

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
Minutes for October 27, 2021  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on October 27, 2021, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Commissioners Eileen Weyrauch, Teresa Phelps, and Ben Kaiser

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

**CONSENT AGENDA**

The consent agenda consisted of the 2021 minutes for September 15 and October 19, and Financial Reports. (*Approval of Warrants #10615 - #10668 in the amount of \$202,272.24; Payroll Taxes in the amount of \$5,867.02, and DRS Pension in the amount of \$1,243.79 was completed at the October 19 Special Meeting.*) Commissioner Kaiser moved to accept the consent agenda; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

**AUXILIARY REPORT - None**

**CORRESPONDENCE - None**

**UNFINISHED BUSINESS**

**Construction Projects Update:** Chief Stan reported progress on the following.

- 1) *Burn Building* – Special hangers are being installed to hold 4’x8’ sheets of plywood. This will allow for quick and easy reconfigurations to simulate various scenarios. Holes and leaks are also to be repaired. The building is being used for live burns. It was painted a dark charcoal color to not show any smoke or soot stains. A fire district emblem may be added in the future.
- 2) *Pavilion* – Bulldog Contractors will complete the roofing and trim work when the weather allows. The gravel is down. Water and electrical will be connected to the pavilion soon.
- 3) *Annex (Storage Building)* – The storage building will now be referred to as the Annex. Bulldog Contractors are scheduled to start applying the siding on Friday. Concrete and roofing are to begin next week. Asphalt may go down in several weeks. Water will be brought to the outside of the building. Electrical will be installed to the building to allow for heat and lights. Fans will be needed for efficient circulation of heat.

**Staffing Update:**

We now have four resident firefighters: Braden, Josh, Shea, and Nathan. Bringing in a fifth resident has been put on hold. The current weight room will be converted to an additional resident dorm room in 2022. New recliners have been purchased to allow sufficient seating in the resident living area. Eleven new volunteers have been brought on in 2021. Of those, Danny, Travis, Tyler, Mark, and Matt are Shift Volunteers who cover shifts at the station.

### **Fire Academy 2021 Review:**

The Fire Academy took place over five weeks on Thursday evenings and Saturdays. Recruits learned and practiced pumps, hoses and hose lays, fire suppression, search and rescue, forcible entry, and EMS. The NLFR 1403 Cadre led the academy, headed up by volunteer firefighter Tyler Latimer. Nearly the entire department was involved. It was a great learning experience for all.

### **Fire Expo Recap:**

Chief Stan and Deputy Chief Kim gave brief highlights of the annual Fire Expo. The situational awareness class by Dr. Richard Gasaway affirmed that we are doing things right. Valuable information was gathered to incorporate into ICS training. Kim reviewed the Dallas/Fort Worth physical fitness program as a worthy model. Stan presented an overview of the Hydrovent Pipe, an innovative tool which simultaneously vents and puts out a structure fire, requiring only one person to operate. We will purchase one. If proven effective, we may purchase another to have one on each engine.

### **WFCA Annual Conference Recap:**

Commissioner Ben reviewed a class on PTSD in fire control. The career with the highest suicide rate is firefighting. Establishing relationships among our firefighters is extremely important. We need to be aware of what's going on with our fellow firefighters. Chair Eileen reported the importance of documentation as stated at the Snure conference. She also reviewed the need to establish a policy with clearly defined criteria for calls which may pose potential danger to volunteers. Law enforcement is not allowed to respond unless an active crime is in progress. Eileen also expressed the need for a written plan to accomplish daily operations if computers go down.

## **NEW BUSINESS**

### **2022 Budget Planning:**

Chief Stan presented the first reading of the 2022 Budget Proposal. The overall total increase of the budget is \$83,000 which is 11.5% over the 2021 Budget as follows:

1. Legislative – decrease from \$42,680 to \$34,278
2. Admin. & Fire Service Wages – increase from \$320,780 to \$364,249 (add shift volunteers, new chief)
3. Volunteer Stipends/Benefits – increase from \$24,300 to \$39,140 (add shift volunteers)
4. Administration – increase from \$96,500 to \$105,655 (Audit, Insurance, Software, Recruit & Retention)
5. Fire Suppression – increase from \$53,500 to \$94,305 (hoses/nozzles, gear, masks, uniforms, equipment)
6. Emergency Medical Service – decrease from \$87,460 to \$42,260 (CARES Act grant not in 2022 budget)
7. Facilities – increase from \$36,550 to \$50,000 (Annex supplies/equipment, increased utilities, contingencies)
8. Vehicles – increase from \$31,400 to \$35,700 (increased contingencies)
9. Fire Service Training – increase from \$6,750 to \$8,200 (burn building training and supplies)
10. EMS Training – increase from \$6,250 to \$8,250
11. Fire Prevention – increase from \$3,800 to \$6,400 (community addressing, equipment, newsletters)
12. Communications – increase from \$11,000 to \$12,800 (pagers and radio holsters)

**Firefighter Internship Program:**

Deputy Chief Kim discussed her development of a firefighter intern program. She and volunteer Kaelyn Hess are developing this program which will help Fire Science students at SCC bridge the gap between college and becoming a fulltime firefighter. Intern groups will be limited to 5 or 6. They will receive training and be allowed to job shadow on calls, wearing observer vests. The new burn building will be a part of training without live fire. The program will give interns valuable hands-on experience and will build up a pool of candidates to fill future shift volunteer positions.

**PUBLIC COMMENTS - None**

**GOOD OF THE ORDER - None**

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 2:27 p.m.

Eileen Weyrauch  
Eileen Weyrauch, Chairperson

11-17-21  
Date

Robin Harbin  
District Secretary

11-18-2021  
Date