

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
**Minutes for April 16, 2026**  
**BOARD OF FIRE COMMISSIONERS MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on April 16, 2026, at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Commissioners Ben Kaiser, Teresa Phelps, and Dennis Gleckler  
Others Present: Chief Daron Bement, Division Chief Josh Ambach, Training Officer Carleen Beauchene, Secretary Robin Harbin, and Community Members Dave and Kathy Pfeiffer

**CONSENT AGENDA**

The consent agenda consisted of the meeting minutes for March 4-6, March 19, and April 2, 2026; Financial Reports; Approval of Warrants #13133 - #13198 in the amount of \$102,481.92; Payroll Taxes in the amount of \$7,776.60; and DRS Pension in the amount of \$3,795.16. Commissioner Phelps motioned to accept the consent agenda; Commissioner Gleckler seconded the motion; Chair Kaiser called for the vote, which passed unanimously.

**CORRESPONDENCE**

**Avista Notice:**

The comfort level monthly billing for Station 1 has decreased from \$1396 per month to \$1249 per month this year.

**EAP Provider BPA Health:**

An email was received from our Employee Assistance Program provider, BPA Health, stating they would no longer allow us to adjust our number of volunteers each month nor allow delayed payments due to our accounts payable processing through the county treasurer. BPA Health has since ensured us that email does not apply to us and that they will continue to honor our current adjustments and payment schedule.

**FIRE CHIEF'S REPORT by Chief Daron Bement**

**General Message:**

- Fire Officer 1 classes are ongoing. We had an excellent turnout of 22 who attended the one day Leadership Seminar with Pathfinder Strategies.
- Academy 2026 has begun this month with 9 recruits attending.

**Calls, Staffing, Apparatus, Training:**

- We had 17 incident responses in March 2026 for 53 year-to-date calls as of March 31, 2026.
- We are down one volunteer who has begun a full-time career firefighter position in Cheney. Congratulations to Nathan Holmquist!
- We have several interested shift volunteers on a waitlist and are evaluating how to move forward as we are nearing our cap of 50 volunteers.
- March training included: Bloodborne Pathogens Annual Required Training; RT130 Wildland Refresher; Wildland Practical; and Lithium Battery Awareness with WSP.

## **DIVISION CHIEF'S REPORT by Captain Josh Ambach**

### **B13-2 Upfit Update:**

Brush 13-2 is in the final stages of completion. Expenditures to date are less than \$95,000 which puts the project more than \$25,000 under budget. Volunteer Jim Stevenson is due to finish the wiring on Saturday. There's a possibility the truck may need to go back to RACOM for them to fix their faulty wiring. Brush 13-2 may be ready to be put in service by Friday, April 24. It is anticipated that the entire upfit project will come in at least \$20,000 to \$22,000 under budget.

### **Operations Report:**

A service truck box was found on Facebook Marketplace to turn the old Brush 13-2 chassis into a needed utility vehicle. The box came off the exact same truck, so no retrofitting is needed. We are waiting to see if the seller will provide an invoice and wait for proper payment processing through the district.

### **Training Division Report:**

Fire Academy 2026 started Monday night, April 13, with 9 recruits eager to learn. WSP Deputy State Fire Marshal Brian Oberweiser, brought in books for us to use, mini skills sheets booklets, name tags, and a labeled rope for each recruit. Oberhauser also brought in a trailer filled with various training props. We will share props with District 4 for training involving a wider variety of scenarios.

## **AUXILIARY REPORT**

Division Chief Ambach relayed Auxiliary President, Kelli Lemley's report: This month's Auxiliary meeting was cancelled as the training room was unavailable and the Auxiliary members chose not to meet elsewhere. No balance was given. No purchases were reported.

## **UNFINISHED BUSINESS – None**

## **NEW BUSINESS**

### **Approve Annual Report for Submittal to State Auditor's Office:**

Secretary Harbin sent the 2025 Annual Report package and workbook to the commissioners for review on April 1<sup>st</sup>. A hard copy of the report package was also provided to each commissioner. After review, Commissioner Phelps motioned to approve the 2025 Annual Report for submittal to the Washington State Auditor's Office; Commissioner Gleckler seconded the motion; Chair Kaiser called for the vote, which passed unanimously.

### **Confirmation and Appointment of the Board Secretary:**

At the Spring Snure Legal Seminar, it was learned the Board Secretary must be appointed per RCW 52.14.080, with an oath of office filed with the Board of County Commissioners. Secretary Harbin's employment agreement states she will act as Board Secretary; her oath of office was taken July 15, 2020, but was not filed with Board of County Commissioners. Her oath has since been filed with the county. A resolution was written to establish the Administrative Assistant position or designee will serve as Secretary of the Board for the length of employment.

- **RESOLUTION 2026-4 Confirm and Appoint the Board Secretary**

After reviewing the resolution draft, Commissioner Phelps motioned to approve Resolution 2026-4 as written; Commissioner Gleckler seconded the motion; Chair Kaiser called for the vote, which passed unanimously.

### **Transfer Balance of Fund F660 (F267) to Fund F630 (F363)**

County Fund F660, which is the district's Fund F267, is the debt service fund that was used for the 2021 \$300,000 loan payments. The construction loan was paid off in January 2026. The remaining balance of \$806.36 in Fund F267 as of April 1, 2026 represents interest earned during the short amount of time the loan payments were in the debt service fund before payment was taken out by the county treasurer's office. As the loan payments were transferred from the Capital Construction Fund F363 to Fund F267 when loan payments were due, the board agreed the remaining balance should be transferred back to Capital Fund F363.

- **RESOLUTION 2026-5 Transfer Balance of Fund F660 (F267) to Fund F630 (F363)**  
After reviewing the resolution draft, Commissioner Phelps motioned to approve Resolution 2026-5 as written; Commissioner Gleckler seconded the motion; Chair Kaiser called for the vote, which passed unanimously.

### **PUBLIC COMMENTS**

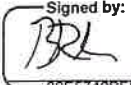
Dave Pfeiffer mentioned the community would like to see better announcements made of special events, especially for the kids' events. Commissioner Phelps asked if we could add a calendar of events in our bi-annual Smoke Signals newsletter.

### **GOOD OF THE ORDER**

- **Schedule Community Meeting and Set Frequency:**  
The board agreed to hold two community meetings each year; one in the spring and one in the fall. The Spring 2026 Community Meeting was scheduled on Tuesday, May 19<sup>th</sup>, at 6:30 p.m. Topics for the upcoming meeting will include: The current budget standing; Brush Truck 13-2 Upfit; and Fire Prevention and Protection.
- **AutoPulses Out of Service:**  
Commissioner Gleckler asked about the status of the batteries for the AutoPulse devices. The batteries for both AutoPulses are expired and can no longer be recharged. Replacement batteries are approximately \$1500 each. Division Chief Ambach reported we are looking at a Lucas Device which would be more cost-effective in the long term. The cost per Lucas Device unit is approximately \$20-\$25K. We may be able to obtain one on loan to purchase later. In the meantime, we will provide manual CPR until the ambulance arrives.
- **Increase Petty Cash, Imprest Fund Maximum Balance:**  
The maximum balance in the Imprest Fund is \$1003.55. With more volunteers coming on, we may need to consider increasing the maximum balance for items such as driving records, Board for Volunteer Firefighter disability fees, \$300 wildland boot reimbursements, and quarterly use/excise taxes. The commissioners agreed that the maximum Imprest Fund balance should be increased to \$2000.00. Secretary Harbin will draft a resolution and place this on the agenda for the next meeting.
- **Lithograph Reproductions Inc Acquired by Brand Boost Prints:**  
Brand Boost Prints has acquired Lithograph Reproductions Inc, the company who has been printing our Smoke Signals newsletter. Brand Boost Prints is switching their focus to digital marketing, so we may need to begin looking for a different local printer for our newsletter.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 1:30 p.m.

Signed by:  
  
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Ben Kaiser, Chairperson

5/14/2026  
Date

  
Robin Harbin, District Secretary

5/14/2026  
Date