

**SPOKANE COUNTY FIRE DISTRICT 5**  
**REGULAR MEETING MINUTES**  
**June 23, 2014; 7:00p.m. District Office**  
**17217 W. Four Mound Rd., Nine Mile Falls**

**Members Present:** Isla Durheim, Gary Pietz

**District Secretary:** Susan Rae

**Guests:**

**Fire Chief:** Bonnie Cobb and Assistant Fire Chief Scott Lynch

**Time Meeting Began:** 7:03 p.m.

**Flag Salute:** Gary Pietz

**The minutes from the May 28, 2014 Regular Meeting were reviewed. Gary made a motion to approve as presented, and to adopt the minutes as corrected. Isla seconded and minutes were approved.**

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

**The June 2014 bills** were reviewed Accounts Payable: AP1151 through AP1157 totaling \$785.05 and Payroll: P00752 through P00752 totaling \$1080.50 Current F12 balance is approximately \$115,342.83 and balance of F38 fund is \$31,532.15. Susan reported an error in Petty Cash due to a duplicate check deposit resulting in the Petty Cash being over the \$500 limit. It was suggested that a refund in the amount of the duplicate check \$421.69 be made back to our F12 fund to correct the error. Gary made a motion to accept the bills as presented, Isla seconded the motion and the expenses were approved as presented with the correction.

**Secretary's Concerns:**

- Computer hits to date on SCFD5.org is 533.
- June 14<sup>th</sup> Audit was submitted electronically and confirmation of receipt received. Hard copy attachments were mailed Priority Mail on Tuesday June 17, 2014. Received phone call Wednesday June 18 from Wanda at the Auditor's Office with questions about the added income pushing us over the \$300,000 for 2013. Told her it was a one-time deal, so she is advising that we stay on our current Assessment Schedule monitoring our income every 3 years. We will be billed for their review, she surmised about 24 hours or so, making the amount due not more than \$2000, probably less. Doing the audit proved a great learning experience for Susan.
- A monthly printout of the Website Home Page and Calendar will be made available at the Fire Station for resident pick up, and a quarterly print out of the monthly reports mailed to those residents who request it. Susan will move forward with this project as soon as possible.
- WDOH relicensure were faxed and mailed to Olympia with a RUSH request on June 4, 2014.

- DNR Phase II Grant monies have been received. \$4051.31. Noted that we were paid for the installation of the pump on the grant and DNR was notified of each expense request.
- Address signs quote received. Price will increase due to shipping and inflation to approximately \$11+ each. Gary made a motion to increase the price of the address signs from the current \$10 price to \$12 each effective now. Isla seconded the motion and the motion was approved. Those people who have already preordered signs will be charged the quoted price of \$10.
- Susan requested a leave from August 4 – August 8 for family obligation. Request Ok'd. Isla requested a note be posted on the door during Susan's absence.
- Susan reported her wallet had been stolen at Riverfront Park on June 7. The SCFD5 credit cards were in the wallet but it appears that only \$1.25 was charged on one of the cards and the Fire Department is not responsible for any charges Susan will have Bonnie sign new requests for credit card replacements as needed.
- \$5000 Bi-annual transfer from F-12 to F38 is due. Isla made a motion to transfer the funds, Gary seconded and the motion was approved.
- The twice yearly publication of the Vendor List/Small Works Roster is due, Gary said to go ahead and do that and pay the invoice when it comes in.

**Correspondence:** Susan reported.

- Susan noted that the 2014 Enduris Policy Truck list did not have the new truck listed, Susan contacted Enduris and they immediately corrected that and sent out an updated list.
- Paperwork was received from the County concerning the vacating of the right of way on Long Lake Road. No objections, no follow up is needed.
- CWPP – Western States Fire Manager's Grant Applications due July 1, 2014. Isla reported that she attended the meeting and the 4 Mound Grant will be coming in later this year. Isla commended Chief Bonnie Cobb on her work making this Grant availability happen. Any resident within District 5 can apply for a DNR Pruning and Thinning Grant. Will need to do a cleanup day once a year, roadsides, around the station, anything we want to do. Information will be added to the Website, Reader Board and Newsletter. There is also a DNR Phase II Grant for equipment that is due later this year that Bonnie and Susan will work on.
- Commissioners asked that Susan keep on top of their Mandatory Commissioner Training to ensure that they complete the requirements as directed.
- Sept 22-23 National Conference in Vegas costing \$150 per member. We will not be sending anyone.

**Fire Chief's Report:** Chief Bonnie Cobb

1. **Volunteer Status:** No new applications
2. **Station Status:** Chief requested to purchase a Weed Whacker for station upkeep. Gary suggested spraying the weeds with RoundUp, otherwise purchase was Ok'd.

3. **Trucks & Equipment:** All the new radios are being programmed currently. Fire will not be on the new system until after this year's Fire Season. Assistant Chief Scott Lynch requested that we make it a priority to start doing more maintenance on the rigs. Scott/Bonnie will see if Larry can fit that in now, or they should take the trucks out to complete the repairs.
4. **Training Status:** Concentrating on Wildland Training right now. New recruits going for their Red Cards, so we are taking the trucks out and practicing as if they were in a real situation getting them more familiar with the rigs. Chief Cobb reported that the new recruits are fantastic, really getting into the trucks and are picking things up quite easily.
5. **Other:**

**Old Business:** Bonnie asked what the questions were about the Firefighter's boots. Discussion about procurement and usage with a mention that our last purchase of actual Wildland Boots was because of a 50/50 Grant. Currently recruits have to supply their own.

1. **12 Volt Charging Systems for Trucks:** Larry has the parts, just needs to get it on his schedule to do the work. Same status.

- **New Business:**

- After serving the Community and Fire Department for 40 plus years Gary Pietz announced and submitted his resignation for his Commissioner position. Discussion ensued with regard to the nomination of a new Commissioner, policy and procedure.
- It was noted that someone stole the aluminum cans from our collection bin.
- Scott brought up the difficulty they are having with the door lock system and the fact that there are no keys to the main door lock. It was suggested to look into a new system and that the man door lock could be rekeyed. Scott/Bonnie will look into systems/repairs and we will add this to the agenda for the July meeting.

**Public Comment Period:**

Isla again commented on how much Bonnie's time and energy in going to meetings, pushing forward, and supporting completion of the FireWise Grants to application process is appreciated.

There was no other business.

The next regular meeting will be July 21, 2014 (note date change from 4<sup>th</sup> Monday) at 7:00p.m  
The regular meeting adjourned at 8:05p.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

