

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for February 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 February 16, 2023, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Ben Kaiser, Commissioner Eileen Weyrauch, and Commissioner Teresa Phelps
Others Present: Chief Stan Cooke, Robin Harbin, and Faye Le Grand

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for January 12, 2023 and January 18, 2023; Financial Reports; and Approval of Warrants #11408 - #11455 in the amount of \$43,842.73, Payroll Taxes in the amount of \$7,426.84 and DRS Pension in the amount of \$2,082.46. Commissioner Phelps moved to accept the consent agenda; Chair Kaiser seconded; Chair Kaiser called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye Le Grand reported the current Fire Auxiliary fund balance is \$4,279.76. They received \$735 in donations at the Breakfast With Santa event in December; this money is held in a separate account specifically for the annual event. Kelly Gufford is no longer treasurer; a new treasurer has not yet been appointed. Stan expressed how much the firefighters appreciated the meals Bob McCauley provided.

CORRESPONDENCE - None

UNFINISHED BUSINESS

Fire Chief Opening Announcement Responses:

After discussing the time commitment expected of the new chief, Commissioner Weyrauch motioned to expect at least a five-year commitment from the new chief; Commissioner Phelps seconded; Chair Kaiser called for the vote, which passed unanimously. Of the twelve applicants to date, seven have been selected to move on to first-round interviews. Four did not meet minimum criteria and one withdrew his application. Robin presented commissioners with resumes and cover letters for the six most recent applicants as well as Newman Lake Fire & Rescue's Hiring Criteria for Fire Chief. Applicant requirements include:

- Resume and Cover Letter – *Submitted to Administrative Assistant*
- Facility and Apparatus Management – *Capability to Effectively Manage and Maintain*
- Staffed Resources Leadership and Management – *Ability to Maintain, Manage and Work With All Resources to Effectively Provide Services to the Community*

- Oversight Board – *Foster a Strong Working Relationship with the Board of Fire Commissioners*
- Education – *Applicable Bachelor of Science Degree or Equivalent*
- Demonstrated Qualifications, Skills, and Abilities – *To Include Background Check, Driving Record, US Citizenship, Physical Exam and Drug Screen*

Schedule for New Chief Hiring Process:

Stan presented and reviewed the Interview Process for Fire Chief, focusing on the initial Go-To-Meeting Interviews to be conducted March 23rd and 24th from 8:00 a.m. to noon. Approximately eight candidates qualify for the initial round of virtual interviews. The Scoring Panel will use a Scoring Matrix to submit their top 4-5 candidates to the Commissioners. Commissioners will select the top three or four candidates to proceed on to the in-person interviews which will be held in April. The Go-To-Meeting Initial Interview Panel will consist of the Commissioners; the Scoring Panel will include Jim Stevenson, Robin Harbin, Carleen VanDerostyne, Mike Jennings, Jake Ambach, and Josh Ambach; Input Panel members include Dave VanDerostyne, Jay Indelicato, Mark Lengyel, Bob Kolva, and Michael Garrison Stuber.

Review Progress on Hail Damage and Water Damage Claims:

Robin presented the payout proposal from Enduris for the water damage incurred at Station 1 on December 31, 2022. Robin will have the paperwork notarized and submit to Enduris after conferring with Dave VanDerostyne to assure the payout will be sufficient to complete full restoration after paying Disaster Response for their emergency water damage restoration work. Stan has been in communication with Dynasty Roofing to obtain a bid for roofing repairs and replacement needed due to the hailstorm in August of 2022. We have not yet received bids from any of the roofing companies contacted to date. Stan has also been in communication with Andrews Mechanical regarding the HVAC system which went out with the August 2022 hailstorm.

NEW BUSINESS

AFG Grant for New Gear:

Chief Stan submitted our application for an AFG Micro Grant in the amount of \$41,291.58 on February 9, 2023 to purchase fourteen (14) sets of bunker gear. Nineteen sets of our bunker gear are twenty years old. A full set of new bunker gear costs nearly \$3,000. We should receive notification of grant award or denial between September-December 2023. Chair Kaiser suggested checking into PFAS-free bunker gear which do not contain toxic chemicals.

Training Goals and Plan:

Stan presented and discussed Chris Neumann’s Operations Improvement Plan. Chris started job shadowing the Chief in December of 2022. He has since been working with our day firefighters and duty officers. Chris Neumann is now implementing a plan to contribute his education and experience toward department improvement in the following areas:

- Hazard Zone Management and Communications
- Growth Mindset Instruction and Mentoring
- Career Development for Full-time Firefighters
- Monitoring NLFRR’s Preparedness and Response Capabilities

Switchover from Emergency Reporting System to ESO:

Robin reported that Captain Josh Ambach has done excellent research and price negotiation to switch the department over from Emergency Reporting to ESO. ESO bought out Emergency Reporting in 2022 and will be switching all Emergency Reporting users over to their platform later this year. However, making the switch early is beneficial to us at this time financially as well as for necessary program components. Josh is completing online training and setting up the new ESO system.

Hit and Run Destruction of Reader Board:

On Saturday, January 21, 2023, a white pick-up truck pulling a trailer hit and demolished the electronic reader board, frame, and support pillars at Station 1. Unfortunately, it was a hit and run. The department immediately called out the county sheriff and filed a report. However, the driver was not found so a claim was submitted by the department to Enduris. Total damage is estimated at \$7,093.00. The net claim is \$6,093.00 after the \$1,000.00 deductible.


PUBLIC COMMENTS - None

GOOD OF THE ORDER

Stan shared that Mark Lengyel has made the top five candidates to secure a full-time firefighter position with District 8. We will need to discuss a plan to continue consistent, high quality recruit training if Mark moves on to District 8. Stan also reported that Craig Miller, one of our shift volunteers who was hired by Spokane Valley Fire Department, was selected as Recruit Leader the first week of SVFD Recruit Academy and was commended for setting the bar high for others to follow.

ADJOURNMENT

As there was no other business, the meeting was adjourned at 2:12 p.m.



Ben Kaiser, Chairperson

3/16/23

Date



Robin Harbin, District Secretary

3-16-2023

Date

