

**NEWMAN LAKE FIRE & RESCUE**  
**Spokane County Fire District No. 13**

Minutes for May 12, 2026  
**BOARD OF FIRE COMMISSIONERS SPECIAL MEETING**  
**STATE AUDITOR ENTRANCE CONFERENCE**

**CALL TO ORDER**

The Board of Fire Commissioners of Spokane County Fire Protection District No. 13 met on May 12, 2026, at 2:30 p.m. at Station No. 1, 9324 N Starr Rd., Newman Lake, Washington.

**ROLL CALL**

Board: Commissioner Teresa Phelps; Commissioner Dennis Gleckler participated remotely via Microsoft Teams

Department Members: Secretary Robin Harbin; Chief Daron Bement participated remotely via Microsoft Teams

State Auditor's Office Officials: Weston Fink, Assistant Audit Manager, and Maria Billmire, Audit Lead

**AUDIT SCOPE (2024-2025)**

The Office of the Washington State Auditor's Office audit team officials Weston Fink and Maria Billmire organized, scheduled, and led the online meeting. They presented the audit scope which will cover financials and accountability for January 1, 2024 through December 31, 2025, with a focus on the following:

- Accounts Payable – Credit Cards
- Payroll – Leave Balances and Accruals
- Open Public Meetings – Compliance with Minutes, Meetings, and Executive Sessions
- Financial Condition – Reviewing for Indications of Financial Distress

**ENGAGEMENT AND REPORTING**

An Audit Engagement Letter was previously provided by the auditor which covered the estimated cost, timeline, process and expectations for the audit. The estimated cost is approximately \$16,000.

**KEY ADMINISTRATIVE INFORMATION**

Resources provided by the State Auditor's Office were highlighted, including the Help Desk, BARS Manual, Online Trainings, and the Financial Intelligence Tool (FIT).

**ADDITIONAL RESOURCES**

A link was given to the State Auditor's Resource Library and Audit Team contact information was provided.

**ADJOURNMENT**

As there was no other business, the meeting was adjourned at 2:58 p.m.

  
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Teresa Phelps, Vice Chairperson

6-18-2026  
Date

  
\_\_\_\_\_  
Robin Harbin, District Secretary

6-18-2026  
Date