

CHRISTOPHER KOHL'S FIRE DISTRICT  
MINUTES OF BOARD MEETING  
DECEMBER 08, 2008  
STATION 51

Meeting called to order at 7:00 pm, 8 December, 2008. Pledge of Allegiance.

In Attendance:           Deborah Dawson, Board Member  
                          Margot Holmes-Fish, Board Member  
                          James Oliver, Board Member  
                          Electra VanEckhoutte, Fire Chief  
                          Dionne May, Administrative Assistant

**Agenda Item 4. Information/Discussion/Action** on Election of Board Officers. This item was taken first. Mrs. Holmes-Fish nominated James Oliver as Chairman. There was no second. After Board discussion, Mr. Oliver nominated Mrs. Dawson as Chairman. Mrs. Holmes-Fish seconded. The vote was unanimous in favor. Mrs. Holmes-Fish nominated Mr. Oliver as Clerk/Treasurer. Mrs. Dawson seconded. The vote was unanimous in favor. The Board decided to elect a Vice Chairman, with duties of conducting meetings in absence of the Chairman. Mr. Oliver nominated Mrs. Holmes-Fish. Mrs. Dawson seconded. The Vote was unanimous.

**Agenda Item 3.**

- A. The minutes from the 10 November, 2008, and the 21 November, 2008 Board Meetings were approved by Mrs. Dawson.
- B. The status of the District Bank accounts for November, 2008, was given by Mr. Oliver and approved by Mrs. Dawson.
- C. Chief VanEckhoutte gave the Chief's report and discussed the status of the Department and activities of the members of the Department. A notice for the upcoming Christmas party was discussed, and it was decided to post a notice saying the three Board members would be attending, with no business being discussed.

**Agenda Item 5. Information/Discussion** on the Fire Code and effect on the Department. Procedures for adoption and pros and cons of the Fire Code. Mr. Oliver gave a brief outline of the State Fire Code, how codes are developed, relationship to building codes, and which codes are applicable. Mrs. Dawson requested copies of the correspondence Mr. Oliver mentioned. The International Fire Code has been adopted by the State. Procedures for changing the code and requirements for election were discussed. The need for plan review and building inspection, along with the need for a Fire Marshall was discussed. The Board can call for an election after public hearings, or a private citizen can, by petition process with 25% of District voters, have the question put on the Ballot. Mr. Seay gave his views on why the District should have a Fire Code. Enforcement procedures were discussed. Mr. Dawson gave his views on why a Fire Code is needed. Mr. VanEckhoutte gave his opinion on needing a code, and why residents were afraid of adoption. Grandfather provisions were discussed. Chief VanEckhoutte said that she felt that the Code was needed. The Wild Land Urban Interface Code was discussed, and it was felt that it may also need to be adopted to obtain the results desired by the previous speakers. It was suggested that a copy of the Code be obtained and that the interested parties become familiar with it, and that it be discussed at a later meeting.

**Agenda Item 6. Information/Discussion/Action** on Board policies and procedures. Mrs. Dawson asked about the Web site and posting of minutes. Mrs. Dawson also commented that her name was misspelled on the website. The AFDA conference was brought up and discussed. The procedures used to prepare the agenda, minutes of meetings and other internal procedures was discussed among the Board. Dionne May, the Administrative Assistant, said that she is preparing a procedures manual that will detail many of the Board procedures. She briefly discussed her warrant signing timeline's. The Warrant signing procedures were discussed, including the Chief to open the mail, reviewing the invoices or bills, insuring the Chief's initial's on

the supporting documents and the correctness of the actual warrant before signing the warrant. The documents associated with the Chase online account were discussed, and the need to review and initial before actual online entries are made. The Chief need's to open, review and initial the original bank statements was discussed. Budget preparation and planned workshops were discussed. The audit procedures were discussed. Mrs. Dawson asked about the Annual Report and audit that she had received. Mr. Oliver discussed Agenda item 9, saying that the Annual Report was finished, and submitted to the Board of Supervisors and Treasurers office, along with the required Audit. Mr. Oliver said that the audit was very clean and cleared up several years of accounting errors in the Department's books. Mr. Oliver said that Chief VanEckhoutte and Dionne May had worked very hard on the report and audit, and that he was quite proud of their efforts and results. A letter is forthcoming from the auditor with several recommendations that will be discussed at a future meeting. Grant procedures were briefly discussed with the requirements for a Board member to approve, by initial, payments to the Administrators. The \$1,000.00 dollar limit for purchases by the Fire Chief was discussed. The relationship between the Board and the Fire Chief in managing the Department was discussed. As an example, Mr. Oliver said that the Board approved a budget for personnel, and it was the Chiefs responsibility to decide how she would allocate the budgeted money. The Chief was hired as a manager, and Mr. Oliver felt that the Board should let her do that.

**Agenda Item 7. Information/Discussion/Action** on authorizing James Oliver to sign any agreements needed with the Forest Service in conjunction with the fuel break around Christopher Creek. The Board reaffirmed the previous Board decision authorizing Mr. Oliver to sign these agreements. .

**Agenda Item 8. Information/Discussion/Action** on appointing a Board member to the Pension Fund. Mrs. Holmes-Fish volunteered to be the Board representative. The Board concurred in that appointment.

**Agenda Item 9. Information/Discussion/Action** on Annual report and Audit. This was covered during the discussion under agenda item 6.

**Agenda Item 10. Information** on future agenda items. Mrs. Dawson presented a list of items that she would like to have discussed at future meetings. These included the hiring of an Assistant Fire Chief, Emergency operating plan development and implementation, presentation of Grant status and plans, and presentation of a report by a Fire Belles representative concerning status and finances. Mr. VanEckhoutte said that the Department was involved in the County Emergency Operating plan at this time. Mr. Oliver asked that an item be included to discuss any information received from the Auditor. Mr. Oliver was then thanked for his dedication and services as administrator.

**Agenda item 11. Call to the Public.** There was no comment.

Mrs. Dawson, after a motion by Mr. Oliver that was seconded be Mrs. Holmes-Fish, adjourned the meeting at 8:30pm, 8 December, 2008

Submitted : 10 December, 2008  
James Oliver

Approved: \_\_\_\_\_ Chairman \_\_\_\_\_, 2008