

**Spokane County Fire District #5**  
**January 28, 2008 Regular Meeting Minutes**

**Members Present:** Jim Ryan, Sheri Rhoads and Todd Lehman

**District Administrator:** Carol Harrington

**Guests:** see attached sign in sheet

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

● **Flag Salute**

- The minutes from the December 20, 2007 Regular Meeting, and the January 9, 2008 and January 23, 2008 Special Meetings were **reviewed and approved unanimously**.
- Sheri made a motion to nominate Jim Ryan as Board Chairman for 2008. Todd seconded the motion and it passed; **Jim Ryan is the Chairman for 2008**.
- **Sheri will reconcile the Petty Cash Receipts/Account for 2008** taking Jim Ryan's place in that capacity.
- The treasury report was reviewed.
- The January bills were reviewed and **approved unanimously** as presented for \$\$9,802.61.

**Correspondence:**

USDA Annual Stmt of Loan M51 (copy); Spokane Police Dept. public records request (copy); Spokane County Assessor's Office: Connie Kline tax rolls (copy); Gallagher Bassett Services, Inc. re: P. Bonner complaints and insurance coverage. (copy); Herrick: attorney for our Insurance Comp. re: P. Bonner complaints against K. Anderson, M. Pankonin, SCFD5 EMS (copy); WFCFA 2008 Legislative Report (this may have been mailed to your home); WFCFA 2008 Saturday Seminar Series in Spokane Feb 23, 2008 at Davenport Hotel. \$110 per member (this may have been mailed to your home; I also put a copy in your mailbox); Spokane County Treasurer's Newsletter; McNeil & Company: Loss Control Report; WFCFA: Small & Rural Fire Dist. Facility Assessment; a report Roger Ferris discussed at the Annual SCFCA dinner; SSA: Social Sec. Admin. Sent letter re: our access to the Bus. Services Online (W-2's); Margery A. Price: Two seminars coming in February and March. (copy) Sheri motioned we send Todd to the WFCFA Conference and send Jim to the Parliamentary Procedure Seminar. **Both passed unanimously.**

**Administrators Report:**

Kjell may bring this up in the Fire Chief's report: station security; had the annual water test for bacteria done for St51; all normal; Graphix Edge Promotions quote: Pros/Cons of switching companies; we are on our last flag; should I order more? How many? I wish to correct a mistake made re: petty cash fund where money for address signs was deposited in our petty cash account instead of our General Fund. Need to move amount from petty into General Fund (copy). **The board approved Carol to order three more 5'x8' flags. The board approved Carol write a check from the Petty Cash account to the General Fund to correct the deposit errors.**

**Fire Chief's Report:**

● **Personnel:**

● **Training:** 1<sup>st</sup> week we had CPR and AED training; John and Jennifer were the instructors. The 2<sup>nd</sup> week Ron taught extrication with equipment review; we also trained on SCBA and search with Jennifer, then had ropes and knots with Dan Patterson.

● **Equipment:** Most equipment from the AFG 2007 grant has been purchased from General Fire. Thanks for all the help from the team and great writing from Carol.

● **Apparatus:**

● **Other:** **Security systems** were discussed. Sharon Colby mentioned to Sheri that there were grant programs that may include security systems; Sheri will give the names Sharon mentioned to Carol so it could be researched. Todd asked what kind of security? Jim discussed individual cards where activity could be recorded. Touch key pad entry was discussed. We will be getting two separate bids for security and outside cameras. Sheri asked if Kjell is still working on job descriptions. Kjell said yes, they are done. Also, the **annual Chief's report** indicated that our average response time for EMS calls has dropped again to 12:33 minutes. We are receiving **SOP's for operations** this month and will try to have some for review next month.

**Old Business:**

1. **2007 AFG Grant:** Carol reported that the items for the grant were coming in and the crew was checking them in and getting her the paperwork.
2. **Fund “F38”:** J.J. Hernandez is going to get back with Carol; she left a voicemail with him at the Spokane County Auditor’s office.
3. **2007 DNR PH II Grant:** Carol discussed the re-submittal of the grant due to Bob Bannon’s, grant manager for DNR, suggestion as he thought we would not get a refurb for Attack 51 nor could we get a dry hydrant system. He is sending another contract as the one we recently received was a mistake.
4. **Approve reviewed policies:** Sheri made a motion to approve the following policies as rewritten, Turn Out Policy, Internet Policy, Cell Phone Policy, and the EMT Class Reimburse Policy. **They were all unanimously approved.** The Development Policy will be tabled until next regular meeting when the board will discuss the Procedure for Adding Volunteers to the district policy as well as the Interview Form for interviewing a new prospect for volunteer.

**New Business:**

1. **Elect Chairman for 2008:** This was taken care of near the beginning of this meeting.
2. **Resolution 2008-01 Endorsement of Ballot Proposition re: Spokane County Emer. Comm:** Carol read the entire draft of this resolution. Jim Ryan said that if this doesn’t pass, fire districts will end up paying for the emergency communication systems. Gary Pietz commented on that wanting further clarification. Jim said that he meant fire districts may have to pay for their share of the system. Discussion followed between Gary and the board regarding Spokane County Commissioners and this resolution. Jim Ryan clarified that this resolution is only a statement to support it being on the ballot, that is all. Sheri motioned that we pass Resolution 2008-01; Todd seconded, and **it passed unanimously.** Carol will forward a copy to Ed Lewis, Fire Chief SCFD4 and Spokane County Commissioners.
3. **2008 Prehospital Grant:** Carol read the letter from the Office of EMS and Trauma regarding the grant for \$1,594.00. The Chief, EMS Coor, and both EMT Lt’s have a copy and are working together on this.
4. **Karen Namani and Don Nell concern letter re: NIMS training:** Sheri mentioned that Karen and Don had written all the commissioners as well as Carol stating their concern with keeping our team current on NIMS training. Sheri asked Carol to send a thank you letter to them after getting with our training officers for their input.
5. **Todd would like the Special Meeting** scheduled for Jan. 30, 2008 to Feb. 8, 2008 at 1:00pm. That was fine with the board and Carol.

There was no other business.

The regular meeting adjourned at 8:17p.m.

The next regular meeting will be February 25, 2008 at 7:00p.m.

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Spokane County Fire District5 Chairman

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Spokane County Fire District5 Commissioner

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Spokane County Fire District5 Commissioner

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*Attest:* Spokane County Fire District 5 District Administrator