

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
Minutes for January 18, 2024  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on January 18, 2024, 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 Daron Bement, Captain Josh Ambach, Secretary Robin Harbin, and Fire Auxiliary Representative Faye LeGrand

**ELECTION OF 2024 FIRE COMMISSIONER OFFICERS**

Commissioner Kaiser nominated Eileen Weyrauch as Board of Fire Commissioners Chairperson for 2024; Commissioner Phelps seconded; Commissioner Kaiser called for the vote, which passed unanimously. Secretary Harbin nominated Teresa Phelps as Vice Chairperson for 2024; Chair Weyrauch seconded; Chair Weyrauch called for the vote, which passed unanimously.

**CONSENT AGENDA**

The consent agenda consisted of the meeting minutes for December 6, December 13, and December 14, 2023; Financial Reports; Approval of Warrants #11915 - #11953 in the amount of \$47,253.11, Payroll Taxes in the amount of \$5,250.20 and DRS Pension in the amount of \$2,732.96. Commissioner Phelps motioned to accept the consent agenda; Commissioner Kaiser seconded; Chair Weyrauch called for the vote, which passed unanimously.

**AUXILIARY REPORT**

Faye Le Grand stated a Fire Auxiliary Balance is still not available. The Fire Auxiliary Christmas party was canceled due to poor weather and will be rescheduled after the weather clears.

**CORRESPONDENCE - None**

**FIRE CHIEF'S REPORT**

**General Message:**

Chief Bement has been researching information requested at the December 6, 2023 Town Hall Meeting to provide at the Community Meeting scheduled for Wednesday January 24, 2024 at 6PM.

**Calls/Training/Staffing/Apparatus/Facilities:**

Chief Bement reported we had 180 calls in 2023; there were 17 calls in December, up from 8 in December 2022. Tender 1 is having starter issues. Stevens County FPD11 may be interested in purchasing. December training included: Maintenance of Apparatus; EMS Mega Code; and End of Year Review and Appreciation. Chair Weyrauch asked if we could show our call volume over the past 10-15 years at the upcoming Community Meeting to convey the fact that training is required regardless of the number of calls and training costs money.

## **UNFINISHED BUSINESS**

### **Perpetual Calendar Update:**

Robin presented the Perpetual Calendar, updated for 2024. Chair Weyrauch explained that the Perpetual Calendar was put in place to ensure adequate planning and completion of important annual tasks.

### **Levy Lid Lift – Community Meeting Scheduled for January 24, 6:00 p.m.:**

Chair Weyrauch suggested we have an informative handout for the meeting along with the agenda and lined paper as well as pens or pencils for notes. Commissioner Phelps also suggested providing lined paper for additional questions from community members. A statement should be made at the beginning that if any department members are present, they are participating as interested members of the community, not as department representatives.

## **NEW BUSINESS**

### **Renewal of EMS Levy:**

The EMS Levy is coming due for renewal. Information regarding the EMS Levy should be provided at the Community Meeting. It should be stressed that this is not a new levy, but a renewal.

### **Resolution 2024-1: Commissioner Compensable Services:**

Robin presented Resolution 2024-1, reviewed and approved by Chief Bement, defining compensable services for district Fire Commissioners. Commissioner Kaiser motioned to approve Resolution 2024-1 as written; Commissioner Phelps seconded; Chair Weyrauch called for the vote which passed unanimously.

### **Summary of Department Member Annual Review Meetings:**

Captain Josh Ambach summarized the results of the one-on-one annual review meetings held with each department member at the end of year. The majority of members would still like better communication within the department, including reinstating the monthly department newsletter which includes the training schedule and topics for the month. The monthly newsletter had been discontinued due to members handpicking the trainings they would attend based on topics of interest. Many volunteers requested more EMS trainings. However, EMT certification requirements are based on EMS Connect which EMT's can and should access from home. The department must have a sufficient number of fire trainings and will provide hands-on medical training as often as possible. Captain Josh Ambach will begin offering EMT trainings the second Tuesday of every other month, from 6:00-8:00PM, starting with February 2024. The summary of the annual review meetings was covered with volunteers at the Thursday night training held on January 11, 2024.

## **PUBLIC COMMENTS - none**

## **GOOD OF THE ORDER**

- Trask Insurance, provider of our Accidental Death & Dismemberment insurance, has been purchased by Acrisure Insurance Company.
- Robin reported deficiencies were noted on our last fire sprinkler inspection. Sprinkler heads need to be installed below the bay doors as well as in the storage room off the bay.
- WFOA's Spring Seminar Series will be held in Spokane March 2, 2024. The seminar will meet the statutory Open Public Records and Open Public Meetings training requirements to be completed every four years by elected officials. Commissioners Eileen Weyrauch and

Teresa Phelps are current on the requirement. Commissioner Ben Kaiser may be interested in attending the seminar. The seminar also covers other legal and human resources topics applicable for Secretary Robin Harbin. The early bird registration cost is \$225.00 per person; registrations made after February 9, 2024 will cost \$275.00 per person.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 1:57 p.m.

Eileen Weyrauch  
Eileen Weyrauch, Chairperson

2-15-24  
Date

Robin Harbin  
Robin Harbin, District Secretary

2-15-2024  
Date

