

NORTH BENCH VOLUNTEER FIRE DEPARTMENT MEETING
NBVFD FIREHOUSE #1

1. DATE: Monday, April 14, 2025

2. THOSE IN ATTENDANCE:

- 🍏 Vice President Casy West
- 🍏 Director Greg Mead
- 🍏 Chief Ken Baker
- 🍏 Director Jim Hill
- 🍏 Edna Runyan
- 🍏 Jack Douglas

3. TIME MEETING COMMENCED: 6:30

CALLED TO ORDER BY: Jim Hill

4. PLEDGE OF ALLEGIANCE

5. INVOCATION

6. PUBLIC COMMENT(S):

- a. Statement regarding board member comments regarding paying membership fees. It was suggested that the board needs to encourage everyone to pay their membership dues on time.

- b. Discussion regarding what buildings on member properties determines the necessity of two memberships. General consensus discussed was that two residences counts as two memberships. Discussion concerning whether two separate RP addresses count as two separate properties. It was suggested that a written policy would be helpful. It was brought up that Aaron had already clarified during the annual meeting, one membership fee for properties that are continuous.
- c. Discussion concerning whether all businesses were billed and whether all businesses had paid. Edna stated that she had emailed the board asking if the businesses had been billed, after the last meeting, without any response, so she asked that someone else follow up to with Aaron. Casey agreed to follow up. Edna stated that the board needed to follow up with Aaron. Discussion regarding how the implementation of QuickBooks could provide the membership database and invoicing. Casey to follow up on the commercial property billing.

7. PREVIOUS MINUTES: Tabled

8. TREASURER'S REPORT

a. Profit and Loss: March

i. Income: \$58,864

1. Membership Dues \$57,925

2. Donations \$800

3. Interest \$139

ii. Expenses:

1. County \$726

2. Entertainment \$223

3. Fuel \$282

4. Bank Service Charges: 433

5. Communications \$40

6. Insurance \$97

7. Legal \$400

8. Equipment & Maintenance \$3000

a. Vehicle maintenance \$937

b. Facilities \$400

9. Payroll \$6,134

10. Total Expenses: \$15,974

a. including taxes, telephone, internet gas, utilities, land,
PPE's, land interest

11. Net Income \$42,890

12. Total Assets \$196,000

a. Including savings, cds, operating account, PayPal account

b. Discussion

- i. Question regarding the tracking of the budget. Jim stated that the budget, as a living document, is a projection of the year ahead with certain line items needing adjustments. Question regarding the budgeted expenses in comparison to spending for Q1. Discussion on the unexpected purchase of the fire engine. Question regarding the schedule for updating the budget. Budget is emailed to the board. Determination that budget tracking is multi-step process with Ken in day-to-day tracking, Edna, Ken & Jim reviewing with suggestion that periodically the board address the review of the budget in the meeting.
- ii. Question addressing the accountant's office concerning bills being paid with late fees, signing of checks. It was determined it was taken care of. The expense was for the Christmas firefighter appreciation party.
- iii. Question regarding the expense reported for entertainment.
- iv. Discussion regarding stipends payment schedule answered as quarterly payments, firefighter paperwork and past pay. Ken to continue getting paperwork delivered for payroll.

c. Casey Motioned to approve treasurer's report.

- i. Seconded: Greg
- ii. All in Favor, none opposed.

9. BUSINESS

a. Stuphen Fire Engine Purchase

- i. Discussion regarding the W-9's, a W9 is needed for the
- ii. accountant's office to send out a 1099 later, budget line item
disbursement or creation to reflect the purchase & line item designation
of the travel expense for the purchase.
- iii. Edna Motioned to include the delivery charge for such apparatus
purchases with the cost of the apparatus..
- iv. Seconded: Casey
- v. All in Favor, none opposed.

b.

10. CHIEF REPORT

- a. Fire Safety Plans for businesses.

- i. Suggestion that the plan might include what insurance companies require.
- ii. Discussion on how to get businesses to grant access in order to create the fire escape plan.
 - 1. Jack mentioned it was not a good idea to decline firefighting because the business had not granted access for the purpose of creating the fire escape plan.
 - 2. Suggestion was made that a free safety consult was offered for the fire escape plan.
 - 3. Suggestion was made that the service should be referenced as mandatory and that working should be discussed.
 - 4. Jack mentioned that the dues being paid create a contract and discussion of possibly returning dues if inspection is denied.
 - 5. Jim suggested that the inspection be a stipulation of joining as a paid member of the fire dept.
 - 6. Edna suggested following suit with other departments on the issue.
 - 7. Suggestion that there could be two levels of membership amount due, depending on whether the inspection had been completed.
- iii. Ken mentioned that they are actively working on inspecting the business' buildings and keeping track of the businesses that have been completed.
- iv. Discussion regarding an annual inspection for fire detector equipment.
- v. It was suggested for Jack to draft a letter for the businesses.

b. Insurance Worksheet

i. Inventory of Assets and Properties

1. Ken is working on it
2. June 30th deadline

c. Bunk House Lease

i. Lease Agreement needs completed by May 1st. Ken will email it to the board and Jack for review/approval.

ii. Discussion

1. Concerning the rates
 - a. Suggested that the rates be increased to cover the expenses, including maintenance.
2. Billing is required for the department to get paid.

d. QuickBooks Purchase

- i. It was suggested that QuickBooks be purchased on a subscription basis to serve also as database for membership dues.
- ii. It was determined that a multiple user account was best.
- iii. Discussion regarding the monthly and annual cost of the membership.
- iv. Motion was made to purchase QuickBooks Essentials, \$65 per month
- v. Motion seconded: Edna
- vi. All approved, none opposed.

e. SCBA's

- f. Ken addressed Jack concerning a letter of liability the Kootenai Tribe wants drafted and signed so they are not responsible for the use of the equipment. They would like the department to certify it.
- g. Motor Rebuild of 151
 - i. Ken stated the board had approved \$25,000 last year and the project needed to be completed.
 - ii. Ken to find the minutes from last year to verify what was approved.
- h. Grants
 - i. Mentioned that they are actively working on grants.
 - ii. It was mentioned that the calls have been extreme and Edna suggested that the number of calls be recorded on the monthly report. Ken agreed.
 - iii. Edna suggested the possibility of a template for the monthly report to show things like how active this fire department is. Such as monthly call volume listing what types of calls ran.

11. BUSINESS

- a. Property Tax Exemption
 - i. Discussion
 - 1. County had three properties recorded
 - 2. Mobile Home was still on the bill
 - a. Discussion regarding where the mobile home went and in what year. Ken stated the MH went to an individual
 - 3. Exemption is good through 2025
 - 4. Jim is supplying by-laws, etc. so that moving forward the short form can be used. In five years the long form will be necessary.

5. Jim drafted a letter regarding good works and why the exemption should apply. Jim will send a copy of the letter to the board.

b. 501(c)(3) Update

i. Discussion

1. Edna has been gathering information but has not sent it.
2. It is necessary to schedule a time for discussing the by-law changes and why it was denied.
3. Edna mentioned she will ask regarding a copy of the denial letter from the IRS.

c. By-laws

i. Discussion

1. Edna mentioned that the 501c3 needs completed before the bylaws are updated in order to save money by not having them reviewed twice.
2. Jim suggested submitting the current ones just to assess.

d. Auxiliary

i. Discussion

1. Jim suggested a sub-committee be created. Jack stated that sub-committee can have its own bylaws, accounting, funding, etc.
2. Further discussion about the dept bylaws and whether they need changed to show the addition to the auxiliary bylaws.
3. Pat stated that they will go forth with electing officers, creating bylaws and then come back to the board to move forward.

4. Edna expressed the will to not stifle the auxiliary's progress and the need to have reporting from the auxiliary in regards to the accounts. Jim suggested it be added to both bylaws.
- ii. Edna motioned for the auxiliary to be able to open one bank account for funding raising with an initial deposit from the fire dept of \$100 from entertainment line item authorized with appropriate accounting measures/principles.
 1. Casey Seconded the motion.
 2. All in favor, no opposed
- e. TIME OFF FOR CHIEF
 - i. Jim suggested that the chief might need some time off. And that board might authorize time off for the Chief and the board should be thinking about it.
- f. GUN DRAWING
 - i. Jeffrey Fink won the gun drawing

12. MEETING ADJOURNED TIME: 8:45

13. PREPARED MEETING MINUTES PROVIDED TO BOARD MEMBERS:

- a. Date: April 15, 2025

14. SUGGESTED CORRECTIONS TO MINUTES: **YES**

15. CORRECTED MINUTES PROVIDED TO BOARD MEMBERS:

- a. Date: May 1, 2025