

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
Minutes for August 17, 2022  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on August 17, 2022, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Chair Teresa Phelps, Commissioner Ben Kaiser, and Commissioner Eileen Weyrauch  
Others Present: Chief Stan Cooke, Deputy Chief Kim Stanley, Robin Harbin, and Faye Le Grand

**CONSENT AGENDA**

The consent agenda consisted of the meeting minutes for July 20, 2022; Financial Reports; and Approval of Warrants #11118 - #11159 in the amount of \$89,030.01, Payroll Taxes in the amount of \$6,346.87, and DRS Pension in the amount of \$1,838.08. Commissioner Kaiser moved to accept the consent agenda; Commissioner Weyrauch seconded; Chair Phelps called for the vote, which passed unanimously.

**AUXILIARY REPORT**

Faye Le Grand does not yet have a balance to report as the auxiliary is waiting for the final bill from Minute Man Press. Kelli Lemley may have the final bill next week. There was a good turnout for the meeting held August 1<sup>st</sup> at Faye's house. The auxiliary is sending letters to new home buyers in Newman Lake, inviting them to join the fire auxiliary. Eileen suggested adding information and an invite to volunteer with the fire department. Stan will give recruitment brochures to Kelli Lemley to include in mailings. Chief Stan petitioned the commissioners to have the auxiliary provide the dollar figure earmarked for the fire department as soon as they have their final balance.

**CORRESPONDENCE - None**

**UNFINISHED BUSINESS**

**Program Modifications:**

- *Duty Officer Task Book* – More duty officers are needed. The draft of the duty officer task book is complete. It will be reviewed and revised by the current duty officers who will assist in teaching sections of the task book to new duty officers.
- *Maintenance Program* – The current maintenance program is being reviewed and upgraded by the maintenance cadre who are identifying tasks, frequencies, persons responsible, and items requiring outside experts. The plans are being submitted to Kim Stanley for review and final approval.
- *Training Program* – Lieutenant Mark Lengyel, in conjunction with the training cadre, is developing Company Performance Standards (CPS's) for each evolution of a firefighting scenario. The CPS's break down each evolution into step-by-step processes for consistent, efficient training toward implementing best practices on emergency calls.

**Auto Aid Agreements with SVFD & Kootenai Fire for 2<sup>nd</sup> Alarm Structure Fires:** Chief Stan is developing an auto aid agreement with the closest stations of Spokane Valley Fire Department

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and Kootenai Fire for working structure fires. We currently have mutual aid agreements with these departments; an auto aid agreement will assure automatic dispatch of Spokane Valley Fire and Kootenai Fire departments to working fires by contractual agreement. Stan will present the auto aid resolution to the board after meeting with Spokane Valley Fire Department and Kootenai Fire Department to finalize the details of the agreement.

**Lexipol Review:** Tier 1 Standard Operating Procedures and Guidelines are complete. Tier 1 covers areas of high risk. Chief Stan is completing training to implement Daily Training Bulletins. Training bulletins are designed for knowledge retention of all operating procedures and guidelines. They include a review and quiz which will be sent electronically on a routine basis to all department members. All procedures for the department procedure manual will be completed in 2023.

**New Employee Assistance Program (EAP):** Robin researched more affordable employee assistance programs due to our existing provider doubling monthly costs. She obtained three quotes; the best being from BPA Health, the EAP provider used by Kootenai Fire. Only volunteers will be covered as services are provided to employees through department paid health insurance. BPA Health charges \$3.02 per volunteer, per month. Commissioner Weyrauch motioned to approve a one-year contract for EAP services with BPA Health; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

## **NEW BUSINESS**

### **Budget Review:**

- *2022 Expenditures* – As of August 2022, the department has spent the following amounts budgeted for 2023:
  - 49.2% of Operating Fund - Fire Control  
Kim reported the remaining items needed in 2022 include chainsaws, positive pressure fans, water cans, engine valves, and back-up nozzles. New hose needed will be ordered after annual hose testing is completed in September.
  - 86.8% of Apparatus Cost (budgeted for brush truck conversion)
  - 80.1% of Construction Costs (budgeted for completion of all construction projects)  
A stove which burns old oil is needed for the storage building. It will be low cost as it costs little to nothing to get old oil.

The following July 31, 2022, fund balances were presented:

- Fund 032 Operating Fund, \$533,009.17
- Fund 361 Capital Project – Apparatus, \$102,144.42
- Fund 363 Construction & Equipment, \$281,889.56
- *Increased Costs for 2023* – Inflation is impacting department expenses across the board, including a \$10,000 increase in property and vehicle insurance premiums over the past two years; a 125% increase in fuel costs; and increased costs for required annual inspections and maintenance.
- *Preliminary 2023 Levy Estimate* – The county estimates the total tax levy increase for the department will be approximately \$8000 over the amount levied in 2022. This includes both Fire and EMS levies. Although property valuations increased roughly 30%, the fire district is limited to a 1% levy increase from year to year.

**Employee Contracts:** Contract drafts were reviewed for Stan Cooke, Kim Stanley, and Robin Harbin. Washington state requires three bereavement days per year; department contracts include a total of five bereavement days per year. Contracts for salaried employees Stan and Kim state

minimum monthly hours to be worked on a flexible and revolving schedule. Stan will develop an employee evaluation form to include rating scales. Robin's contract includes an increase of \$2.00 per hour if she obtains EMT certification; an increase of \$1.00 per hour for becoming firefighter support personnel. Stan will make necessary edits and send the contracts to commissioners for electronic signatures.

**Hail Damage Incurred August 11, 2022:** Building and vehicle damage from the August 11 hailstorm include:

- Main building roof caps and vents
- Pavilion roof
- Storage building doors and windows
- Exterior HVAC unit
- Electronic sign
- Command vehicles – C13-1, C13-2, C13-3
- Four personal vehicles for members on duty

Robin is working with Enduris on the claims. Enduris has contracted with Tri-State Adjusters who sent out an adjuster to inspect the buildings on August 16<sup>th</sup>; an adjuster is scheduled to inspect department vehicles on August 18<sup>th</sup>. Enduris provides secondary coverage only to personal vehicle insurance coverage.

**PUBLIC COMMENTS** - None

**GOOD OF THE ORDER**

*Service Delivery Model* – Stan will review our philosophy and options and will update our 5-year plan after finding out if we will receive the SAFER grant.

*FF Close Call Webinar, Thursday, Sept 1<sup>st</sup>* – Will discuss the current national crisis in firefighter recruitment and present solution ideas. Stan will send registration information to the commissioners.

*2022 WFCMA Annual Conference* – Robin registered commissioners for the Snure Seminar October 26<sup>th</sup> and will register commissioners for the conference scheduled October 27-29.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 2:13 p.m.

  
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Teresa Phelps, Chairperson

9-21-22  
Date

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

9-21-2022  
Date

