

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for July 15, 2020
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on July 15, 2020 at 1:00 PM at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Kathy Small and Commissioner Teresa Phelps. Commissioner Eileen Weyrauch attended via Go to Meeting.

Others Present: Chief Stan Cooke, Deputy Chief Kim Stanley, Administrative Assistant Robin Harbin, Toni Halloran. Faye LeGrande attended via Go to Meeting.

OATH OF OFFICE

Robin Harbin declared Oath of Office and was sworn in by Fire Commissioner Chair, Kathy Small to the position of Administrative Assistant for the district.

CONSENT AGENDA

The consent agenda consisted of May 26 and June 17, 2020 minutes, Financial Reports and Approval of Warrants #9953 - 9989 in the amount of \$37,326.85, Payroll Taxes in the amount of \$4,855.37 and DRS Pension in the amount of \$861.24. Commissioner Phelps moved to accept the Consent Agenda, Commissioner Weyrauch seconded. Chair Small called for the vote which passed unanimously.

AUXILIARY REPORT

They have \$3,280.91 in the bank. They had only one expenditure for a banner. They held no meetings in June or July. The next meeting is scheduled for August 3. They plan to prep for the T-shirt sale August 22, which they may need to cancel due to rising COVID19 cases. Suggestions were requested from the board for possible solutions. One suggestion was to take pre-orders and to set up a roadside stand near the Moffat Road loop for safe T-shirt distribution. The Auxiliary can use Square to process credit card payments. Faye will take suggestions before the T-shirt Committee.

CORRESPONDENCE - None

UNFINISHED BUSINESS

Staffing Update: Stan has taken over the Health & Safety position and has wrapped the facility work into the shift volunteer position. Deputy Chief Stanley will oversee all facility needs. This is saving the District a total of \$400 per month.

Safer Grant/Contract: Michelle Mazzola, with Resource Solutions, will write the grant for a fee of \$7,600, half up front/half at the end. Her expertise will give greater assurance of securing the grant and provide a model to use for writing future grants in house. A Volunteer Coordinator and a Marketing Plan must be in place prior to applying for the grant, with a focus on recruitment and retention. Brisa Ambach has agreed to take on that role. She will get a stipend of \$70 per 6 hours of work, same as Shift Work. This will be covered by the \$400 per month savings from the Safety and Facilities positions.

Commissioner Phelps asked if we could apply for the grant again or if it is a one-shot application. Chief Stan reported we may continue applying for the grant multiple times in the future. Commissioner Phelps

moved to approve the Safer Grant Application Contract, Commissioner Weyrauch seconded. Chair Small called for the vote which passed unanimously.

Ambulance Contract: AMR is attempting to raise their rates. The county chiefs are using legal representation to try to prevent this from happening since they feel raising rates involves a new contract and the contract is good for one more year. Stan will let us know how that impacts us.

Fire Training Facility: Stan is getting estimates for site prep, the burn building, and the training/storage building, which combined will be a total of approximately \$600K. There are no grants available for these buildings. Two estimates have been gathered for a 30'x40' training/storage building – Stick Frame = approx. \$160K; Pole Building = approx. \$145K. These estimates will increase to approx. \$200,000 with prevailing wage. The building will have a cement floor and electric but no plumbing. Commissioner Phelps suggested having pipes installed for future connection to plumbing. Two options were discussed for a burn building – a two-story Hall Crawler and Conex Containers. The Hall Crawler would require a large initial outlay as it cannot be done in stages. The Conex Containers can be built in stages. 3S, a company specializing in Conex Containers, will give us an estimate.

Station 2 Slabjack Contract: Stan explained the process to be carried out by Slabjack Geotechnical for concrete slab stabilization at Station 2. The Slabjack estimate was presented at a total of \$10,817.57, including tax. This could possibly give us an additional 10 years on the building. Phelps moved to approve the Slabjack Contract, Commissioner Weyrauch seconded. Chair Small called for the vote which passed unanimously.

Geotechnical Engineering: Geotechnical would charge approx. \$20,000 to drill down to determine where the stable ground exists enabling us to determine feasibility of building a new station and identify the size of station we could build. Commissioner Phelps expressed concern that too much money has already been sunk into this property which has numerous pitfalls. The board agreed we should not proceed with Geotechnical; should consider looking for another piece of property; and should revisit the topic in 24-36 months.

Apparatus Plan: Tender 13-2 is now Attack 13-1 and will be the first out for structure fires at Station 1. It is our newest rig, has been equipped with SCBA's and has had its hose configuration modified for quick attack. Brush 1 is going to Station 2, with Brush 2 coming to Station 1 since it has lower mileage. Tender 3, Tender 1, and Rescue 1 will go to Station 2 after Slab work is completed. The need for an alternative response unit was discussed (ARU13-1). A new brush truck would cost \$200-\$250K, whereas a new pick-up and canopy equipped for Medical calls would be \$70-\$100K. No grants are available unless apparatus to be replaced is over 30 years old. Purchasing the ARU is on hold until the Training Facility is completed.

2020 Salary Schedule to add Admin. Salary: Signed by the Board

NEW BUSINESS

Resolution 2020-4 Surplus of Jeep: The idea to rescind the surplus of the jeep was presented to facilitate its use as a volunteer recruitment vehicle. A wrap could be put on it for recruitment marketing. It would cost approx. \$3,000 to repair for use. The need for a fuel-efficient, run-around vehicle was identified. However, it was agreed we should shop around for the purchase of another vehicle as it may not be worth investing in the repair of the jeep.

Old Station 1 Clean-out: A dumpster will be delivered to Old Station 1 on July 27. Starting July 16, Auxiliary can go in to clean out and sort their items, keeping in mind they will have an 8'x20' section of the Conex for storage, which is the same amount of space they will have in the new training/storage building. With the building cleaned out we can move forward on the sale of the property. A realtor is going to give us an estimate of value.

PUBLIC COMMENTS - None

GOOD OF THE ORDER

Commissioner Compensation: Toni Halloran presented a recent statement from the Washington Fire Commissioner website stating that Commissioners are to be paid \$128 per day regardless of the number of meetings they attend on that day with the same entity. Commissioner Weyrauch stated that some districts charge out over a 2-day period if the meetings attended on the same day are two separate topics and events.

Cyber Attack Prep and Cross Training: Commissioner Weyrauch presented the information learned from the last County Fire Commissioner's Meeting which focused on preparing for a cyber attack and the need to have a plan to continue conducting business by paper alone. Chair Small presented the need for cross training to cover the duties of the Administrative Assistant position in case of absence.

Fees for Building Use: Chair Small asked if we should be charging a fee for the NL Property Owners and others to meet in our building. As there are no concerns about damages, the board agreed to continue allowing building use by the current entities at no charge.

Volunteer Position Rotation: The volunteers had previously suggested rotating positions (Safety & Facilities) to give others the opportunity to contribute their strengths in different areas. With the changes Stan has made, however, the rotation is no longer necessary.

Community Classes Still on Hold: Classes originally planned for the community, such as "Stop the Bleed" are not able to be held remotely and therefore, are still on hold due to COVID19.

ADJOURNMENT

As there was no other business meeting was adjourned at 2:40 PM.



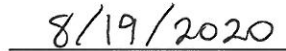
Kathy Small, Chairperson



Date



District Secretary



Date