

Spokane County Fire District #5
December 17, 2009 Regular Meeting Minutes

Members Present: Jim Ryan, Todd Lehman and Gary Pietz

District Administrator: Carol Harrington

Guests: see attached sign in sheet

Time Meeting Began: 7:00p.m.

- **Flag Salute**
- **Scott Hansen from Enduris Insurance Company was a guest speaker.** Scott reported that he was aware of the question some of the board members had regarding coverage and liability with district equipment kept outside district property. He said all physical value and liability are completely covered by Enduris even if the equipment or vehicle in question is not housed on district property but on resident property. The fire district member is considered also the district so the member is covered. It is very common, especially for rural fire districts to operate this way for better coverage. **Gary** asked if we put a tank on “Joe’s” property and the valve gets knocked off flooding “Joe’s” basement, isn’t the fire district liable? **Scott** said it depends on who damaged it, but in most cases Enduris will step in on that. The public will end up being at fault; even if it ended up in court, Enduris would pay it. We take care of the district. Vandalism would also be paid for. **Gary** asked is there such a thing as a “hold harmless letter?” **Scott** replied, not really. We could ask for a letter like that but it would defeat the purpose of spreading the equipment around the district. You would most likely push it too far and it would be very hard to find any residents willing to have the equipment. **Gary** said, but we need to protect the district. **Scott** said you are in an area of liability where it is just not going to matter; you are covered; we will protect you from that. We would rather you place equipment where you think you need it using caution and common sense in how you place the equipment. **Jim Ryan** said do you need to research the “hold harmless” at all then? **Scott** said no, it is not necessary but I can’t tell you not to do it. It’d be a push to get people to do that and it wouldn’t accomplish anything. It would create more of a headache. **Gary** said would you mitigate if something did happen, would you cover it? **Scott** said he meant mitigation in a preventative sense. If Enduris has to pay the whole thing, then we’ll do that. Enduris can come out and check the placement of things, but they are not a fire district; they trust the districts to use common sense. We don’t cancel our members just because of a claim. There is \$10 million per occurrence with no cap. The property is on a replacement basis. He went on to review other limits to our policy. **Debi Davis** asked if it would be both private and district coverage. **Scott** said yes, if it’s under the liability claim the third party coverage falls under the \$10 million occurrence. There were no other questions. The board and secretary thanked Scott for coming and he left.
- **The minutes from the November 23, 2009 Regular Meeting were reviewed** A change was made regarding the wording from accepting the minutes from “presented” to the word “corrected.” **Jim made a motion to accept the minutes as corrected, Gary seconded and they were approved unanimously.**
- **The treasury report was reviewed.** Carol read the report aloud.
- **The December bills** were reviewed. Gary asked Ron to explain the reimbursement for mileage. Ron explained what he had to do to drop off and pick up a tire; there was no other way to do this other than use his personal pickup. Ron said that Jim and Todd approved he do this back in October. **Gary made motion to accept the bills as presented; Jim seconded and the expenses were approved as presented for \$5,794.77.** Gary had questions on OTEP training. Ron explained. There was more discussion on OTEP. Gary said we still need Rod out here to a meeting.
- **Administrators Report:** Carol had the Vendor’s List placed in the December 13, 2009 Spokesman Review paper per RCW 39.04.190 stating that it be done at least twice a year. This is the second listing this year. She will collect and run the annual bacteria water test for the County Health Department; the nitrate test is done once every three years and is not due until 2012.
- **Correspondence:** Ray Tansey forwarded an email from James M. Nania, Medical Program Director of Washington State, to Rod Heimbigner regarding N95 masks and epi-pens and the importance of protecting our EMS providers properly as well as the State BLS Protocol regarding epipens. We also got an email from Connie Kline, Levy Specialist on a 2010 Levy Calculation Update and the administrative refund dollar amount.
- **Fire Chief’s Report:**
 - **Personnel:** N/A
 - **Training:** The 1st training of the month involved winter ops. The 2nd training was a ladder training event. Officer’s Meeting was a 2nd part of an officer development class on strategy and tactics. OTEP was over legal documentation. We had our first ever volunteer recruitment class. Flu shots at Occupational Health will end this week; all volunteers were urged to go though many got shots through their employers. There will be a FF2 class for Wildland Redcard in February in Reardan.

✿ **Stations:** N/A

✿ **Equipment:** General Fire did an air flow test on all SCBA's. We were instructed not to use any batteries unless they were Duracell as it is the only battery that stands up to the heat without leaking. Hydro test on 14 SCBA tanks; the others are outdated. M51 has a recall regarding steering leakage.

✿ **Other:** Bob Anderson, Chief of SCFD9, reported to Ron that his district commissioners may have to end our mutual aid agreement because in the past four years there has been no improvement in our district as far as trying to improve ourselves. He said his FD has the highest tax in Spokane County and ours is the lowest. They feel they are subsidizing our district; why should they continue to do this if we will not try to help ourselves. Bob further noted that it is not the firemen but the commissioners at our district. Todd asked if he specified what "better ourselves" meant. Ron said that the FD9 commissioners said our board needs to support better equipment and training. Todd said that they shouldn't have to be first response anyway. Ron said that daytimes are not necessarily covered as most people work, he may be in town and then there may be no one. We may need to put someone on part-time. Gary said we can still use SCFD9 if it is an emergency and it's a 2nd tone out. Todd said we don't have the money to do what they do. Gary asked if we have ever gone door to door to ask recruits. Ron said that everyone works. Jim said we need an EMS Levy. Ron said yes, that would help. Marvin said maybe we should invite Bob to a meeting so we can talk about it. Ron said it is the board of commissioners that have these concerns. Carol mentioned that the Spokane County Fire Commissioner Association Annual Dinner Meeting was coming up and there would be many commissioners including the SCFD9 member there. Todd said he may try to go.

Old Business:

1. **Time Clock: Ron** Ron has not changed his mind on not using the clock. Accountability is the Chief's job and there is a system in place with the attending volunteers signing in on the training sheet. If you want to pay me, I'll use it. Todd said you do get paid for points and punching in shows you were here. It is showing points. Ron said we do have accountability in place, they sign their name; it would only be a duplication. Gary and Ron discussed the issue further.
 - Gary requested an executive session to review employee performance. Regular session ended at 8:28p.m. The board and Ron went into the bay. Executive session began at 8:28 to end at 8:38 per Todd. Todd requested two separate extensions; one at 8:38 and the other at 8:48. The executive session ended at 8:58 and the regular session began.
2. **PO System: Ron and Board** Ron says the purchasing system needs to be overhauled. It is good to plan ahead but not everything should have to be cleared like light bulbs he needs for the station. He can't buy a light bulb without board approval. It should be back at a set limit. **Jim** said Todd being chair has a responsibility to return the Chief's messages. **Ron** said he left messages on Monday and Tuesday and has not heard from Todd. **Todd** said he has never received any message on his home phone; his cell phone does not work at home. He told Ron to call his home number. **Jim** said this problem still needs to be addressed. **Gary** said to Ron that if you know you need light bulbs, then go buy 8 light bulbs. **Jim** said the state recommends the petty cash fund to have a standard replacement with a maximum amount you can spend. It works well when you have a good PO system. **Todd** said that when it comes to the end of the month, they are supposed to approve what's already been paid. Now at least I know what the items are for. **Ron** said he's not spending money unless he has to. **Jim** reported that we are about \$16,644 ahead of where we were last year. Ron has a history of cautious spending and when it comes to safety the buck stops here at the board with liability. **Todd** said we should always have stock backed up to get rid of some of these problems. **Jim** thinks you should only require one commissioner's approval over the phone for minor purchases. **Gary** said we are all honest enough to say if it is an emergency; if it were he would tell Ron to go ahead with the purchase. **Todd** said we have a lot better balance than in the past years. **Ron** said that's not because of what you guys have done. **Jim** said we still need to speak to the streamlining of the process. What is wrong with one commissioner approving it? Todd has no problem with that and neither does Gary. **Jim move that we go to one commissioner for purchases, Gary seconded and it was unanimously approved.**
3. **Snow Plow Plan: Ron and Board** Ron said when it snows, we plow. The last two years he does the majority of the plowing. Jim, Kjell and Greg have all done some plowing and volunteer to do it. Do you

want it written down? Gary asked if you get any reimbursement or gas for it. Ron said no. Carol and Ron will get a letter to all Four Mound Ranch Estates parcel owners within that development regarding snow removal.

4. **Website: Carol** discussed her conversation with Chris Barnes who no longer can handle the site. She will see if one of the volunteers is able to take it.
5. **CenturyTel Bill: Carol** explained what the phone representative had told her as far as saving any money from the monthly fees. The only fee we could cut is the voicemail. Carol will try to hookup the old message phone so we can just use that and save \$8 per month on the bill.
6. **Spokane County – Kootenai County Fire Services Mutual Aid Agreement: Board** Gary asked if we have a need for this agreement. Jim said if it's a National Disaster like Firestorm then it is a good idea. Ron said it doesn't cost anything and he thinks we should do it. We may hold off until all the new board members are in to make a decision. Move to next month's agenda.
7. **EMS Qualifications:** Covered in end of December bill discussion.
8. **Insurance Coverage re: Trucks and other Equipment not housed in stations: Marv** This was covered with Scott Hansen's information earlier.
9. **2010 Budget:** There should be a special meeting regarding that. Ron said he would like to be in on that.

New Business:

1. **Fire Commissioner Compensation Waiver:** Board. Gary got it, read it and signed it requesting no compensation. Larry and Todd's will be on January's agenda.
2. **Annual Transfer of \$5,000 from General Fund to Reserve Fund:** Move to when the board does the budget.
3. **Supply Request by Carol:** 2010 Calendar for District Office approx. \$6.00; paper shredder approx. \$40; case toilet paper approx. \$15; dozen Kleenex approx. \$12. Todd said his dad may be able to fix the shredder; Carol would prefer that as to buying a new one. **Jim move all the items be approved; Gary seconded and it was unanimously approved.**
4. **Petty Cash Account Signature Card:** Carol said that US Bank required a new signature card with the signers approved by the Board. The signers are Carol Harrington and Ron Wood. **Jim motioned to approve those signers; Todd seconded and it was unanimously approved.**
5. **Supply Request by Fire Chief, Ron:** 1- Light bulbs for station. 2- Need ok for Steve Rogers to fix fuel gage on Eng 51, wire rechargeable light on Med 51, wire rechargeable Eng 52 and Command Rig. At \$60 per hour. The light on the pump house was discussed. The fuel gage on E51 does not work. Discussed rechargeable lights and wiring for them. Gary asked what's wrong with them. Why don't we use regular battery flashlights? Ron said because we got them on a grant and they last a long time with a charge. Todd asked how long it would take him to do this. Ron said he doesn't know. Jim said an estimate of the cost should be needed. Gary said we have had problems in the past with M51 wiring and is that going to be a problem. He would also like to see an estimate. Ron will ask him. Gary move to buy lights for Station and get fuel gage fixed on E51; Jim seconded and it passed unanimously.
6. **NFA Leadership 1 Class:*****Carol had to leave at this time (9:42) and Jim said he would take the minutes.*** **Jim made a motion to send Ron to the class on January 23-24, 2010 for \$20; the motion passed.**
7. **DNR Meeting re: all district agreements:** Ron said that all the DNR and Spokane County Fire District Agreements would all be reviewed at the same time. **Jim made a motion for the Interlocal Cooperative Agreement for Ambulance Service; Todd seconded, Gary abstained due to no prior knowledge and the motion passed.**

Public Concerns: No comments.

There was no other business.

The next regular meeting will be January 25, 2010 at 7:00p.m.

The regular meeting adjourned at 9:53p.m.

Spokane County Fire District5 Chairman

Spokane County Fire District5 Commissioner

Spokane County Fire District5 Commissioner

Attest: Spokane County Fire District 5 District Administrator