

SPOKANE COUNTY FIRE DISTRICT 5
REGULAR MEETING MINUTES
November 24, 2014; 7:00p.m. District Office
17217 W. Four Mound Rd., Nine Mile Falls

Members Present: Larry Wendlandt, Isla Durheim, Dave Clouse
District Secretary: Susan Rae
Guests: Laine Clouse, Larry Durheim
Fire Chief: Bonnie Cobb and Assistant Fire Chief Scott Lynch
Time Meeting Began: 7:03 p.m.
Flag Salute: Larry Wendlandt

The minutes from the October 27, 2014 Regular Meeting were reviewed. Dave made a correction that the district was not looking at a “land sale” on the Coulee Hite Property but rather a “land lease”. Isla made a motion to approve as presented with the correction, Dave seconded and minutes were approved as corrected and presented and initialed.

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

The November 2014 bills were reviewed Accounts Payable: AP1200 through AP1213 totaling \$5821.40 and Payroll: P00798 through P00798 totaling \$962.75. Current F12 balance is approximately \$91,876.64 and balance of F38 reserve fund is \$36,662.36. After some discussion regarding payments to Employment Securities and the amount for additional inventory and reports project being considered contract or wages, Dave made a motion to accept the bills as reviewed, Isla seconded the motion and the expenses were approved as presented. Susan will research the contract wage vs. employee wages and report at next meeting.

Secretary’s Report:

- Computer hits to date on SCFD5.org is 2067.
- Newsletter: To date 4th Quarter Newsletter 8 picked up, 4 mailed, posted on Web.
- DNR Phase II Grant: Susan reported that the Phase II Grant was completed and submitted on October 30, 2014. Larry asked why the Commissioner’s had not seen a copy of the Grant. Susan reported that she did not realize that the final paperwork had to be reviewed by the Commissioners prior to submission. Copies were made and handed out to the Commissioners with future procedures noted.
- Tank Repair: Northern Energy re-set the propane tank at Station 52 on blocks, no charge.
- WSP Training Contracts: Bonnie and Susan will complete.
- Small Works Roster/Vendor List: Must be published in a newspaper every 6 months, now due. Larry asked Susan to look into the RCW and publication choices.

Correspondence: Susan read through the list and reported.

- **BVFF:** The latest written report from BVFF is still not right. We have received the \$120 credit due the Department. Susan and Bonnie to follow up
- **WFOA November Report** – Susan distributed Copies to all Commissioners for review.
- **EMS Conference in February 2015.** No one will attend.
- **Arrow Propane:** Add their name to the call list for propane pricing. Susan will look into tank rentals and delivery processes for our Propane.
- **US Bank:** Signature cards need to be re-done with their corporate office by Bonnie and Susan. New paperwork has been sent for signatures.
- **Enduris Ins:** Insurance is in place on the new Command Rig, value of \$4200.00, full coverage.

Fire Chief's Report: Chief Bonnie Cobb

1. **Volunteer Status:** Two new volunteers have been interviewed by Isla and Bethany. Waiting for background checks to come in. Discussion on qualifications and time investment and EMT class requirements and physicals. Commissioners will vote at the December meeting on accepting the new prospects.
2. **Station Status:** Furnace service at both station completed. Station 52 propane tank is down to 45%, Station 51 is just under 60%. Susan will price and order. All building doors were serviced on 11/10/2014. Received 5 new openers for the bay doors as we were having trouble operating some of them. Bonnie reported on specs of the proposed new printer/copier/scanner/fax/web from Empire Office Machine. We would not buy the monthly maintenance fee of \$35.00. Discussion followed about the 8,000 gallon concrete water tank we asked for on the DNR Phase II Grant to replace the leaking existing tank.
3. **Trucks & Equipment:** Bonnie reported on several trucks available from other districts, she's keeping an eye out for a brush truck that may meet our needs. All trucks have been winterized. Scott still waiting on report from Silver Star on the projected costs for installing a station generator. Larry may be able to measure the electrical requirement with his equipment. He will get a hold of Scott and arrange a time. We have the pricing on a weedwhacker, may as well hold off on purchase til Spring.
4. **Training Status: Ebola Training:** Teresa Cobb reported at a Spokane County Emergency Response meeting that our District was fully prepared and knowledgeable about handling a hazard such as this. Bonnie was very impressed and proud with what Teresa has done to prepare our volunteers, especially because we are such a small district. Safety gear has been ordered for the medic bags, on back order. New Radios have to be in use in Spokane County by March 1, 2015. Goal is to have them in service by February 1, 2015 so that we have some lead time to make sure everything is operational. Day Wireless and SCAFCO should have everything up by December 1, 2014. We did have one extra radio that will now be installed in the new Command Rig.
5. **Other:** Scott reported that he asked the Overhead Door rep about replacing one of the roll-up doors at Station 52 with a roll-up/man door combo during the annual furnace check. Cost for materials is \$2300.00 plus Labor for a total of \$3260.00 plus

tax. This would eliminate having to repair the West side man-door as we would just close that up. Larry said to add it to next month's agenda.

OLD BUSINESS

- 1. Organizational Policy:** Commissioners signed the Final Revision. Susan will copy and distribute. Bonnie will go over the report with the Volunteers.
- 2. Station Inventory Reports:** Bonnie submitted the Green Binder with Bethany's work to date. It will be located in Bonnie's desk drawer and can be reviewed at any time.
- 3. Fiscal Policy and Budget and election of a new Board Chairman:** Add to the January 2015 Agenda.
- 4. District Land at Coulee Hite/Wood Road:** Dave gave a report to date on his discussions with the adjoining land Farmer about him farming that piece. Discussion included bushels per acre, bi-annual crop and him being receptive to the idea of adding that back into his ground for a split (about \$65) with us or a straight fee. Chief advantage is for weed control. We also might look at this location to place the new water tank if we get it. Larry said to add this to the January 2015 Agenda.
- 5. Farmer's Market in Station 51's Parking Lot in 2015:** No further contact from the party at this time Isla reported.

- **New Business:**

- **1. Christmas Safety with Santa:** Saturday December 6 from Noon – 4pm. Isla will make the Fire Truck cookies for decorating, Ken will take photos, Susan will print them, and we will have refreshments. Bonnie has everything planned.
- **2. Tax Levy Documents:** submitted for approval by Susan. Due November 30, 2014.
- **3. Annual Water Test:** Bonnie will take it in.
- **4. SCBA Test:** Bonnie reported this has been done and they have paperwork from General Fire.
- **5. December Regular Meeting:** Meeting date changed from 4th Monday to December 15th to accommodate the County's requirements for paperwork.
- **6. Dave's Visa Card:** Susan received permission to change Gary Pietz' Visa Card to one for Dave Clouse.
- **7. Susan Day Off:** Wednesday November 26 for Family Travel. Approved.

Public Comment Period:

- 1. Station 51 Flag:** Needs to be replaced. New Flags given to Isla for reinforcement.

There was no other business.

The next regular meeting will be Monday December 15, 2014 at 7:00p.m

The regular meeting adjourned at 8:20p.m.

Spokane County Fire District 5 Commissioner

Attest: Spokane County Fire District 5 Secretary