

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
**Minutes for March 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 March 17, 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.

Others Present: Chief Stan Cooke, Deputy Chief Kim Stanley, Secretary Robin Harbin, Auxiliary Representative Faye LeGrand, Ben Kaiser, Dennis Gleckler, and Toni Halloran.

**CONSENT AGENDA**

The consent agenda consisted of the February 17, 2021 and Corrected June 17, 2020 minutes; Financial Reports and Approval of Warrants #10296-10340 in the amount of \$159,137.52; Payroll Taxes in the amount of \$5,158.64, and DRS Pension in the amount of \$1,502.26. Commissioner Phelps moved to accept the consent agenda; Chair Weyrauch 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 \$2,677.82. The balance is slightly less than last month due to reimbursement for food. Faye confirmed that Phase 3 will allow an occupancy of thirty (30) for meetings in the training room. The Auxiliary is exploring alternative options for the annual 4<sup>th</sup> of July hot dog sale to comply with possible restrictions. One option may include a pre-prepared food kit along with t-shirt sales.

**CORRESPONDENCE**

We received a thank you card from Virginia “Ginny” Smith’s daughter, along with a \$500 donation, in memory of Ginny Smith, 1918-2020.

**UNFINISHED BUSINESS**

**Lexipol Update:** Chief Stan has completed eleven (11) of the Tier 1—High Risk SOP’s. They are currently in the review & approval process by the management team. All of the staff reviewed Tier 1—High Risk policies should be ready for Board approval by next month.

**Burn Building Update:** Taylor’d Systems is on track for a mid-June to July completion date. The estimated cost is approximately \$287,000, which allows some room for unanticipated expenses.

**Storage Building Update:** Bulldog Contractors estimates the project at \$315,000 with a start date in August. They should have the storage building completed by November. Chief Stan stated that we are saving enough on the storage building to allow us to plan additional construction projects, such as a rehab pavilion, an EVIP training rodeo, and a driveway to access the burn building.

**Squad 13-1:** The Alternative Response Unit (ARU) will be called Squad 13-1, to keep with standard terms used by area fire departments. Chief Stan reported the ARU Committee estimates the cost of the Medic Truck, AKA Squad 13-1, to be approximately \$95,000. We currently have approximately \$459K in F61 Apparatus; spending \$95,000 will leave \$364K. Our F63 New Construction budget was at \$920K prior to expenditures to date for the burn building. If the total of construction projects comes to approximately \$724K, that will leave \$196K. Combined, the remaining balances will be approximately \$560K. Subtracting the \$300,000 County Loan, that will still leave approximately \$260,000 to go back into F61 Apparatus.

**Staffing Update:** Zoe Mertens is on a temporary leave of absence until she passes her EMT test and can cover at least 24 shift hours per month. Tyler Latimer is our newest Volunteer. Tyler is an EMT and Firefighter with 5 years of experience in Clarkston. He is an IT professional in Liberty Lake and can help cover shifts on weekends as well as some weeknights.

## **NEW BUSINESS**

**Interim Commissioner Applicants:** Chief Stan introduced applicants Ben Kaiser and Dennis Gleckler, who were in attendance. Chair Weyrauch reviewed the interim fire commissioner application process and presented a sample Fire Commissioner Interview Process document from King County Fire District 16. She stated interviews must be conducted at a public meeting, with an executive session after the interviews to select the interim commissioner. Commissioner Phelps asked if we could schedule a Special Public Meeting rather than conduct the interviews at the Regular Board Meeting. Chair Weyrauch will confirm with Snure Legal.

**SAO Requirements for 2020 Annual Report:** Robin Harbin presented the major new requirements for the 2020 Annual Report, which include:

- Funds may no longer be classified as Reserved/Unreserved. There are now 5 fund classifications: Non-spendable, Restricted, Committed, Assigned, and Unassigned.
- BARS codes must be changed according to each classification. Funds containing balances fitting into different classifications will need to have multiple beginning and ending balances according to classification and corresponding BARS codes.
- Items which were yellow flagged in the past will now be red flagged and must be resolved before completing Annual Report.
- An internal review of the Annual Report must be conducted before filing. The internal review should be conducted by someone with finance experience, familiar with Annual Reporting. Robin stated Toni Halloran would be the ideal person to conduct the internal review.
- We must have a comprehensive Capital Asset Management Policy in place before the next audit. The financial notes on our 2020 Annual Report must include our Capital Threshold, which is currently \$5000. Robin suggested changing the Capital Threshold to \$10,000 except for Federal Grant purchases, which will remain at \$5000, in accordance with Federal Grant requirements.

Chair Weyrauch motioned to approve the change for our Capital Threshold; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

Faye LeGrand asked when the changes for the Annual Report must be completed. Robin replied that the Annual Report is due by May 30, 2020. However, since May 30 falls on a Sunday, the Annual Report should be filed by Friday, May 28.

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

Robin shared that the annual WFCA Conference in Chelan has been canceled.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 1:50 p.m.

Eileen Weyrauch

Eileen Weyrauch, Chairperson

4-21-21

Date

Robin Harkis

District Secretary

4-21-21

Date