

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for March 23, 2023
BOARD OF FIRE COMMISSIONERS SPECIAL MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on March 23, 2023 at 8:00 a.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Ben Kaiser, Commissioner Eileen Weyrauch and Commissioner Teresa Phelps
Others Present: Chief Stan Cooke, Josh Ambach, Jake Ambach, Mark Lengyel, Jay Indelicato, Bob Kolva, Carleen VanDerostyne, Michael Garrison Stuber, Mike Jennings, Toni Halloran, and Robin Harbin

PREVIEW OF INITIAL CHIEF INTERVIEW PROCESS

Chief Stan Cooke previewed the interview process with staff and volunteers prior to starting the four scheduled virtual interviews: The commissioners will ask the interview questions. The commissioners and scoring panel will assign a score of 1-5, with 5 being the best for each answer based upon predetermined criteria. After the conclusion of each online interview, the input panel, scoring panel, and commissioners will discuss their impressions and observations of each candidate. Scoring sheets will be collected and placed in the candidate's folder. Chief Stan will tally scores and place the final scores in each candidate's folder.

INITIAL INTERVIEWS FOR FIRE CHIEF

- a. **Virtual Interviews via GoToMeeting:** Four candidates were scheduled to interview as follows: Jock Johnson 8:30-9:00 a.m.; Kyle White 9:30-10:00 a.m.; Herschel Rostov 10:30-11:00 a.m.; and Daron Bement 11:30 a.m.-12:00 p.m. The commissioners introduced themselves to each candidate. Chair Kaiser explained the 30-minute time frame with seven interview questions and asked each candidate if they had any questions regarding the interview process. He then commenced with asking the interview questions. Commissioners asked for clarification as needed.

- b. **Interview Panel Discussions:** After the conclusion of each virtual interview, the interview panel participants shared their thoughts and reactions starting with the input panel, then the scoring panel, and finally the commissioners. Scoring sheets were collected and handed to Robin, who placed all nine scoring sheets in the candidate's folder. At the conclusion of the four virtual interviews and discussions, Robin handed the four candidate's folders to Chief Stan Cooke. Stan then tallied scores from all nine scoring sheets and calculated an average score for each question. The final averaged scores were input into the summary scoring sheet for each candidate and placed in their folder. The scoring, tallying, and averaging process was reviewed with Robin and saved on the server, with hard copies secured in the Administrative Assistant's office.

ANDREWS MECHANICAL STATION 1 RESIDENT SIDE HVAC REPAIR/REPLACEMENT PROPOSAL/CONTRACT

The HVAC system for the Resident side of Station 1 suffered damage during the hailstorm which wiped out the system. Pro Mechanical Services, who has worked on the system in the past, refused to take on the repair or provide a bid. Dixon Heating and Cooling was unavailable to take on the project. Larry Andrews, with Andrews Mechanical, was able to come out to evaluate the entire system; communicate with the manufacturer, LG; and provide an estimate for repair/replacement of the HVAC system. Larry has been sent a Small Works Roster Application.

Robin presented the Proposal & Contract from Andrews Mechanical. The Proposal amount is \$39,797.00 plus tax. Robin has submitted a copy of the Proposal to Enduris. It is part of the Hail Damage Claim with Karen Easterday being the claim representative. Karen stated the claim adjuster Steve McDonald will be contacting us shortly to review the claim.

After reviewing the Proposal and Contract from Andrews Mechanical, Commissioner Weyrauch motioned to approve the Proposal and Contract to repair/replace the HVAC system for the Resident side of Station 1 at the proposed amount of \$39,797.00 plus tax; Commissioner Phelps seconded; Chair Kaiser called for the vote, which passed unanimously.

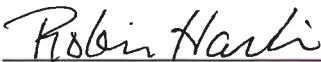
ADJOURN: As there was no other business, the meeting was adjourned at 12:10 p.m.



Ben Kaiser, Chairperson

4/20/23

Date



Robin Harbin, District Secretary

4-20-2023

Date