

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for July 20, 2023
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on July 20, 2023, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Ben Kaiser, Commissioner Eileen Weyrauch, and Commissioner Teresa Phelps
Others Present: Chief Daron Bement, Senior Advisor Stan Cooke, Captain Josh Ambach, Captain Jake Ambach, Robin Harbin, and Faye Le Grand

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for June 8, 2023, June 10, 2023, June 15, 2023, July 11, 2023, and July 13, 2023; Financial Reports; and Approval of Warrants #11632 - #11676 in the amount of \$45,261.65, Payroll Taxes in the amount of \$5,338.64 and DRS Pension in the amount of \$2,751.04. Commissioner Weyrauch moved to accept the consent agenda; Commissioner Phelps seconded; Chair Kaiser called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand reported the current Fire Auxiliary fund balance is \$8,710.50. \$2,100.00 was donated by Carrie Foshee for the sale of her book: *Love, Newman Lake*. She sold approximately 250 books as well as some large prints. The Auxiliary is working on increasing membership. They will have a membership table set up at the Ice Cream Social coming up on August 29.

CORRESPONDENCE

- Enduris sent a letter regarding increased member rates for the coming year. Robin stated the annual payment is made in August. Last year it was approximately \$35,000. She anticipates it will be a little over \$37,000 this year.
- We received a thank you card and a patriotic cactus decoration from community member, Duane Knapp. He appreciates us and loves our 4th of July truck parade which is so much fun for both the department and the community!

UNFINISHED BUSINESS

Levy Lid Lift:

- **Review of Town Hall Meeting and Informational Print**

Chief Bement stated that only two community members attended the Town Hall meeting held on Tuesday, July 11, at 6:30 p.m. A copy of the Town Hall Power Point presentation was included in the Commissioner Meeting Packet. Clarification of tax revenues was provided at the Town Hall: The 2023 Regular Fire Levy is \$540,438; The 2023 EMS Levy (in year 4 of 6) is \$223,744 for a total tax revenue to the district of \$764,182.

Without a Levy Lid Lift, the total projected tax revenue in 2024 is approximately \$772,000. Projected department operating expenses in 2024 are approximately \$885,000.

This is without hiring any additional employees. Tax revenues will be \$113,000 short of

meeting these operating expenses. The Town Hall attendees requested and were provided with printed copies of the Power Point presentation. One member also requested budget and 2023 tax revenue records, which were also provided.

▪ **Resolution No. 2023-7 Providing for the Submission of Levy, General Election (Provisional)**

Robin presented the provisional resolution to place the Levy Lid Lift on the November 7, 2023 General Election ballot should the Lid Lift not pass on August 1, 2023. The resolution includes restoring the Regular Fire Levy to \$1.30 per \$1000 of assessed property value and must be submitted to the Spokane County Elections Department by the August 1 deadline. The resolution will be withdrawn if the Levy Lid Lift Proposition No. 1 passes August 1, 2023.

Commissioner Weyrauch motioned to approve Resolution No. 2023-7 as written; Commissioner Phelps seconded; Chair Kaiser called for the vote, which passed unanimously.

Completion of Roof Replacement:

The roof replacement needed on the main building, annex, and pavilion due to hail damage incurred on August 11, 2022 has been completed. Enduris originally paid out \$56,460.59 on the claim, for replacement of the roof on the annex and pavilion, but repair/replacement of only the ridge cap and vent covers on the main building. Upon reevaluation this spring, Enduris agreed that the entire roof needed replacement on the main building. Precision Maintenance completed all three roof replacements in June 2023 for a total cost of \$89,842.50. Enduris issued an additional \$31,381.91 on July 10, 2023 to cover the additional expense.

▪ **Resolution No. 2023-8 Authorizing Transfer of Funds F32 to F63**

The Enduris payout of \$31,381.91 was deposited into the General Fund F32. This resolution authorizes transferring the \$31,381.91 to the Capital Construction Reserve Fund F63 out of which Precision Maintenance was paid.

Commissioner Phelps motioned to approve Resolution No. 2023-8 as written; Commissioner Weyrauch seconded; Chair Kaiser called for the vote, which passed unanimously.

HVAC and LED Sign Update:

Chief Bement has been in contact with Larry Andrews of Andrews Mechanical and has requested an update on the HVAC repair/replacement. He has not yet received an update on project completion.

Enduris has paid out approximately \$9000 to replace the electronic sign in front of Station 1. Unfortunately, this is not enough to purchase an adequately functional 2-sided LED sign with supports, frame, and installation electrical work. The department will evaluate the 2024 budget for additional funds. If not available, Chief Bement suggested we may be able to write a grant to obtain matching funds for a sign.

Staffing Update:

Robin reported the department has brought on 19 new members so far this year. Fourteen of those new members are still with the department. A total of twelve members have left the

department in 2023. Five have been hired by full-time paid departments; two have moved out of state; and five have experienced career changes. We have just brought on two new Community Volunteers this month: Dallace Johnston and Mikayla Mantegna. The department currently has 32 active volunteers: One maintenance only; 17 Community Volunteers; 13 Shift Volunteers; and one temporary resident volunteer who is leaving mid-August.

NEW BUSINESS

Department of Retirement Systems Audit:

The Washington State Department of Retirement Systems, DRS, is conducting an audit of the department. This is the first time the department has been audited by DRS. Although volunteers are not classified as employees, DRS is requesting records on all volunteers, employees, and 1099 entities. Robin is gathering and compiling all requested records. Data requested must be uploaded to a secure site by August 1, 2023.

EXECUTIVE SESSION

- **RCS 42.30.110 (g) to review the performance of public employees**
The board went into executive session at 1:30 p.m. for 20 minutes;
At 1:50 p.m., the executive session was extended 5 minutes. Executive session concluded at 2:00 p.m. Chair Kaiser reported that the board had reviewed employee performance evaluations showing that employees consistently met expectations. No decisions were made.

PUBLIC COMMENTS

Commissioner Weyrauch asked Robin if she would consider working full-time. Robin replied that she would.

GOOD OF THE ORDER

Springbrook Express (SBX) Accounting System Training:

The SBX training conference is being held in Las Vegas this October. It will be beneficial for both Chief Bement and Robin to attend this in-person training. If registered by August 15, 2023, the cost is \$795 per attendee for the 3-day training. The price includes all meals but does not include airfare or lodging. Commissioner Weyrauch motioned to approve sending Chief Bement and Robin to the SBX training in October; Commissioner Phelps seconded; Chair Kaiser called for the vote, which passed unanimously.

Tulalip Update:

Three rooms were reserved for the annual Washington Fire Commissioners Association conference in Tulalip. The third room has been placed in Chair Kaiser's name. Chief Bement will not be able to attend as it is at the same time as the SBX training.

Command Vehicles:

Chief Bement asked if the commissioners would approve surplus the Jeep and the Tahoe. The Jeep had been considered for surplus in the past. Both vehicles present expensive repair and upkeep to the department. It would be cost saving to sell the two and replace them with one reliable and economical command vehicle. The board approved exploring the future cost saving move while planning for the 2024 budget.

ADJOURNMENT

As there was no other business, the meeting was adjourned at 2:07 p.m.

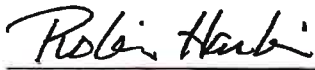
DocuSigned by:



Ben Kaiser, Chairperson

8/17/2023

Date



Robin Harbin, District Secretary

8-17-2023

Date