

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for October 21, 2020
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on October 21, 2020 at 1 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Commissioner Teresa Phelps. Commissioner Eileen Weyrauch and Chair Kathy Small participated remotely via GoToMeeting number 312-558-269.

Others Present: Secretary Robin Harbin; Deputy Chief Kim Stanley. Chief Stan Cooke and Auxiliary Representative Faye LeGrande participated remotely via GoToMeeting.

CONSENT AGENDA

The consent agenda consisted of September 16, 2020 minutes; Financial Reports and Approval of Warrants #10067 - 10119 in the amount of \$50,824.52; Payroll Taxes in the amount of \$4,765.80 and DRS Pension in the amount of \$1,354.17. Commissioner Weyrauch questioned the pay cycle dates listed on the Voucher Approvals for Trusteed Health Insurance Benefits, pointing out that it states the pay date rather than the entire pay period. Secretary Harbin stated the date memo is automatically generated by BIAS and will follow up with BIAS to make the necessary correction. Commissioner Weyrauch moved to accept the Consent Agenda; Commissioner Phelps seconded. Commissioner Phelps called for the vote, which passed unanimously.

AUXILIARY REPORT

The Auxiliary Report was given by Faye LeGrande. The current Auxiliary Treasury Balance is \$2,945.00. The online T-Shirt sale produced over \$6400 in sales, with net proceeds of \$2,192.97. Commissioner Phelps reported the only complaint heard was regarding the lack of a local pick-up location and offered Otis Hardware as a pick-up location should online sales be necessary in the future. Due to Covid-19, Faye announced the annual breakfast put on by the Auxiliary has been canceled.

CORRESPONDENCE – None

UNFINISHED BUSINESS

AMR Update: Spokane County would like to extend the current contract with AMR by one year. Whereas AMR would like to make additional changes to the contract. Therefore, they are in legal negotiations to resolve contract disagreements.

Recruit Academy Recap: The six-week Recruit Academy came to a conclusion last Saturday, October 17, with a live burn at Spokane Valley Fire Department's training tower. Recruits were required to successfully demonstrate the skills, techniques and knowledge learned throughout the course in a variety of live fire scenarios. Seven recruits successfully completed the Fire Academy and are prepared to respond to calls.

Storage Facility/Burn Building: Belsby Engineering is making minor adjustments and resubmitting plans to the County. Spokane County offers a low interest, no fee, Local Direct Investment program which we may utilize to help fund the project. If we borrow \$200,000 at 1.75% interest over 5 years, the total interest will be \$9,700. Interest earned on \$200,000 in reserves at .685% will be \$6,900. Starting the project now rather than waiting 5 years yields a savings of approximately \$10,000 in inflation costs. This would equate to a total savings of \$7,200. If we borrow \$300,000 at 1.75% interest over 5 years, the total interest will be \$14,600. Interest earned on \$300,000 in reserves at .685% will be \$10,400. Saving \$10,000 in inflation costs by starting now, would equate to a total savings of \$5,800. The difference in total savings between a \$200,000 loan and \$300,000 loan over 5 years is \$1,400. That equates to \$280 per year to protect an additional \$100K in reserves if we borrow \$300,000.

2021 Budget Proposal – Second Reading: Projections show that we will come in under budget this year in our Operating Fund by approximately \$123,500. We will be over budget in both Facilities and EMS Training due primarily to HVAC repairs, furniture and EMT training courses. However, we will be approximately \$54,000 under budget in Administrative and Fire Service Wages as a result of staff and duty restructuring. Our 2021 Budget Proposal reflects a 2.9% increase over the 2020 Proposed Budget for the Operating Fund: \$612,382 for 2021 vs. \$594,990 for 2020. The increases encompass budgeting for Commissioner election costs; Professional & technical services, fees and equipment; Fire Suppression and EMS equipment; Vehicles, Communications and Facilities equipment; and Fire Training. The 2021 Proposed Budget reflects decreases from 2020 in the following areas: Admin wages; Volunteer Stipends/benefits (\$5K insurance not due until 2022); Fire Prevention (community projects on hold); EMS Training budget is being held the same at \$6250.

NEW BUSINESS

Lexipol: Chief Stan has been reviewing the need for materials and services available through Lexipol, a company dedicated to providing comprehensive policies and procedures for public safety agencies. The District's current Standard Operating Procedures (SOP's) are relatively few, require updates and do not address some of the highest risk areas of lawsuits against fire departments such as social media and sexual involvement/harassment. Lexipol will provide 165 comprehensive policies and 25 procedures along with training focused on preventing situations which may lead to legal actions against the District. The initial, one-time cost for Lexipol is approximately \$3500, with an annual subscription fee of \$3000 for continued policy and procedure updates as well as training. Commissioner Weyrauch commented that our current SOP's are reactionary in nature. From information presented by Lexipol at several conventions, Commissioner Weyrauch confirmed the value and importance of their services focused on preventing legal action against the District. Commissioner Phelps agreed. Commissioner Weyrauch motioned to move forward with Lexipol; Commissioner Phelps seconded. Chair Kathy Small called for the vote which passed unanimously.

PUBLIC COMMENTS - None

GOOD OF THE ORDER

Commissioner Weyrauch asked if heat tape had been applied to the back roof and gutter in preparation for winter. Deputy Chief Kim Stanley reported that she had completed the application of the heat cable to both the gutter and the roof edge.

Chair Kathy Small reported poor condition of the sign on Idaho Road announcing entering the boundary of Spokane County Fire Protection District 13.

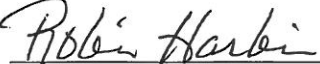
ADJOURNMENT

As there was no other business, the meeting was adjourned at 1:32 p.m.



Kathy Small, Chairperson

11-18-2020
Date



District Secretary

11-18-2020
Date