

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
Minutes for December 15, 2021  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on December 15, 2021, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Commissioners Eileen Weyrauch and Teresa Phelps; Ben Kaiser participated remotely via GoToMeeting

Others Present: Chief Stan Cooke, Deputy Chief Kim Stanley, and Secretary Robin Harbin

**CONSENT AGENDA**

The consent agenda consisted of the meeting minutes for November 16 and November 17, 2021; Financial Reports; and Approval of Warrants #10727 - #10779 in the amount of \$124,511.64, Payroll Taxes in the amount of \$6,125.71, and DRS Pension in the amount of \$1,283.65. Commissioner Phelps moved to accept the consent agenda; Chair Weyrauch seconded; Chair Weyrauch called for the vote, which passed unanimously.

**AUXILIARY REPORT – None**

**CORRESPONDENCE - None**

**UNFINISHED BUSINESS**

**Construction Projects Update:** Stan reported progress on the following -

- 1) *Burn Building* – An access door will be placed on the side of the Conex container, with an internal security bar.
- 2) *Pavilion* – The end caps are scheduled to be completed by next week.
- 3) *Annex* – The doors, door overhang, and electrical are expected to be finished by the end of December; the painting will be done in the spring.

**NEW BUSINESS**

**2022 Perpetual Calendar:** The 2022 perpetual calendar draft needs no changes or additions.

**2022 Salary Schedule:** Commissioner Phelps moved to approve the 2022 Salary Schedule; Commissioner Kaiser seconded; Chair Weyrauch called for the vote which passed unanimously.

**Update Chief and Deputy Chief Vacation/Holidays Agreements:** Holidays were updated from six(6) to seven(7); personal days were changed from zero(0) to three(3) per year with no carryover; and scheduled hours were changed from a weekly to a monthly basis. Commissioner Phelps moved to approve the updated Chief and Deputy Chief Vacation/Holidays Agreements; Commissioner Kaiser seconded; Chair Weyrauch called for the vote which passed unanimously.

**Resolution 2021-11 Hauser Lake Automatic Aid Agreement:** No changes were made to the Hauser Lake Automatic Aid Agreement as it was written in 2020. Commissioner Phelps moved to approve Resolution 2021-11; Commissioner Kaiser seconded; Chair Weyrauch called for the vote, which passed unanimously.

**Change in credit card account payable entry process:** Robin explained the previous practice of subtotalling credit card purchases to post to accounts payable by BARS code. This limited the ability to track credit card purchases in the accounting system. Robin proposed that credit card purchases be entered individually into accounts payable under disbursements; entries should include vendor name and a brief description of purchase. Commissioner Kaiser moved to approve the proposed change in the credit card accounts payable entry process; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

**PUBLIC COMMENTS - None**

**GOOD OF THE ORDER**

Teresa Phelps and Ben Kaiser were reelected as commissioners and will take their oath of office at the first commissioners meeting in 2022, scheduled for January 19. Robin will check to see if they must take their oath of office prior to attending the Spokane County Fire Commissioners Association (SCFCA) annual dinner on January 13.

Stan will begin discussing goals and plans for the upcoming two to five years at our next meeting on January 19, 2022.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 1:19 p.m.

  
\_\_\_\_\_  
Teresa Phelps, Chairperson

1-19-22  
Date

  
\_\_\_\_\_  
District Secretary, Robin Harbin

1-19-2022  
Date