

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for March 16, 2023
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on March 16, 2023, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Ben Kaiser, Commissioner Eileen Weyrauch, and Commissioner Teresa Phelps
Others Present: Chief Stan Cooke, Josh Ambach, Jake Ambach, Mark Lengyel, Danny Christmann, Mandie McIntosh, Hayden Phelps, Robin Harbin, and Faye Le Grand

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for February 16, 2023; Financial Reports; and Approval of Warrants #11456 - #11498 in the amount of \$48,288.37, Payroll Taxes in the amount of \$7,449.43 and DRS Pension in the amount of \$2,056.13. Commissioner Phelps moved to accept the consent agenda; Commissioner Weyrauch seconded; Chair Kaiser called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand reported the current Fire Auxiliary fund balance is \$4,279.76. The Auxiliary has two new members: Mandie McIntosh and Mikayla Mantegna. Mikayla has offered to step in as secretary; Wendi Helmick may step in as treasurer. Faye announced that Jerry Le Grand will no longer act as Santa as he has for years at the annual Breakfast with Santa event. Kelli Lemley is contacting a possible replacement. The meal sign-up sheet for firefighter training is now electronic for Auxiliary members. Josh Ambach will send the link to Jake Ambach so he may know which trainings will have food provided for the firefighters.

CORRESPONDENCE - None

UNFINISHED BUSINESS

Fire Chief Opening Applicants & Interview Schedule:

Chief Stan reported that two Chief applicants, Erick Brittain and Kevin Kleinworth, have withdrawn their applications. Cover letters and resumes were given to the commissioners for the most recent Chief applicants: Chad Childears and Kyle White. Chad clearly meets candidate qualifications; as a Captain, Stan had questions about Kyle's qualifications.

Commissioner Weyrauch called a five-minute Executive Session at 1:10 p.m. to evaluate the qualifications of an applicant for public employment per RCW 42.30.110(1)(g). Commissioners and Chief Stan Cooke were in Executive Session from 1:10 to 1:15 p.m. No decisions were made.

Chair Kaiser motioned to include both Chad Childears and Kyle White in the initial virtual interviews to be held March 23 and 24; Commissioner Weyrauch seconded; Chair Kaiser called for the vote, which passed unanimously.

Chief Stan previewed the in person interview process for the three Chief candidates selected to proceed from the virtual initial interviews to the final in person interviews. The interview groups will include Volunteers, Commissioners, and three or four members of the Community. Four assessment centers will be set up to include: 1) A Tour of the District; 2) Strategies and Philosophies regarding current District Issues; 3) A Tactical Assessment; and 4) Finance and Human Resources. Stan asked Faye Le Grand if she will participate in the interview process as a community representative. Stan suggested several dates in April for the in person interviews. Chair Ben Kaiser stated April 17, 2023 will work best.

Staffing Update:

Captain Jake Ambach presented a staffing update as of March 15, (see attached list). Nine Shift Volunteers, who live outside the district, have joined the department so far this calendar year. Matt Brunner, a retired Fire Chief who lives in the community, has volunteered to help with maintenance. Three additional volunteers have expressed an interest in joining the department, two of which live in the community. Lieutenant Mark Lengyel has been hired by District 8. His last day with Newman Lake Fire and Rescue will be March 31, 2023.

Review of Training Goals and Plan:

Mark Lengyel and Jake Ambach have been expanding the Recruit Training Task Book to be based around Firefighter I and Firefighter II skills sheets with the goal of getting all our volunteer firefighters certified as Firefighter 1 & 2 after training is completed. The Instructor's Manual is being developed to coincide with the skills sheets for consistency in training.

NEW BUSINESS

Resolution 2023-3; A Resolution Authorizing Transfer of Funds

\$9,991.51 for the Station water damage claim and \$6,093.00 for the electric sign replacement was received from Enduris and deposited into Fund 32 Operations. The total amount of \$16,084.51 should be transferred to Fund 363 Construction & Equipment Reserve to use for repairs and replacement. Commissioner Weyrauch motioned to approve Resolution 2023-3 authorizing the transfer of funds; Commissioner Phelps seconded; Chair Kaiser called for the vote which passed unanimously.

Resolution 2023-4; A Resolution Authorizing Budget Adjustments

The budget approved in November includes estimated beginning and ending fund balances, tax revenues, and anticipated grant revenues with matching expenditure amounts. This resolution authorized adjustments to actual amounts. Commissioner Weyrauch motioned to approve Resolution 2023-4 authorizing the transfer of funds; Commissioner Phelps seconded; Chair Kaiser called for the vote which passed unanimously.

Resolution 2023-5; A Resolution Providing for the Submission of Levy, Primary Election

Last year, the district approved a resolution to lift the 1% lid on the levy to allow a fire levy of \$1.50 per \$1,000 of assessed property value. This resolution drops the tax levy rate to \$1.40 per \$1,000 and will be placed on the ballot August 1, 2023. Commissioner Phelps motioned to

approve Resolution 2023-5 as written; Commissioner Weyrauch seconded; Chair Kaiser called for the vote which passed unanimously.

PUBLIC COMMENTS - None


GOOD OF THE ORDER

Stan shared that Community Clean-up is scheduled for April 29, 2023; dumpsters for yard waste will be placed at Station 1; however, the Department will not be manning the dumpsters. The annual Ice Cream Social may have a name change to the Newman Lake Summer Festival or something similar. We may hold an Open House in June, possibly June 17. Commissioner Weyrauch announced the department will be hosting the Spokane County Fire Commissioner's Association meeting on July 6, 2023. She also gave a synopsis of the recent Northwest Leadership Seminar in Portland and suggested we find the budget to attend in 2024 as Gordon Graham will be a featured speaker. Jake announced the live burn training the department is conducting in the burn building this Saturday, March 18, 2023.

EXECUTIVE SESSION RCW 42.30.110(1)(g) To review the performance of a public employee. Commissioners and Chief Stan Cooke went into Executive Session at 1:55 p.m. for 20 minutes; Executive Session was extended an additional 20 minutes at 2:15 p.m.; Executive Session was extended an additional 20 minutes at 2:35 p.m., concluding at 2:55 p.m. No decisions were made.

ADJOURNMENT

As there was no other business, the meeting was adjourned at 2:56 p.m.



Ben Kaiser, Chairperson

4/20/23

Date



Robin Harbin, District Secretary

4-20-2023

Date

