

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for February 17, 2021
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on February 17, 2021 at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Commissioners Eileen Weyrauch, Teresa Phelps, and Kathy Small.

Others Present: Chief Stan Cooke, Deputy Chief Kim Stanley, Secretary Robin Harbin, Community Liaison Kelli Lemley and Auxiliary Representative Faye LeGrand.

CONSENT AGENDA

The consent agenda consisted of the January 20, 2021 minutes; Financial Reports and Approval of Warrants #10250-10295 in the amount of \$157,625.43; Payroll Taxes in the amount of \$5,131.93, and DRS Pension in the amount of \$1,531.07. Commissioner Phelps moved to accept the consent agenda; Commissioner Small seconded; Chair Weyrauch called for the vote, which passed unanimously.

AUXILIARY REPORT

The Auxiliary Report was given by Faye LeGrand. The current Auxiliary Treasury Balance is the same as last month at \$3,167.82. Faye commented on how nice it is to have the electronic sign up and working. She inquired on the status of the use of Station 1 for Fire Auxiliary meetings. Chief Stan will confirm the guidelines to hold Auxiliary business meetings in the Training Room at 25 percent capacity, (14 persons).

CORRESPONDENCE

We received a thank you letter for medical assistance provided, along with a \$600 donation, from Jack and Vicki Carney. We also received an email from Spokane County Treasurer Michael Baumgartner, informing us of a one-month county tax extension.

UNFINISHED BUSINESS

Lexipol Update: Chief Stan outlined the beginning process of updating and completing our Standard Operating Procedures (SOP's). Stan will send our current SOP's to Lexipol for review. Stan will make suggested edits and review with NLFRR's Management Team. Stan will then submit the updated and edited SOP's to the Commissioners for approval. His initial goal is to complete 10 SOP's per month. Volunteers will receive training on the SOP's and must sign off to verify receipt of each. Once enough SOP's are adopted, Volunteers will receive daily training briefs with SOP review. Faye LeGrand commented that having this documentation is critical in case of a lawsuit.

Burn Building Update: Taylor'd Systems has ordered the steel materials as well as the shipping containers for the construction of the burn building. Mid-June to July is the current goal for completion.

Storage Building Update: Two proposals were received for construction of the Storage Building -- One from Jon Stevens and the other from Bulldog Contractors. Jon Stevens' proposal was substantially more. Bulldog Contractors' proposal is less because they specialize in pole buildings and have the

engineering/architectural capability without having to go out and secure those services separately. They will have to subcontract for the electrical work at an estimated \$40,000, site prep including concrete and asphalt. The prevailing wage requirement will also add an estimated \$40,000. Even with these additions, the project is estimated at \$330,000, to be completed by November 2021. Commissioner Small motioned to approve a small works contract with Bulldog Contractors for the completion of the Storage Building; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

ARU Update: Chief Stan reviewed the goals of the ARU Committee. The Alternative Response Unit, (ARU), will be a 4WD Medic Truck with better capabilities for difficult access and efficiency than our current Brush Trucks. The Committee is still working on the specifications. It will be a pickup with a canopy; contain pullout shelving for immediate access to all medical supplies and equipment; carry backboards on top; carry 3-4 responders; and will cost \$110K-\$120K. Stan stated we will not jump on this until midyear, after evaluating the cost of the construction projects.

SAFER Grant: The parameters were changed on the SAFER Grant this year. It will only pay for full time fire fighters, not volunteers. The cost of a full-time fire fighter is approximately \$43,000 per year, which could be covered under the EMS Levy instead of the SAFER Grant. A full-time Recruit & Retention position could have been covered. However, the Grant would require an increase of at least 20% in the number of Volunteers per year. Therefore, the SAFER Grant will not meet our needs this year.

Chief Stan and Deputy Chief Kim have implemented plans to improve shift coverage and response times. These plans include equipping the Tahoe (Command 3) and the Jeep (Command 4) with all supplies, equipment, and AEDs needed for quick response. Command 3 is assigned to the south end for weeknight 1320 Officers, Jim, Jake, and Josh. Command 4 is at the north end for weeknight 1320 Officers Dave, Bob, and Carleen.

NEW BUSINESS

Resolution 2021-2, To Approve Commissioner Compensable Services: This is a Resolution to be reviewed each year. No changes were made. Commissioner Small motioned to approve the Resolution; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

Resolution 2021-3, To Approve the Surplus of Rescue 13-2, 2002 Ford Ambulance: Rescue 13-2 is currently not running. Costs of needed repairs exceed the value of the vehicle. Deputy Chief Kim reported that Mike Grytal, of L.N Curtis, is looking for a Station who wants it. We will gift it to them. Commissioner Small motioned to approve the Resolution; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

Resolution 2021-4, To Approve the Transfer of Proceeds from the Sale of the Old Station from The Operating Fund (F32) To the Construction & Equipment Reserves Fund (F63): The Board agreed upon these proceeds being used for new construction. Commissioner Small motioned to approve the Resolution; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

Resolution 2021-5, To Approve 2021 Budget Adjustments and Transfer of Funds: 2021 Budget Adjustments include actual Beginning and Ending Balances; Actual Levy figures received from the County; LDI Loan transfers; Personnel budgets; and Construction costs. Personnel budgets account for the addition of two Station Lieutenants and an increase in shift coverage. After reviewing the holes in shift coverage, we have brought on two more volunteers: Travis Griffiths, completing Fire Science at

SCC through the Running Start Program; and Mandie McIntosh, a Medic with AMR. With Mandie, we will now have two Medics, who are able to administer cardiac drugs and intubate. We also have the green light from Dr. Nania to equip the Tahoe with Paramedic equipment. However, we cannot advertise that we are ALS since we cannot provide paramedics 24/7. We will also now have three who can start an IV. Commissioner Weyrauch asked if we have 24-hour shift coverage. Chief Stan replied that Travis Griffiths will be filling the 3PM-9PM hole in shift coverage on Mondays and Fridays; Joe Sloniker will be covering a 6PM-9PM shift to help cover holes on other days during the week; Maddie Honegger will be adding needed coverage one Friday per month; Kaelyn Hess, Zoe Mertens, and Travis Griffiths will work with Resident Volunteers to provide double coverage on weekends. Commissioner Weyrauch asked how we are keeping track of all these shifts. Robin described the When-I-Work software program and App that efficiently schedules and tracks all Volunteer Shifts. Chief Stan stated we will look at the Budget again mid-year and review shift coverage. Community Volunteerism is on a downward trend; we need a five-year plan. We are making positive changes, as evidenced by our recent WSRB Insurance Rating inspection, where we were commended for appointing Captains and Station Lieutenants. Commissioner Small motioned to approve the Resolution; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

PUBLIC COMMENTS

Resignation: Commissioner Kathy Small submitted her letter of resignation to Chair Eileen Weyrauch. Chair Weyrauch stated that Kathy Small has been an integral part of our Board of Fire Commissioners over the past years. Kathy expressed her sincere thanks and appreciation for the opportunity to serve our community as Fire Commissioner for Newman Lake Fire & Rescue.

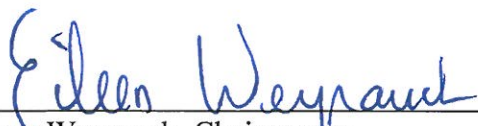
Go-To-Meeting Subscription: Robin asked if we want to continue annual subscription due for renewal in April. Commissioners Phelps and Weyrauch agreed to continue the subscription.

New Website: Chief Stan presented a preview of our new website - created and designed by Tim Davis. The new website has a fresh modern look and will go live within the next two weeks.

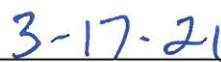
GOOD OF THE ORDER

ADJOURNMENT

As there was no other business, the meeting was adjourned at 2:14 p.m.



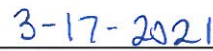
Eileen Weyrauch, Chairperson



Date



District Secretary



Date