

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
**Minutes for June 17, 2020**  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on June 17, 2020 at 1:00 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Chair Kathy Small and Commissioner Teresa Phelps

Others Present: Chief Stan Cooke, Deputy Chief Kim Stanley, Toni Halloran, Kelli Lemley and Faye LeGrande

**CONSENT AGENDA**

The consent agenda consisted of April 27 and May 20, 2020 minutes, Chief's Report, Financial Reports and Approval of Warrants #9925 - 9952 in the amount of \$28,490.26, Payroll Taxes in the amount of \$4,447.54 and DRS Pension in the amount of \$812.66. Commissioner Phelps moved to accept the Consent Agenda, Chair Small seconded. Chair Small called for the vote which passed unanimously.

**AUXILIARY REPORT**

They have \$3,370.08 in the bank. They held a virtual meeting in June. The Hot Dog Sale has been canceled due to COVID. The T-Shirt sale is scheduled for Aug 22, there will be a Blood Drive that day as well.

**CORRESPONDENCE**

We received a thank you card from a resident for a recent medical call we responded to.

**UNFINISHED BUSINESS**

**Staffing Update:** The two (2) new residents are ready to respond on their own. Tim, our 1<sup>st</sup> resident, is doing on-line classes for PA school here at the station during the day so he is around more. One (1) of the six (6) new volunteers reported last month has decided this wasn't for him.

**Boat:** The FireHawk boat has been sold.

**Training Tower:** An estimate for \$163,500 with the ability to be expanded in the future. An estimate from Ironwood Structures has been requested for a 60' X 60' and a 60' X 70' building. We are waiting on two (2) estimates on site prep for the buildings.

Stan has also been talking to a grant writer the Stevens County Fire has used about the possibility of a grant for these buildings and other projects. He will be meeting with Chief Busey, Chief Stevens County Fire, next week about grants.

**Station 2:** Stan has talked with GeoEngineering and the County regarding moving the building. GeoEngineering will be drilling additional test holes. As a temporary fix we will be filling the cracks with sand and cement and moving two (2) apparatus out.

**Administrative Assistant:** The top two (2) candidates for the job declined. The applications were reviewed again and there are two (2) interviews today for the position.

**Live Burn:** The burn that was scheduled has been canceled due to COVID.

**NEW BUSINESS**

**Chief Contract:** At the last meeting the Board approved that Stan move from Interim Chief to Chief, he accepted the position and his contract has been changed to reflect that and was signed at this meeting. Stan requested that he be able to purchase medical insurance through the fire department and he will pay for it personally. He would like his salary to reflect the cost of the insurance: \$72,000 a year to \$61,800.

**DC Vacation:** Currently the Deputy Chief does not receive vacation time. Stan requested that the Board approve three (3) weeks for the Deputy Chief position with a maximum of one (1) week carry-over. The Board approved.

**Commissioners Past Compensation Review:** At the last meeting Chair Small requested information on their compensation for the past 5 years. They were given compensation from 2016 – 2019 with the annual percentage of budget used being 54%. Currently for 2020 it is 65%, she wanted the minutes to reflect that this is due to personnel change, Chief position, and the need to rework the contract and job description. Meetings should decline now that a Chief has been hired.

**PUBLIC COMMENTS**

Faye asked about the grant writer Stan talked about earlier. Are we hiring a grant writer or will the new Admin be doing this? This decision hasn't been made yet.

**GOOD OF THE ORDER**

We had a structure fire this past week. Stan review the fire for the Board.

Chair Small stated that she felt a person should not be allowed to be a Board member if they were married or related to a staff member or volunteer of the department. She felt that this could be construed as a conflict of interest and the Board member could possibly be influenced by the department member. Chair Small moved to approve, Commissioner Phelps seconded. Chair Small called for the vote which passed unanimously.

\_\_\_\_\_  
Kathy Small, Chairperson

July 15, 2020  
Date

\_\_\_\_\_  
District Secretary

July 15, 2020  
Date

**Original signed meeting minutes were in error as they were the minutes from May 20, 2020. These are the actual meeting minutes from the June 17, 2020 Commissioners Meeting.**

Eileen Weyrauch  
Eileen Weyrauch, Chairperson

3-17-21  
Date

Robi Harlin  
District Secretary

3/17/2021  
Date