

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for January 18, 2023
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on January 18, 2023, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Commissioners Eileen Weyrauch and Teresa Phelps; Chair Ben Kaiser participated remotely via GoToMeeting

Others Present: Chief Stan Cooke, Captain Josh Ambach, Lieutenant Mark Lengyel, Chris Neumann, Mandie McIntosh, Matthew Spitze, Tanner Cassell, Faye Le Grand, and Robin Harbin; Captain Jake Ambach participated remotely via GoToMeeting

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for December 21, 2022 and December 22, 2022; Financial Reports; and Approval of Warrants #11359 - #11407 in the amount of \$48,822.63, Payroll Taxes in the amount of \$6,888.93 and DRS Pension in the amount of \$2,087.76. Commissioner Weyrauch moved to accept the consent agenda; Commissioner Phelps seconded; Chair Phelps called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand reported the current Fire Auxiliary fund balance is \$4,638.47. The Auxiliary needs a list of training dates where food is needed so they can plan appropriately. Stan stated that Jake Ambach will get a list of training dates to the Auxiliary.

CORRESPONDENCE

Levy Lid Lift: An email was received from Jerry Le Grand requesting information regarding the Levy Lid Lift committee requirements and schedule. Robin sent him a copy of the 2023 Administrative Rules from Spokane County containing all rules, requirements, and timelines for the planned Levy Lid Lift to be placed on the ballot August 1, 2023.

ELECTION OF FIRE COMMISSIONER OFFICERS

2023 Fire Commissioner Officers: Commissioner Weyrauch nominated Ben Kaiser as Board of Fire Commissioners Chairperson for 2023; Commissioner Phelps seconded and called for the vote, which passed unanimously. Commissioner Phelps nominated Commissioner Weyrauch as Vice Chairperson for 2023; Chair Kaiser seconded. Chair Kaiser called for the vote, which passed unanimously.

UNFINISHED BUSINESS

Fire Chief Opening Announcement Responses:

Robin presented the five resumes and cover letters received to date, including the most recently received from Chris Neumann. Chris joined the department as a volunteer January 3rd. He is a retired Captain out of Spokane Valley Fire Department.

Hiring Process for New Chief:

Stan presented a proposal for the Fire Chief interview process. Initial interviews will be conducted in March via GoToMeeting to identify the 3 candidates we want to bring in for an in-person Chief's Assessment Center. The panel for initial interviews will include the Commissioners, Stan, Josh, Jake, Carleen, Mike, Kathy Springer, and Robin. In-person interviews for the final 3 candidates to be held in April or May will include Assessment Centers as follows: Tactics Assessment – Run a Scenario; Finance/HR – Budget Review and Personnel Problem Resolution; and Final Interview – Interview Panel Questions. After all evaluators submit their final scores and thoughts, the Fire Commissioners will select their candidate to start on or near June 1, 2023.

NEW BUSINESS

Resolution 2023-1 Commissioner Compensable Services: .

The resolution defining compensable services by the commissioners for the district was reviewed. Commissioner Phelps motioned to approve Resolution 2023-1 as written; Chair Kaiser seconded the motion; Commissioner Weyrauch called for the vote, which passed unanimously.

Resolution 2023-2 To Change Regular Meeting Time:

The resolution changes the regular monthly commissioner meeting time to enable attendance by district officers. The regular monthly meeting time is changed from 1:00 p.m. on the third Wednesday of each month to 1:00 p.m. on the third Thursday of each month. Chair Kaiser motioned to approve Resolution 2023-2 as written; Commissioner Phelps seconded the motion; Commissioner Weyrauch called for the vote, which passed unanimously.

Summary of Annual Review Meetings With Department Members:

Chief Stan presented a summary of his annual review meetings with each department member. Highlights of things that went well in 2022 include improved training, team building/teamwork, maintenance, and retention of new recruits. The main areas for improvement include effective communication skills, increased recruitment of community volunteers, improved screening/interview process for new recruits, continued team-building efforts, and refinement of comprehensive training task books for both firefighters and duty officers.

2023 Goals and Staffing:

Goals for 2023 include locating and hiring a full-time Fire Chief who is the right fit for our department and community. Diligent efforts to recruit community volunteers in 2023 will utilize social media and presentations at local HOA meetings. Improved training will focus on preparedness for high-risk emergencies involving more interior fire scenarios. Training will also include more traffic accident scenarios with scene safety and extrication. Programs are being developed to assure an adequate number of weeknight responders.

Water Damage – Station 1, Resident Side of Building:

Robin reported Station 1 incurred water damage due to significant ceiling leakage on the resident side of the building discovered and addressed on Saturday, December 31. The insurance company was contacted and a water damage restoration service was brought out immediately.


PUBLIC COMMENTS - None

GOOD OF THE ORDER

Robin will send information regarding the NW Leadership Seminar to the commissioners to see if they want to attend.

ADJOURNMENT

As there was no other business, the meeting was adjourned at 2:33 p.m.



Ben Kaiser, Chairperson

2/16/23

Date



Robin Harbin, District Secretary

2-16-2023

Date