

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**

**Minutes for May 16, 2016**  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on May 16, 2016 at 2:00 PM @ Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Present: Chairperson Eileen Weyrauch, Commissioner Bob Neu and Commissioner Kathy Small.  
Others Present: Chief Keith Yamane, Deputy Chief Toni Halloran, Captain Kim Stanley, Alisha Shaw and Skyler Brown.

**AUDITOR ENTRANCE CONFERENCE**

Alisha Shaw and Skyler Brown, State Auditor's Office, were in attendance to present the Auditor Entrance Conference. They are conducting two audits. The accountability audit which is the normal audit we would have every three years and the financial audit which we requested due to the fire station construction bonds. Alisha presented the engagement letter for review. The cost of the audits is estimated to be \$9,500 plus travel expenses. Alisha also presented a requirement that the bonds would need a financial audit every other year instead of every three years. Commissioner Small moved to approve the auditor letter and to approve moving to a two-year audit cycle for both audits. Commissioner Neu seconded. Chairperson Weyrauch called for the vote which passed unanimously.

**CONSENT AGENDA**

The consent agenda consisted of the April 18, 2016 Minutes, April 2016 Chief's Report, Financial Reports and Approval of Warrants #8153 – 8187 in the amount of \$12,374.04 and Payroll Taxes in the amount of \$4,756.38. Commissioner Neu moved to accept the Consent Agenda, Commissioner Small seconded. Chairperson Weyrauch called for the vote which passed unanimously.

**AUXILIARY REPORT**

The Auxiliary received \$244 in donations at the Clean Green event. Karen Stebbins talked to Sunshine about donating the dumpsters for next year's event.

**CORRESPONDENCE**

We received one (1) favorable survey.

**UNFINISHED BUSINESS**

**Staffing Update:**

We did not have any shifts available in April.

**Fire Station Update:**

- Exterior Painting – The touch-up painting of the exterior of the building has been completed.
- Lights – We are still having some issues with the lights. The lighting people have been troubleshooting the problems. They may have solved most of the issues.
- Exterior Speakers – The exterior speakers were always on when they were hooked up. We told them that we did not want them to be on all the time, as this would be annoying to the neighbors.

We disconnected the wires for the outside speakers and they recently came in and installed a switch.

- Dry Wall Cracks – There were some dry wall cracks from where the dry wall sheets met. When the dry wall installer came out to fix the problems, more cracks were found in the training room. He has fixed the areas and Mike will be out to paint the areas.
- Apparatus Pad Striping – the striping on the apparatus pad was completed. The company also added some stripes for the backing up of apparatus. They did this for no charge.
- Landscaping – The landscaping company came out and replaced the tree that did not pass the final inspection. They also completed the necessary items that were on the final punch list. We also noticed that there were not lines in the two rectangular areas in front of the station. We contacted Dew Drop and they sent out two guys to put in the sprinkler pipes for the drip system. They also left some drip hose and nozzles so we could get them running when the plants are installed in these areas. They also gave us instruction on how the sprinkler controls were set up. Commissioners asked if we were going to have the vegetation area mowed. We have it scheduled for mowing and should be completed soon. It will definitely be completed before the Auxiliary Hot Dog Sale.
- Retainage – Ginno has asked for the retainage to be released. The paperwork has been filed with Department of Labor, L&I and Employment Security. We have to wait until each of these organizations says it's okay to pay the retainage. It may take until the end of July to get a positive response from all three organizations.
- Construction Cost – The construction cost for the fire station was actually lower than the bid amount. There were a couple areas, like electrical, that had contingency funds since the actual costs were unknown until the construction started. Our change orders actually were less than the contingency funds so the total construction cost was lower than the bid by \$5,491. Eric is bragging about our station costing less than \$2,000,000 and having such a low change order amount.

### **Clean Green:**

We had our annual Clean Green drop off day on April 23<sup>rd</sup>. We went from 10 am – 3 pm. Here are some of the highlights of the Clean Green event:

- We had people waiting for us by 9:30 to begin allowing the drop off. We had only four loads dropped off from 12:30 – 3:00. We are thinking that next year we will change the hours to 9:00 am – 1:00 pm.
- We had one 40 yard container and one 30 yard container. Both containers were full when we were done.
- Dick Small, Michael Garrison Stuber and Dave VanDerostyne brought their bobcat/tractors.
- Michael and Dave had shredders attached to their tractors and helped to manage the physical size of the material dropped off. Without the shredders we may have had to rent an additional dumpster to haul all of the material away.
- Cost of the dumpsters: \$425 each for a total of \$850.
- Fuel cost from tractors: \$36.

We are waiting to receive invoices for the fuel cost for the bobcat and blade sharpening for the shredders.

### **Fencing:**

The statutory requirements for Public Works projects are a) If the estimated cost is less than \$20,000 there is no bid requirements other than prevailing wages must be paid; b) If the estimated cost is between \$20,000-30,000 the District could use a Small Works Roster in lieu of competitive bidding; and c) If the estimated cost is \$30,000 or greater a competitive bidding process must take place. We estimated the cost would be less than \$20,000 and contacted four fencing companies for bids. Only two companies responded. Northwest Fencing and All Star Fencing bids were:

All Star Fencing: \$27,175  
Northwest Fencing: \$18,876.84

Commissioner Neu moved to accept the bid from Northwest Fence Company. Commissioner Small seconded. Chairperson Weyrauch called for the vote which passed unanimously.

**Command 13-3:**

We received some feedback from other fire districts that will be placing command vehicles on surplus this year. After review of the vehicles it was determined that none of the vehicles would meet our needs. Commissioner Weyrauch stated that if we are looking for a pickup it may cost more than \$15,000. Consensus of the Board was that it was okay if we spent more than the original \$15,000 we had asked to be approved. We will continue to look for a pickup to replace the Explorer.

**Station Use Policy:** Changes were made to the station use policy that was presented at the May Board meeting. Commissioner Small moved to accept the Policy and Application. Commissioner Neu seconded the motion. Chairperson Weyrauch called for the vote and it passed unanimously.

**PPE Extractor:** Kim began studying up on the different types/brands of extractors after the meeting last month and found that we do not have to have an extractor. She found that a good washing machine with the proper specifications can meet the requirements for washing the PPE. Kim found a washer and it has been purchased and installed.

**NEW BUSINESS**

**SCOPE Donation:** SCOPE donated \$2,700 to the fire district. We have used that money to purchase a station air compressor, PPE washing machine and a socket wrench set for Jim. The Newman Lake SCOPE office has been closed. The Otis Orchard SCOPE office will cover Newman Lake.

**Washington State Rating Bureau (WSRB):** Kelly McGougan, WSRB, visited the station in April to collect information to re-rate the District for the ISO rating. We have since received the official rating of the District and our rating has dropped from an eight (8) to a six (6) for areas of the District that are within five (5) road miles from a fire station and have standard fire hydrant distribution and water supply. The homes/businesses that are outside this area will remain an 8A. The new rating will take effect on September 1, 2016. Homes that are within 5-7 miles of a fire station have a rating of 9A. We had an area on the West side of our district (around the Harvard Road area) that had a 9A. With the opening of the new station some of them should see their ratings change to an 8A. We are looking into the possibility of getting tender credit for some of the areas that have the 8A and 9A ratings.

**Hauser Lake Auto Aid Agreement:** Chief Larry Simms and Chief Yamane have worked out an automatic aid agreement between the fire districts. In the event we have a structure fire one of Hauser Lake's tenders will automatically be dispatched. In the event Hauser Lake has a structure fire we will have an engine or tender dispatched. This will depend on where the fire is in their district. Hauser Lake has already approved and signed the agreement. Chief Yamane recommended the Board approve the agreement and designate someone to sign the agreement for the District. Commissioner Neu moved to approve the Auto-Aid Agreement and have Chairperson Weyrauch sign the agreement. Commissioner Small seconded. Chairperson Weyrauch called for the vote and it passed unanimously.

**PUBLIC COMMENT**

None

**GOOD OF THE ORDER**

- A question was asked if Jim Repp has help if he needs it. Staff explained they are always available if Jim asks.
- Commissioner Small has the anchor from the Gypsy. She asked if the District wanted it, if the Auxiliary wanted it to auction for a fund raiser or if there was a better place to put it up on display. After discussion, it was determined to ask the Grange if they would want to display it.
- Commissioner Small asked if we could get a bench for the foyer. Staff will put chairs in the foyer.
- Chief Yamane will be having surgery on his vocal cords next Monday. He will be out of the office all week.

**ADJOURNMENT**

As there was no other business the meeting was adjourned at 3:05 PM.

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Eileen Weyrauch, Chairperson

June 20, 2016

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Date

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Keith Yamane, District Secretary

June 20, 2016

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Date