

Newman Lake Fire and Rescue

AKA: Spokane County Fire District No. 13

Minutes of the Special Meeting of the Board of Commissioners April 7, 2020

The meeting was held at NLFR Fire Station No. 1, N 14551 Starr Road, Newman Lake, Washington on April 7, 2020 at 7 PM.

1. ROLL CALL

In attendance, following strict social distancing guidelines, were Chairman Kathleen Small, and Commissioners Eileen Weyrauch and Commissioner Teresa Phelps. Also in attendance: Deputy Chief Kim Stanley (DC Stanley), Volunteer Firefighter and Tech Support Michael Garrison-Stubber. Attending by "GoToMeeting" virtually were Volunteer Firefighters (VFF) Jake Ambach, Bob Kolva, Darci Fraser, Kelli Lemley, Josh & Taylor Ambach, Jim Stevenson, Carleen VanDerostyne and Michelle Breach

2. VISITORS - None.

3. CHIEF RESIGNATION

Chairman Small explained that on March 31, 2020 Chief Keith Yamane submitted his resignation and the Board accepted. She stated the District wishes Keith well and respectfully appreciates his service to the District. The Board understands any transition is challenging and the District is using the Firefighter Code of Ethics as our guideline moving forward.

Chairman Small explained there would be 30 minutes allotted for questions and answers; explaining she would take names of those wishing to participate and would call on them one by one. Each person would have three minutes.

The attendees were told to unmute their devices if they would like to speak. No one chose to speak.

4. CHIEF SEARCH

The Board explained the Chief Selection Committee will consist of the three Board Members, the Deputy Chief, two VFF and one Auxiliary Member. DC Stanley sent an email explaining to all the VFF to choose two of their members to be a part of the Chief Selection Committee. They were asked for those names be turned in to DC Stanley by April 14th so the Board will have that information at their Regular Meeting on April 15th.

Chairman Small explained we will be progressing quickly in a Chief Search and possibly use an interim Chief. Commissioner Weyrauch explained she has been in touch with Lane Wintermute from Emergency Service Consulting Incorporated (ESCI). She stated he is mostly retired now but agreed to help us get pointed in the right direction with the search process. ESCI is made up of retired Chiefs and provides fire and EMS consulting services internationally. VFF Darci Fraser said she helped Deputy Chief Halloran when Lane was the interim Chief, she explained she did not feel he was helpful to the department. VFF Fraser said she contacted him three different times and he never came in once and one time he even said, "I'm out on a boat in the middle of the lake- what am I supposed to do?"

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4. CHIEF SEARCH - continued

VFF Garrison-Stuber asked if we had considered someone like a Deputy Chief coming in? VFF Bob Kolva asked if we had considered Stan Cooke. The Board had not, but several people in the meeting did know him and they thought he would be great at maybe the Interim Chief or? The Board will try and contact him.

Commissioner Weyrauch asked if anyone new Nick Scharf, he is a retired Chief from District 10. No one replied.

VFF Jake Ambach asked about the two volunteers being able to help choose who comes in as an Interim Chief? Commissioner Weyrauch responded that the answer was yes, but it might be time sensitive. So, if the volunteers have chosen their representatives when the opportunity for an Interim Chief comes up - they certainly can be a part of that process. And they will be a part of the Chief Search.

5. FUTURE PROJECT, DISTRICT FUNDS AND THE CORONA VIRUS

The Board explained that because of the virus and the pandemic, projects will be on hold and the District will not be making big expenditures until this is over and we see how we come out the other side. We will continue with our purchase of the new tender as it is already ordered.

VFF Garrison-Stuber asked if we would still be searching for property for Station 2? Commissioners Weyrauch responded that since finding property can be tricky and should something become available the Board would consider acting.

6. FIREFIGHTER INTERVIEWS

Chairman Small thanked everyone who came in and gave their input. It gave the Board a clearer picture of issues and concerns. The Board complimented the positive feedback and the identification of problems that need work. Team building was the wish of all.

Chairman Small asked if anyone had heard the term Esprit de Corp? It means "*Spirit of the Group*", working as a team with *no Me but We*. The Spirit of the Group is important to us all. The Firefighter Code of Ethics is an ideal we respect and wish to emulate. Please re-read it and reassess yourself.

VFF Stuber asked if there were any other items that stood out from the interviews. Commissioner Weyrauch responded that one thing they heard unilaterally was a lack of Leadership and the Board took that very seriously. She stated the new Chief search will hopefully make that better.

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7. SHIFT WORK

There are shifts available daily, please contact DC Stanley. DC Stanley responded that she did have some shifts filled already but there was a misunderstanding, she thought they were for Monday and Friday or if her or Carleen were gone. Commissioner Weyrauch explained that the Board had authorized shifts to be available every day, and they could even have two shifts available on Monday and Friday if needed. The idea is to free up DC Stanley to do the administrative tasks that are needed, and the shift person could do day to day projects as assigned by DC Stanley.

8. NEXT MEETING

Our next meeting will be on April 15, 2020 at 1:00 p.m. It will be a virtual meeting and you will receive information on how to join.

9. ORGANIZATIONAL STRUCTURE/FLOW CHART (Flow Chart)

The Board explained the Flow Chart continues as a work in progress. VFF Jake Ambach asked when the VFF would get a copy of this, so they know who they are supposed to be reporting to. The Board explained they will be working on this and will get it to DC Stanley to send to all of you by Friday.

VFF Garrison-Stuber asked about the Chief search option that we had gone through quickly - he asked if there is a different direction we are wanting for our new Chief? Chairman Small said we will be looking for a dynamic team builder. Commissioner Weyrauch said we will be looking for a leader, someone that leads by example and works to build each person while being the kind of leader that everyone would follow anywhere.

10. FUTURE TRAINING

Chairman Small explained the Board will be working on varied training opportunities for the department. For example: Dynamic Public Speaking, Working with Different Personalities, How to Build a Team, How to Appreciate and Motivate Teammates.

This sparked quick questions for clarification of when these would be held? Chairman Small said the Board would work with the volunteers - maybe on a Saturday? VFF Bob Kolva was concerned because we are required by the State to do a lot of training for firefighting and EMS so the opportunities for open trainings are limited. VFF Fraser said it's hard on Saturdays so maybe the 5th Thursdays would be better. Chairman Small said the Board is open for suggestions so if something different comes about we're flexible - like this virtual meeting is awesome!

VFF Josh Ambach said he hosted EMS live and it went well and what does the Board and VFF want us to put in for a class? He said they can try to do classes that the volunteers want, but they also must do the required classes.

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10. FUTURE TRAINING - continued

VFF Jim Stevenson asked what the objective would be of having additional trainings? His concern is that there are already required trainings that they must meet. They already do fire and EMS twice a month and sometimes even with that it's hard to meet all your requirements. VFF Stevenson said time is a commodity that we already give up, so he just wants to understand the plan. He said they had just done a team building training with their SCBA's. So, if you brought someone in that did something like that where we are still able to meet some of the criteria that we must do for the department, that would be great.

The Board will work with the training officers to see if there is something that would work for all. If any of the volunteers have ideas or suggestions, please share them with the training officers.

11. DEPUTY CHIEF HOURS AND FINANCE/SECRETARY HOURS

Deputy Chief Stanley is at the station Tuesday thru Friday from 10-4.

VFF Carleen VanDerostyne (Finance) is at the office Monday thru Thursday 10-4

12. FOR THE GOOD OF THE ORDER

Chairman Small reported the Board of Commissioners has worked since September of last year to address the issues at Newman Lake Fire & Rescue. The Board have had to make some difficult decisions and that process has been mostly in Executive Session as it concerned employment issues. Going forward it is the Board's intent to be transparent and we would like all firefighters to feel free to attend our Board meetings. Should you have issues that are not met thru the chain of command, you may contact a Board member (that is like a 911 call). The Board's primary purpose is to set policy; plan projects; and plan for short- and long-term financial security. At times micromanaging was needed. Notice I say was, in the future we do not intend for that to continue.

13. NEW BUSINESS - None.

14. OLD BUSINESS - None.

Chairman Small asked if there were any additional questions before we adjourn? VFF Jake Ambach asked if we have already posted the Chief position. We have not. We already have the job description done. We will just need to get the job posting figured out and we will try to have that to ESCI by the end of the week. Jake has had a few people that are retired or ex Chiefs that he's talked to through his work. Chairman Small asked him to ask any of them if they may be interested in the interim position. VFF Kelli Lemley asked if the Chief position was being offered to our people first? The Board answered unanimously no. We are doing an application process open to all. If there are any members of the district that would like to apply, please do so.

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EXECUTIVE SESSION

At 7:42 PM Chairman Small stated that the Board would be going into a 30-minute executive session under RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

The Board reconvened at 8:12 and went back into executive session for 60 more minutes.

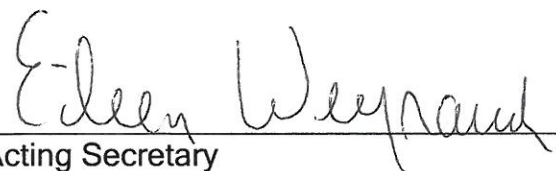
The Board reconvened at 9:12.

No action was taken.

Chairman Small adjourned the meeting at 9:12 p.m.



Chairman Kathleen M Small



Acting Secretary
Commissioner Eileen Weyrauch