

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for February 25, 2020
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on February 25, 2020 at 11:00 AM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Kathy Small, Commissioner Eileen Weyrauch and Commissioner Teresa Phelps
Others Present: Chief Keith Yamane, Captain/Finance Officer Carleen VanDerostyne and DC Kim Stanley

PLANNING ITEMS

- a. Prioritization List: Chair Small asked for a prioritization list spread sheet of the items we discuss today. Commissioner Phelps had an example of the one MOAB uses. The Board would like this at the March meeting.
- b. Change of Regular Meeting Dates: The Board agreed to change the regular meeting date/time to the 3rd Wednesday of the month at 1:00 PM. Chief Yamane will write a resolution and check on how soon we can make the change.
- c. Chair Small revised the order of the planning items. She asked to prioritize the items on the planning agenda. The following items were taken out of the prioritization list because they were housekeeping items: a) Change of Regular Meeting Dates, b) Personnel/Job Descriptions, c) Newsletter – Smoke Signals and j) Community Service Events.
- d. The priority list was determined as follows:
 1. Station #2
 2. Site Plan for Station #1
 - a. Burn Building
 - b. Training Building
 - c. Swale
 3. Apparatus Replacement List
 4. West-side fire station
- e. Station #2
Station #2 was determined to be the #1 item on the priority list due to the potential consequences if the building were to fail with our apparatus and equipment in the station. There was further discussion concerning the moving of station #2 vs. rebuilding on the current lot. Chair Small and Commissioner Phelps will be talking with people about the possible availability of land in the area.

f. Site Plan for Station #1

The Board would like a site plan prepared for the station #1 property to be presented at the April meeting. There was a discussion of how the burn and the training/storage buildings would benefit the District in the training of its personnel. We could have live burn scenarios in the burn building in the district and would not have to send our members to the Valley or City fire departments. They are also requiring one of their trained staff to be at our training to operate the burn building. The training building could be built to have pipe in the floor so walls could be moved around for search and rescue training. Chief Yamane stated that we have an engineering company on board to help us with the plans. Chief Yamane was asked to contact Rich Peplinski about changing the swale in such a way that we would have more room for vehicles to drive through the area by the fence.

g. Apparatus Replacement List

The next major vehicle we should replace would be Brush 13-1. Staff would like to replace the brush truck and turn the current brush truck into a medical response vehicle. DC Stanley was asked to get specifications for a brush truck and engine. The brush truck would be scheduled for replacement in 2021. Chief Yamane stated that we would also like to replace the rescue with a trailer to carry the large SCBA cylinders and the technical rescue equipment. DC Stanley will be researching the trailer cost. The commissioners would like to see this information in 90 days.

h. West-side fire station

We want to continue to look for land on the west side of the district. The planned date for building a new west-side station would be 10 years.

i. Community Service Events

Staff is working with the volunteers to come up with additional ideas for community service. The events that have already been discussed are: Stop the Bleed, CPR, First Aid and installing smoke detectors. An idea was to place a survey on our website asking the community which they would like next. Everyone thought this was a good idea.

Recess: The Board took a 30-minute recess for lunch at 12:50 PM

Reconvene: The Board reconvened the planning meeting at 1:20 PM

j. Newsletter – Smoke Signals

The Board reviewed the revised newsletter. There was one change recommended.

k. Command Tree (Organization Chart)

The Board asked staff to come up with Chain of Command Tree. Once this is completed, we will be developing job descriptions for each position. This will help the members understand who they are to go to for their questions and concerns about specific items. The Board would like the Command Tree to be completed by the March meeting. They would like the job descriptions ready for the April meeting.

1. Filling Open Positions

We will be setting up a process of how we fill positions when there are openings.

ADJOURNMENT

As there was no other business, the meeting was adjourned at 2:30 PM.



Kathy Small, Chairperson

March 18, 2020

Date



Keith Yamane, District Secretary

March 18, 2020

Date