

**NORTH BENCH VOLUNTEER FIRE DEPARTMENT MEETING**  
**NBVFD FIREHOUSE #1**

1. DATE: Monday, June 9th, 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: 6:32

CALLED TO ORDER BY:

4. PLEDGE OF ALLEGIANCE

5. INVOCATION

6. PUBLIC COMMENT(S):

7. PREVIOUS MINUTES: April 2025, May, 2025

A. Motion to approve vehicle and minutes: Aaron

B. Seconded: Edna

C. Minutes Approved

D. Discussion regarding March minutes.

1. Jim has not gotten the minutes out yet.

## 8. TREASURER'S REPORT

a. Profit and Loss: May 2025

i. Income: \$ 13,276.79

1. Membership Dues \$ 1,948.00

2. Donation Income \$ 325.00

ii. Expenses: \$ 11,036.67

1. Interest \$ 379.00

iii. Checking Account Balance \$ 172,889.82

b. Discussion

i. Assets

Edna asked Ken if he was working on the assets and Ken confirmed. It was stated that they had the inventory on the vehicles, that work was ongoing for the inventories. ISO rating will be here withing next three or four weeks. It needs verified that all the trucks have the proper stuff. Financials

were provided to review as well as bank statements. Accountant requests that Ken write down budget line items with notes on every receipt, except when obvious. Accountant also requesting to receive all receipts and vendors to email their statements. Auxiliary received \$797 from the car show. Auxiliary should be submitting something regarding finances each month. It was suggested that somebody on the board needs to be on the account for the auxiliary for oversight. It was suggested that the auxiliary financial report be attached to the monthly minutes. Question and discussion the percentage of membership dues that had been paid with an estimated 50%. Discussion regarding whether list is accurate. Suggested that a comparison of the completed six month financials with Ken's budget can be discussed at the next meeting in order to make adjustments. Discussion concerning payments and assets. Greg to ask 3-mile and Bee Line water associations why the department pays monthly. Ken to get specification on the fire hydrants ownership.

iv. Motion to approve treasurers report: Jim

v. Seconded: Aaron

vi. All in Favor, None opposed.

## 9. CHIEF'S REPORT

a. Discussion

Discussion regarding a 2016 crew cab Ken was considering. Discussion regarding Kootenai Tribe, station 3. Discussion on engine 151, engine completion and other maintenance. Grant work and approval. IDL truck discussion.

b. Jim motioned for \$5000 bid on IDL truck, Aaron seconded the motion. Jim to write letter for Ken to propose.

c. Discussion regarding golf tournament. Engine boss rates at appx. \$600 per day, discussing with Heidi. Viper system, inspections, bidding process, rate increases.

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10. 501(c)(3) UPDATE

a. Discussion regarding Robinson email. \$200 per hour charge moving forward. Discussion regarding affordability of rate, accuracy of suggestions, i.e. tax-deductible claims. Email to confirm to be sent with CC to board.

11. AUXILLARY REPORT

a. Discussion

Car show fund raising \$ 797.74 Raffle tickets available, contact Jennifer.

The next fundraiser event is the County Fair in August. Possible booth at the Kootenai River Days Festival. Discussion regarding a possible monthly profit and loss and balance sheet that could be emailed.

12. DOOR

- a. Discussion regarding door upgrade replacement. Chief authorized for up to \$2500 to install a 3' door.

13. TEMPORARY PART-TIME ADMINISTRATOR

- a. For such things as grant applications, membership follow up, clerical items, membership lists. To work four hours a day, a couple days a week.

It was suggested it would wait until next meeting for the budget review to decide. Work space, hours, job description, cost of wages, etc. Pilot type program was suggested. Ken to compose and work with Jim on what he wants included on the job description. Item to be added to discussion for next agenda.

14. WILDLAND URBAN INTERFACE

- a. Discussion regarding a meeting with the City Council, County Commissioners, Sheriff and any other entities necessary and appropriate to discuss multiple department plan, funding, grants for the program, etc.

Edna motioned to authorize the meetings. Aaron Seconded. All approved.

15. BUSINESS MAILINGS

- a. Billed by mail or by person, business cards, possible change in by laws, struggle with new comers, list of who has been talked to. Letters need distributed widely and as quickly as possible.

MEETING ADJOURNED TIME: 9:00

16. PREPARED MEETING MINUTES PROVIDED TO BOARD MEMBERS:

a. Date: 7.14.2025

17. SUGGESTED CORRECTIONS TO MINUTES: Y/N

a. Date:

18. CORRECTED MINUTES PROVIDED TO BOARD MEMBERS

a. Date: