

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for August 15, 2024
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on August 15, 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, Fire Auxiliary Representative Faye LeGrand, and community member Dave Pfeiffer

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for July 16 and July 18, 2024; Financial Reports; Approval of August 2024 Warrants #12195 - #12227 in the amount of \$81,980.74; Payroll Taxes in the amount of \$8,945.52; and DRS Pension in the amount of \$4,024.17. Commissioner Kaiser motioned to accept the consent agenda; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

AUXILIARY REPORT

Josh Ambach reported the Fire Auxiliary balance is \$12,111.58, per Auxiliary President, Kelli Lemley. This is after paying for the first T-Shirt order but before paying for the second T-Shirt order. Fire Auxiliary representative Faye LeGrand reported a total of \$10,655 was made from this year's T-Shirt and Hot Dog sales. Seven interested new members signed up at the Fire Auxiliary table this year; they will be invited to the next meeting, which is tentatively scheduled for Monday, September 2nd. The Fire Auxiliary is planning to sell mugs, magnets, and T-Shirts at the Ice Cream Social scheduled on Wednesday, August 21, from 5-7 PM at the fire station.

CORRESPONDENCE

Secretary Harbin presented a notice of approved 2025 premium rate changes from WFCA Health Care Management. This will result in a \$3,420 increase in district costs for employee health insurance this next year. Secretary Harbin also included a notification of changes to payments and collections received from Moab Irrigation. If the district incurs overage water usage charges, they must be paid within 45 days to avoid late fees and by December 5th to avoid having overage charges added to the Annual Tax Assessment Roll.

FIRE CHIEF'S REPORT by Chief Daron Bement

Calls/Training/Staffing/Apparatus/Facilities:

The Levy Led Lift is holding strong at 57% affirmative votes – 4th time is a charm! The annual Ice Cream Social is coming up on Wednesday, August 21, from 5-7 PM. We had 21 emergency incidents in July, approximately the same as July 2023. Year to date calls total 135, an increase from 95 at this time last year – a 29% increase. Annual engine pump testing has been completed.

The primer had to be replaced in E13-2 – cost is approximately \$2,000, which would be substantially more if unable to replace the primer in house. E13-2 is 30 years old; we need to be prepared for repairs required on an apparatus of this age.

July training included Apparatus Maintenance, Tender Operations, Hose Deployment, and MVA Scenarios.

Commissioner Kaiser stated he has appreciated Chief Bement's weekly department email updates to the commissioners.

CAPTAIN'S REPORT by Captain Josh Ambach

DNR Mobilization – Swawilla Complex:

Captain Josh Ambach, and Volunteer Firefighters Hayden Phelps and Dylan McGillen deployed on the Swawilla DNR Wildland Fire fourteen days, from July 22 through August 4. The volunteers will be paid directly from DNR. The department will receive \$23,670 for the use of Brush 13-2 on the fire. DNR will reimburse the department for wages paid to employee Josh Ambach: Regular pay for hours he was scheduled to work at the department and overtime for mobilization on-shift hours beyond his regularly scheduled shifts. The district will receive a total of \$35,967 in apparatus and employee wage reimbursements.

UNFINISHED BUSINESS

Levy Lid Lift – Review of Election Results:

Chief Bement gave the latest levy results as of August 13, with 57.79% approval votes out of 1040 ballots. The final count will be on the 19th. It appears the simple majority required has been achieved to pass the levy lid lift. Chief Bement expressed he would like to continue holding community meetings at least twice a year to inform the public about budgets and programs and to keep an open-door policy. One of the first programs to reinstate for 24-hour coverage at the station is the Resident Volunteer Firefighter program. So far, we have one Volunteer Firefighter/EMT who is ready to move in as a resident responder this coming week. We will be talking with other interested Firefighter/EMTs about the residency program.

State Audit – Management Representation Letter

A draft of the Management Representation Letter to the State Auditor was presented by Secretary Harbin. The letter must be dated as of the date of the audit report, which has not yet been determined. Commissioners reviewed and approved the Management Representation Letter for the State Auditor.

NEW BUSINESS

RESOLUTION 2024-8 A Resolution Authorizing Transfer of Funds – Enduris final HVAC payout of \$13,404.48 from F32 to F363:

Secretary Harbin presented the resolution, stating that all deposits go into the operating fund F32. Since the HVAC repair/replacement costs were paid out of Construction Fund F363, the insurance reimbursement should go back into fund F363.

After review of Resolution 2024-8, Commissioner Kaiser motioned to approve the resolution as written; Commissioner Phelps seconded the motion; Chair Weyrauch called for the vote, which passed unanimously.

Quote for Installation of Surge Protection on Station 1 HVAC System:

Chief Bement reported that HVAC inspections had revealed the lack of surge protection on the system. With the goal of preventing future damage, a quote was obtained from Conifer Electric to install surge protection on the HVAC system. Secretary Harbin stated the quote provided is \$410.78. The commissioners agreed to accept the quote from Conifer Electric and approved scheduling the installation of surge protection on the new HVAC system.

Statewide Small Works Roster Hosted by MRSC Rosters:

Secretary Harbin presented the steps necessary to switch from using and maintaining our own small works roster to the new statewide small works roster, hosted by MRSC. Initially, the switch would require extra work including notifying each provider on our current small works roster, publicizing change of process, and approving the changeover by resolution. However, small works contracting will be much easier through the statewide small works roster and can provide additional assurances for the district as all providers are vetted by the state/MRSC. The district currently pays \$125 per year to publish legal ads to be on our Small Works and Vendor List; MRSC Statewide Small Works Roster membership costs \$135 per year. Harbin suggested inquiring of others at the upcoming WFCM Conference about using the statewide small works roster. If other similar sized districts recommend its use, we may possibly make the switch in 2025.

PUBLIC COMMENTS

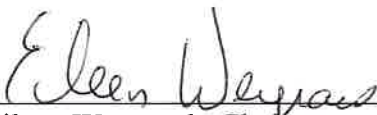
Community member, Dave Pfeiffer, asked about having only 1 resident firefighter move in. Chief Bement replied the goal is to have 4, and to have coverage at the station days, nights, and weekends. Two others have expressed interest in the program; they are also EMTs. Residents will be required to cover 8 nights and one weekend per month. Commissioner Kaiser commented that resident firefighters tend to be highly motivated young people who respond on every call, whether on shift or not. Dave also asked how the district got sent out on the DNR Mobilization. Captain Josh explained that the district has had a DNR contract in place for several years. The decision to send personnel and apparatus on a wildland mobilization always considers leaving adequate coverage here in district. We make sure we don't leave the district short-staffed.

GOOD OF THE ORDER

- Chief Bement will be attending his uncle's memorial out of state in October, which will overlap with the annual WFCM Conference to be held downtown Spokane October 23-26. He will plan to attend the Snure Legal Seminar but will leave for the memorial Thursday evening October 24. Although bereavement leave will not be necessary for this memorial, Secretary Harbin asked if we need to review family members to be included in bereavement leave, which currently consists of immediate family only: Siblings, parents, grandparents, children, and grandchildren. Commissioners asked Robin to gather information on other local district bereavement leave policies for comparison.
- Commissioner Phelps asked that the district write thank you letters and/or certificates of appreciation to all Community Action Committee members for their hard work on the Levy Lid Lift campaign. The letters or certificates can be presented by the Chief and Captain at a public meeting.
- The welcome to Newman Lake Fire & Rescue district signs are old and faded and need replaced. Three 18"x18" reflective metal replacement signs are needed which will cost about \$150 with shipping.

ADJOURNMENT

As there was no other business, the meeting was adjourned at 1:42 p.m.



Eileen Weyrauch, Chairperson

9-19-2024
Date



Robin Harbin, District Secretary

9-19-2024
Date