

SPOKANE COUNTY FIRE DISTRICT 5
REGULAR MEETING MINUTES
April 22, 2013; 7:00p.m. District Office
17217 W. Four Mound Rd., Nine Mile Falls

Members Present: Larry Wendlandt and Isla Durheim; Gary Pietz was out of town.

District Secretary: Carol Harrington

Guests: see attached sign in sheet

Time Meeting Began: 7:00p.m.

Flag Salute

The minutes from the March 25, 2013 Regular Meeting were reviewed then approved as presented.

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

The April bills were reviewed. Isla made motion to accept the bills as presented; Larry seconded the motion and the expenses were approved as presented: accounts payable: AP0985 through AP0998 totaling \$6,935.64 and payroll: P00654 totaling \$1,090.52.

Secretary's Concerns: Paper filing for our quarterly Labor & Industries report/tax ends July 31, 2013; does Carol have permission to pay our quarterly tax payment online using the debit card? Board said Carol can file online but still prefers payments be made via check by mail. Supply Request: two or three new folding tables for Station 51 (she has some prices available). Bonnie said she will take care of this and get the board prices on tables like the ones SVFD has in their new Administration building. Carol asked where the faxed dispatch sheets on incidents as well as the reports are kept; they are not deposited in the lockbox for weeks following the incidents. Since she is the records manager and is responsible to follow all regulations pertaining to that office she feels she has a right to know. Discussion followed regarding public record access, HIPAA laws and SCFD10's recent records request. Bonnie has the reports secured in Station 51 in a separate Chief's lockbox; Carol will have them when they are complete and moved to the main lockbox. Carol asked what the turn-around time would be for the incidents; Bonnie said as soon as reports are completed which should be within two weeks of the date of the incident. More discussion followed.

Correspondence: Carol read portions of the newest WFCAL Legislative report.

Fire Chief's Report: Bonnie reported on training and her needs list for stations, trucks, misc. Carol will get the BLS license for new E51. Rod will get a used AED. The board granted all her listed items other than the estimate from General Fire on the shop labor for B52. Larry will check into that.

➤ **Old Business:**

1. **Review of Policies/Procedures: Board Isla made a motion to approve policies numbered 1 through 11 with corrections; Larry seconded and policies listed below were approved:**

1. **Organization Policy**
2. **Procedure for Adding Firefighters**
3. **Alcohol/Drug Policy**
4. **Turn-Out Policy**
5. **Infection Control Policy & Hep B Agreement**
6. **Policy on EMT Class Fees**
7. **Cell Phone Policy**
8. **Internet Use Policy**
9. **Development Requirements**
10. **Public Records Policies and Procedures**
11. **Litigation Defense/Representation Policy/Procedures**

They will wait until all commissioners are present to approve/discuss the other policies. They will set up a meeting and let Carol know.

2. **2011 AFG Grant: Board** Carol reported that when attempting to file final report, FEMA did not have it online; she called and emailed and was told FEMA is not ready for the final reports on that grant as of yet.
3. **2012 AFG Grant: Carol** reported that we got the grant. She has already given copies of the email to the Bonnie and the board. Bonnie will begin to order as well as have Howard Varner out for a demo.
4. **2012 DNR Grant: Bonnie** has most of the items priced out and an estimate for the pump for B52. It was discussed as well as getting the truck down there for the pump install. Larry will check with General Fire on the labor hours on the estimate. Bonnie will turn in the invoices to Carol as she gets them; Carol will turn in the paperwork for reimbursement after all invoices are paid.

➤ **New Business: *All new business items tabled until all commissioners present.***

1. **Resolution 2013-01: Surplus of T51 and E51**
2. **Resolution 2013-02: Establish authorized amount for petty cash checking account**
3. **Resolution 2013-03: Adopting a Policy & Procedure for District Credit Card Use**

Public Concerns: None.

There was no other business.

The next regular meeting would fall on Memorial Day; board will set the meeting ASAP making sure to post the changed date on or before May 8, 2013 according to RCW 42.30.075.

The regular meeting adjourned at 8:35p.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