

The minutes of the regular meeting of the Fire Commissioners of Walla Walla County Fire District No. 4 held on May 26, 2021 at Station 41.

The meeting was called to order at 4:00 p.m. by Chairman Hector. All Commissioners and Secretary/Chief Rocky Eastman were present. Guests included Brian Jones, John Golden & Megan Waite.

A motion to approve the agenda was made by Commissioner Farrens. Commissioner Myrick seconded the motion and was carried.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Hector.

### **APPROVAL OF MINUTES**

Commissioner Hector presented a correction to the minutes regarding statements he made during the apparatus replacement discussion. The minutes of the regular meeting of May 12, 2021 were amended and motioned for approval by Commissioner Farrens. Commissioner Myrick seconded the motion and was unanimously carried.

### **SECRETARY'S REPORT**

The Treasurer's Financial Report for April was approved as presented.

The Secretary's Budget Report for April was presented, reviewed and approved.

The Annual Financial report was submitted to WA State auditor as required by law.

### **CHIEF'S REPORT**

Chief Eastman reported the sale of the 604 Abbott house is progressing as planned and will close as early as next week. Attorney Steve Frol drafted two easements for this sale. One being the Irrigation easement and the other being the Septic Drain Field easement. Chief Eastman to include these documents as a condition with the sale of the property.

Annual dozer training occurred earlier this week in Benton County. We sent 4 members and they reported the training opportunity was excellent. More trainings will be available in June. We are using the EVIP exemption thru the state to certify Tim Doggett and Phil Tonn as Dozer Transport operators. They are doing a great job training and will be approved soon.

Fire District #8 has purchased property from the county to build a new fire station. The purchased property is in Fire District #4 at the intersection of Mill Creek Road and Interchange Road.

In the 2021 budget is funding for upgrading the transport trailer, currently Mountain High has a used 2012 trailer potentially in our price range. Chief Eastman will be reviewing new vs. used and provide a recommendation at a future meeting.

Quarterly Labor/Management meeting is scheduled for June 8<sup>th</sup>. Commissioners Hector and Chief Eastman will meet with Union President Slater and Vice-President Goodson. One topic for discussion will be the sharing of resources with College Place.

City of Walla Walla approved two small annexations at their May 12, 2021 meeting. They are each approximately three acres with one located at 920 Reser Road and the other located at the SW corner of Cottonwood Road and Ransom Road.

### **UNFINISHED BUSINESS**

Commissioner Farrens inquired about a policy to complete duty officer reviews. No formal review takes place but informal incident reviews are completed.

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Policies & Procedures Section 500 was reviewed. Commissioner Hector presented a thorough review of Section 500. The board discussed the policies and updates. Secretary Eastman will update the policies as discussed and present at future meeting for review and approval.

**NEW BUSINESS**

Commissioner Hector had several questions regarding the budget/financial statements he receives monthly. He has experience using an operating budget and a capital budget. He wished to clarify that he was interpreting the report correctly and asked if it was possible to run the budget starting with a zero-balance vs showing the carryover from previous year as year-to-date income. The fire districts budget process of carry-over and transfers between the expense fund and the reserve fund are his main areas of questions. Chief Eastman replied that the Washington State Auditors BARS program has very specific guidance as to how budget line items are categorized. Ending fund balances and Beginning fund balances are to be identified per the BARS program. Historically, the fire district retains enough carry-over to pay expenses during the first four months of the year before significant tax collects are received in April. One area discussed was the process Chief Eastman uses to transfer funds between the expense fund and the reserve fund. In the budget a transfer-out and a transfer-in is listed to document the amount and what the transfer is for. Future budgets could reflect only a transfer in or a transfer out if desired by the board. Questions were answered as best as possible following the laws government agencies must follow.

**AUDIENCE INPUT**

None

At 6:10 PM Commissioner Hector called for an executive session as allowed by RCW 42.30.110(1)(g) to evaluate the performance of a public employee. The executive session will be for 20 minutes.

At 6:35 PM the regular meeting reconvened.

There being no further business, the meeting was adjourned at 6:35 PM

The next regular Walla Walla County Fire District No. 4 Commissioner Meeting will be held on June 9, 2021 at 4:00 P.M.

Submitted by: Chief Rocky Eastman

Approved by: \_\_\_\_\_, Chairman