

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for March 18, 2020
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on March 18, 2020 at 1:01 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Kathy Small and Commissioner Teresa Phelps. Commissioner Eileen Weyrauch by phone

Others Present: Chief Keith Yamane, Captain/Finance Officer Carleen VanDerostyne, Mike Bly and Faye Le Grand.

Mike Bly, EVSD Board member, introduced himself. He stated that he would like the school district and the fire district to work together in the future.

CONSENT AGENDA

The consent agenda consisted of the February 17, 2020; February 25, 2020; March 3, 2020; March 11, 2020 minutes; March 2020 Chief's Report, Financial Reports and Approval of Warrants #9818 – 9846 in the amount of \$142,748.25; Payroll Taxes in the amount of \$4,698.88 and DRS Pension in the amount of \$2,866.32. Commissioner Phelps moved to accept the Consent Agenda, Commissioner Weyrauch seconded. Chair Small called for the vote which passed unanimously.

AUXILIARY REPORT

The Auxiliary has \$3,511.35 in the bank. They are going to discuss starting to collect donations for the Breakfast with Santa. They would like to work on getting better donations, so the majority are not from the Dollar Tree. They will be discussing the possibility of moving the hot dog sale to a different date due to the corona virus outbreak.

CORRESPONDENCE

There was one survey returned. It was favorable.

UNFINISHED BUSINESS

Staffing Update: Tim worked eleven (11) 12-hour shifts in February along with the other times he was at the fire station. He met his required 120 hours of scheduled time. Joe couldn't work any shifts in February.

New Tender: The tender chassis has been delivered to Rosenbauer in South Dakota. The Chief is waiting to get a start time and completion estimate from Rosenbauer. Commissioner Small asked who we were working with and asked that we get an estimated date.

Smoke Signals: The Smoke Signals newsletter was delivered to the post office last week. We had 1,322 newsletters prepared for delivery. They were delivered last Wednesday, March 11, 2020. We have received three requests for address signs and one person filled out an application to be a volunteer since the newsletter went out.

Electronic Sign: The Smoke Signals newsletter was delivered to the post office last week. We had 1,322 newsletters prepared for delivery. They were delivered last Wednesday, March 11, 2020. We have received three requests for address signs and one person filled out an application to be a volunteer since the newsletter went out.

Requests for Using Training Room: Tom Stebbins sent in two requests for the use of the fire station for meetings. The requests were for the Newman Lake Property Owners Association and Newman Lake Flood Control Zone District Advisory Board. Chair Small asked if they presented anything that stated why they could not pay the normal room rental fee. Chief Yamane stated that he did not. Chair Small said she would like to postpone the decision until they explain their financial status and why they are asking the District to waive the rental fee. Commissioners Weyrauch and Phelps agreed. Chief Yamane will contact Tom Stebbins and advise.

Progress Report:

1. Volunteer Recruitment & Retention: The Smoke Signals newsletter went out last week and one person has come in and asked about being a volunteer. The gentleman has experience in firefighting at Kaiser and with the Navy. He is interested in the role as a support person, driving the trucks and learning how to operate the trucks.
2. Station 1:
 - a. **Swale:** Rich Peplinski stopped by and looked at what we were proposing to do to the swale. He recommended putting in the access to the training area between the swale and Starr Road. He would place a retaining wall in the swale to hold up the dirt for the access. He would also use the top of the retaining wall to build a curb, so people won't drive into the swale. He would extend the swale either to the south or to the east to keep the swale the same size. This would keep the dry well intact the way it is and will not have to be moved or have a pipe for water to drain into it. He would also place granite boulders around the south and east sides to keep people from driving into the swale. A price sheet is enclosed in the packet. He is also willing to fix the drain from the parking lot, so it doesn't get washed out. There was discussion about the plan to install the access around the swale. Commissioner Weyrauch moved to have Rich Peplinski do the work on the swale as presented. Commissioner Phelps seconded the motion. Chair Small called for the vote and it passed unanimously.
 - b. **Site Plan:** A draft site plan from Belsby Engineering was enclosed in the packets. The two things we need to look at on the site plan are: how the access is around the swale and the other access from Starr Road. There was discussion on the site plan. Chair Small questioned the size of the burn building. Chief Yamane stated that the size was correct but could be expanded in the future. There was discussion on the placement and width of the access from Starr Road. The placement of the access was considered proper so it would not interfere with the training building if the public was

driving through there during an event. The concern was whether the width of the access from Starr Road was adequate. The other concern was the shape of the area drawn. The West side of the training area north of the telephone pole should be straight rather than angled in then out to Starr Road. Also, the area around the swale is a lot larger than it needs to be.

- c. **Training Building:** The training building is placed on the parcel 200' beyond the fence.
- d. **Burn Building:** The burn building is placed 50' beyond the training building. Spokane County may require the burn building to be further away from the training building.

3. Apparatus Replacement:

Last month we discussed moving the air bottles for our SCBAs to a trailer. We have discussed this and feel we have come up with a better solution for the SCBA air bottles. We would like to purchase additional SCBA bottles and put them on the brush truck when we transfer it to an aid/rescue vehicle. We feel this truck would be more likely to respond to structure fires. Also, we feel the long-term cost would be less than the trailer option. The Board agreed with our new direction.

Staff has not had the chance to discuss a replacement schedule for the apparatus. We are purchasing a new tender. The Board has agreed to purchase a new Brush truck next year. Command 13-1 would be the next vehicle we should consider replacing. We would like to replace it with a pickup truck. We will be discussing the order of the remainder of the vehicles when we are all back together. Commissioner Weyrauch questioned why Command 13-1 couldn't be replaced with the new command vehicle. Chief Yamane stated that Captain VanDerostyne was driving it. She did not understand why our finance officer was driving a command vehicle. There was discussion about the command vehicles.

4. District Flow Chart (Organizational Chart):

A draft flow chart was presented. There was discussion on the flow chart. Commissioner Weyrauch asked why we had a Captain position. She felt it should be called EMS Administrator. After much discussion, Chair Small moved to accept the chart with one change: moving the District Secretary under the Board. The chart would be reviewed in December. Commissioner Phelps seconded the motion. Chair Small called for the vote and it passed 2-1 with Commissioners Small and Phelps voting for the motion and Commissioner Weyrauch voting against the motion.

5. Community Events:

We are planning on having a "Stop the Bleed" training on the fifth Thursday in July if the COVID-19 has subsided. We will place information on our website, Facebook page and we will send out a postcard when we get closer to the date. We will also be putting out a survey asking what other events/training the residents would like to have the fire district offer in the future. The Board supported the "Stop the Bleed" and the process above.

6. Stipend Positions:

There was discussion on the Volunteer Recruitment/Retention Officer position. After the discussion it was determined that we would bring the stipend position back and evaluate it in December to determine if the program has been successful. The stipend would be at \$200 per month. Commissioner Phelps moved that we bring back the Volunteer Recruitment/Retention Officer position with a stipend of \$200 per month and this position would be reviewed in December 2020. Commissioner Weyrauch seconded the motion. Chair Small called for the vote which passed unanimously.

7. Sale of Old Station #1:

Staff had discussed the possibility of getting a dumpster delivered to station 2 and old station #1 to clean the two stations. Sunshine Disposal has stopped having dumpsters in the Newman Lake area. Chief Yamane will check to see if we could get a temporary dumpster. Chair Small stated that Dick Small may be able to provide his trailer to haul the stuff to the dump. There was a discussion of when the station could be cleaned out. Commissioner Phelps stated that we should try to get it cleaned out as soon as possible. Faye said she would pass this information to Kelli for the Auxiliary.

8. Future Project List:

A draft "Future Project List" was given to the Board. They said this was what they wanted. They wanted it updated and presented each meeting.

NEW BUSINESS

Resolution #2020-4: Surplus 2001 Jeep Cherokee: Commissioner Weyrauch moved to adopt Resolution #2020-2: Budget Adjustment. Commissioner Phelps seconded. Chair Small called for the vote which passed unanimously. Commissioner Weyrauch moved to allow the District to use the vehicle for extrication training. Commissioner Phelps seconded the motion. Chair Small called for the vote which passed unanimously.

Resolution #2020-5: Voucher Preapproval Authority: Commissioner Weyrauch moved to adopt Resolution #2020-5: Voucher Preapproval Authority. Commissioner Phelps seconded. Chair Small called for the vote which passed unanimously. Commissioner Weyrauch moved to have the Finance Officer, Chief and the Board Chair bonded through our insurance, Enduris. Commissioner Phelps seconded the motion. Chair Small called for the vote which passed unanimously.

PUBLIC COMMENTS

None

GOOD OF THE ORDER

COVID-19

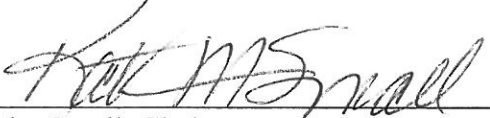
- Chief Yamane told the Board that he spoke with Bob Kolva, Safety Officer, and they had agreed to have training by web/online until April 1st. They would evaluate the COVID situation after that for future training. The Board stated that they wanted training to be by

web/online until June 1st. Captain VanDerostyne asked if we had practical training requirements that were outside if we could continue to have them. The Board agreed.

- Staff stated that we feel we should close the station to the public. The Board agreed and we will be placing a sign on the front door as soon as the meeting was over.
- Public meetings at the fire station – Chief Yamane stated that since the fire station was closed to the public, all non-fire district meetings should be cancelled. The Board agreed. This includes the NLPOA, Auxiliary and NLFCZD.

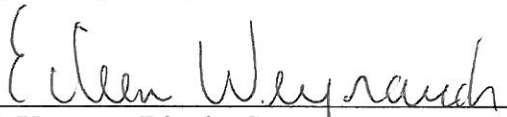
ADJOURNMENT

As there was no other business, the meeting was adjourned at 1:50 PM.



Kathy Small, Chairperson

April 15, 2020
Date



~~Keith Yamane, District Secretary~~

April 15, 2020
Date

*Acting Secretary
Commissioner Weyrauch*