

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for January 20, 2021
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on January 20, 2021 at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Commissioner Eileen Weyrauch and Commissioner Teresa Phelps.

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 December 16 and December 17, 2020 minutes; Financial Reports and Approval of Warrants #10202-10249 in the amount of \$220,630.28; Payroll Taxes in the amount of \$5,2020.01, \$120.82 for Q1 Correction, \$85.68 for Q3 Corrections and DRS Pension in the amount of \$1,588.66. Commissioner Phelps moved to accept the consent agenda; Commissioner Weyrauch seconded. Commissioner Weyrauch called for the vote, which passed unanimously.

AUXILIARY REPORT

The Auxiliary Report was given by Faye LeGrand. The current Auxiliary Treasury Balance is \$3,167.82. No Auxiliary members have contracted Covid-19. As they have no business to conduct, the January meeting was cancelled. Commissioner Phelps and Community Liaison Kelli Lemley reported receiving many positive comments from the community about the Fire Department Christmas light displays purchased by the Auxiliary. There was some miscommunication regarding the Auxiliary balance stated last month. The numbers reported last month pertained to the T-Shirt sales only.

CORRESPONDENCE

We received a thank you card from Jean Haden along with a \$500 donation in honor of her husband, Don Haden. Many of our volunteers enjoyed Don Haden's stories and were sad to hear he had passed.

UNFINISHED BUSINESS

2021 Commissioner Officers: Motion was made by Commissioner Phelps to vote in Eileen Weyrauch as Board of Fire Commissioners Chairperson for 2021. Commissioner Weyrauch seconded and moved to vote in Commissioner Phelps as Vice Chairperson for 2021; Commissioner Phelps seconded. Commissioner Weyrauch called for the vote on both motions, which passed unanimously.

Lexipol Contract: Chief Stan presented the Lexipol Contract Agreement which includes a one-time fee of \$3,460 for Fire Tier I Implementation and Fire Standard Policy Cross-Reference as well as \$2,992 for continuing Legal and Training. Lexipol will deliver key Standard Operating Procedures; examine and modify our existing SOP's; and provide coaching and guidance to add additional SOP's tailored to our needs. Their extensive training will include refreshers and monthly quizzes. Chair Weyrauch commented on the value of the accountability this will provide. Commissioner Phelps motioned to approve the Lexipol Contract; Chair Weyrauch seconded and called for the vote, which passed unanimously.

Storage Building Update: Stan reported that two proposals are coming in from Bulldog Contractors and John Stevens. Proposals are for the storage building alone and do not include electrical or site prep/asphalt. Specifications include plans to match the main building as much as possible in color, trim and other external details. Bulldog, so far, estimates approximately \$250-300K, whereas John Stevens is suggesting approximately \$350K plus. Anything over \$350K would exceed the Small Works limit and require we go out to the formal bid process. Commissioner Phelps mentioned that Bulldog has a good reputation.

Taylor'd Containers Contract: Taylor'd Containers is nearby, in Spokane Valley. After constructing the shipping container burn building, they will make any necessary repairs at no charge for the first year. They will also complete any desired additions to the burn building during the first two years, for just the cost of materials. Market prices are going up for materials and containers, so we should start soon to save on expenses. If we start now, the burn building should be complete by the end of June. Commissioner Phelps motioned to approve the Taylor'd Containers contract in the amount of \$218,652.32 before tax; Chair Weyrauch seconded and called for the vote which passed unanimously.

ARU Update: With the building savings from original estimates, we will be able to purchase an Alternative Response Unit (ARU) in the \$75,000 price range. The ARU will enable better access and quicker response with a lighter, more economical and maneuverable vehicle. The ARU will hold 3-4 responders and will be equipped to respond efficiently to all EMS calls with necessary medical equipment and supplies.

NEW BUSINESS

Resolution 2021-1, To Approve The Transfer of Funds From LDI County Loan For New Construction Fund (F65) To The Construction & Equipment Reserves Fund (F63): The purpose of the LDI County Loan, in the amount of \$300,000, was to help fund the construction of the Shipping Container Burn Building and the Storage Building. Commissioner Phelps motioned to approve the Resolution; Chair Weyrauch seconded and called for the vote, which passed unanimously.

NLFR Organizational Structure: Some areas of concern expressed during one-on-one end of the year reviews Stan conducted with volunteers include a need for accountability and responsibility, authority, and a clear understanding of the chain of command. Stan and Kim have discussed and developed a new organizational chart which include the following:

- **Three Captains** – Captain of EMS, Captain of Support Operations and Captain of Training
- **Two Station Lieutenants** – Leaders who will coordinate with the Captains of EMS and Support Operations to establish and implement procedures for managing facility and apparatus maintenance, cleaning, and preparedness. Station Lieutenants will report to the Deputy Chief.
- **Four Apparatus Supervisors** – 1 Brush/1 Engine/1Tender/1 UTVs & Boat, enabling each supervisor to be the responsible expert for like apparatus and the assigned equipment.

Approval was requested to promote the EMS, Maintenance, and Training Officers to Captains. Commissioner Phelps motioned to approve; Chair Weyrauch seconded and called for the vote, which passed unanimously. Approval was requested to establish a \$200 monthly stipend for each of the two Station Lieutenants. Chair Weyrauch motioned to approve; Commissioner Phelps seconded; Chair Weyrauch called for the vote which passed unanimously.

Other positions added to the NLFR Organizational Chart include:

- **Resident Supervisor** - Currently filled by Joe Sloniker.
- **Recruitment & Retention** – Brisa Ambach is doing a great job with this. She has designed a brochure for recruitment as well as a Challenge Coin for those who completed Fire Academy 2020. She is currently updating photos on the website and making plans to place volunteer photos in the front entry hall. Brisa is also designing and ordering shirts for Captains, Station Lieutenants, Brisa, and Kelli.
- **Community Liaison** – Kelli Lemley will be working directly with community residents and properties to develop mapping and to install better signage for quick and accurate address identification. Kelli will also be marking long driveways to identify 1000’ hose lay starting points. She is developing checklists for evaluating fire risks and other safety factors. Kelli will be communicating with residents, helping them develop plans to eliminate potential fire risk.

Station 2 Electrical Work for UTV Parking Space: Jim is rerouting the electrical at Station 2 where the wall was opened to provide UTV parking in the previous office space area. Jim is also wiring in new, more efficient lighting at Station 2 and will soon be pulling wire for the installation of the digital sign at Station 1.

PUBLIC COMMENTS

GOOD OF THE ORDER

A 5-minute break was called by Chair Weyrauch.

EXECUTIVE SESSION: RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for employment or to review the performance of a public employee.

At 2:10 PM the Board went into executive session for 20 minutes.

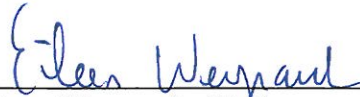
At 2:30 PM the executive session was extended for 10 minutes.

At 2:40 PM the executive session was extended for 10 minutes.

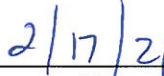
No actions were taken during the executive session.

ADJOURNMENT


As there was no other business, the meeting was adjourned at 2:50 p.m.



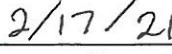
Eileen Weyrauch, Chairperson



Date



District Secretary



Date