

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for September 29, 2022
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 September 29, 2022, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chairperson Teresa Phelps, Commissioner Ben Kaiser, and Commissioner Eileen Weyrauch
Others Present: Chief Stan Cooke, Jake Ambach, Josh Ambach, and Robin Harbin

DEPUTY CHIEF KIM STANLEY SUCCESSION PLANNING

Interim Coverage Plan:

- *Through End of 2022* - Chief Stan proposed that Josh Ambach be hired part-time at 30 hours per week, with Josh and Mark Lengyel taking on some of Kim Stanley's duties through the end of 2022; and Stan taking oversight of Operations.

2023 Full-Time Employee Positions Proposal:

- *Staffing Objectives* – Increase oversight of training, maintenance, Community Liaison, and Recruit & Retention for consistency, availability, and productivity. Enhance the District's service delivery model to improve response times for daytime/weekday hours.
- *Staffing Options* –
 - Hire one full-time Deputy Chief and remain status quo on Shift Volunteers. This option will keep costs down but will do nothing to improve response times; enhance our service delivery model; or offer consistency for oversight of training and maintenance.
 - Hire two or three full-time firefighters with or without a Deputy Chief. This option will improve response times; enhance our service delivery model; and provide more consistency for oversight of training and maintenance. This option may cost more. However, we would pay fewer Shift Volunteer stipends.
 - The three full-time firefighters would be Josh Ambach, Jake Ambach, and Mark Lengyel. Jake and Josh would be Captains and Mark would be a Lieutenant. The officers will be Administrative Captains and Lieutenant in charge of EMS, Training, and Maintenance. The Administrative Captains would not be classified as Battalion Chiefs as they would not be managing 4-7 stations with 12-21+ personnel; nor would they be administering discipline.

Job Descriptions and Employee Contracts Discussion:

- *Responsibilities Added to Fire Chief* – Oversee District Operations; EMS & Training divisions; staffing of Resident and Shift Volunteers; maintenance/repair of facilities and apparatus; door codes; and yearly training schedules.
- *Captain of Training Responsibilities* – Training attendance input; attend East Region training officer meeting; review personnel records for training requirements; recruit training; annual volunteer firefighter stipends; orientation classes (spring and fall); EVIP refresher; provide personal protective equipment to recruits; arrange for and manage all burn building training and

instructor certifications; manage crew competency standards program; compile call response/compensation records of the volunteers; Community Liaison.

- *Captain of EMS Responsibilities* – Act as the Duty Officer for the District, as scheduled; act as the District’s Medical Officer and Privacy Officer (This shall include the assurance that District personnel are following HIPAA and other privacy laws/requirements); alarm input; response times; rehab supplies; order medical supplies; EMS agency license; EMS personnel certification; ERS – keep current w/personnel and vehicles; attend EMS Council meeting; medical inventory; Community Liaison; Recruit and Retention.
- *Captain of Maintenance Responsibilities* – Maintenance schedule; equipment inventory (due end of April); annual pump test (engines); SCBA fit testing; ID Cards for personnel; annual fire extinguisher check; Safety & Service Dinner; Community Liaison.

Commissioner Kaiser commented that our Department does not need or require Division Chiefs or Battalion Chiefs as we are a small department with only one manned station. Administrative Captains only are all that’s needed, along with Duty Officers.

EXECUTIVE SESSION – RCW 42.30.110 (g) TO EVALUATE THE QUALIFICATIONS OF AN APPLICANT FOR PUBLIC EMPLOYMENT: Chief Stan Cooke and the Board of Commissioners went into Executive Session for 20 minutes at 1:43 p.m. to 2:03 p.m.; Executive Session was extended for an additional 30 minutes from 2:03 p.m. to 2:33 p.m.; Executive Session was extended an additional 10 minutes at 2:33 p.m., concluding at 2:43 p.m. No decisions were made.

STAFFING BUDGET PLANNING

Staffing Costs for Remainder of 2022:

Although increasing administrative wages and benefits may decrease the amount of funds available for new apparatus purchases, Chief Stan stressed the need for people versus apparatus, stating, “No truck sitting in a bay can put out a fire – it takes qualified people.”

- *Projected Costs For Two Part-Time Firefighters October-December 2022* – The total district cost estimate for wages and benefits is \$26,885. After Kim Stanley’s final pay and accrual payout of approximately \$11,000, administrative wages, taxes, and benefits will be approximately \$4,700 over budget for 2022. This can be compensated for by the fact we are under budget in several other areas.

Commissioner Weyrauch motioned to approve hiring Josh Ambach as a part-time firefighter, working 30 hours per week at \$35.00 per hour and increasing Mark Lengyel’s part-time firefighter pay from \$20.00 per hour to \$30.00 per hour through the end of 2022; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

2023 Estimated Paid Employee Costs:

- *Projected Costs For Three Full-Time Firefighters* – Total wages, taxes, and benefits are estimated at \$272,600, with two Firefighter/Captains at \$73,000 each per year and one Firefighter/Lieutenant at \$65,000 per year. Pay scale step increases will be based upon time/experience and education/certifications gained. Benefits may incorporate a VEBA. The firefighter contracts may be written as three-year contracts with the option to renegotiate the benefits package every three years.

2024 Estimated Paid Employee Costs:

- *Step Increase and 2% COLA* – Stan proposed an annual wage increase for full-time firefighters at 3% plus a 2% cost of living increase which may be renegotiated based on budget.
- *Effect on Budget* – Although the Department will need to limit expenditures, we have no new construction needed and may apply for an AFG grant for apparatus replacement if an apparatus completely breaks down.

PUBLIC COMMENTS: None


GOOD OF THE ORDER:

ADJOURNMENT

As there was no other business, the meeting was adjourned at 3:20 p.m.




Teresa Phelps, Chairperson



Date



Robin Harbin
District Secretary



Date