

SPOKANE COUNTY FIRE DISTRICT 5
REGULAR MEETING MINUTES
October 27, 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: 7:00 p.m.
Flag Salute: Larry Wendlandt

The minutes from the September 22, 2014 Regular Meeting were reviewed. Isla made a motion to approve as presented. Dave seconded, motion was carried and minutes were approved as presented.

The treasury report was reviewed. Susan read the report aloud as well as the itemized listing of accounts payable.

The October 2014 bills were reviewed Accounts Payable: AP1186 through AP1200 totaling \$4,190.32 and Payroll: P00777 through P00797 totaling \$3,413.02. Current F12 balance is approximately \$94,824.36 and balance of F38 reserve fund is \$36,637.47. Isla made a motion to accept the bills as reviewed, Dave seconded the motion. The motion was carried and the expenses were approved as presented.

Secretary's Report:

- **Computer hits** to date on SCFD5.org is 1776.
- **Newsletter:** Distributed 2014 Quarter 4 on October 1, 2014. Posted on the website, posted on the reader board, 4 copies mailed, five copies in the Station's box, there is 1 left in the box and we received 1 order for an address sign from the newsletter.
- **DNR Phase II Grant:** Status: Susan has all numbers from Chief Cobb and the project will be submitted by the deadline, October 31, 2014
- **Burn Policy Review:** No burn restrictions, status changed from high to low (except our sign out front has not been changed yet by DNR) Susan will change the reader board to promote the purchase of burning permit applications here at the station and a reminder to call the Burn Line at 477-4727 prior to burning.
- **Gas/Diesel Order:** Ordered from Cooperative Supply, best price.
- **Annual Furnace Check:** Air Control will come out in November
- **Annual Bay Door Maintenance:** Wayne Dalton will do the work; Scott Lynch would like to be here when they come. Susan make appointment.
- **WSP Training Contract:** Susan asked for help from Bonnie, she said to look through files and get paperwork ready and she will help me.
- **Office Supplies:** OK to purchase new paper shredder, new router (no yfi) and misc. office supplies as needed.

EXECUTIVE SESSION: Board went into Executive Session to discuss a first year review with Secretary Susan Rae at 8:35pm for 10 minutes. Board came out of Executive Session at 8:45pm. Action taken: Larry made a motion to increase the Secretary's wages effective January 1 of 2015. Dave seconded the motion, the motion was carried and the salary increase was approved.

Correspondence: Susan read through the list and reported.

- **Spokane County Building & Planning:** Submit Susan's contact info as requested.
- **Inland Power:** No on the Community Solar Program investment by the District.
- **Invitations to Bid from District 9 on trucks:** No
- **Smoke Detector Recall:** Susan will post information on website.
- **JEMS renewal:** No, already receiving without renewal.
- **Spokane Regional CISM Team:** "Critical Incident Stress Management Team": brochures given to Chief Cobb
- **Credit Card Offers:** Susan reported we are receiving a lot of cc offers addressed to Tod Lehman. Board advised to destroy them....old information.
- **BVFF:** Susan submitted an invoice to be signed by the Commissioner's for a \$120 reimbursement on the 2014 BVFF fees.

Fire Chief's Report: Chief Bonnie Cobb

1. **Volunteer Status:** One new volunteer application has been handed out, waiting for it to be returned. Chief Cobb asked approval to send two volunteers to the Leadership 2 (in November) and Leadership 3 (in December) Classes in Chelan, WA. The classes are free to attend but it would cost the District an overnight stay and out of town expenses. The Commissioners approved the attendance and reminded Susan to get Expense Account Forms to them.
2. **Station Status:** Chief Cobb gave Susan her new key to Station 51's man door and Susan signed her letter of receipt. Larry needs to return his receipt letter. Bonnie tried to contact Bob Tweedy from Empire Office Machines about a new printer but he is out of the office for a while. She will follow up. Scott is still waiting for information from Silver Star on the generator. No report on the weedwhacker and discount from Ace Hardware.
3. **Trucks & Equipment:** Medical Lake has an LTS 9000 – 1500 gallon tanker for \$12,500. Larry said we are not interested in a used truck; we will be trying to get one on a Grant. District 9 has a 1998 Expedition Command Vehicle that they are will to take a deal on from us. Per NIMS we should have a District Command Vehicle, and it would build our District's relationship with them if we purchased the rig. After much discussion, Dave Clouse made a motion to offer District 9 \$1200 (currently they are asking \$4000) for the vehicle. Isla seconded, in favor were Dave and Isla, opposed was Larry, the motion was carried and the offer was approved. Chief Cobb to follow up with District 9.
4. **Training Status:** FF are training on ventilation, ropes & knots and forcible entry. The Officers are setting up ideas for new trainings and new recruits. Vehicle extrication was practiced at Todd's Wrecking Yard in Airway Heights. Chief Cobb asked Susan to send Todd a thank you note from the Department.
5. **Other: Chief Cobb reported:** Our EMS Team is working on education information for Ebola.

OLD BUSINESS

1. **Organizational Policy:** Commissioner's did another review of the Organizational Policy and corrected some errors and made a change in the Drug and Alcohol Policy to NO amount of drug or alcohol can be in a FF system at the time they are dispatched. Dave asked several questions. Answers were confirmed. Isla noted several errors. Signatures were completed by the Commissioners and Susan will copy the completed Policy with signatures for Chief Cobb to present to the volunteers.
2. **Leasing Land at Coulee Hite/Wood:** Dave will do some investigation on weed control and possible land sale.
3. **WFCA Conference:** Everyone agreed it was a good conference and a lot of new information was garnered.

NEW BUSINESS

1. **Fiscal Policy:** - Dave brought up that the District needed to implement a Fiscal Policy per the Organizational Policies and Susan was directed to add this to the November 24th Meeting Agenda. Isla asked for some copies to date of the work that Bethany Cobb has been doing on the District's Inventory to assist with a fiscal plan. Chief Cobb will gather for the November meeting.

Public Comment Period:

1. **Farmer's Market:** Isla reported that she had been asked to inquire about the possibility of a Farmer's Market being held in Station 51's Parking Lot in 2015. Larry suggested she find out about their insurance, our liability, and instructions for use such as not blocking the Bay Door Exits, etc.

There was no other business.

The next regular meeting will be November 24, 2014 at 7:00p.m

The regular meeting adjourned at 9:04p.m.

Spokane County Fire District 5 Chairman

Spokane County Fire District 5 Commissioner

Spokane County Fire District 5 Commissioner

Attest: Spokane County Fire District 5 Secretary