

Mosier Fire District Board Meeting
Mosier Fire Hall on Washington St.

DATE: February 10, 2011
7:00 p.m.

BOARD: Darin Molesworth, Glenn Bartholomew, Ken Hudson, James Matthisen, LeeRoy Herman

STAFF: Fire Chief Jim Appleton, Recorder Jean Hadley, Finances Jeanne Reeves,

Absent:

Excused:

CALL TO ORDER - Meeting was called to order by Board President Darin Molesworth at 7:20 p.m.

ADDITIONS OR CORRECTIONS – None

BUSINESS FROM THE AUDIENCE – None

CONSENT AGENDA

1. Approval of Minutes – January 13, 2011

2. Bills review/approval

A motion was made by Board Member Hudson to approve the consent agenda as presented. Board Member Herman seconded. There was no discussion. The motion passed unanimously

BUSINESS

1. Check signers update

Hadley reminded the Board members present of the question regarding Reeves signing checks. Reeves would like to do some online banking and the bank will not allow her to electronically access the account and/or make inquiries without being a signer on the account. Matthisen asked for clarification of best practices with regards to banking procedures. Matthisen also stated his approval of allowing Reeves to do her job as thoroughly as possible. This item was tabled in order to gather more information and decide how to proceed.

2. Credit card question update

Hadley suggested to the Board that they put a limited amount on a credit card.

Fire Chief Appleton arrived @ 7:25pm. The Board asked Appleton what limit and how often he would need to use a credit card. Appleton suggested a \$1000 limit so equipment can be purchased with a little more ease when necessary. Matthisen suggested a debit card attached to the account with a limit.

A motion was made by Board member Matthisen to approve a debit card for use. Board member Hudson seconded. There was no discussion. Motion passed unanimously.

The question was how Finance staff would handle an expense on the account without knowing what was spent and could a limit be put on a debit card. Hadley mentioned that a credit card is generally what is used due to the ability to not have access to a whole funded account.

Matthisen removed the motion regarding approval of a debit card. Hudson seconded the removal motion. There was no discussion. Motion passed unanimously.

This item was tabled and staff was asked to provide more information about how to help with banking and credit card versus debit card.

Appleton reported about banking issues. Appleton said if Reeves deposits money she should not reconcile the accounts; it was suggested that Fire Chief Appleton reconcile or make deposits.

The Board asked for a report from staff about what was needed to help Reeves do her job.

3. Changes for job descriptions for financial & Recording assistance

The Board agreed that the Intergovernmental Agreement (IGA) established the descriptions of the jobs clearly enough and job descriptions do not seem necessary. Hadley will be involved with the Board agendas, minutes and any records related to Board business and Appleton will be involved with Fire documents and volunteers records.

4. Three quotes for vehicle B-86; needs to be replaced

Appleton reported that he received two quotes, Del Carpine and Cascade, they are between \$3000-\$4000 dollars and he is waiting for a quote from Chad Muenzer. Appleton said since the quotes are almost all the same, and he does not imagine Muenzer will be much different, he would like to use Cascade where the truck is being housed waiting for the quotes. Cascade has not charged for storage and towing it would be another charge to avoid. **Appleton suggested consideration of an apparatus replacement fund.**

5. Date set for community outreach meeting in March – This item has been dropped.

6. DRAFT (IGA) between City of Mosier and Mosier Fire District

The Board felt the Intergovernmental Agreement (IGA) was straightforward and needed comment from their Attorney Ken Jones. Appleton said he will forward the IGA to Jones for his comments and/or changes. Hadley mentioned that the IGA is being presented to the Mosier City Council at their next meeting.

7. Board Term limits

Appleton reported that he made a phone call to Wasco County Linda Brown about elections. Appleton said he is waiting for a response because Brown will be out of the office until Friday. Statutory requirements may mean an election this May of three Board positions.

8. Ordinances

Appleton said he is asking a hand full of fire departments around the area for information about basic ordinances which would allow Mosier Fire to have a cost recovery ordinance or any other ordinances which would allow the ability to charge for services and decide what services can be charged.

COMMITTEE REPORTS – None

CORRESPONDENCE – Appleton told the Board that he was approached by Bob Mazarella representing the American Legion asking about purchasing the lower station.

Molesworth said there is a need for painting and simple maintenance around the stations. Appleton said Koerner has offered building services. Appleton asked Molesworth to make a list of what he believes should be considered for maintenance.

The Volunteer Salmon Buffet has been scheduled; tentatively April 10th.

Meeting adjourned at 8:17 p.m.

Approved this 10th day of March, 2011

Attest:

Board President Darin Molesworth

Jean M. Hadley, Recorder