

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
Minutes for November 17, 2021  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on November 17, 2021, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Commissioners Eileen Weyrauch, Teresa Phelps, and Ben Kaiser

Others Present: Deputy Chief Kim Stanley, Secretary Robin Harbin, and Auxiliary Representative Faye LeGrand

**CONSENT AGENDA**

The consent agenda consisted of the meeting minutes for October 20 and October 27, 2021; Financial Reports; and Approval of Warrants #10669 - #10726 in the amount of \$282,921.81, Payroll Taxes in the amount of \$9,059.76, and DRS Pension in the amount of \$1,251.76. Commissioner Phelps moved to accept the consent agenda; Commissioner Kaiser seconded; Chair Weyrauch called for the vote, which passed unanimously.

**AUXILIARY REPORT**

The fire auxiliary report was given by Faye LeGrand. The current auxiliary treasury balance is \$2,306. Three new recliners were purchased for the fire district for a total of \$2,288.97. The auxiliary will be holding a Christmas party December 6<sup>th</sup> at 6:30 p.m. Bob and Marianne Wood have graciously offered to host the Christmas party at the Old Station. Commissioners and other department members are welcome to attend.

**CORRESPONDENCE**

A certified letter was received from the Department of Natural Resources. As a contract partner with DNR, we are required to submit a Contractor Verification Plan verifying our compliance with Proclamation 21-14-2 COVID-19 Vaccination Requirement. The plan is due by November 30, 2021.

**UNFINISHED BUSINESS**

**Lexipol Update – Approval of SOPs 903, 910-917, 1010-1013, 1015-1021, and 1029:** Commissioner Kaiser moved to approve the Standard Operating Procedures; Chair Weyrauch seconded; Chair Weyrauch called for the vote, which passed unanimously.

**Construction Projects Update:** Robin reported progress on the following.

- 1) *Burn Building* – Taylord is taking care of any remaining leaks. Chief Stan is getting quotes on fencing to secure the pallets used for live burn training exercises.
- 2) *Annex* – The concrete has been poured and asphalt has been applied. The concrete was approximately \$10,000.

**Staffing Update:**

Our newest recruit, Riley, is taking a leave of absence due to his educational load. He will contact us in a few months when he is able to make a full commitment to the department. Firefighter Tyler Latimer has been promoted to 1320 Duty Officer. Tyler came to us with firefighter experience. He recently completed Incident Command training presented by Chief Stan Cooke and headed up the 1403 Cadre for our 2021 Fire Academy. Station 2 Lieutenant, Jay Indelicato, is now Lieutenant for Station 1 as well. He will be assisting Maintenance Captain Jake Ambach with all building and apparatus maintenance needs.

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**NEW BUSINESS**

**WFCA Health Insurance Renewal**

Robin presented the annual health insurance contract renewal. No increases in premiums or proposed changes in insurance plans for 2022. Commissioner Phelps motioned to approve the Washington Fire Commissioners Association Health Care insurance plan contract as written for 2022; Commissioner Kaiser seconded; Chair Weyrauch called for the vote, which passed unanimously.

**Resolution 2021-10 to Transfer Funds from Fund 63 to Fund 66**

The resolution authorizes the transfer of \$31,462.61 from Fund 63 Construction and Equipment Reserves to Fund 66 LTD SCIP Debt Service for loan payments due January 5<sup>th</sup> and July 5<sup>th</sup> through January 2026. The \$300,000 loan from Spokane County Treasurers to enable completion of construction projects prior to inflationary costs while also protecting the balance in reserves. There are adequate funds remaining in Fund 63 to transfer for debt service payments. Commissioner Kaiser motioned to approve Resolution 2021-10 as written; Commissioner Phelps seconded; Chair Weyrauch called for the vote, which passed unanimously.

**PUBLIC COMMENTS**

**GOOD OF THE ORDER**

Faye LeGrand asked how volunteer firefighter Tyler Latimer achieved 1320 Duty Officer status. Robin reported that Tyler completed the Incident Command training course presented by Chief Stan Cooke. Tyler came to us with firefighter experience and headed up the 1403 Cadre for our 2021 Fire Academy.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 1:18 p.m.

DocuSigned by:  
  
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Eileen Weyrauch, Chairperson

12/16/2021  
Date

  
District Secretary, Robin Harbin

12-15-21  
Date