June 14, 2023 *Prescott, WA*

MINUTES OF MEETING

**CALL TO ORDER:**

The Walla Walla North County Fire District Commissioner’s meeting was called to order at 8:00 AM by Chairman Steve Hoffmann.

**PRESENT:**

Commissioners Steve Hoffmann(D3), Jeff Buley (D3), Preston Brock (D1), Dave Brock (D1), Bob Beckman(D7), Eric Cochran (D7), Pat Nettleton (D7) and Secretary Sara Winona(D3/D7), Kathy Brock (D1)

\*Quorum met

**ADDITIONS TO AGENDA:**

* None

**MINUTES OF PREVIOUS MEETING:**

* May 10, 2023 meeting minutes reviewed and discussed. Motion to accept minutes as is by Eric, seconded by Preston. All in favor.

**CHIEFS REPORT:**

* None

**OLD BUSINESS:**

* Hospital District: Steve requested that a committee be formed so that he is not the only one working on the project. Eric and Dave volunteered so that there is a commissioner from each district. In Fall will need to go door to door to talk to people liking in both districts.

**Hospital District Committee: Steve Hoffmann, Eric Cochran, Preston Brock**

* Financial Account: Steve has talked to Karen Martin again; she is still putting us off. He has scheduled a zoom meeting with the State Auditor’s Office. They felt that the proposed contract was fine and opening an account under D3 worked. They requested a copy of the contract to review and will get back to us.
* WA Fire Commissioners Handbook review:

Board of Commissioners Meetings, *pages 10-15*

* + *Quorum, OPM Act, Regular meetings, Special Meetings, Emergency Meetings, Agenda, Minutes, rules of Procedure/order of Business, voting, audience participation, board disputes, committees, executive sessions.*

**NEW BUSINESS:**

* SOP Review/Creation for WWNCFD: Commissioners reviewed: 1.14 Job Descriptions
	+ 1.14.1 – Fire Chief, 1.14.2 FF volunteer, 1.14.3 EMS Personnel, 1.14.4 Mechanic/Maintenance, 1.14.5 District Secretary, 1.14.6 District Treasurer, 1.15 Access to public Records, 1.16 Use of District equipment and computers.

Change #3 records located at “District Office.”

**MISCELLANEOUS:**

* Need for EMS and FF volunteers. Maybe look into school program and see if interest.
* Discussion of station tours June 10 at fire stations. Kevin looked into Lions Hall and it was booked, possibility of using Prescott Station and opening up doors and taking trucks out.

**CITIZENS COMMENTS AND BUSINESS:**

* None

**ADJOURNMENT:**

* There being no further business or comments Kevin moved to adjourn the meeting at 9:16 AM, Dave seconded.

Respectfully submitted,

Sara Winona, Secretary

Steve Hoffmann, Chairman