

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for December 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 December 21, 2022, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Teresa Phelps, Commissioner Ben Kaiser, and Commissioner Eileen Weyrauch
Others Present: Jake Ambach, Josh Ambach, Mark Lengyel, and Robin Harbin

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for November 15, 2022 and November 16, 2022; Financial Reports; and Approval of Warrants #11314 - #11358 in the amount of \$63,374.08, Payroll Taxes in the amount of \$6,429.85 and DRS Pension in the amount of \$2,027.88. Commissioner Weyrauch moved to accept the consent agenda; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand was unable to attend the meeting but reported by email the current Fire Auxiliary fund balance is \$4,365.92. She also thanked all who helped at the Breakfast with Santa event.

CORRESPONDENCE

SAFER Grant Denied for 2023: An email was received from FEMA GO on December 8, 2022 with notification that our SAFER Grant application was denied. Although our grant narrative was modeled after a successful narrative from another fire district, it did not receive a high enough score from the reviewing panel to compete with other applicants.

December 2022 Smoke Signals: Robin provided the commissioners copies of the Smoke Signals newsletter which was mailed out December 13.

UNFINISHED BUSINESS

2020-2021 Audit Summary:

Chair Phelps and Robin Harbin completed the Audit Exit Conference online with State Auditor Maria Billmire on December 13, 2022. The conference was brief with no findings. Maria expressed her appreciation for our cooperation and quick responses to all requests during the audit process. The Audit Exit Conference Summary was included in the meeting packet.

Full-Time Firefighter Contract Approval:

Copies of the Full-Time Firefighter Contracts were presented for Josh Ambach and Mark Lengyel. Commissioner Weyrauch motioned to approve the Full-Time Firefighter Employment Contracts for Josh Ambach and Mark Lengyel; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

Fire Chief Opening Announcement:

Chief Stan utilized the district's Smoke Signals design to develop a two-page flyer announcing our opening for a Full-Time Fire Chief to be hired in May 2023. The announcement will be posted on the Washington State Daily Dispatch as well as other sites beginning in January. Candidate resumes and letters of interest will be sent to Robin Harbin at finance@newmanlakefire.net. Commissioner Weyrauch motioned to approve the Fire Chief Opening Announcement; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

NEW BUSINESS

Resolution 2022-9 to Transfer Enduris Hail Damage Payouts to F61 and F63: Enduris payouts for hail damage suffered on August 11, 2022 totaled \$19,730.36 for command vehicle damages and \$67,946.29 for structure damages. Payouts were deposited into Fund 32 Operating Fund and now need to be transferred into the appropriate capital reserve funds, Fund 61 Apparatus and Fund 63 Construction, until necessary repairs can be made. Commissioner Kaiser motioned to approve Resolution 2022-9 to Transfer Enduris Hail Damage Payouts to F61 and F63; Commissioner Weyrauch seconded; Chair Phelps called for the vote, which passed unanimously.

Resolution 2022-10 Hauser Auto Aid Agreement Renewal:

The automatic aid agreement between Newman Lake Fire & Rescue and Hauser Lake Fire Protection was reviewed and approved by Hauser's board on December 12, 2022. Chief Stan Cooke reviewed the agreement prior to December 12 and approved with no revisions needed. Commissioner Kaiser motioned to approve Resolution 2022-10 Hauser Auto Aid Agreement; Commissioner Weyrauch seconded; Chair Phelps called for the vote, which passed unanimously.

2023 Salary Schedule:

Robin presented the 2023 Salary Schedule which includes the new positions of Full-Time Firefighter-Captain and Full-Time Firefighter-Lieutenant. The schedule also includes the salary for a Full-Time Fire Chief to be hired in May of 2023. Stan Cooke's Administrative Consultant wage is listed at \$45 per hour to begin after the new chief is established. Commissioner Weyrauch motioned to accept and approve the 2023 Salary Schedule; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

Update Cash Receipting Process:

Robin proposed the district stop using the carbon copy receipts for cash receipting as all cash receipting is now done electronically with the County; receipts for deposits are printed from the County cash receipting portal; and carbon receipts are unnecessary and redundant. Commissioner Weyrauch motioned to discontinue the use of carbon copy receipts for cash receipting; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

PUBLIC COMMENTS - None

GOOD OF THE ORDER

Levy Lid Lift: After speaking with Mike McLaughlin at the Spokane County Elections Department, Robin learned there are not enough other entities placing items on the ballot in April of 2023. We would bear the majority of the ballot listing cost, which is estimated to be about \$10,000.00, which is far too expensive for the department. Therefore, the district will postpone placing a levy lid lift on the ballot until August 2023, when the cost will be shared with other entities.

Life Flight Membership: As members of the department, commissioners are welcome to be included in our Life Flight group membership. However, commissioners must reimburse the department for their membership fees in compliance with RCW 52.14.010(b).

ADJOURNMENT

As there was no other business, the meeting was adjourned at 1:28 p.m.



Teresa Phelps, Chairperson

1-18-23
Date



Robin Harbin, District Secretary

1-18-2023
Date