

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for November 16, 2023
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on November 16, 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, Captain Jake Ambach, Secretary Robin Harbin, Fire Auxiliary Representative Faye Le Grand, Danny Christmann, Scott Weyrauch, and Jerry Le Grand

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for October 5, October 7, October 19, and October 25-28, 2023; Financial Reports; and Approval of Warrants #11804 - #11844 in the amount of \$63,720.94, Payroll Taxes in the amount of \$8,242.53 and DRS Pension in the amount of \$2,765.46. Commissioner Phelps moved to accept the consent agenda; Commissioner Weyrauch seconded; Chair Kaiser called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand reported the current Fire Auxiliary fund balance is \$9,931.57. The focus of the last Auxiliary meeting was Breakfast with Santa. Faye and Jerry Le Grand brought in the Santa costume. Robin will bring it to the new Santa to try on. Auxiliary members will begin setting up in the training room Friday, December 1, at 2:00 p.m. The Annex storage room has been gone through. Faye will check to see if there are needed items to purchase. Bob McCauley is ready with all the food.

CORRESPONDENCE

Spokane County Accounts Payable department sent a memo stating they will not be processing any warrants the week of December 25th. This results in a need to change the date of the regular Commissioner Meeting in December to ensure checks will arrive before the end of the year. Commissioner Weyrauch motioned to make a one-time change in the meeting date, moving the December 2023 Commissioner Meeting to Wednesday, December 13, at 1:00 p.m.; Commissioner Phelps seconded the motion; Chair Kaiser called for the vote which passed unanimously.

FIRE CHIEF'S REPORT

Training/Calls/Apparatus/Facilities:

Chief Bement reported that call volume has increased over 2022. Total call volume for 2022 was 152. As of November 14, 2023, year to date call volume was 154. Due to a limited budget, the department has placed a freeze on bringing on any more shift volunteers. Forty agencies applied for the DNR Brush Truck grant; Newman Lake Fire & Rescue may not receive a DNR brush truck since agencies in districts of lower assessed property values are given priority. The department is taking measures to cut back even more on expenses by turning off as many lights as possible at Station 1. Chair Kaiser requested we track and graph the cost savings efforts.

New Patch:

Chief Bement presented a prototype of the newly designed Newman Lake Fire & Rescue department patch along with a cost proposal from The Bunker in Spokane Valley. Commissioner Weyrauch asked why a new patch; where and how will it be used? She also asked if the volunteers are on board with the new patch. Chief Bement explained that the new patch is for Class B uniform shirts as well as parkas; the new department logo, (not the patch), will be embroidered on job shirts and will be less expensive as it is a single color. Chief Bement stated the new branding boosts department morale; Commissioner Phelps agreed. Robin is working on new department letterhead and will present it to the Board for approval when she has a final draft. Commissioner Weyrauch motioned to approve the new patch design and the purchase of 150 department patches from The Bunker at \$5.64 per unit; Commissioner Phelps seconded; Chair Kaiser called for the vote which passed unanimously.

UNFINISHED BUSINESS

Levy Lid Lift:

- **Preliminary Results**

The November 7 ballot results show that the community has rejected the proposed Levy Lid Lift. 1,024, or 50.89%, of the 2,012 of the registered voters submitted their ballots. Of the 1,024 votes: 412 approved; 605 rejected; 7 submitted without selection. The ballot results will be certified on November 28. The Department has scheduled a Town Hall Meeting at Station 1 on Wednesday, December 6, at 6:00 p.m. to gather feedback from the community regarding what level of services they want from their fire department.

- **News**

Nina Culver, of the Spokesman-Review interviewed Chief Bement regarding the election results and published an article on Monday, November 13, 2023, regarding the need to make future cuts without adequate funding to continue with the current service delivery model. KXLY also expressed an interest in a future interview regarding the failure of the Levy Lid Lift.

HVAC Update:

- **Minimal Heat To Be Provided; Combined Invoice Requested by Enduris**

Andrews Mechanical has not yet received all parts needed to begin the HVAC repair/replacement project. However, enough parts are in to install heating controls in order to provide the minimal heat necessary to keep pipes from freezing. Larry Andrews stated he would begin installing heating controls this afternoon. Enduris requested Larry Andrews to combine his two invoices into one and to breakout labor and parts. Robin presented a copy of the single invoice sent to Enduris. Parts is listed at \$25,012.40; Labor is listed at \$44,725.60 for a total of \$69,738.00 plus tax. Prevailing wage for this project is \$161.00/hour. Enduris will review for possible additional payout.

Updated General Reserve Policy – Policy No. 214:

The General Fund Reserve Policy attached to Resolution 2014-8 was previously noted as outdated. Chief Bement updated the policy in Lexipol, reflecting realistic minimum reserve balances for today's dollars. Policy No. 214 establishes a combined reserve fund minimum of \$350,000 to cover contingent and capital expenses, meet seasonal cash flow shortfalls and upgrade or maintain the District's credit rating. Commissioner Phelps motioned to approve Policy No. 214 as written; Commissioner Weyrauch seconded; Chair Kaiser called for the vote which passed unanimously.

NEW BUSINESS

Direction for Fiscal Action:

Chief Bement asked the Commissioners for their suggestions and recommendations on fiscal actions to take in light of the failure of the Levy Lid Lift. He presented Resolution 2023-14, to surplus and sell Tender 13-1 as a possible way to obtain some needed operating funds. Commissioner Weyrauch asked about the Tender’s worth. Chief Bement estimates it would be approximately \$5,000. Chair Kaiser asked about the possibility of renting out the Tender to DNR for wildland fires. Although there is no guarantee the Tender would be utilized each year, if it is, the current DNR reimbursement rate for this type of Tender is \$3000 per day. Chair Weyrauch asked if we must supply personnel with the Tender if deployed on mobes. Chief Bement stated that we must send a driver who is also responsible for maintaining the apparatus, but we currently have three trainees for Wildland Engine Boss as well as Wildland Heavy Equipment Boss. Commissioner Phelps asked how far our apparatus and personnel would be sent out on wildland fires. Chief Bement replied the mobes would be within Washington, Idaho, Oregon, and Montana. Chief Bement will move forward with establishing the department’s availability to deploy on mobes.

- **Resolution 2023-14 – A Resolution Authorizing the Surplus and sale of Tender 13-1 a 1990 International Water Tender**

Commissioner Weyrauch motioned to approve Resolution 2023-14 as written to be implemented in the future at the Fire Chief’s discretion; Commissioner Phelps seconded; Chair Kaiser called for the vote which passed unanimously.


PUBLIC COMMENTS - none

GOOD OF THE ORDER

- Commissioner Weyrauch suggested the workout area be moved from the Annex into one of the Resident dorm rooms since the Annex will not be insulated in the near future and since the Resident Volunteer Program is on hold. She also asked that the Community Liaison be moved from the old medical supply room closet to an office area or to one of the Resident dorm rooms. Commissioner Phelps stated the Community Liaison should be the first face community members see when they come to the station.
- The end of the year review and appreciation meeting is scheduled for December 14, 2023 at 6:00 p.m.
- A flyer will be made to announce the December 6 Town Hall Meeting. It will be posted on Social Media, Facebook, the website, Pour and Pies, the Post Office, and Otis Hardware.

ADJOURNMENT

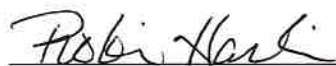
As there was no other business, the meeting was adjourned at 1:51 p.m.



Ben Kaiser, Chairperson

12/13/23

Date



Robin Harbin, District Secretary

12-13-2023

Date