

NEWMAN LAKE FIRE & RESCUE  
Spokane County Fire District No. 13  
Minutes for October 31, 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 October 31, 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 and Robin Harbin; Josh Ambach participated remotely via GoToMeeting

**UNFINISHED BUSINESS**

**Service Delivery Model:**

- *Facilities, Equipment, and Apparatus* - Chief Stan presented information showing the District has no need for more buildings in the next twenty years. There are no pressing needs for major equipment upgrades for the next five years. The District has two 30-year-old Tenders that need to be replaced, which may be achieved by an AFG Grant. With sufficient staffing as well as apparatus, the District will have the opportunity to be paid for mobilization on state wildfires.
- *Staffing* – The District needs more Community and Shift Volunteers. We need a day-time firefighter available to provide consistent training for new recruits – a never-ending job with turnover of personnel. We also need a day-time firefighter to provide EMS training and record keeping for all volunteers. An additional day-time firefighter is needed to provide consistent oversight of all maintenance for facilities and apparatus. All three firefighters will help manage the following programs: Recruit & Retention, Community Liaison/Fire Prevention, Respond on State Wildfire Mobilizations.

**NEW BUSINESS**

**Budgetary Impacts:**

- *2023 Proposed Budget* – Total Operating Fund revenues for 2023 are estimated at \$1,232,740 This includes an estimated carryover balance from 2022 of \$465K. Proposed expenditures for 2023 are roughly \$991K which includes approximately \$523K to cover a full-time chief, three full-time firefighters, a part-time administrative assistant, and volunteer stipends. This would leave roughly \$242K to carry over into 2024.
- *2024 Anticipated Budget* – A lid of 1% on the tax levy will limit tax revenues to roughly \$790K in 2024. Increased wages for step increases as well as cost of living adjustments are projected to total close to \$603K for administrative and fire service wages in 2024. In light of an inflation rate over 8%, the District will need to draw about \$40K from reserves to meet operating expenses in 2024 unless we are able to pass a levy lid lift. Projecting into 2025, the operating fund will be nearly \$383K in the red without a levy lid lift.

**Levy Lid-Lift Projections/Sustainability:**

- *Staffing Options* – Chief Stan illustrated the budget impact of hiring a full-time chief and just one full-time captain. This would save \$179K but would still bring the operating fund balance down to \$155K by the end of 2025 without a levy lid lift.
- *Levy Lid Lift Projections for Sustainability* – In 2015, the fire tax levy was at \$1.50/\$1,000 of assessed property value. It is currently limited to \$0.77/\$1000 of assessed value. A levy lid lift to \$1.20/\$1000 would sustain District delivery model needs through 2027 barring any unforeseen dramatic increases in expenses. At \$1.30/\$1000, the District will be able to sustain an adequate delivery service model with assurance of reserves for unexpected increases in expenses.
- *Hold on Needed Staffing Model* – Chief Stan and the Commissioners agreed to put a hold on hiring three full-time firefighters in 2023. Only two full-time firefighters will start at the beginning of the year; a third will be brought on if a levy lid lift is achieved.

**PUBLIC COMMENTS:** None

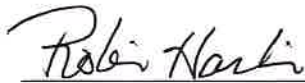
**GOOD OF THE ORDER:** None

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 2:30 p.m.

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

11-16-22  
Date

  
\_\_\_\_\_  
District Secretary

11-16-2022  
Date