

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**  
**Minutes for December 16, 2020**  
**BOARD OF FIRE COMMISSIONER MEETING**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on December 16, 2020 at 1:00 p.m. 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: Chief Stan Cooke, Deputy Chief Kim Stanley, Secretary Robin Harbin, Auxiliary representative Faye LeGrand.

**CONSENT AGENDA**

The consent agenda consisted of the November 18, 2020 minutes; Financial Reports and Approval of Warrants #10162 - 10201 in the amount of \$35,733.94; Payroll Taxes in the amount of \$4,975.78 and DRS Pension in the amount of \$1,421.78. Commissioner Weyrauch moved to accept the consent agenda; Commissioner Phelps seconded. Chair Kathy Small called for the vote, which passed unanimously.

**AUXILIARY REPORT**

The Auxiliary Report was given by Faye LeGrand. The current Auxiliary Treasury Balance is \$276.79 after reimbursing Minuteman Press and purchasing the outdoor Christmas light displays for the fire department. They expect approximately \$125 more to come in from t-shirt sales. The mugs were the best seller in this year's fund raiser. The Auxiliary's mission is to support the Fire Department. In the past, when the Department's budget was tight, the Auxiliary helped to purchase operational equipment and supplies. Operational items are now covered in the Department's budget, so the Auxiliary is able to support the Fire Department by purchasing non-operational items as was its original goal. Faye invited Chief Stan to clarify this with the Auxiliary when they are able to resume meetings.

**CORRESPONDENCE**

We received a thank you card from Yolanda Clow along with a \$50 donation in honor of her husband, Bud Clow. The thank you was for arranging a special visit Yolanda's great grandson to come see the fire trucks at the Station for his 3<sup>rd</sup> birthday.

**UNFINISHED BUSINESS**

**Training/Storage Building Update:** Belsby has submitted the final plans to the County. After approved, Belsby will review, then proceed. This could be a 3-month process. Chief Stan confirmed with the Auditor that the shipping container burn building is a separate project and can be treated as such. Taylor'd Containers, on Barker & Appleway, is constructing a 3 box burn building for District 10. They reviewed our plans and estimate they could construct our burn building for roughly \$150K, which would include more props than the original plans estimated to cost nearly \$400K elsewhere.

**EMS CARES Act Grant Update:** We were approved for a \$64,000 grant through the County. This will provide additional EMS supplies and equipment to prevent exposure to Covid-19. Items ordered include – suction units, PPE, easy to clean EMS bags, AED, LifePak, and 2 external defibrillators which provide

mechanical CPR. The grant works on a reimbursement basis, so we must purchase now and submit invoices to be reimbursed from the County later.

## **NEW BUSINESS**

**Resolution 2020-11, to approve the Automatic Aid Agreement with Hauser Lake Fire Protection District:** This is the annual renewal of the Auto Aid Agreement with Hauser. Chief Stan made a few minor corrections, which included changing the term “water tanker” to “tender” and amending the verbiage to assure a unified command.

**2021 Perpetual Calendar Review:** Robin reviewed changes to the Perpetual Calendar for 2021, which include the addition of tasks for the EMS Officer and the Maintenance Officer. She asked if the Commissioners would like any changes made on their column; they stated it looks good as printed.

**2021 Salary Schedule Review:** Chief Stan reviewed problems encountered with only he and D.C. Kim Stanley covering 1320 Duty Officer shifts on alternating weeks. A solution was to offer 6pm-6am weeknight 1320 Officer shifts to qualified volunteers. This assures that there will be a 20 Officer in charge on all weeknight calls. The Jeep and Tahoe have been outfitted with AED’s and supplies; the Jeep being stationed for use on the north side of the lake. Commissioner Weyrauch inquired about the shift stipend for these shifts. Robin stated it is \$35.

**Recruitment and Retention Program:** Volunteer Coordinator, Brisa Ambach, has designed a recruiting brochure which will go out after securing the SAFER Grant. Brisa is also developing a Challenge Coin program. Volunteers will receive a Challenge Coin and gift certificate for recognition of service: Gold for 90%+ Calls; Silver for 60-90% Calls; Bronze for 20-60% Calls. The goal is to acknowledge service rather than create a competition. Additional awards may be incorporated to acknowledge exemplary service.

**2021 WFCRA Health Insurance Employer Application:** Robin reviewed the annual health insurance application and confirmed that the District pays 100% of the premiums for full time employees; 0% for family members. Chair Kathy Small added that employees may pay to add coverage for family members.

**NLFR Website:** Stan discussed the need for an updated website. Due to the current antiquated platform restricted to very minor changes, this will require rebuilding a new website on a more modern platform. We are researching web designers and pricing, keeping in mind that initial support will be important to enable Robin and Brisa to take over management of the new site. Pricing so far averages \$2500 to \$3000. Eileen suggested we advertise on Facebook for a local web designer. Robin asked about setting up Dropbox to give the web designer, Brisa, and others the ability to upload and download approved photos and videos without having to access the district server. Faye LeGrand expressed a need for access to updated photos for the Auxiliary. Robin will ask Michael Garrison Stuber about this at our IT meeting on December 28.

## **PUBLIC COMMENTS**

A resident who lives on Gary Lane came to the Station today. He expressed a need for both a Knox Box and better addressing on Gary Lane, off Morris Road.

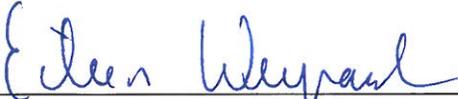
## **GOOD OF THE ORDER**

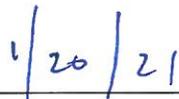
Stan related issues encountered in two significant calls this week. The first involved a driver cardiac event in a vehicle which went down a 400ft embankment off Gary Lane. Volunteers worked from 10:30am to 3pm on this call. The second involved a location on E Park Beach Lane which, due to snow and ice, was inaccessible to our apparatus, requiring volunteers to access the location on foot. The need for tracks on at

least one of the ATV's was discussed. Our ATV's are licensed to drive on the road, are equipped with light bars and can go as fast or faster than any of our other chained up vehicles. Commissioners Weyrauch and Small approved and want this made a high priority.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 1:59 p.m.

  
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Eileen Weyrauch, Chairperson

  
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Date

  
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District Secretary

  
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Date