

NEWMAN LAKE FIRE & RESCUE
Spokane County Fire District No. 13
Minutes for February 16, 2022
BOARD OF FIRE COMMISSIONER MEETING

CALL TO ORDER

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on February 16, 2022 at 1:00 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

ROLL CALL

Board: Chair Teresa Phelps and Commissioner Eileen Weyrauch, Commissioner Ben Kaiser participated remotely via GoToMeeting

Others Present: Chief Stan Cooke, Deputy Chief Kim Stanley, Captain Jake Ambach, Captain Josh Ambach, Secretary Robin Harbin, and Faye LeGrand

CONSENT AGENDA

The consent agenda consisted of the meeting minutes for January 19, 2022; Financial Reports; and Approval of Warrants #10833 - #10872 in the amount of \$36,482.06, Payroll Taxes in the amount of \$5,839.14, and DRS Pension in the amount of \$1,262.37. Commissioner Weyrauch moved to accept the consent agenda; Commissioner Kaiser seconded; Chair Phelps called for the vote, which passed unanimously.

AUXILIARY REPORT

Faye LeGrand reported an Auxiliary fund balance of \$2,417.00. They are happy to welcome their newest member, Virgie Downes. After two and a half years of no outings due to Covid-19, the Auxiliary went to see a movie this past month. It was great to enjoy a fun activity together again.

CORRESPONDENCE

An email was received from the Washington Employment Security Department notifying us that WA Cares premiums will not be collected until July 2023. Robin reported that employee premiums collected in January have been reimbursed on February payroll checks.

UNFINISHED BUSINESS

SAFER Grant: Chief Stan submitted two SAFER Grant applications. The first, a four-year Recruit and Retention grant which will cover wages and department costs for a part-time Volunteer Coordinator at \$20/hour, 20 hours per week, with a 2% Cost of Living Adjustment (COLA) each year. The second, a Hiring grant which will cover wages and department costs for two full-time firefighters at \$65K per year, 40 hours per week, with a 2% COLA each year. The full-time firefighters will work four 10-hour weekday shifts. We will not know if the grant applications have been approved until sometime this fall.

Levy Lid Lift:

Chief Stan presented information regarding the proposed levy lid lift. The fire district currently levies the following:

1. EMS Levy @ \$0.50/\$1000
2. Bond @ \$0.16/\$1000
3. General Levy @ \$1.02/\$1000 (The Levy Lid Lift would raise this amount.)

The total levied currently is \$1.68/\$1000. A levy lid lift of \$0.38 would bring the General Levy to \$1.40/\$1000, which would increase the total levied amount to \$2.06/\$1000. Levy lid lift options include the following:

1. +\$0.48 = \$1.50/\$1000 will bring in approximately \$327K
2. +\$0.38 = \$1.40/\$1000 will bring in approximately \$269K
3. +\$0.28 = \$1.30/\$1000 will bring in approximately \$212K
4. +\$0.18 = \$1.20/\$1000 will bring in approximately \$155K
5. +\$0.13 = \$1.15/\$1000 will bring in approximately \$125K

Stan presented the following options and the levy lid lift required for each:

OPTION 1: Absorb the new full-time Chief's salary/benefits into the current budget. Hire a full-time Deputy Chief upon retirement of the current part-time Deputy Chief, presenting a budget increase of \$53K. Hire two full-time firefighters, presenting a budget increase of \$166K. Add nine volunteers, presenting a budget increase of \$53K. The total budget increase needed for this option would be \$272K, which would require \$1.40 levy lid lift. Two full-time firefighters are needed due to the fact that over 66% of our calls come in during the weekday. National 1720 standards are to have 6 firefighters on scene within 14 minutes at least 80% of the time. This will require having firefighters at the station ready to be out the door within 2 minutes. Community Volunteers are more often available evenings and weekends.

OPTION 2: Absorb the new full-time Chief's salary/benefits into the current budget. Hire a full-time Deputy Chief upon retirement of the current part-time Deputy Chief, presenting a budget increase of \$53K. Hire two full-time firefighters, presenting a budget increase of \$166K. Do not add more volunteers. The total budget increase needed for this option would be \$219K, which would require \$1.30 levy lid lift and trimming the budget by \$7,000.

OPTION 3: Absorb a portion, \$21K, of the new full-time Chief's salary/benefits into the current budget. Hire a full-time Deputy Chief upon retirement of the current part-time Deputy Chief, presenting a budget increase of \$53K. Hire one full-time firefighter, presenting a budget increase of \$80K. Do not add more volunteers. The total budget increase needed for this option would be \$133K, which would require \$1.20 levy lid lift.

OPTIONS WITHOUT A LEVY LID LIFT: Hire two full-time firefighters who would absorb all the duties now being done with volunteers. Drop shift volunteers, cutting the budget by \$75,600. Drop the volunteer Captains, Lieutenant, Community Liaison and Volunteer Coordinator, cutting the budget by \$14,400. Allocate less reserves to new construction, cutting the budget by \$85,000. This would require cutting the budget by a total of \$175K. The budget increase of \$53K required for a new Deputy Chief would have to be covered by a \$40K decrease of budgeted new equipment and a \$15K decrease in new construction reserves. Areas we can trim the 2023 budget include:

SCBA	\$5K
New Equipment	\$12K
Hose	\$27K
EMS Equipment	\$10K
Tech Recue	\$4K
<u>Station 1 Furniture</u>	<u>\$3K</u>
TOTAL	\$61K

Two full-time firefighters will be able to create cash flow to fund future shift volunteers through monies reimbursed from Wildland Mobilizations. The downside is that initially, we would lose 1,080 yearly Shift hours and up to 10-18 Shift Volunteers without the levy lid lift. It may take three to four years to build the Shift Volunteer program back up. With a lack of volunteers on the north side of the lake and the condition of Station 2, we may have to consider closing and selling Station 2. We would then move Brush 13-2 and Engine 13-2 to Station 1 and surplus Tenders 13-1 and 13-3.

NEW BUSINESS

Resolution 2022-2: Robin presented Resolution 2022-2 Authorizing Budget Adjustments and Transfer of Funds from Fund 361, Capital Projects – Apparatus to Fund 363, Construction & Equipment Reserve. The budget adjustments reflect accurate beginning and proposed ending fund balances, 2022 actual tax levies of 744,743.14, and actual EMS1 Grant-State DOH of \$1,125.00. The transfer of funds in the amount of \$213,000 from Fund 361 to Fund 363 will cover the remaining balance of the \$300,000 construction loan from Spokane County. Commissioner Weyrauch motioned to approve Resolution 2022-2 as written; Commissioner Phelps seconded the motion; Chair Phelps called for the vote, which passed unanimously.

Open House: The Open House is scheduled for April 23, 2022 from 10:00 a.m. to 2:00 p.m. Tom Stebbins will have some others here representing the Newman Lake Flood Control Zone District. The Open House will coordinate with Newman Lake Community Clean-up but will not be involved in receiving yard waste. We had considered having a chili cook-off, but the county health department requires a \$300 food permit for each participant. Spokane County will be coming out the day prior to do a Public Relations article on our new construction.

Training Waivers: Stan presented two hold harmless waivers to be used by the department. The first is to be used when a potential volunteer is observing/participating in a training prior to being covered by the Washington State Board for Volunteer Firefighters. The second is to be used by anyone outside the district, using our facilities for training. Commissioner Weyrauch asked if they had been reviewed by Snure legal; Stan replied that they were adapted from Spokane Valley Fire Department waivers. Commissioner Weyrauch motioned to approve the training waivers as written; Commissioner Phelps seconded the motion; Chair Phelps called for the vote, which passed unanimously.

Deputy Chief Salary: Stan proposed adjustments to the salary schedule to bring the Chief and Deputy Chief salaries closer to local average salaries for these positions. The average local salary for a Deputy Chief is \$100K to \$110K. Stan proposed starting a full-time Chief at \$100K; a full-time Deputy Chief at \$85K. Kim Stanley’s part-time salary should currently be at \$63K. The Chief and Deputy Chief salary schedule was adjusted to a 5% increase each year with a 2% Cost of Living Adjustment.

PUBLIC COMMENTS - None

GOOD OF THE ORDER - None

ADJOURNMENT

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



Teresa Phelps, Chairperson

3-16-2022
Date



District Secretary, Robin Harbin

3/16/2022
Date