

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for October 19, 2022
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on October 19, 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: Josh Ambach, Mark Lengyel, Robin Harbin, and Faye Le Grand; Chief Stan Cooke participated remotely via GoToMeeting.

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for September 21 and September 29, 2022; Financial Reports; and Approval of Warrants #11201 - #11243 in the amount of \$63,021.64, Payroll Taxes in the amount of \$8,130.20, and DRS Pension in the amount of \$1,578.09. 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 reported the current Fire Auxiliary fund balance is \$4,390.28, of which \$2,497.62 is available for the fire department wish list. Kelly Gufford is resigning as Auxiliary Treasurer beginning January 1, 2023; a vote for a new treasurer is planned for the November meeting. Community members are excited about Breakfast with Santa after Covid restrictions prevented it the last two years. Auxiliary members have been busy sorting, organizing, and taking stock of donations for the event. Additional donations are needed for teen boys, babies, children's books and winter scarves. Robin will monitor the donation box in the front vestibule; Chair Phelps offered to place a donation box in Otis Hardware.

CORRESPONDENCE - None

UNFINISHED BUSINESS

Budget Review:

- *Operating Expenditures through October 2022* – Robin reviewed the major categories on the October 2022 Expenditure Report as shown on the following page, noting that volunteer annual stipends will be paid in November; the EMS World Conference will not be attended this year; and Fire Service Training includes expenses for training in the burn building. Overall, the district has spent 64% of the total Fire Service Budget year to date.

Department	Expenditures YTD	2022 Budget Remaining	Budget % Spent
Legislative	\$ 12,862	\$ 26,264	33
Admin/FS Wages	\$ 274,738	\$ 91,511	75
Vol Ann Stipend/Ben	\$ 6,335	\$ 32,805	16
Administration	\$ 62,764	\$ 45,191	58
Fire Suppression	\$ 68,502	\$ 39,953	63
EMS	\$ 7,593	\$ 26,532	22
Facilities	\$ 28,428	\$ 16,572	63
Vehicles	\$ 43,541	\$ 43,541	98
FS Training	\$ 9,012	\$ 9,012	110
EMS Training	\$ 1,179	\$ 1,179	13
Fire Prevention	\$ 1,825	\$ 1,825	23
Communications	\$ 7,423	\$ 7,423	58
TOTAL FIRE CONTROL	\$ 524,203	\$ 524,203	64

- *Preliminary 2023 Budget Projections* – Stan proposed the following budget adjustments for 2023 to include a new fire chief and three full-time firefighters:

Department	2022 Budget	2023 Proposed Budget	Increase or Decrease
Legislative	\$ 39K	\$ 35K	- \$ 4K
Admin/FS Wages	\$ 366K	\$ 523K	+\$ 157K
Vol Ann Stipend	\$ 39K	\$ 39K	No Change
TOTAL COSTS	\$ 444K	\$ 597K	+\$ 153K

Of the 2022 total operating budget of \$820K, \$444K was for wages, stipends, and benefits; \$376K was budgeted for other operational costs. If our 2023 total operating budget is \$918K and we budget \$597K for personnel costs, \$321K will be budgeted for other operational costs, a decrease of \$55K. The overall increase of the total budget for 2023 would be \$98K.

Robin noted that we can look at transferring excess balances from the operating fund into apparatus reserves after assuring there will be enough carry over from year to year to cover the anticipated increases in personnel costs.

2023 Staffing:

- *Three Full-Time Firefighters* – Stan presented a proposal for staffing coverage with full-time firefighters working rotating shifts.
- *Shift Volunteer Firefighters* – New shift volunteers will not receive a shift stipend unless we are able to pass a levy lid lift; existing shift volunteers will continue to receive a shift stipend.

Full-Time Chief Search:

Stan will write up an announcement with desired criteria to post on the Washington Fire Dispatch and Daily Dispatch. It will cost some money to post the position opening. Stan suggested advertising in Idaho as well; the commissioners agreed. The opening

NEW BUSINESS

2022 Fire Academy:

Josh Ambach presented the plan to start the 2022 Fire Academy Thursday, October 27. It will run on Thursday evenings from 6:00 p.m. to 10:00 p.m. and Saturdays from 8:00 a.m. to 4:00 p.m. through December 10th. We currently have six recruits participating with a few additional interested volunteers. Four live burns are planned with the assistance of Spokane Valley Fire Department. A confidence burn is planned for the first Saturday. The Fire Auxiliary will be providing lunch on Saturdays.

2020-2021 Audit by WA State Auditor’s Office:

Robin reported that the audit has begun. The initial phase of the audit has been remote with requested documents uploaded or scanned and uploaded to the auditor. Chair Phelps and Robin completed the risk management interview with the auditor online this afternoon. The commissioners opted out of doing the audit entrance interview. Commissioner Weyrauch suggested scheduling the exit interview to coordinate with a monthly commissioner meeting. The estimated cost of the audit is approximately \$12,000.

PUBLIC COMMENTS - None

GOOD OF THE ORDER

Robin asked the commissioners and Chief Stan to select a Tuesday evening in November to schedule the public budget meeting for the 2023 budget. Last year, the public budget meeting was held on November 16. Robin suggested Tuesday, November 15th at 6:00 p.m. for this year’s meeting. Stan and the Commissioners agreed to that date and time. Robin stated the meals and mileage per diem checks for the WFCA Annual Conference will be in commissioner mailboxes for pick up on Monday.


ADJOURNMENT

As there was no other business, the meeting was adjourned at 1:48 p.m.



Teresa Phelps, Chairperson

11-16-22
Date



Robin Harbin, District Secretary

11-16-2022
Date