

NORTH BENCH VOLUNTEER FIRE DEPARTMENT MEETING
NBVFD FIREHOUSE #1

1. DATE: Monday, May 12, 2025

2. THOSE IN ATTENDANCE:

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

3. TIME MEETING COMMENCED: 6:30

CALLED TO ORDER BY: Jim Hill

4. PLEDGE OF ALLEGIANCE

5. INVOCATION: Aaron

6. PUBLIC COMMENT(S): None

7. TREASURER'S REPORT

a. Profit and Loss: April 2025

i. Income: \$12,895.71

1. Membership Dues \$12,357.04

2. Donation Income \$ 535.00

ii. Expenses: 26,660.04

b. Discussion

i. Fixed assets

Edna stated that the fixed assets need to be updated. Need an engine number for the 151 truck. All the fixed assets need to be corrected so 990's can be corrected for the year. Edna suggested that the list be produced for what is currently owned. Edna stated she needed the corrections to the assets for insurance claims and 990 forms. Edna suggested that the assets be updated between now and the rest of the year.

Discussion about 2022 asset record being most recent. An offer from Rick to help Chief update the asset list. Edna suggested updating the 2022 list. Ken said that list is not valid. Edna suggested to just make a note regarding everything that has happened to all assets. Ken suggested that miscellaneous equip is very inaccurate. Edna suggested to just start with the big stuff.

Update the current numbers regardless of the previous amount of inventory. Ken said it will take a year to possibly get inventory done. Edna suggested delegating the task. Edna stated that it will be an issue in future if not completed.

c. Financial Audits

- i. Comment from Rick regarding financial audit. Jim stated that it would be very costly according to Schulte.

d. Dues Paid

- i. Question from Teresa regarding if there is a percentage of dues that have been paid. Edna said no. Aaron stated that they have been going through the 2700 properties to update who has paid. Edna agreed that Casey's statement of appx 60% paid is accurate.

e. Transfer from Excell to Quickbooks.

- i. Edna stated that the updates are extensive. Casey suggested starting at the beginning and start entering. Edna said it would take a couple volunteers. Ken suggested it is a full time staff position. Question re: automatic uploads. Edna explained that only parts of it are updated automatically.

f. Bookkeeper Monthly Costs

- i. Teresa asked if Heidi had given an estimate for monthly cost for bookkeeping and if the cost had been consistent. Teresa suggested someone review the monthly costs. Adrienne questioned if the contract could be renegotiated. Aaron thought the bookkeeping charge was a verbal agreement. Edna said initial cost are higher for set-up. Ken stated that the transition was not as easy as expected because a lot of data had to be rebuilt due to not receiving as much information from Youngwirth.

g. Trainee

- i. The board does not want untrained people. The board agreed that extra costs for trainee was not approved.

h. Motion to approve treasurers report: Casey

- i. Seconded: Aaron
- ii. All in Favor, None opposed.

8. CHIEF'S REPORT

a. Discussion Regarding:

- 1. Department received 72 calls
- 2. Roof

- a. Ken needs to talk to Guss

3. Tires stolen from Station #2

a. Insurance Report

4. BAC Engine, 90 F350 Crew cab, 163 Replacement

5. Engine 151 at shop, possible head gasket

6. Statement of Liability, Umatilla Tribe SCBA's, Kootenai-NB

7. IDC-Keys

8. Cameras

a. What account to use for cameras

b. Budget

c. More bids

9. Workers Comp, One guy is okay

9. Business Mailing Letter

Aaron said the paid/unpaid is not finished. Aaron said dept needs to

figure out what is needed in the letter due to it being confusing. He thinks

members may be confused about whether they're waiting for another bill.

Jim said he agrees about it being confusing. Suggested the bill be

simplified and suggested creating a rate and sending them out. Aaron offered to write something up. Discussion regarding commercial property dues for multiple properties. Edna stated that the bills need to be out by a certain date and that they need paid by a certain date. Aaron suggested billing for a fiscal year for example June 1st to June 1st then a second notice could be sent out. Jim stated that the rates are still at what was set previously and that this year the fee schedule is pretty much locked in and that a provision should be made that chief can inspect property.

Discussion regarding endangerment to dept without inspections. Aaron asked about businesses that are at the residence. Jim stated it is incorporated into the residential rate. And that the major commercial is the concern. Edna suggested making the new letter as simple as possible, with the bill short. Jim suggested commercial get a bill different than the residential.

Discussion regarding format. Jim asked Aaron if he had a draft. Aaron said he wanted to get everyone's input before drafting a bill. Ken said that the presentations need to be made to the members by January 1st. Ken said the new ones should be done by summer and all the members done by January 1st.

Discussion regarding what the board would do in regards to properties that hadn't paid dues and suffered a fire and that the board needed to decide on that situation.

Ken questioned the departments' responsibility for the damn too and how that affects the billing. Board agrees that the letter sent out does not cause the dues to be due. Jim suggests billing the City for the cost of the service.

Edna stated that the cost cannot be billed.

Ken said jurisdiction is trying to be ironed out. Discussion about how much should be paid. Edna said they need to be billed for the dues.

Teresa suggested that they just be charged.

Question regarding when the second residential billing will be sent out.

Aaron suggested it will be sent in July. He needs to look into a second notice. Aaron said business side needs sent out asap. Jim suggested getting the two drafts ready to circulate to the board within a week. Aaron said the board will have the drafts by the end of the week. Greg Mead stated that previously for members that paid every year that it didn't matter when the dues in. Jim suggested putting something in there regarding coverage is from receipt of payment. Edna suggested that the payments be due by a certain date. Casey suggested it be clarified better in the letter.

Discussion regarding city needing to update their reports. Aaron suggested having exact dates by next meeting. Aaron stated that Mt. Hall and other tax-based departments are struggling also. Suggested that tax based might be the best option.

Question regarding commercial bill going out by what date. Jim stated they are going to be sent out as soon as possible. Aaron said the residential bill is not going to be redone. Aaron said the commercials need name tags and sent out.

9. Auxiliary Update

Jen Nichols, Bob (Need Last Name), treasurer, Pat Hurst, President.

Discussion re by-laws, discussion re volunteers, mission statement, educating the people regarding lack of tax district and fund raising. Mission is to help the dept. physically and financially. Jen read mission statement that was drafted. Bob has appointment Tuesday to open checking. Aux helped camp nine. Go bag donated for the raffle to raise money, inaugural, at car show with drinks, baked goods and raffle.. Booth secured for fair. Auxiliary is still figuring out their fee. Qstn to board: how do you want to interact with the auxiliary. Jim suggested one aux mmber attend the board meeting to give a report. Jim thanked them for their dedication on behalf of chief and fire fighters. Bob stated that there are things they will provide for fire fighters that they may need during fires,

like food & water. Jim suggested they interface with chief for that and the objective was for the aux operate independently and coordinate with the chief. A bullet point report for board meetings. Edna asked regarding how the auxiliary financials will coordinate with the dept. Ask Justine how they coordinate in regards with 990. Edna asked if a board member needs to be on the bank account of Auxiliary. Jim asked if the Auxiliary can be authorized as subcommittee of the board. Chief suggested to ask Hall Mtn how they have it set up. Jen suggested that Bob will ask the bank about the issue. Edna said she needs to ask the accountant how the Auxiliary will incorporate. Jen stated that Bob will continue with the account if it is allowed otherwise they will report back what needs done. Teresa stated that the most important function of the auxiliary is to educate the public on what the district is/does, how they can help raise funds, help in general, IT skills, etc. Question regarding whether board wants to state in minutes if the items will belong to the auxiliary. Jen said the items need stored in central location that auxiliary needs to figure out. Teresa asked who does the equipment belongs to? Jim said it can be given to auxiliary.

10. VIPR Update

Casey updated board regarding department as a taxing dist. Casey said contract was approved immediately once that was cleared up. The engines

need empty and loaded certified weighted ticket. 163 needs title, etc.

items need done before contracts are issued. If dept goes to tax based they would have to drop micro contracts and that only IDL agreements would be allowed. Discussion regarding viper contracts and taxing district. 161 needs a picture right away. Crew needs selected. Two firefighters and an engine boss. Need to put out an ad and determine a rate for engine boss. Discussion regarding education for engine boss and firefighting levels.

Casey stated that the he and Edna need to determine what the shifts will be. Casey suggested identifying two guys and that by the end of May the dept should have some idea of the pay. Discussion regarding plan for adding crews and engine bosses over the next five years.

11. 501(c)(3) Update

Edna talked to the paralegal to set up a time for zoom meeting with Jack, Edna and Jim . Edna suggested she might go to Deb's office to determine the reason it was denied. Greg said the letter sent out was not actually an application. Discussion regarding possible dates for zoom meetings. Jack asked what the meeting would entail exactly. Mtg is to wrap up the application process. Discussion regarding the timeframe of the application process. Jack suggested the process is going to be a major production and doesn't want to be responsible for the costs and concerned about the billing from the attorney. Edna reiterated that the attorney has

the information needed now and that it can be suggested that the zoom be kept short. Greg suggested it was the attorney's office that dropped the ball. Edna stated that the board should have followed up and that has now been done. And that there are a few things that need finished to wrap it up and that she will make sure she gets everything she needs. Jack asked if it can be confirmed if the attorney can state what she will be responsible for and has concern for the potential for cost if the process isn't followed through by the attorney. Casey suggested that Jack's insight is appreciated. Edna suggested asking the atty for a timeline. Jack suggested meeting down at the atty's office in person. Casey suggested Friday afternoon. Jack stated he is fine with amending the by-laws and that the specific language be presented at the meeting for amending. Edna stated that she will get the letter from Deb (Youngwirth). Jack reiterated that the meeting be in person. Edna agreed.

Aaron stated \$45 hour, \$250iish a month in answer to Teresa's question regarding Heidi's expense.

NOTE: Jim turned meeting over to Casey at 8:27.

8. MEETING ADJOURNED TIME: 8:48
9. PREPARED MEETING MINUTES PROVIDED TO BOARD MEMBERS:
 - a. Date: June 02, 2025
10. SUGGESTED CORRECTIONS TO MINUTES: Y/N

11. CORRECTED MINUTES PROVIDED TO BOARD MEMBERS

a. Date: