

**COLESTIN RURAL FIRE DISTRICT
BOARD OF DIRECTORS MEETING
September 21, 2013**

PRESENT: Pam Haunschild, Alissa Lipking, Peggy Moore, Teri Thomas, Cindy Warzyn, Steve Avgeris.

ABSENT: None

The meeting was called to order at 6:00 pm. Cindy had a commitment and needed to leave early so the picnic was moved up on the agenda. Cindy reported that all is ready for tomorrow's community picnic. The Marin's will handle the corn and the b b q. All the food has been purchased. Alissa will make a fruit salad. We will arrive at 10:00 to set up. Teri and Cindy will clean the Church on Saturday afternoon.

We will sell the S/M/L T shirts for \$17.00 and the xx large for \$25.00. Sweatshirts will go for \$28.00. The Board agreed to provide free t shirts for active volunteers.

MINUTES

It was M/S/P (Thomas/Haunschild) to approve the minutes as sent.

TREASURER'S REPORT

Teri had sent the documents electronically but reviewed them with the Board. She reminded the Board that it was early in the year. The majority of the tax revenue will be coming in November. We have \$ 53,635.57 in the Treasury account and \$5,755.40 in the Checking account.

The State report, which for many years we needed to ask for an extension, is due on September 15th and will be filed on time. We paid \$20.00 in filing fees to the Secretary of State and \$31.00 to DOJ.

SDAO REPORT

Steve and Teri met with a representative of Special Districts. We received one strong commendation – for communication. The website was cited as an excellent example of effective communication.

There are three levels of “dings” – low, moderate and major. We received one major citation: The District needs to develop a SOG (Standing Operating Guidelines). It is a manual of policies that govern the District and is made available to volunteers. We would keep one copy at the Church for volunteers to review.

We received two moderate citations. The first was that flares should not be stored next to the oxygen tank. Steve has taken care of that.

The second was that we need a monthly safety committee meeting. This can be handled by either the Chief or one designated volunteer meeting to discuss safety issues or meet shortly before each drill and training with the volunteers to discuss safety issues.

The Board agreed that we would ask the Chief to meet with the volunteers prior to the training session and in the months that training is not occurring; the Chief and a designated volunteer would meet. Notes of the meetings will need to be taken. Sharron Halverson was suggested as the note taker since she regularly attends the training sessions.

Teri received a written copy of the findings and provided the letter to the Board.

Peggy suggested that Teri email the sample copies from the SDAO reviewer to the Board members for review and at the October meeting we discuss any suggested revisions or changes and adopt the revised documents as policy for CRFD. We have 90 days from August 26th to have the policies in place. Teri will check with the reviewer to ensure that the copies he sent are the policies they are concerned with. These include sexual harassment, discrimination, ethics, and code of conduct. It was M/S/P (Haunschild/Lipking) to follow this process. Teri will communicate this information to the reviewer.

Finally, Teri mentioned that the SDAO reviewer wants the Board to have some training. Pam pointed out that several members of the Board have received Board training in other organizations. Peggy suggested that some fire boards have been involved in difficulties which can be corrected by Board training sessions. At his suggestion, the Board will put some money in the next budget for Board training. Sessions held close by that doesn't involve staying overnight would be best.

CRFD CALLS SINCE THE LAST MEETING

The Chief was unable to attend this evening. Alissa reported that we did have a vegetation fire on the east side of the freeway. David responded but was turned back.

There was a structure fire on Old 99. There was a problem with directions between dispatch and the caretaker who called it in. Fortunately the fire was contained before the responders arrived.

GRANT OPPORTUNITY

Pam brought up a grant opportunity for safety and security which we might want to apply for. It's a matching \$3,000 grant so we could need to come up with \$3,000. She will discuss this with Steve since it might work for some safety improvements in Station One.

PLANNING SESSION

At previous meetings that Board discussed having a session to discuss planning for volunteers. This was as a result of Teri, Steve and Peggy attending the CAL Fire session on volunteer departments. The Board agreed to set aside a chunk of time at the November meeting to discuss this topic and come up with some concrete plans to implement.

It was M/S/P (Lipking/Thomas) to adjourn the meeting at 7:10 pm

Respectfully submitted,

Peggy Moore