

# CLARK COUNTY FIRE DISTRICT 13

Board of Fire Commissioners - Regular Meeting  
held at the Yacolt Fire Station Administrative Building  
300 W. Hoag St., Yacolt, Washington

January 11, 2022

## Meeting Minutes

7:00 p.m.

**CALL MEETING TO ORDER** – Chairman Beard called the meeting to order at 7:03 p.m. Commissioners Hoyt and Commissioner Ferreira was present. Chief Ford and Captain Andrus were in attendance.

**APPROVAL OF MINUTES** – Commissioner Ferreira made a motion to approve the minutes from the December 14,2021 meeting, seconded by Commissioner Hoyt and approved unanimously.

**COMMUNICATION TO THE BOARD:** The Fire District has completed their three-year audit and the audit results will be available online with the State Auditor’s Office Thursday January 13<sup>th</sup>. The audit found one exit recommendation for consideration not referenced in the audit report, District did not retain the detailed receipt for a \$108 credit card purchase. Highlights were District staff being responsive and allowing for a smooth process. All findings were to be concluded as satisfactory.

### **FINANCIAL/COMMUNICATIONS REPORT:**

1. End of Year Fund Balances:

Fund 6227 General Fund	\$435,299.14
Fund 6215 Capital Projects Fund	\$329,312.58
1476 Petty Cash Checking	\$ 3,000.00
6075 Imprest Checking	\$ 50,000.00
Total	\$817,611.72

2. Fund Balances as of 1/10/2021

Fund 6227 General Fund	\$435,299.14
Fund 6215 Capital Projects Fund	\$329,312.58
1476 Petty Cash Checking	\$ 3,000.00
<u>6075 Imprest Checking</u>	<u>\$ 32,254.03</u>
Total	\$799,865.75

The district received \$21,740.67 of the Wildland funds outstanding for the month of December. Still owed approximately \$15,000.

## NEW BUSINESS

1. Approval of Shared Employee Agreement for split of 90/10 for Office Assistant. Commissioner Ferreira made a motion to pass Payment of Claims, Commissioner Hoyt second, all voted in favor.
- 2.
3. Approval of Shared Employee Agreement for split of 90/10 for Finance Manager. Commissioner Ferreira made a motion to pass Payment of Claims, Commissioner Hoyt second, all voted in favor.
4. Commissioner Ferreira made a motion to pass Payment of Claims, Commissioner Hoyt second, all voted in favor.

Date of Claims	Amount
12/16/21	\$6,903.69
12/20/21	\$11,970.01
12/27/21	\$2,942.66
1/3/22	\$7,014.01

## STAFF REPORT

1. Operations/Training Report – Chuck Andrus provided updated response numbers.

Year	Amount
2021	504
2020	474

**ADJOURNMENT** – Chairman Beard adjourned the meeting at 7:18 p.m.

***Next regularly scheduled meeting: Tuesday, February 8, 2022 at 7:00 p.m.***

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date