

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**

Minutes for April 15, 2019

**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on April 15, 2019 at 1:00 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Chair Teresa Phelps, Commissioner Eileen Weyrauch and Commissioner Kathy Small  
Others Present: Chief Keith Yamane, Deputy Chief Toni Halloran, Carleen VanDerostyne, Faye Le Grand and Jim Parman

**2016-2017 AUDIT EXIT CONFERENCE**

The exit conference was held by phone, present from the Auditors Office was Nick Howard and Cindy Gilbertt. The exit conference packet was reviewed which explained the process and what the outcome was. We are receiving a management letter. Nick stated that all funds were accounted for, the discrepancies were mostly in 2016 during the building of the fire station and how the retainage funds were being reported. The errors were corrected before the end of the audit. Nick thanked us for our cooperation during the audit.

**CONSENT AGENDA**

The consent agenda consisted of the March 16, 2019 Minutes, March 18, 2019 Minutes, March 2019 Chief's Report, Financial Reports and Approval of Warrants #9415 – 9448 (9412-9414 were voided due to Payroll posting error) in the amount of \$37,309.56, Payroll Taxes in the amount of \$4,945.64 and DRS Pension in the amount of \$2,935.35. Commissioner Weyrauch moved to accept the Consent Agenda, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

**PUBLIC REQUEST**

A request to use the station meeting room has been requested by Mr. Jim Parman. Mr. Parman and his son are volunteer instructors teaching Hunter Safety/Firearms Safety through the WA Dept of Fish and Wildlife. In the meeting packet is a letter of request and a typical agenda for the 2-day class. Mr. Parman felt that this fell under the "public service" requirement for using the room and he is a community member, although participants may not be community members. He felt that the \$100 charge for the room was too much. It was stated that firearms are not allowed on fire department property and Mr. Parman advised that they use inert arms in class. After discussion Commissioner Small moved to approve the use of the training room by Mr. Parman with a fee of \$20 and a damage deposit of \$100 to be returned after the class if the room is undamaged. Commissioner Weyrauch seconded, Chair Phelps called for the vote which passed unanimously.

## **AUXILIARY REPORT**

They have \$5,232.88 in the bank. Hot Dog Sale preparations are under way and they will be having a membership drive during the hot dog sale. They potentially have two more new members.

## **CORRESPONDENCE**

Six (6) surveys were received, all were favorable.

## **UNFINISHED BUSINESS**

**Staffing Update:** There were no shifts available in March. The following positions started April 1.

- Jake Ambach has been appointed to the Apparatus Maintenance position
- Kelli Lemley has been appointed to the Facilities/Grounds position
- Carleen VanDerostyne has been hired as the bookkeeper.

Keith presented the bookkeeper salary scale to the Board. Commissioner Small moved to approve the bookkeeper salary. Commissioner Weyrauch seconded, Chair Phelps called for the vote which passed unanimously.

**Station 2 Update:** The well has been drilled and the water has been taken to the building to a pressure tank and capped at this time. Power has been run to the well pump and a placed a "T" near the well for filled water tanks when they are installed. Dave V has begun expanding the restroom. This will be completed when the purchase of the land has been completed. A survey needs to be completed.

**Boat:** Keith, Kim and Bryan G met with Sam from Lake City Marine to discuss boat design. A picture of the hull Sam is suggesting was presented to the Board. Staff's recommendation is to move forward with Lake City Marine. Commissioner Weyrauch moved to move forward with Lake City Marine, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

**Station 1 Training Area:** Rich Peplinski recommends not moving the swale. His estimate was around \$14,500. The Board feels strongly that the swale should be moved. They would like 2 quotes on moving the swale.

**Tender Replacement:** Keith has received information from General Fire and Pierce on cost of tender replacement. The cost will be more that we originally thought. We are looking at tenders with more water capacity and options that make it more expensive. Commissioner Weyrauch moved to move forward with looking for a new tender, Commissioner Small seconded. Chair Phelps called for the vote which passed unanimously.

**Station 1 Covered Patio:** We will be completing some of the above projects before we move forward with a covered patio. This will be revisited in the future.

**Station #3 (Harvard Rd) Land:** Toni and Keith met with Bettina, real estate agent, about looking for land on the west side of the district. We explained there is no rush but asked her to keep us in mind for possible property.

## **NEW BUSINESS**

None

## **PUBLIC COMMENT**

None

**GOOD OF THE ORDER**

The Sheriff's Air Support training that was held here this month went well. They were all very impressed with our station.

Inland Empire Ops Meeting and Inland Empire Fire Chiefs met here this month as well.

**ADJOURN**

As there was no other business the meeting was adjourned at 3:08PM.

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Teresa Phelps, Chairperson

May 20, 2019

Date

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Keith Yamane, District Secretary

May 20, 2019

Date