

Huntington Lake Volunteer Fire Department
Board of Directors Teleconference Meeting Minutes
January 30, 2007

Present: John Slater, Bob Leach, Phyllis Thomas, Bob Wilson, Steve Soares, Ned Fox, Brother Chris and Karen Bare Kamimoto. The meeting started at 5 p.m.

Absent: None

MINUTES: The following corrections need to be made to the November 29, 2006 minutes: Southern California Edison: 2nd sentence should read “water tender” instead of “new vehicle”. Fire Chief: should read Brad Driscoll instead of Brother Chris. Coca Cola: all donated equipment should be listed; stoker should be stokes. Financials: 2nd paragraph, 2nd sentence should read “a debit card” instead of “a card”. Water Tender: delete the paragraph.

Bob Wilson moved, Phyllis Thomas seconded the motion to approve the November 28, 2006 minutes as edited. The motion passed.

OLD BUSINESS:

Southern California Edison: No further activity. Bob Leach anticipates hearing something after March 2007.

Fire Chief: Captain Nichols declined to the Fire Chief’s position. Brother Chris indicated a willingness to take the role as Fire Chief. He will need to be qualified. A professional outside of the Huntington Lake Volunteer Fire Department will be asked to conduct an interview. Add to the agenda item for February.

Wakefield: There are still some edits that need to be made to the response being prepared to Mike Wakefield’s letter of December 2006. Bob Leach will make the revisions and send it to the Board again for final approval.

Website: A “letters from the Community” button should be added to the home page.

Tract Contacts: Board members are still trying to make contact with Tract Presidents. Add to the agenda item for February. A standard needs to be established. A mailing should be done the 1st week of June to the cabin owners. The mailing should include a letter from the HLVFD, a letter of support from the Tract Presidents, a return envelope addressed to Karen’s address. Drafts of letters need to go to the Board as soon as possible. Phyllis Thomas will draft the letter to the cabin owners.

Presentation of \$140: John Slater will address the Eagles Nest owners and the Huntington Association owners (brown condos). Karen will provide John with dates. The Old College Tract (Shaw property) owners will receive individual mailings.

Charitable Foundation, Endowment Fund: Ned Fox reported the cost is too large for the size of the Fire Department’s organization. Pursuing a charitable foundation is not feasible. It would require separate non-profit status and separate boards.

Grants: Phyllis Thomas reported the Fire Department does not qualify for the BLM grant. There are alternative funding sources for Fire Departments and Emergency Service organizations. She will investigate further.

Exempt Status: The application to obtain 501(c)(3) status from the IRS is in process. Karen Kamimoto is working on the application.

NEW BUSINESS FINANCE RELATED:

Financial Information: Decisions about additional CD investments will be made after the next promised donations are received. Karen needs to adjust the depreciation to reflect a 20 year life for the new equipment and future vehicle and equipment purchases. Adjustments also need to be made to the values used for the Coca Cola donations.

Phyllis Thomas provided a written report of Summary Points for the 2007 activity. It appears the 2006 operating assessment budget amount was overstated. While there were variations within the expense accounts the overall totals against the budget were good.

Policy for Capitalized Items: Bob Wilson moved, Phyllis Thomas seconded a motion to capitalize expenditures with a life of more than one year and a cost of \$1,000 or more. The motion passed.

2007 Budget: John Slater will refine the presentation of the budget numbers. The Budget information for the website should be reported in major categories instead of detail.

Annual Financial Statement Requirements: John Slater will find out if there is a requirement for audited or reviewed annual financial statements and what it would cost.

NEW BUSINESS – OTHER MATTERS:

Fire Chief: Policies are in force. The local law enforcement is pleased with the lifestyle changes it has seen. Jeff Chatfield at Sierra Summit is interested in re-joining the department. Steve Bowker is working on the drawings for the main fire house, eves and fire proof separation. The County was contacted and is agreeable. However, the County was not agreeable with the plans for construction at Camp LaSalle. A letter was sent to the USFS asking them to waive the building permit requirements.

A used dashboard ram was purchased with the debit card. Brother Chris will send information to Karen Kamimoto.

The water tender at Bald Mountain is no longer available.

A donation of \$1,000 from the Margaret Malarsky Trust by way of the Marin County Foundation will be coming as soon as the application for the 501(c)(3) is done.

Note: Bob Leach will be gone April 7 – May 7, 2007.

Election of Officers:

John Slater moved, Bob Wilson seconded the motion to nominate and elect **Steve Soares as Vice President**. The motion passed.

Bob Leach moved, Ned Fox seconded the motion to nominate and elect **Phyllis Thomas as Secretary/Treasurer**. The motion passed.

John Slater, Bob Wilson and Ned Fox agreed to carry on the duties of President with John Slater acting as the official signer. They will share the duties of chairing the board meetings on alternating months.

John Slater – January, April, July, October

Bob Wilson – February, May, August, November

Ned Fox - March, June, September, December

Karen Kamimoto will take over the task of preparing the agenda.

ADJOURNMENT: The meeting adjourned at 7:15 pm.