

# 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

December 14, 2021

## Meeting Minutes

7:00 p.m.

**CALL MEETING TO ORDER** – Chairman Beard called the meeting to order at 7:00 p.m. Commissioners Hoyt was absent, 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 November 9, 2021 meeting, seconded by Commissioner Beard and approved unanimously.

**COMMUNICATION TO THE BOARD:** The Fire District is currently undergoing a three-year audit (2018-2020) and the Finance Manager has been assisting with communicating and providing documentation to the audit team as the Office Assistant is new to her position. North Country EMS will be invoicing the fire district for total cost compensation for the number of hours the Finance Manager has spent on the audit, estimating approximately 20 hours at this time. Per Chief Ford, North Country's audit is half through the process, with only one exit comment. The comment was regarding former Chief Ben Peeler neglecting to submit a receipt for an expense.

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

1. Fund Balances as of 12/13/21:

Fund 6227 General Fund	\$451,662.52
Fund 6215 Capital Projects Fund	\$329,156.13
1476 Petty Cash Checking	\$ 3,000.00
6075 Imprest Checking	\$ 36,869.92
1200 Accounts Receivable	\$ 39.29
Total	\$820,727.86

The district currently has wildland fire receivables of \$36,603.19 outstanding in personnel costs. Chief Ford mentioned the Fire agency received a reimbursement last week for the 2021 wildland season, but this balance is still outstanding.

**NEW BUSINESS**

1. Commissioner Ferreira made a motion to update signers on \$50,000 Imprest checking ending in 6075 and \$3,000 petty cash checking ending in 1476., Commissioner Beard second, all voted in favor. – Previous signer Kim Pitts, new signer Monica Hofstetter replacing Kim Pitts, as Finance and Administration.
2. Commissioner Ferreira made a motion to update the cost share for office staffing from 80/20 for the office assistant only to 90/10 for both office assistant and finance manager, beginning January 1, 2022 Commissioner Beard second, all voted in favor.
3. Commissioner Ferreira made a motion to pass recognize Juneteenth holiday as paid, Commissioner Beard second, all voted in favor.
4. Commissioner Ferreira made a motion to pass Payment of Claims, Commissioner Beard second, all voted in favor.

Date of Claims	Amount
11/18/21	\$1,758.41
11/25/21	\$6,774.68
12/01/21	\$6,688.68
12/09/21	\$6,441.40


**STAFF REPORT**

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

Year	Amount
2021	471
2020	462
2019	471
2018	416
2017	473

**ADJOURNMENT** – Chairman Beard adjourned the meeting at 7:10 p.m.

**Next regularly scheduled meeting: Tuesday, January 11, 2022 at 7:00 p.m.**

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Date

  
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Attest

  
\_\_\_\_\_  
Date