – 0 Motion carried.*
  - b. Purchasing Policy – Approved Vendors: Regarding the vendors who are approved and unapproved vendors, how does the board approve estimates from vendors before board approval? Financial Clerk requests that this item be on the agenda until the board decided on policy changes. *Item to be on the agenda for January 2022.*
  - c. Recording Policy for Board Meetings: Policy regarding recording policy is currently at 90 days. Does the board want to keep the recordings for 90 days or change it to a year? Also, who has access to the recordings according to the board policy? *Item to be on the agenda for January 2022.*
- D. Frontier Fuel Account – Status of Card Request for Emergency Use (Financial Clerk): Reported that the board needs to write a letter to Frontier Fuel to expedite obtaining emergency use cards for the fire department. *President Loeffler reports that she will be in contact with Frontier Fuel.*
- E. Stipends (Director Swift): Director Swift relates she does not have enough information for this item. *Moved to next month’s meeting. Update: Director Swift would like to table this item to a future meeting when she has a better understanding of the stipend program.*
- F. Consider Financial Report / Warrants for November 2021 (Financial Clerk): *See attached report. Motion made to approve financial report and monthly warrants. (Director D. Loeffler/ Director Swift) Aye – 4, No – 0. Motion carried.*

V. NEW BUSINESS: Due to all the extra work that James McNeil has provided to the district, a resolution and honorary fire fighter to thank him for all his work. To be put on next month’s agenda.

VI. ORAL COMMUNICATIONS/DIRECTORS COMMUNICATIONS: Director Drain and Swift thank everyone. Director Loeffler has been with the fire department for 40 years and this will be his last month on the board. This is also Director Loeffler’s 55 year in the fire service. Battalion Chief Warshawer thanks Director Loeffler for paving the road to what we have today.

VII. ADJOURNMENT: 6:24

*Board Clerk Signature: \_\_\_\_\_*  
*Approved on January 11, 2022*