

City of Clark Fork
RESOLUTION NO. 3-2026

VOLUNTEER FIRE DEPARTMENT

A RESOLUTION OF THE CITY OF CLARK FORK, BONNER COUNTY, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ESTABLISHING THE ADMINISTRATION OF THE FIRE DEPARTMENT. REPEALING CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE UPON PASSAGE.

WHEREAS, the City of Clark Fork has established a Volunteer Fire Department; and

WHEREAS, it is the desire of the Mayor and Council of the City of Clark Fork to establish guidelines for the internal operating structure and organization of the Fire Department and authorization to enter into Mutual Aid Agreements.

NOW THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Clark Fork as follows:

1. The Fire Department shall consist of at least a Fire Chief and one Assistant Fire Chief, with all the other officers as are deemed necessary by the Fire Chief and Mayor for the effective operation of the department.
2. The Fire Chief or his designee should, conditions and personnel permitting, at least once a month conduct suitable drills or instructions in the operation and handling of all equipment, in first aid and rescue work, in salvage, in the study of structures within the City's jurisdiction, in fire prevention, in water supplies, and in all other matters generally considered essential to good firemanship and safety of life and preservation of property from fire.
3. Members of the Fire Department will receive a stipend, subject to the sufficient appropriations of funds by the City Council, to cover their expenses for training sessions and requests for emergency assistance approved by the Mayor and Fire Chief as follows:
 - a. A stipend of \$5.00 for each regular training session attended by the command, firefighter or crew, up to a maximum of one training session per week.
 - b. A stipend of \$5.00 for each specialized training session attended by the command, firefighter or crew, up to a maximum of six training sessions per fiscal year.
 - c. A stipend for each emergency assistance that the Fire Department is dispatched to and in which the command, firefighter or crew participates, each call will be determined by the volunteer's status.

Command- \$20 per call

Firefighter- \$15 per call

Crew- \$10 per call

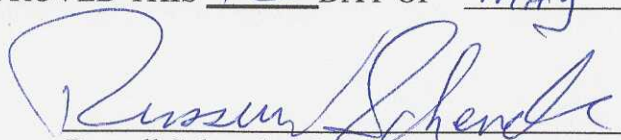
4. A monthly report that included a list of the authorized trainings attended and the emergency assistances participated in for each command, firefighter or crew, will be submitted to the City Clerk's Office by the last business day of that month. The stipends will be paid on a bi-annual basis.
5. Requirements for volunteers to become members of the Fire Department include being at least eighteen (18) years of age or if under, with parent or legal guardian written permission; be subject to and pass a criminal history check; be subject to and pass a Department of Transportation (DOT) physical equivalent exam, obtain a current DMV report and hold and maintain a current driver's license with necessary endorsements (for positions that require driving); and be properly trained and able to perform the duties designated to them except for the following:
 - a. No background check will have a felony present within the last five years and any background check showing a felony will be presented to the Council of the City of Clark Fork for approval before admittance to the Fire Department.

- b. Members must notify the Fire Department immediately if they subsequently receive any felony, misdemeanor or infraction charges thereafter. Aggregate offenses shall cause their dismissal from the Fire Department.
 - c. Members under the age of eighteen (18) years of age (Explorer members) will be required to have a parent or legal guardian sign a Release of Liability Waiver before acceptance as a member. Explorer members will not be allowed to drive Fire vehicles and therefore not required to obtain a current DMV report; or hold and maintain a current driver's license with necessary endorsements.
6. All personnel operating motorized equipment of the department when responding to an alarm or call must follow all the traffic laws applicable to operation of emergency vehicles. Personnel operating personal vehicles when responding to an alarm or call must comply with all applicable traffic laws. Members must notify the Fire Department immediately if they receive any moving violations.
 7. The Fire Chief shall see that complete records are kept on file at the Fire Station of all fires, inspections, apparatus, minor equipment, and other information about the workings of the department. The City Clerk shall see that complete personnel, property, and vehicle records are kept on file at the Clerk's Office. All records shall not be removed for any reason and are subject to the destruction of records provisions of the Idaho Code and the City's Records Retention Schedule.
 8. No person shall use or be allowed to use fire apparatus or equipment for any private purposes, nor shall any person willfully and without proper authority take away or conceal any article used in any way by the department.
 9. The Fire Chief and Mayor, jointly, are authorized to sign Mutual Aid Agreements as needed with the consent of the Council of the City of Clark Fork. Both signatures are required for any agreement to be valid.

BE IT FURTHER RESOLVED THAT this resolution shall replace Resolution 5-2020 in its entirety and therefore Resolution 5-2020 is hereby repealed.

AND BE IT FURTHER RESOLVED THAT this resolution shall be in full force and effect upon its passage and approval.

PASSED AND APPROVED THIS 12 DAY OF May, 2026.


Russell Schenck, Mayor

ATTEST:


Kat King, City Clerk

CITY COUNCIL MEMBERS	YES	NO	ABSENT
Sharon Banning	✓		
Jay White	✓		
Vicki Woodward			✓
Tim Yetter	✓		