**West Valley Fire Rescue**

**Regular Meeting of Trustees**

**Thursday, December 7, 2023**

**Members Present:** Jim Dusenberry, Marc Boutilier, Stuart Fuller

**Absent:** David Clague, Greg Archie

**Others:** Frank Dahlquist, Dave Quick, Connor Davidson, Anna Renck, Autumn Sanders.

**Called to order**: 7:08 pm

**Previous Minutes:** The November 2023 meeting minutes were read and approved.

**Communications**: N/A

**Public Comment – not on agenda**: N/A

**Financial Discussion:**

* Discussed reserve account summary. It looks like the roll over amount is shown as a subtraction instead of an addition. Frank will talk with Cindy about it.
* Discussed bills for tires. Kolar Tire had not properly billed for two sets of tires.
* The bulk of vehicle maintenance and purchasing new tires has been completed.

**Motion to pay bills**:

* Motion to approve checks #21013 to #21037 and online payments for $38,486.38 for November by Stuart and seconded by Jim. Motion passed on voice vote.

**Recruitment & Retention committee:**

* The new recruits will be done with the academy in the next couple of weeks.
* Great Christmas party this last weekend.

**Trustee Report:** N/A

**Assistant Chief Report:**

* <See Ops Report>
* The air truck is back in service and hopefully it will stay in service.

**Chief Report:**

* Frank reported on the structure fires that occurred last month. Good response from mutual aid partners.
* Frank discussed the state of the budget. We have been spending more on recruitment and retention. We also are down on cash flow because just the timing of tax receipts. Frank also discussed the vehicle maintenance, building maintenance/equipment, and vehicle replacement items. Frank reported on the grants that are on-going including the DNRC grant.
* Frank went over the changes to the West Valley website.
* Frank discussed t-shirt ordering and struggling to get a t-shirt from vendors for less than $25 a shirt. Discussed getting a heat press for department to be able to create t-shirts ad-hoc (industrial iron-on). The cost of the heat press and 100 shirts will be about $2,000. The heat press is $1,099. The heat press works on any cotton clothing including sweatshirts.
* Frank discussed strategic planning and introduced Anna Renck who is a member of the fire department. She does organizational strategic planning as a profession. Anna and Frank discussed the basic steps of strategic planning. There was also a discussion of making public input part of the process. Anna and Frank will do some ground work to set up the process and discussion.

**New Business:**

* **Motion:** To purchase a heat press and 100 t-shirts plus the direct transfer items for $2,000. Motion made Jim and seconded by Stuart. Motion passed on voice vote.
* Discuss annual performance review of Chief Dahlquist that was completed. The review showed that Frank exceeded the trustee’s expectations in all areas of the review. The board is very happy with the work that Frank has done in the last year since he was hired in November of 2022.

The business meeting adjourned at 8:30 pm.

**Submitted**

Stuart Fuller – Secretary