

Spokane County Fire District #5
February 25, 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: 7:00p.m.

- **Flag Salute**
- **The minutes from the January 28, 2008 Regular Meeting and the February 8, 2008 and February 21, 2008 Special Meetings were reviewed and approved unanimously.**
- **The treasury report was reviewed.**
- **The January bills** were reviewed. The Northern Energy Propane bills were discussed and compared to last year's invoices as far as gallon usage and price per gallon. We had both tanks, one per station, filled on January 16, 2008 and again on February 6, 2008 – three weeks apart - which is unusual. Weather and temperatures were discussed. Carol will call Northern Energy and check into any discrepancies. **The January bills were approved unanimously as presented.**
- **Correspondence:** Notice of Public Hearing re: proposed amendment to the Spokane County Comprehensive Plan to adopt a Regional Trails Plan as a sub area plan for Spokane County.
- **Administrators Report:** Attended the Finance and Accounting for Non-Financial People Seminar. Discuss possibility of accounting software purchase. Discussed website management with our host site manager, Tom Hayward who lives on the other side of the state. Problems with e-mail also – Mike Pankonin working on that with Tom Hayward. Will be meeting with Chief and officers in couple of weeks to review upcoming grants: AFG 2008, DNR Ph I. Will discuss and assess needs regarding equipment, training, etc. and hope to have a report for board in March.
- **Fire Chief's Report**
 - **Personnel:** Would like approval of two new applicants pending the background check and physical exam; Todd Albertson and Rena Albertson.
 - **Training:** Feb. 4th training was cancelled due to weather. Feb. 11th was live fire training with fire extinguisher practice. The yearly schedule has been finalized and handed out to district members. A thanks to John VanSant and Dan Patterson for their work on this.
 - **Stations:** Station 51 has a new keypad lock and individual codes are collected by Mike Pankonin and Ron Wood.
 - **Equipment:** Equipment from the AFG Grant has been distributed to both stations for loading on apparatus. We will have to schedule some training for some new items.
 - **Other:** SOP's (Standard Operating Procedures): Handed out 1600 and 1800 draft docs for review and approval for next commissioner meeting.
 - **PBY Replacement:** Concern with the letter from the Inland Empire Fire Chief's Assoc. (IEFCA) regarding the PBY loss. Would like the commissioners to bring this issue up at their SCFCA meeting or a response to our legislature as a district in support of the IEFCA letter.
 - **DNR Resource List:** Sent an updated list to Lynn Kenworthy at DNR NE Region.

Old Business:

1. **2007 AFG Grant:** Almost all inventory is in and is being put away. Also, Ron will get in touch with WSRB when the inventory and testing is complete in order to establish a lower rating (from a 9 to an 8 for those residents within 5 road miles of a fire station). Carol will let public know through media when that occurs.
2. **Fund 38:** Carol read the resolution aloud regarding the fund for excess monies. Resolution passed unanimously.
3. **2006 DNR Grant:** Two more structure sets need to be ordered; once that is complete, Carol can close out the grant.
4. **Approve 3 reviewed policies:** Procedure for Adding Volunteers, Development Requirements, and the Alcohol and Drug Policy were separately and unanimously approved.
5. **2008 Prehospital Grant:** Carol sent in the application and we should be receiving \$1,594 for EMS expenses.

New Business:

- 1. US Bank Credit:** Carol asked if she should apply for a credit card for Todd Lehman as each commissioner usually has one issued for travel/education/training use. Board members agreed. Carol will have Jim and Todd sign after the meeting.
- 2. Fire Commissioner Compensation Waivers:** Carol explained the option commissioners have regarding pay per meetings; it used to be \$50, then \$70, and now it is up to \$90. Commissioners may opt to individually settle for an amount on their own but must sign a waiver yearly if they would like less than \$90. Each of the commissioners chose to be compensated \$50 (no change).
- 3. Inland Power:** Jim Ryan said that Inland Power is putting in a line from Christensen halfway down Four Mound, then from Dover down to Farwell.

New applicants, Todd and Rena Albertson, were unanimously passed as new volunteers pending their background checks and physical exams.

Public Concerns: (There were no names or concerns on the public concern sign up sheet).

- 1. Ed Lynch** asked why they were not getting the “full packet” at the meetings. Todd Lehman explained that drafts are not public record yet.
- 2. Gary Pietz** asked about the bond balance against the ending balance in the fire district account. He said we are operating in the negative. What are our plans for the next couple of months? Jim discussed the upcoming transfers into the fund. The budget was discussed. Grant reimbursements were discussed. Gary asked again what our plan was. Jim said the money should be coming in. Another contingency was that we borrow money. The high Northern Energy Propane bill came up again. Carol Chase suggested the thermostat be looked at. Ron Wood said that the bays were kept at the lowest setting in the 40’s. Jim said that there are some early property taxes that come in monthly. Ed Lynch asked what will the board do if we have to shut the door. Jim discussed a bond levy in the future and the increase in the Levy Lid. Oil and gas keeps going up with no relief in sight. Ed discussed taxes.

There was no other business.

The regular meeting adjourned at 8:25p.m.

The next regular meeting will be March 24, 2008 at 7:00p.m.

Spokane County Fire District5 Chairman

Spokane County Fire District5 Commissioner

Spokane County Fire District5 Commissioner

Attest: Spokane County Fire District 5 District Administrator