

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for September 21, 2022
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on September 21, 2022, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Teresa Phelps and Commissioner Eileen Weyrauch
Others Present: Josh Ambach, Robin Harbin, and Faye Le Grand; Chief Stan Cooke and Jake Ambach participated remotely via GoToMeeting.

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for August 17 and August 29, 2022; Financial Reports; and Approval of Warrants #11160 - #11200 in the amount of \$47,259.81, Payroll Taxes in the amount of \$6,302.45, and DRS Pension in the amount of \$1,880.98. Commissioner Weyrauch moved to accept the consent agenda; Chair Phelps seconded; Chair Phelps called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand reported the current Fire Auxiliary fund balance is \$4,519.61. Gross sales for in-person and online t-shirt sales totaled \$9,530.40. Net profits from the 2022 t-shirt sale were \$2,497.62. The Auxiliary pre-purchased 416 t-shirts for the sale, of which 260 were sold in-person. The Auxiliary is carrying the \$1,472 cost of the 156 remaining unsold shirts. Online sales included 79 shirts, tanks, and/or hoodies and 13 mugs. The September meeting was canceled due to extremely poor air quality; the October meeting will focus on planning the annual Breakfast with Santa.

CORRESPONDENCE - None

UNFINISHED BUSINESS

Budget Review:

- *Operating Expenditures through September 2022* – Chief Stan briefly reviewed the September 2022 Expenditure Report, highlighting that the district has spent 54.9% of the total funds budgeted for 2022 Fire Control operating expenses year to date.
- *Reconciled Fund Balances* – As of the end of August 2022, the Operating Fund balance is \$451,184.61; the Capital Fund for Apparatus has a balance of \$102,255.60; and the Capital Fund for New Construction is \$282,947.78. Approximately \$212,000 is owed on the \$300,000 County Loan, with payments scheduled to be transferred out of the Capital Fund for New Construction until January 2026. No new construction is planned or needed.

Hail Damage Incurred August 11, 2022: Robin reported the following -

- *Tri-State Adjusting* – Enduris contracted with Tri-State Adjusting Services to assess the hail damage incurred at Station 1 on August 11, 2022. Adjuster Steve McDonald assessed the property damage; Adjuster Dave Wilson assessed the vehicle damage.

 - *Enduris Response/Vehicles and Structures* –
 - The Department received a payout of \$19,730.36 for hail damage incurred by three Command Vehicles, (C13-1 \$6,802.84; C13-2 \$7,400.41; and C13-3 \$5,527.11). Two volunteer firefighters on duty received payouts from Enduris for hail damage their personal vehicles as their personal insurance did not have comprehensive coverage.
 - Hail damage to Station 1 structures is estimated at the following:

▪ Pavilion Roof	\$14,350.72
▪ Main Building	\$12,816.45
▪ Storage Building (Annex)	\$10,411.31
▪ Electronic Sign	\$ 5,570.00
- Enduris will process the payout for hail damage to structures after obtaining an estimate on damages to one of the outdoor HVAC units.

Ice Cream Social Review and Recommendation:

Stan stated there was a great response at this year’s Ice Cream Social. The Department received many thanks from community members for hosting the event. Stan suggested installing a gate in the fence to allow access to the Pavilion from the side road. This would allow vendors to use the Pavilion as well as the area out front. Chair Phelps said several community members would like to have ice cream in the future rather than just shaved ice.

Recruit Training Report:

A few of the new recruits have completed sufficient training to begin filling six-hour shifts. Community Volunteer, Tony Orth, will be returning this month from a brief leave of absence to complete his initial training. Kaelyn Hess has returned as a Community Volunteer and is anxious to help out with training as needed.

NEW BUSINESS

Deputy Chief Kim Stanley Resigning:

On September 8, 2022 Deputy Chief Kim Stanley announced her plans to leave the Department. Her last day will be Thursday, September 22, 2022.

- *Succession Planning* – Stan requested a special meeting to discuss and develop the details of covering the Deputy Chief’s responsibilities through the remainder of 2022 and into 2023. Commissioner Weyrauch expressed her concern for maintaining continuity of responsibility fulfillment and suggested conferring with the Department’s Management Team to formulate the best solutions for the Department.

PUBLIC COMMENTS - None

GOOD OF THE ORDER - None

ADJOURNMENT

As there was no other business, the meeting was adjourned at 1:34 p.m.



Teresa Phelps, Chairperson

10-19-22
Date



Robin Harbin, District Secretary

10/19/2022
Date