

HANOVER FIRE PROTECTION DISTRICT BOARD
AMENDED MEETING MINUTES
AUGUST 8, 2017

CALL TO ORDER

Dwane Baker called the meeting to order at 6:40pm.

ATTENDING

Dwane Baker, Dwight Smith, Cathy Junglen and Vicki Leaf attended. Cathie Salmon-Wolff not present-submitted resignation.

1. MODIFICATION/APPROVAL OF AGENDA

Chief Tatum asked to modify the agenda to move 5.d appointing a new board member to replace Cathie Salmon-Wolff, after 3. Making that item number four on the agenda.

2. PUBLIC COMMENT

None

3. MINUTES

Dwane Baker asked for approval of the minutes from July. Vicki Leaf made a motion to approve the minutes and Cathy Junglen seconded. All voted, "aye."

4. APPOINT A NEW BOARD MEMBER

Dwane Baker acknowledged the receipt of Cathie Salmon-Wolff's resignation letter from the board-dated July 14, 2017. Dwane suggested adding Lori Hall-Underwood in to replace Cathie Salmon-Wolff's position as she volunteered. Dwane asked if there were any other interested prospects in the room. With no response from the audience, Dwane Baker made a motion, Vicki Leaf seconded and all voted, "aye" to appoint Lori Hall-Underwood to fulfill Cathie Salmon-Wolff's position until the next election: May 2018.

5. REGULAR BUSINESS

- a. **TREASURER REPORT:** Vicki Leaf briefed the board that July's financial report will be available next month as the bookkeeper is on vacation and a number of reports in his possession didn't allow for a complete report this month. Over the last month, Vicki Leaf met with Chief Tatum and Dwane Baker to discuss Department finances and successfully demonstrated everything balanced. The last thing she is working on is Pension Day next Friday and Asset Management. Asset Management is a slow and tedious process, Chief Tatum added.
- b. **CHIEF'S REPORT:** Chief Tatum briefed the board on vehicle wear and tear, repairs made and possible items needing repaired in the near future. The Deputy Chief's truck purchase was under the approved budget of \$25k even with the necessary

outfitting's for emergency response. One volunteer member recertified in FF2 and HazMat Ops this month and another member completed HazMat Ops training and will be taking the written test next month. Chief is receiving positive feedback from members with the new interactive training via online courses and hands-on enactment. He advised the board of a radio stolen from a firefighter's home/garage and a report filed. Station One will have the new flooring installed in the training area and both bathrooms. A purchase made for building supplies to finish the PPE supply room wall will finish that construction. As of today, calls for service is at 318 for 2017. Averaging 45 calls per month (Deputy Chief Kevin Junglen added 46-47 average for this month and last). Chief Tatum briefed the board quickly on the sale of AMR and how he does not believe it will affect the Department's response for transporting patients. He is in open communications with other avenues should an issue arise. Lastly, he briefed the board on the Solar Panel Project and the potential for aide in road maintenance through Pioneer Village. Chief's concern with responding to residence in this area, as well as the damage to Department vehicle damage is of high importance. A discussion continued regarding the road issues.

- c. **DUPUTY CHIEF'S REPORT:** Deputy Chief Kevin Junglen reiterated the call volume, response time last month was six minutes forty-nine seconds on twenty alarms. He advised the board this month's training is on ladder and extinguisher. Vicki Leaf asked if there is a specific reason for the increase in call volume over the last two years. Open discussion with the board on the issue and what preparations the Department is looking at for the future began.

6. OLD BUSINESS

- a. **IMPACT FEES:** Chief Tatum spoke with the County Commissioner. He briefed the board on the development of a white paper from Chief's around the area regarding the Impact Fees. Population growth is effecting the Fire Service across the State. As soon as the white paper is finished, Chief will forward a copy to the board in addition to any further meetings.
- b. **UPDATE ON DEPUTY CHIEF'S VEHICLE:** Update in Chief Tatum's report.
- c. **UPDATE ON 3511 TANK:** Update in Chief Tatum's report.

Dwane Baker asked if there was any other old business. Vicki Leaf updated the board on the audit. Ms. Leaf received a letter from the State approving HFPD exemption from 12/31/2016. No further old business discussed.

7. NEW BUSINESS

- a. **APPOINT BOARD MEMBER TO SIGN CHECKS:** Vicki Leaf stated we need another member to sign checks in the event she or Dwane Baker are absent. Two signatures are required on checks. Cathie Salmon-Wolff was the extra member assigned. Vicki Leaf made a motion to remove Cathie Salmon-Wolff from all bank

accounts related the Hanover Fire Protection District. Dwight Smith seconded. All voted, “aye.” Vicki Leaf made a motion to add Dwight Smith as the third signature. Cathy Junglen seconded the vote. All voted, “aye.”

- b. **APPOINT CHIEF TATUM TO WORK ON THE 2018 BUDGET:** Item skipped as it was mistakenly added to this agenda from last month.
- c. **APPOINT NEW BOARD SECRETARY:** Lori Hall-Underwood volunteered for the position. Vicki Leaf made a motion to accept Lori Hall-Underwood as the board secretary. Dwight Smith seconded the vote. All voted, “aye.”
- d. **DISCUSS NEW BOARD TREASURE TRAINEE:** Vicki Leaf explained she will be leaving after the December board meeting. She will not be able to make the next two board meetings, but will be available remotely. Vicki Leaf would like to begin a transition process for the next treasurer. She explained the details of the job: averages four hours of work a month, meeting with the bookkeeper independently, banking remotely. Chief Tatum further explained Ms. Leaf is available remotely for any needs and will add the treasurer trainee to old business next month.

8. OTHER BUSINESS

None

9. FUTURE AGENDA ITEMS

Dwane Baker asked for input from the board for future agenda items. Dwane Baker and Cathy Junglen asked to add the Treasurer Trainee. Dwight Smith asked for the Budget. Dwight Smith asked to add the Christmas Gifts for Volunteers from the board. Cathy Junglen asked for an update on Impact Fees if there is one next month.

10. BOARD COMMENTS

Cathy Junglen: None. Vicki Leaf: None. Dwight Smith welcomed Lori Hall-Underwood onto the board and thanked her for volunteering to be secretary. Lori Hall-Underwood thanked the board for adding her to the team and looks forward to working with the board. Dwane Baker welcomed her as well; he believes things are going to roll smooth with two new board members and as we actively look for Vicki Leaf’s replacement.

Chief Tatum brought up the POC for elections. He stated it can’t be Lori Hall-Underwood, Cathy Junglen, Vicki Leaf, or Dwane Baker as their positions will be up for election in the Spring. By process of elimination, the job goes to Dwight Smith.

11. ADJOURNED

Dwight Smith made a motion to adjourn the meeting. Cathy Junglen seconded the vote. All voted, “aye.” Meeting adjourned at 7:48pm