

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
**Minutes for September 16, 2019**  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on September 16, 2019 at 1:00 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Chair Teresa Phelps and Commissioner Kathy Small. Commissioner Eileen Weyrauch attended by phone

Others Present: Chief Keith Yamane, Deputy Chief Toni Halloran, Carleen VanDerostyne and Faye Le Grand.

**EXECUTIVE SESSION:** RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for employment or to review the performance of a public employee.

At 1:01 PM the Board went into executive session for 10 minutes.

At 1:11 PM the Board extended the executive session for 10 minutes.

At 1:21 the regular Board meeting reconvened.

No action was taken during Executive Session

**CONSENT AGENDA**

The consent agenda consisted of the August 19, 2019 Minutes, August 2019 Chief's Report, Financial Reports and Approval of Warrants #9588 - 9625 in the amount of \$35,968.45, Payroll Taxes in the amount of \$4,723.26 and DRS Pension in the amount of \$2,959.41. Commissioner Small moved to accept the Consent Agenda, Commissioner Weyrauch seconded. Chair Phelps called for the vote which passed unanimously.

**AUXILIARY REPORT**

They have \$3,861.91 in the bank. Work on Breakfast with Santa has begun. Their next meeting will be at the old station to inventory what they have and what is needed.

**CORRESPONDENCE**

Three (3) surveys were received. All were favorable.

**UNFINISHED BUSINESS**

**Staffing Update:** There were fifteen (15) shifts available in August, seven (7) shifts were able to be covered.

**Station 2 Update:** Keith and Dave V met with GeoEngineers at Station 2 to discuss our needs and what our plans are after the property is purchased. We have received their proposal and the estimate is approximately \$17,600. They will deduct \$1,000 if we do the measurement in the monitoring well. Dave has agreed to do that to save us \$1,000. We are reviewing the proposal to determine if the scope of services meets all our needs.

**Station 2 – Survey & Land Purchase:** The second survey has been completed. Mr. Warner and I have each signed our Certificate of Exemption, for the lot line adjustment. The County has approved it as well. The Assessor's Office recommended a Warranty Deed or a Quit Claim Deed. Mr. Warner would like to do a Quit Claim Deed. The Board would like Keith to contact Attorney Snure for the proper paperwork.

The Board gave the Chief permission to sign whatever paperwork is necessary to complete the purchase of the land.

**Tender Replacement:** Keith has been working with Attorney Snure and Brenden Feist from General Fire on a contract for the tender purchase. The current cost to the tender we are looking at is \$251,244.00 plus tax. Resolution #2019-3 Waiver of Competitive Bidding Requirements was presented to the Board. Commissioner Small moved to approve Resolution 2019-3, Commissioner Weyrauch seconded. Chair Phelps called for the vote which passed unanimously. General Fire is coming out this Thursday to finalize the order, Keith will sign the sales contract.

**Signage at Station 1:** The pad has been installed. Toni met with Jon Budda and he said the pad needed to be 8" longer on each end and the electrical installation should be done prior to him installing pillars. We will be working on enlarging the pad, Jim Stevenson is working on electrical.

**WFOA Conference & Snure Seminar:** This seminar is Oct 23-26, 2019. Keith, Teresa and Eileen will be attending. Per Diem for this conference is being approved this month because checks would not be available next month before the conference.

## **NEW BUSINESS**

**Budget Hearing:** A date needs to be set for the Budget Hearing. In the past we have done it on the first Monday in November. The meeting has been set for November 4, 2019, 6:00 PM at Station 1.

**2020 Staffing:** We, current staff, have been discussing how to cover staffing when Toni retires on December 31. After much discussion we are recommending the following staffing for 2020:

1. Chief
2. Deputy Chief Fire and Training
  - a. Fire Training Officer (we had this as a stipend position in the past)
  - b. EMS Training Officer
  - c. Station/Grounds Maintenance (currently have)
  - d. Apparatus Maintenance (currently have)
3. Captain
  - a. Finance
  - b. EMS Admin

The positions under the Deputy Chief would be stipend positions. The Captain position would be a salary with retirement benefits.

Commissioner Small would like to see payroll numbers comparing what it looks like now with what it would look like with the above configuration.

**2020 Budget – 1<sup>st</sup> Review:** The first draft of the 2020 Budget was presented to the Board. Keith reviewed the major changes to the budget and answered questions from the Board. See the September 16, 2019 Memorandum for details to the changes.

## **PUBLIC COMMENT**

None

## **GOOD OF THE ORDER**

None

**EXECUTIVE SESSION:** RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for employment or to review the performance of a public employee.

At 2:26 PM the Board went into executive session for 30 minutes.

At 2:56 PM the Board extended the executive session for 15 minutes.

At 3:12 the regular Board meeting reconvened.

No actions were taken during the executive session. Commission Small requested in the future all salaried employees will turn in their monthly hours for the Board to review.

**ADJOURNMENT**

As there was no other business the meeting was adjourned at 3:20 PM.

\_\_\_\_\_  
Teresa Phelps, Chairperson

\_\_\_\_\_  
October 21, 2019

Date

\_\_\_\_\_  
Keith Yamane, District Secretary

\_\_\_\_\_  
October 21, 2019

Date