

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
**Minutes for October 21, 2019**  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on October 21, 2019 at 1:00 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Chair Teresa Phelps, Commissioner Kathy Small and Commissioner Eileen Weyrauch  
Others Present: Chief Keith Yamane, Deputy Chief Toni Halloran, Carleen VanDerostyne and Faye Le Grand.

**CONSENT AGENDA**

The consent agenda consisted of the September 16, 2019 Minutes, September 2019 Chief's Report, Financial Reports and Approval of Warrants #9626 – 9666 (warrant 9626 was voided) in the amount of \$58,635.91, Payroll Taxes in the amount of \$5,082.70 and DRS Pension in the amount of \$2,950.23. Commissioner Weyrauch moved to accept the Consent Agenda, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

**AUXILIARY REPORT**

They have \$3,709.94 in the bank. At the last meeting they met at the old station to inventory what they had and what was needed for Breakfast with Santa. Faye asked if there were enough tables and chairs here at the new station for breakfast seating and setting up the gift area. We do not have enough tables or chairs for that. Faye will get with Kelli regarding renting tables and chairs.

**CORRESPONDENCE**

One (1) favorable survey was received.

**UNFINISHED BUSINESS**

**Staffing Update:** There were four (4) shifts available in September. None of the shifts were filled.

**Station 2 Update:** GeoEngineering will be conducting the geotechnical evaluation either October 22 and 23<sup>rd</sup> or October 23<sup>rd</sup> and 24<sup>th</sup>.

**Resolution #2019-4 Land Purchase:** Attorney Snure wrote up a sale/purchase contract for Station 2 property and it has been signed by Mr. Warner and Chief Yamane. Attorney Snure advised to have a title company complete the title search and complete the purchase. Paperwork has been sent to the title company. This resolution gives Chief Yamane authorization to sign documents to complete the purchase. Commissioner Weyrauch moved to approve Resolution #2019-4, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

**Tender Replacement:** The contract for a new tender has been signed and it has been ordered. We received a letter from Rosenbauer requesting final specs. Chief Yamane will get with General Fire to complete this.

**Signage at Station 1:** Pillars for the sign have been completed. Jon (R & R Masonry) can't finish until the electrical box and framework for monitors is installed. Jim Stevenson will be installing those items. Completing the masonry work is weather dependent so not sure the sign will be completed before spring.

**Resolution #2019-5 Hauser Lake Auto Aid Agreement:** Idaho law requires that we renew this agreement on an annual basis. Hauser Lake Fire will be voting on their resolution in November.

Commissioner Weyrauch moved to approve Resolution #2019-5, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

**WFCA Conference & Snure Seminar:** This is a reminder the seminar is Oct 23-26, 2019 in Tulalip, WA. This meeting will be continued to the conference.

**Budget Hearing:** This is a reminder that the Special Meeting – Budget Hearing will be on Monday, November 4 at 6:00 PM.

**SCFCA Meeting:** This is a reminder that the County Commissioners will be meeting here on November 14, 2019 at 7:00 PM. The Auxiliary will be providing food for this event.

**2020 Staffing:** The information regarding salaries and benefits cost, 2019 vs 2020, has been presented. The current staff continues to support the following staffing model.

1. Chief
2. Deputy Chief Fire and Training
  - a. Fire Training Officer (we had this as a stipend position in the past)
  - b. EMS Training Officer
  - c. Station/Grounds Maintenance (currently have)
  - d. Apparatus Maintenance (currently have)
3. Captain
  - a. Finance
  - b. EMS Admin

The positions under the Deputy Chief would be stipend positions. The Captain position would be a salary with retirement benefits.

After extensive discussion on salary, stipends and hours the following motions were made:

Commissioner Small moved to approve the staffing model as presented, Commissioner Weyrauch seconded. Chair Phelps called for the vote which passed unanimously.

Commissioner Weyrauch moved to start the Captain at the one-year salary because of time with the department, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously. Commissioner Weyrauch moved to approve the stipend compensation with the stipulation that it is revisited in 6 months for fairness, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

Commissioner Weyrauch moved to approve medical coverage for the Deputy Chief and Captain starting January 1, 2020, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

**2020 Budget – 2<sup>nd</sup> Review:** The main change to the budget is the EMS Levy revenues. Since we passed the Levy for another 6 years to begin in 2020 the projected revenues increased by \$43,280, the General Levy increased by \$8,127. See Chief's Memorandum for line items of increases. One item that was increased was Admin-Wages to reflect an hourly rate for Toni to come back and help Carleen when needed. This was done for Janni to come and help Toni when she took over. The Board needs to determine an hourly rate for Toni. Per the Board, take Toni's salary plus benefits and divide by hours worked per month.

**Boat:** At a recent Engineer meeting the boat was discussed and it was concluded that with the many issues we have with the current boat we may want to look into getting something that could be used in the winter as well, like an inflatable Zodiac. This is similar to what City Fire and Valley Fire use. It could also be used in the winter to go over the ice in thin ice situations. After discussion Commissioner Weyrauch moved to surplus the current fire boat, as is. The money from the sale of the boat will go towards replacement in the form of a Zodiac, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

Commissioner Small moved to approve the purchase of a Zodiac inflatable boat, Commissioner Weyrauch seconded. Chair Phelps called for the vote which passed unanimously.

## **NEW BUSINESS**

**UTV:** Staff has been discussing the purchase of a second side-by-side so that we can have one at both stations. The current UTV was very beneficial in several calls this summer and we would have snow plowing capability at both stations. Commissioner Weyrauch moved to approve the purchase of a new UTV, moving the current UTV to Station 2, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

## **PUBLIC COMMENT**

None

## **GOOD OF THE ORDER**

Volunteer Tim Mollotte will be starting the volunteer shift program in order to meet his response requirements. His work schedule has been such that he cannot respond most of the time. The front door is still not working properly. We are looking into replacing it.

**EXECUTIVE SESSION:** RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for employment or to review the performance of a public employee.

At 3:05 PM the Board went into executive session for 20 minutes.

At 3:25 PM the Board extended the executive session for 10 minutes.

At 3:35 PM the Board extended the executive session for 5 minutes.

At 3:40 PM the regular Board meeting reconvened.

No actions were taken during the executive session.

Commissioner Small asked if the department had a Grievance Policy, we do not. She has an example of one she found from another department and asked that we develop a Grievance Policy to present at the next Board meeting.

The Board would like to put a locked Comment Box for volunteers to air their grievances or give accolades in an anonymous manner to the Board. The Board would have the key to the box. Teresa knows someone that might make one for them.

The Board has a goal to improve communications between them and the Chief. Approximately 2 weeks before the regular Board meeting they would like Keith to meet with the one of the Board members (Board Liaison) to discuss District issues. The Board Liaison for 2020 will be Commissioner Weyrauch. Notes from this meeting would be distributed to the other Board members. They need to check with Attorney Snure as to how this can happen legally.

## **CONTINUATION**

At 3:54 PM as there was no other business the meeting was continued to the Snure Seminar and WFCAs Annual Conference October 23-26, 2019 at the Tulalip Resort, Tulalip, Washington. The meeting shall begin at 6:15 PM on Wednesday, October 23<sup>rd</sup> for the Snure Seminar and continue through the WFCAs Conference until 1:00 PM Saturday, October 26<sup>th</sup>.

On October 23, 2019 @ 6:15 PM the meeting was reconvened for the Snure Seminar. Commissioners Phelps and Weyrauch were present for the Snure Seminar and WFCAs Conference. At 9:30 PM the meeting was continued to Thursday, October 24, 2019 @ 8:00 AM for the WFCAs Conference.

On October 24, 2019 @ 8:00 AM the meeting was reconvened for the WFCAs Conference. At 5:30 PM the meeting was continued to Friday, October 25, 2019 @ 8:30 AM.

On October 25, 2019 @ 8:30 AM the meeting was reconvened. At the Banquet, Commissioner Weyrauch was awarded her 15-year service pin. The meeting was continued to Saturday, October 26, 2019 @ 8:00 AM.

On October 26, 2019 @ 8:00 AM the meeting was reconvened. At 8:45 AM Commissioners Phelps and Weyrauch met with Brian Snure to discuss personnel issues. At 9:25 AM meeting with Brian was completed. Commissioner Weyrauch will contact Enduris with some questions about our district. Commissioner Weyrauch will be the Board Liaison to the Chief. The results of those meetings will be written up as a Provision of Information. They can be sent to all commissioners as information for the next meeting only. The Commissioners can not reply to this information prior to the next meeting. Meeting was adjourned at 10:30 AM.

\_\_\_\_\_  
Teresa Phelps, Chairperson

November 18, 2019

Date

\_\_\_\_\_  
Keith Yamane, District Secretary

November 18, 2019

Date