

# Board of Fire Commissioners Special Meeting Minutes

9811 Chapel Hill Road, Lake Stevens, WA

October 12, 2009

0900 hours

## CALL TO ORDER

Chairman Lorentzen called the meeting to order at 0902 hours.

## ROLL CALL

Chairman Lorentzen, Commissioner Foster, Chief Faucett, DC Lingenfelter, Leah Schoof, and Laana Larson. Auditor Judy Perry, Audit Manager Casey Dwyer, and Assistant Audit Manager Courtney Amonsens. Commissioner Elmore was an excused absence.

## AUDITOR'S ENTRANCE CONFERENCE

Audit Manager Casey Dwyer introduced everyone.

Assistant Audit Manager Courtney Amonsens explained this audit will be covering a two year period 2007-2008 and identified our areas of accountability which are explained in their entrance packet. She explained we will get two audit reports, financial and accountability.

Auditor Judy Perry explained that they have a new standard where they are required to communicate any significant issues to the Commissioners.

Audit Manager Casey informed us that we are required to let them know about any known or suspected loss.

The auditors reviewed contact information and identified the cost of the audit as \$8,600 plus travel expenses. We are free to contact them with any questions.

Chairman Lorentzen thanked the auditors for coming to our Commissioner Meeting and assured them we are available should they need any assistance.

## VOUCHERS

The Foster Press voucher was tabled until the next Commissioner Meeting when both Chairman Lorentzen and Commissioner Elmore are present.

## 2010 TAX REVENUE

Chief Faucett commented we will receive a 2.8% increase if the Commissioners approve the 1% through raising the levy rate to \$1.45. We will need two resolutions in order to move forward with this.

Leah Schoof explained one resolution will explain we are going to make the increase and the 2<sup>nd</sup> resolution will give the exact figures.

Chief Faucett explained revenue overall is down as our ambulance billing is down.

Chairman Lorentzen commented when we put the numbers in the budget, it will be important to show what this money is going to sustain. He asked that we identify the major expenses for 2010.

Chief Faucett commented there will be more money allotted for operations since we have accomplished most of our capital goals. We still need to be very careful and the challenge is to continue to plan for the future. It is very likely we will plan to go out for another levy in 2011.

Chairman Lorentzen requested the public budget hearing be scheduled for an evening.

Chief Faucett commented we will spend some time discussing the budget at the next Commissioner Meeting.

**FACILITY USE POLICY**

Chief Faucett presented the policy, the rate chart and the facility use form.

Commissioner Foster asked about the necessity of an insurance certificate requirement for the conference center. It seems the liability would be the same for both the small conference room and the large conference center.

Chairman Lorentzen commented they could approve the policy subject to clearing the insurance certificate requirement through legal counsel and our insurance company.

Chief Faucett commented we could potentially disqualify a lot of potential groups with this requirement and we will definitely check into this.

Motion to approve the Use and Rental of District Facilities Policy 140 subject to clearing it through our insurance company and legal counsel.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Passed. Commissioner Elmore was an excused absence.

**EXECUTIVE SESSION**

None

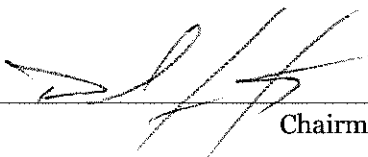
**GOOD OF THE ORDER**

Commissioner Foster commented it was a smooth entrance conference with the auditors and Chairman Lorentzen agreed.


**ADJOURNMENT**

Motion to adjourn the meeting at 0951 hours.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Passed. Commissioner Elmore was an excused absence.

*Minutes respectfully submitted by Laana Larson, Communications Director.*

  
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Chairman Dan Lorentzen

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Commissioner Troy Elmore

  
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Commissioner Vern Foster