

NEWMAN LAKE FIRE & RESCUE  
Spokane County Fire District No. 13  
Minutes for March 11, 2020  
SPECIAL MEETING  
BOARD OF FIRE COMMISSIONER MEETING

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on March 11, 2020 at 1:04 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Chair Kathy Small, Commissioner Teresa Phelps and Commissioner Eileen Weyrauch (1:10 PM)

Others: Chief Keith Yamane, Kelli Lemley

**PLANNING ITEMS:**

**Training Building and Burn Building** – We have an engineering firm, Belsby Engineering, that is working on the site plans for station #1. We had signed a 3-year contract with them in June 2019.

**Community Event** – The Board was wondering what the first community event was going to be. It will be the “Stop the Bleed” training. The plans are to have it on July 30, 2020 and we will send post cards out, advertise the event on the website and FaceBook, post it on the grange sign and place it on the new sign.

**Signage for Station #1** – The Chief was informed by Maria Maynard, Spokane County, that the County Commissioners will be holding a meeting on Tuesday, March 17, 2020 and that the zoning change for the signs on fire stations would be on the agenda. It is scheduled for 2:00 PM.

**Maps/Addressing Quiz for volunteers** – Chair Small asked where we were with the quiz for the addressing/maps for the volunteers at training. Chief Yamane stated that it was in the works, we were getting maps from the County. Chair Small stated that the County Maps department was great to work with.

**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 1:20 PM the Board went into executive session for 30 minutes.

At 1:50 PM the executive session was extended for 30 minutes.

At 2:20 PM the executive session was extended for 20 minutes.

At 2:40 PM the executive session ended. Reconvened special meeting.  
No actions were taken during the executive session.

**PLANNING ITEMS (Continued):**

**90-day Cycles of Improvement** – The Board would like to meet with the Chief every 90 days to discuss the planning items. What we have completed.

**Volunteer Recruitment** – This is the main item of the 90-day cycle of improvement. The Board wants to see what we have done for volunteer recruitment, what has been successful, what has not been successful and what are we going to do next to recruit more volunteers.

**Training Dynamics** – The Board would like to see the dynamics at our training to “pump it up!” They want to see the trainings engage the volunteers. They stated that the attitude with the more experienced volunteers, when helping the new recruits, needs to be “train as they are helping them even if they may not stay.”

**Organizational Structure** – They would like to see the first draft of the organizational structure chart at the next meeting. Chief Yamane stated that the first draft is complete and will be presented at the next meeting.

**Stipend Positions** – The Board wants to see the stipend positions rotate on a 2-year cycle. There are currently five stipend positions: EMS Training Officer, Fire Training Officer, Facilities Maintenance, Apparatus Maintenance and Safety Officer. They want two rotated one year and the other three rotated on the opposite years. They also want a form developed that anyone interested in the positions would fill out and it would explain all that is needed to apply for the positions.

**Add Commissioners to monthly newsletter** – The Commissioners would like to be added to the list for the firefighter monthly newsletter.

**Old station #1** – Commissioner Small stated that she would like the Board to consider selling the old station #1. She stated that she would like to see the contents of the station be cleaned out and that we could get temporary containers to put the contents into until we can get the training building completed.

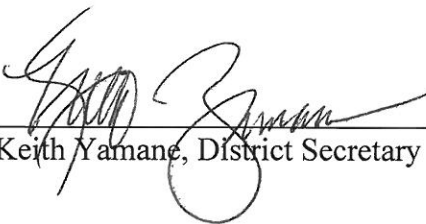
**SCFCA Meeting Cancelled** – Chief Yamane stated that an email came in cancelling the SCFCA meeting this month.

**Volunteer Recruitment/Retention Officer** – Chie Yamane asked the Board to consider reinstating the Volunteer Recruitment/Retention Officer position. There was some discussion. No decision was made.

**ADJOURNED – 3:06 PM**

  
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Kathy Small, Chairperson

March 18, 2020  
Date

  
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Keith Yamane, District Secretary

March 18, 2020  
Date