

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for January 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 January 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: Chief Stan Cooke, Deputy Chief Kim Stanley, Secretary Robin Harbin, and Faye LeGrand; Jake Ambach participated remotely via GoToMeeting

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for December 15, 2021, December 16, 2021, January 11, 2022, and January 13, 2022; Financial Reports; and Approval of Warrants #10780 - #10832 in the amount of \$44,101.76, Payroll Taxes in the amount of \$5,964.34, and DRS Pension in the amount of \$1,304.23. Commissioner Weyrauch moved to accept the consent agenda; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye LeGrand reported the Auxiliary had a balance of \$2,806.42 in December 2021, which included a \$500 donation. The January balance remains the same at \$2,806.42. The next Auxiliary meeting is planned for February 7. Chief Stan Cooke may attend the meeting. Efforts are being made to increase membership. Jason Woolery contacted the Auxiliary offering the use of his restored 1981 fire truck for future events.

CORRESPONDENCE - None

UNFINISHED BUSINESS

SAFER Grant: Stan is moving forward with the SAFER Grant application to fund a full-time Volunteer Coordinator for four years. We must show that we can continue to support this position after the SAFER Grant period. The Volunteer Coordinator will oversee volunteer recruiting, training, and retention. They will monitor task books, EMT certifications, recruit academies and other training programs.

Levy Lid Lift: Stan stated the Levy Lid Lift will show FEMA that we can support the Volunteer Coordinator position after the four-year grant period.

A Levy Lid Lift will be needed if NLFR plans on growing to fit the needs of this community. The Current service delivery model is outdated and not sustainable. Our service model includes Community Volunteers, Shift Volunteers, and Resident Volunteers. With our 13 community volunteers, only five are SCBA trained; and of those five, only two are under the age of fifty. This is not sustainable. We need to add a Volunteer Coordinator to help us recruit Shift and Resident Volunteers. We are going to need a full-time Chief and Deputy Chief and an Administrative Captain to continue to grow and meet the ever-growing demands of this department.

We have six possible options for the future:

1. Only new full-time Chief – no change in budget
 - Negatives – no increase in staffing, no succession planning, no growth, not sustainable staffing.
2. New full-time Chief and Volunteer Coordinator with SAFER Grant – increase of \$88K
 - Negatives – no succession planning, no increase in shift staffing, need Lid Lift
 - Positives – training and maintenance is handled, adds one day staff
3. New full-time Chief, Volunteer Coordinator, and Admin. Capt. moves to full-time Deputy Chief when Deputy Chief retires in two years – increase of \$108K
 - Negatives – need larger Lid Lift, lose Admin. Capt. when promoted to Deputy Chief, no increase in shift staffing
 - Positives – Succession planning, training and maintenance is handled
4. New full-time Chief, Volunteer Coordinator, and Admin. Capt., and full-time Deputy Chief, – increase of \$249K
 - Negatives – need larger Lid Lift, no increase in shift staffing
 - Positives – maintain admin. staffing, training and maintenance is handled, adds two additional day staff positions
5. New full-time Chief, Volunteer Coordinator, Admin. Capt., Shift Staffing, and full-time Deputy Chief, – increase of \$219K (Volunteer Coordinator is phased out at end of fourth year)
 - Negatives – need larger Lid Lift, No Volunteer Coordinator moving forward.
 - Positives – maintain admin. staffing, training and maintenance is handled, increase in shift staffing
6. New full-time Chief, Volunteer Coordinator, and Admin. Capt., Shift Staffing, and full-time Deputy Chief, – increase of \$317K
 - Negatives – need larger Lid Lift,
 - Positives – maintain admin. staffing, training and maintenance is handled, keep Volunteer Coordinator, increase shift staffing,

Option five represents a lower budget increase than option four due to the transfer of the Volunteer Coordinator to Administrative Captain and phasing out the Volunteer Coordinator position after the four-year SAFER Grant.

Chief Stan presented possible levy lid lift options as shown below:

1. \$1.50 – a \$.48 increase, will bring in about \$327K
2. \$1.40 – a \$.38 increase, will bring in about \$269K
3. \$1.30 – a \$.28 increase, will bring in about \$212K
4. \$1.15 – a \$.13 increase, will bring in about \$125K

Getting feedback from the community will be important. The possibility of informing the public through holding an open house was discussed. Faye suggested holding two open houses. Commissioner Weyrauch discussed coordinating the first open house with Earth Day community clean-up; the second open house may be coordinated with the Auxiliary annual hot dog and t-shirt sales near the 4th of July.

NEW BUSINESS

Resolution 2022-1: The resolution defining compensable services by the commissioners for the district was reviewed. Commissioner Weyrauch motioned to approve Resolution 2022-1 as written; Commissioner Kaiser seconded the motion; Chair Phelps called for the vote, which passed unanimously.

Succession Plan: Chief Stan Cooke's contract is up in June, but he will not walk out in the middle of the SAFER Grant and Levy Lid Lift. He will continue until a sustainable plan is established for the district. Deputy Chief Kim Stanley may retire in two years. It is important to train someone up to fill that position.

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This may be an advancement opportunity for an Administrative Captain. Becoming a combination department with full-time firefighters and volunteers will be a benefit to the community. Adding full-time firefighters will drop property insurance ratings from 6 to 5. It will also add incentive to volunteers who will have opportunities for advancement within the department.

Report on Community Liaison Program: Stan reported that the Newman Lake fire district needs much better addressing and road signage. Our community liaison, Kelli Lemley, has done a great job of identifying addressing needs and has begun the process of making and installing signage. However, there is extensive work yet to be done. More volunteers and funds need to be allocated to this program. It needs to be a major priority.

PUBLIC COMMENTS – Faye asked if anything has changed due to the recent increase in Covid. Stan replied that the department is continuing with the same standards.

GOOD OF THE ORDER

ADJOURNMENT

As there was no other business, the meeting was adjourned at 2:29 p.m.



Teresa Phelps, Chairperson

2/16/2022
Date



District Secretary, Robin Harbin

2/16/2022
Date