

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for December 13, 2023
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

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

ROLL CALL

Board: Commissioners Ben Kaiser, Eileen Weyrauch, and Teresa Phelps

Others Present: Chief Daron Bement, Senior Advisor Stan Cooke, Captain Josh Ambach, Secretary Robin Harbin

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for November 13 and November 16, 2023; Financial Reports; Correction of November 16 Agenda warrant numbers from #11804 - #11844 to #11804 - #11871; Approval of Warrants #11872 - #11914 in the amount of \$53,906.45, Payroll Taxes in the amount of \$5,239.90 and DRS Pension in the amount of \$2,739.68. Commissioner Phelps motioned to accept the consent agenda; Commissioner Weyrauch seconded; Chair Kaiser called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand was not present; a Fire Auxiliary Balance will be provided at a later date. Captain Josh Ambach reported the Breakfast With Santa donations totaled \$1,577.32. The Fire Auxiliary is planning their Christmas party, date not confirmed.

CORRESPONDENCE

AFG Grant Denied:

Robin received an email from FEMA stating our AFG Grant application for new gear was denied. The email stated we made it through the first grant review phase but did not make the cut for phase 2. Chief Bement will request more specifics and gather suggestions for better chances at securing a grant in the future.

MRSC Response Regarding Ballot Language for Levy Lid Lift:

Robin received a reply from her inquiry to free municipal legal services provided by MRSC. They recommended consulting with our district attorney, who will be back December 22. Robin and Chief Bement will research the resource links provided by MRSC and will create a list of questions regarding levy ballots to discuss with Eric Lowell of MRSC in a future phone consultation.

Community Member Response to Town Hall Meeting:

A community member who attended the December 6 Town Hall meeting sent a review and feedback letter to reporter Nina Culver and Chief Bement. The community member suggested that an introductory PowerPoint presentation should not be a part of a Town Hall meeting and does not believe community members who are also volunteers of the department should be at such meetings.

FIRE CHIEF'S REPORT

Town Hall Meeting Review:

Chief Bement reviewed the December 10, 2023 Spokesman-Review article Nina Culver wrote regarding the Town Hall meeting. Several community members have taken the time to come in and meet with Chief Bement since the Town Hall meeting. The Chief is moving forward with research on the levy information that will be provided for the Mid-January Town Hall. Insurance ratings may be a concern for our community property owners as Spokane County is number one in the state for urban interface area and review of the August wildland fires in Medical Lake reveal that a 100-foot green area perimeter established around homes did not prevent the fire from burning homes to the ground.

Calls/Training/Staffing/Apparatus/Facilities:

Chief Bement reported we have had 165 calls year to date; there were 13 calls in November. There is a hiring freeze on outside volunteers until further notice. Training has included: Maintenance of Apparatus; EMS Training on Cold Exposure and Cardiac Arrest; Hose Handling; Live Burn in Tower; and Biohazard Waste and Scene Contamination Cleanup.

UNFINISHED BUSINESS

HVAC Update – Additional Payout From Enduris:

Enduris approved an additional payout for repair/replacement of Station 1 Resident Side HVAC system which was completely disabled by the hailstorm August 11, 2022. The additional payout of \$60,918.81 on Enduris Claim #C10322-1 was received and deposited into Fund 32, Operating Fund, on December 11, 2023.

Updated Department Letterhead:

A sample of the new department letterhead was presented to the commissioners who approved.

NEW BUSINESS

Resolution 2023-15 Hauser Auto Aid Agreement Renewal:

Commissioner Weyrauch motioned to approve Resolution 2023-15 as written; Commissioner Phelps seconded; Chair Kaiser called for the vote which passed unanimously.

Resolution 2023-16 Authorizing Transfer of Funds from F32 to F63:

Robin presented Resolution 2023-16 to transfer the Enduris payout of \$60,918.81 from Fund 32 to the appropriate capital fund, Fund 63, Construction. Commissioner Weyrauch motioned to approve Resolution 2023-16 as written; Commissioner Phelps seconded; Chair Kaiser called for the vote which passed unanimously.

2024 Salary Schedule:

Robin presented the 2024 Salary Schedule for approval and noted the following: Chief Bement's increase will not take place until June 2024; Shifts for the Community Liaison, Volunteer Coordinator, and Maintenance are 3-Hour shifts at \$35.00 per shift; Volunteer Shifts include 4-Hour shifts and 8-Hour shifts; Annual Volunteer Stipends no longer include \$10.00 per training—only \$10.00 per call response. Commissioner Phelps motioned to approve the 2024 Salary Schedule as written; Commissioner Weyrauch seconded; Chair Kaiser called for the vote, which passed unanimously.

Approval of Policies 215, 326, 614, 1030, 1100, 1101, and 1103:

Chief Bement reviewed and summarized the policies which were previously given to the Commissioners. Commissioner Weyrauch motioned to approve the Policies as written; Commissioner Phelps seconded; Chair Kaiser called for the vote, which passed unanimously.

Imprest Account Update: Remove Stan Cooke/Add Daron Bement

Retired Chief Stan Cooke should be removed as a signer from the department Imprest Account at Umpqua Bank and new Chief Daron Bement should be added as a signer on the account. Old signers were Robin Harbin, Stan Cooke, Teresa Phelps, and Josh Ambach. New account signers will be Robin Harbin, Daron Bement, Teresa Phelps, and Josh Ambach. Commissioner Phelps motioned to approve the removal of Stan Cooke and the addition of Daron Bement as a signer on the Imprest Account at Umpqua Bank; Commissioner Weyrauch seconded; Chair Kaiser called for the vote, which passed unanimously.

PUBLIC COMMENTS - none

GOOD OF THE ORDER

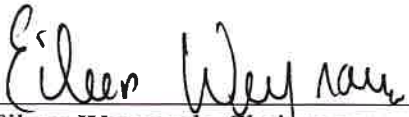
- Robin reported we received a donation of \$500.00 from community member Terrie Carver.
- Community Volunteers Carleen and Dave Vanderostyne donated the amount of their annual stipends as well as a monthly stipend back to the department. The total donated to the department was \$3,179.36.

EXECUTIVE SESSION RCW 42.30.110(1)(g) To review the performance of a public employee

The Commissioners and outgoing Senior Advisor Stan Cooke went into Executive Session for twenty minutes at 1:35 p.m. The meeting was called back into session at 1:55 p.m. No decisions were made.

ADJOURNMENT

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



 Eileen Weyrauch, Chairperson

1-18-2024

 Date



 Robin Harbin, District Secretary

1-18-2024

 Date