

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
**Minutes for December 16, 2019**  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on December 16, 2019 at 1:00 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Chair Teresa Phelps, Commissioner Kathy Small and Commissioner Eileen Weyrauch by phone  
Others Present: Chief Keith Yamane, Deputy Chief Toni Halloran, Deputy Chief Kim Stanley, Finance Officer Carleen VanDerostyne and Faye Le Grand.

**CONSENT AGENDA**

The consent agenda consisted of the November 18, November 19 and December 10, 2019 Minutes, December 2019 Chief's Report, Financial Reports and Approval of Warrants #9714 - 9744 in the amount of \$32,804.67, Payroll Taxes in the amount of \$5,240.88 and DRS Pension in the amount of \$2,950.23. Commissioner Small moved to accept the Consent Agenda, Chair Phelps seconded. Chair Phelps called for the vote which passed unanimously.

**AUXILIARY REPORT**

Breakfast with Santa was a huge success. They loved having it at the station and appreciated all the space there was to work in. Next year they will revisit the entry point for the event. The front door was too tight for entering and leaving. \$1800 was deposited from the breakfast. They have \$5,287.54 in the bank. Not all receipts from the Breakfast with Santa are in yet.

**CORRESPONDENCE**

One (1) favorable survey was received.

**UNFINISHED BUSINESS**

**Staffing Update:** There were no shifts available in November.

**WA Paid Sick Leave I-1433:** The Board needs to decide if employees are going to be compensated for unused time when they separate from the District and how many hours employees' may carryover each year. The leave act required a minimum of 40 hours carryover. Commissioner Small moved to approve 40 hours of sick leave carryover each year and a 25% buyout on unused sick leave upon separation from the District, Commissioner Weyrauch seconded. Chair Phelps called for the vote which passed unanimously.

**Station 2 Update:** The Balcom's met over Thanksgiving. The family discussed the property options they would have for a fire station. All the options they came up with flood every year and would not work for us. They are sorry they can't help. The Board feels strongly that Station 2 needs to be moved. Commissioner Small asked the Board for permission to search for other property, they agreed.

**Honorarium:** Chief Yamane contacted Attorney Snure, Enduris and Spokane County Building & Planning regarding the honorarium. Enduris did not see a problem with this, Spokane County's only concern was that it did not block any traffic views and it was not built on a right-of-way. We will need to do a commercial pre-application meeting prior to obtaining permits. Attorney Snure's concern is that we have a written agreement early in the process outlining the responsibilities of all parties involved. Faye

will check with the Auxiliary to see if money raised to build the honorarium could be sent through the Auxiliary so donors could have a tax deduction for the donation.

**New Tender:** Staff met with General Fire and finalized the specs for the new tender. The current timeframe for a Peterbilt chassis is 2 years out. Rob Peterson, Western Peterbilt Liberty Lake, was able to get our chassis scheduled for delivery in less than 6 months.

**Station 1 – Front Door:** We have received a quote for \$3,359.75 to install a panic bar on the front door. The part has been ordered and will be installed once the parts are received.

**Fire Boat:** The boat has been advertised for sale with the WA Fire Commissioners Assoc., WA Fire Chief’s and Boat Trader. We received one (1) inquiry from the WFCA ad. It was suggested to put a “For Sale” sign on it so people know we are selling it.

**Automated External Defibrillators (AED’s):** Five (5) of the six (6) AED’s that were determined surplus last month have been sold for \$200 each. Three (3) went to City of Reardon PD and two (2) to Reardan-Edwall School District. The last AED will be kept in District for use in citizen First Aid/CPR classes.

**NW Leadership Conference:** The conference is scheduled for March 4-6, 2020 in Portland. Keith has made reservations for all the Commissioners at the Red Lion. He will be doing conference registrations soon.

**SCFCA Dinner Meeting:** Who will be attending the dinner January 9? All Commissioners are going. Keith will need a check from whoever will be bringing a guest.

**Clean Green:** The Property Owners Assoc. will be holding their clean up day on April 25, 2020. In the past we have coordinated our Clean Green drop off along with this event. Each year we have had fewer volunteers available to help with this event. There have been a few individuals taking advantage of the event by bringing long trailers full of yard waste. We recently polled the volunteers about who might be available to help. There were only a couple of people who would commit to the event. Due to lack of participation we are suggesting not to do the Clean Green this year. The Board understood and the Board suggested that we have an Easter Egg Hunt instead on April 11.

## **NEW BUSINESS**

**Job Descriptions:** There are two (2) updated job descriptions in your packet; Deputy Chief and Captain. Commissioner Weyrauch would like to have some time to review. This item is tabled until January.

**Jake Ambach – Paramedic:** Jake has completed and passed his paramedic class and testing. There is a graduation ceremony Tuesday, December 17, 2019. Several department members will be attending.

## **PUBLIC COMMENTS**

None

## **GOOD OF THE ORDER**

The Board will be holding an Executive Session on December 26, 2019 at 1:00 PM at Station 1.

## **ADJOURNMENT**

As there was no other business, the meeting was adjourned at 2:06 PM.

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Teresa Phelps, Chairperson

\_\_\_\_\_  
January 20, 2020

Date

\_\_\_\_\_  
Keith Yamane, District Secretary

\_\_\_\_\_  
January 20, 2020

Date