

**SPOKANE COUNTY FIRE DISTRICT 5**  
**REGULAR MEETING MINUTES**  
**January 25, 2016; 7:00p.m. District Office**  
**17217 W. Four Mound Rd., Nine Mile Falls**

**Members Present:** Isla Durheim, Dave Clouse, Bonnie Cobb

**District Secretary:** Susan Rae

**Guests:** Larry Durheim, Larry Edmonds, Debbie Davis, Laine Clouse

**Fire Chief:** Fire Chief Scott Lynch

**Time Meeting Began:** 7:00 p.m.

**Flag Salute:** Susan Rae

**The minutes from the December 14, 2015 Regular Meeting were reviewed. Bonnie made a motion to approve as presented. Dave seconded and minutes were approved. The minutes from the January 11, 2016 Special Meeting Minutes were reviewed. Dave made a motion to approve as presented. Bonnie seconded and minutes were approved.**

**The treasury report was reviewed. Susan read the report aloud.**

**The January 2016 bills** were reviewed Accounts Payable: AP1396 through AP1414 totaling \$17, 521.04 and Payroll: P00920 through P00920 totaling \$1424.56. Current F12 balance is approximately \$ 138,237.14 and balance of F38 fund is \$46,986.86. Dave made a motion to accept the bills as presented. Isla seconded the motion and the expenses were approved as presented.

**Secretary's Report:**

- 1) Computer hits to date on SCFD5.org is 6486 previous 6230.
- 2) **DNR Phase II Grant:** Opened Sept 1, 2015, Closed November 30, 2015. Susan submitted the Grant Request on November 30, 2015 with a 50/50 split for \$10,258.60 for the Station 51 Generator. Received notification letter on January 18 REQUEST GRANTED.
- 3) **Second 2016 Special Budget Meeting date:** Set for Monday February 8, 6 pm at 51.
- 4) **SCFCA Annual Banquet Meeting:** Thursday January 7, Ramada Inn Airport. 5pm. Roger Farris WFCFA Exec Sec spoke and Dave Ellingson President presented. Largest attendance so far, 51 attendees representing 8 Fire Districts. Excellent Banquet
- 5) **WSP Contracts:** Bethany will complete, Susan to call for per person numbers.
- 6) **BVFF:** paperwork in house, will be done for next meeting approval.
- 7) **FEMA grant:** Susan has submitted the Grant paperwork for \$54,094.00 with our share at \$2575.00. This will be for new PPE Gear. Waiting for determination.
- 8) **EMS Grant:** Susan submitted January 20, 2016 through Scott, waiting for determination.
- 9) **State Auditor's Class: Wed March 23 8:30am – 12:30 pm, free at Enduris Building .:** Susan will be attending, if Bonnie or Isla want to go they are welcome.
- 10) **Bi-Annual \$5000 Transfer:** From F12 to F38 has been completed 1/20/2016
- 11) **Plaque Repair:** Susan noted that Vern Weston did the repair free of charge.
- 12) **Appreciation Letter for L. Wendlandt:** Susan presented for review and will see that it gets to Larry.

**13) Quick Books Pro with enhanced Payroll 2016:** Isla reported she has a coupon for \$60 off of the \$289.00 retail price. Good through end of February. Ok to purchase.

**14) Billing and Due Dates:** Discussion of billing dates. Susan will retrieve any billing off line that is not coming to the office in a timely manner.

**Correspondence:** Susan reported.

- 1) **WFAS CONFERENCE:** Admin Conference in Leavenworth April 11-12-13. Bonnie and Susan will attend if applicable, District to finance, Susan to try for attendee scholarships.
- 2) **NW Leadership Seminars Portland, OR:** Bonnie will attend.
- 3) **93<sup>rd</sup> Conf & Fire School June 3-4-5:** no one will attend per Scott.
- 4) **Employment Security:** Susan reported on difficulties with \$.72 cent balance still be received from Emp Sec. even after payment has been made. She will follow up again.

**Fire Chief's Report:** Chief Scott Lynch

1) **Volunteer Status:**

Nothing to report

2) **Station Status:**

Station 52 heater needs repair. Susan will call Air Control .

Generac Generator ordered from Lowes. Scott met with them and authorized

Lowes to move forward with purchase and full install. The cost is less than our Grant funds. 100% guarantee for one year, looking to put it on East Side of ST 51 by electric.

3) **Trucks & Equipment:**

a.

4) **Training Status:**

- a. Safety Stand Down
- b. CPR – AED 1<sup>st</sup> Aid
- c. EMS Checklist Review
- d. Bethany Cobb attended a WFCFA Workshop in Pullman on NFPA for volunteers and fulltimers. We are hitting bare minimums. She brought the USB equipment and shared trainings, Rules and Regs with our Staff.

5) **Other: No Report**

6) **New Business:**

- a. The truck Grant to FEMA prepared by Larry Edmonds and Scott Lynch was submitted for \$362,000. Awaiting determination.
- b. Scott is putting together start up committees on Trucks, Grant Writing to anticipate what our needs and costs will be so that when an opportunity comes up for a purchase or grant we are prepared.
- c. Bonnie reported on the Fire Wise Community discussion with Guy and Nolan. They have \$5000 available on a co partner mailing for our District. Address signs for all of our residents would be a good topic for this project. Bonnie also introduced Ed Lewis with the DNR who presented a Snapshot of the 2015 Fire Season report. June of 2015 started a historic Fire Season for us and it looks that this Summer will come early and be dry as well. Ed was happy to

report that they are have beefed up the air tactical group for fire fighting and that a fire spotter helicopter will now be stationed in Deer Park. He told us that the red fire drops run about \$5000 for 300 gallons....a 30,000 gallon drop can be \$60,000.

Old Business:

- (1) **Meter for Gas Pump:** Susan needs to get receipt to Dave for return.
- (2) **WFCA Health Care Program:** Bonnie requested a resolution be made allow our Volunteers to take advantage of the WFCA Health Care Program if they wish. Bonnie made a motion to make a resolution, Isla seconded it, and Susan will present at the next meeting.

New Business:

1. Commissioners their 2016 Remuneration forms.
2. Commissioners elected Dave Clouse as Board Chairman for 2016 and Bonnie Cobb as Vice-Chairman.
3. Bonnie made a motion to review all policies as a part of the next budget meeting. Isla seconded the motion and it was approved. Susan to present paperwork.
4. Dave made a motion to keep Scott Lynch as Station Fire Chief, Bonnie seconded the motion and it was approved.
5. Bonnie made a motion to begin our Board Meetings at 6pm instead of 7pm beginning with the February 22 board meeting. Isla seconded the motion and it was approved.
6. Bonnie submitted a letter to the Commissioner's and Residents of Spokane County Fire District 5 requesting that the Board review the RCW 52.14.010 for allowing members to also act as Volunteer Fire Fighters without compensation. Dave made a motion to produce a resolution at the February 22<sup>nd</sup> meeting to allow the request, Isla seconded it and the motion was approved. Susan will present paperwork for review and signatures at that meeting.

**Public Comment Period:**

1)

There was no other business.

The next regular meeting will be February 22, 2016 at 6:00p.m

The regular meeting adjourned at 8:47 p.m.

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Spokane County Fire District 5 Chairman

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Spokane County Fire District 5 Commissioner

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Spokane County Fire District 5 Commissioner

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*Attest:* Spokane County Fire District 5 Secretary