

**Spokane County Fire District #5  
January 25, 2009 Regular Meeting Minutes**

**Members Present:** Todd Lehman, Gary Pietz, and Larry Wendlandt

**District Administrator:** Carol Harrington

**Guests:** see attached sign in sheet

**Time Meeting Began:** 7:00p.m.

- **Flag Salute**
- **The minutes from the December 17, 2009 Regular Meeting were read aloud and reviewed.** Carol needed to make changes due to the following errors: In Scott Hansen's information add the word "not" after "...but they are...a fire district;"; Marvin Davis' name was replaced with Gary Pietz's name for commissioner in attendance; in the Administrator's Report section add a "d" after "place"; in the Old Business where an executive session is discussed change the time extensions from 8:48 to 8:38 and 8:58 to 8:48; in Old Business Item 3 add "Four Mound Estates" after "parcel owners"; in Old Business Item 7 remove "Chief's Report" and replace with "December Bills." **Gary moved to accept the minutes as corrected; Larry seconded and the minutes were approved unanimously as corrected.**
  - ⇒ **The minutes from the January 12, 2010 Special Meeting were read aloud and reviewed. The word "made" was removed. Gary moved to approve the minutes as corrected; Larry seconded and they were approved as corrected unanimously.**
  - ⇒ **The minutes from the January 19, 2010 Special Meeting were read aloud and reviewed. Larry moved to accept the minutes as presented; Gary seconded and the minutes were approved as presented unanimously.**
- **The January bills** were reviewed. The invoice for Board for Volunteer Firefighters disability and pension matches was discussed. Three members who did not meet requirements were discussed. Gary said he does not understand why we would pay for volunteers that do not meet either the BVFF or our policies for remaining active. Larry and Todd want to go ahead and pay the invoice and start fresh in 2010 regarding monitoring active and non-active volunteers. **Gary made a motion to accept the bills as presented; Larry seconded and they were unanimously approved as presented for \$8,811.02.**
- **The treasury report was read aloud and reviewed.**
- **Administrators Report:** Carol would like to attend the WFCA Saturday Seminar in Spokane on February 20, 2010 for \$120. Gary said he is going and thought we would just need to send one representative for the district as he would report and bring back any information he received there. Todd and Larry agreed that it will be fine just to send Gary; Todd said he had been to a seminar last year and maybe Larry could go next year. Carol will send in Gary's registration form ASAP.
- **Correspondence:** WFCA Jan 8, 2010 letter from Roger Ferris re: 2010 Legislative Report; House Bill 2549 re: firefighting services in areas outside a fire protection jurisdiction; adding a new chapter to Title 52 RCW. Both Ron and Carol explained further what the proposed changes are. Carol will leave the legislative report on the bulletin board for anyone who wants more information; e-mail received from Bruce Millsap re: Kootenai County – Spokane County Aid Agreement was discussed. Todd has spoken with Bruce regarding this. Bruce said it is not really that big a deal and that we can join later on. Todd and Gary do not see a reason to join. If it is a big emergency event entities are going to send help anyway. Ron said it doesn't hurt but it also probably doesn't matter at this time if we join or not.

- **Fire Chief's Report :**

- ✗ First training was on SCBA's don and doff. Then we did a search and rescue in the bay. We trained on ladders off the trucks and set them up outside; these are both quarterly requirements.
- ✗ Officer meeting: we planned for an upcoming CPR class for all personnel. We continued with strategy and tactics class prepared and taught by Rod.
- ✗ On Jan. 6, 2010 he went to the training center to meet with DNR about a mutual aid agreement. There was discussion on how it works; rather than each entity having a separate agreement, all the FD's would review and sign one agreement. They usually last about five years; the one we have now expires in June 2010.
- ✗ Also attended a Chief's meeting on Jan. 6, 2010 to discuss the "No Man's Land" bill being introduced in the legislature.
- ✗ Attended a S.C.O.P.E. meeting but there was no quorum.
- ✗ Met with a DNR representative to look at the generator in St52. It starts but won't generate any juice. Todd said don't get rid of it, we can probably fix it. Larry agreed to take a look at it.
- ✗ So far this month Ron said he has put in 52 hours worth of work not including any training or calls. Todd would like to discuss this further under new business.

**Old Business:**

1. **Website: Carol** reported that one of our volunteers, Brandon Meiers, is willing to take over the management of the website. He has had a lot of experience with web design and management. Carol will ask him for a hit counter and tell Brandon to bill the district for his services.
2. **CenturyTel Bill: Carol** is working on getting the old phone/answering machine hooked up so she can cancel the voicemail with CenturyLink.
3. **Spokane County – Kootenai County Fire Services Mutual Aid Agreement: Board** discussed earlier under Correspondence.
4. **2010 Budget: Board** reviewed the budget Carol had typed up after the last Special Meeting regarding the budget. They reviewed it and the public was also provided copies of the budget. **Larry moved to accept the proposed 2010 Budget (attached); Gary seconded and the 2010 Budget was approved unanimously as presented.**
5. **Fire Commissioner Compensation Waiver:** Todd, Gary and Larry all signed 2010 Commissioner Compensation Waivers.
6. **Annual Transfer of \$5,000 from General Fund to Reserve Fund: Gary moved to transfer \$5,000 from the General Fund into the Reserve Fund; Larry seconded and the motion passed unanimously.** Marv Davis asked if we are investing those funds. Todd said no, and Marv said we should think about it in the future.

**New Business:**

1. **District Goals:** The board reviewed the goals they had discussed at a previous special meeting. Carol read the board's top priorities aloud from the minutes of the January 19, 2010 Special Meeting which listed those goals. They may be discussed more with Ron at the next special meeting on February 1, 2010.
2. **Supply Request by Carol:** Flag order – 5x8 @ \$65/ea totaling \$195 w/o tax and shipping. Larry moved to accept the flag order for approximately \$195; Gary seconded and the motion passed unanimously.

3. **Supply Request by Fire Chief Ron:** We need oxygen refills for approximately four EMS bottles. **Larry moved to approve approximately \$56 to refill the 02 bottles; Gary seconded and the motion passed unanimously.**
4. **2009 Awards Banquet Ron:** Ron would like to throw the annual appreciation dinner for the volunteers and their families. We have had it at the Springhill Grange Hall for the last three years; it has worked out well and usually does not cost more than \$400 as volunteers from Reardan High School as well as S.C.O.P.E. help out. It is free for the volunteers and a minimal amount is charged for family members. **Larry moved to have the Banquet for under \$400; Gary seconded and the motion passed unanimously.**
5. **Recruitment:** Ron asked if there is still a hold on acquiring recruits. Larry asked how much gear do we currently have. Ron said about 5-7 outfits but they do need to be size appropriate for a volunteer. Todd said Josh Cobb may be a good prospect. Todd asked the board if they would like to put more people on. Larry said if some of our volunteers are not responding, then he thinks it is okay to get people that will respond. Todd agreed and said do not go beyond what we have regarding PPE; we don't want to have to spend money on gear if we don't have to. Gary is not in favor of putting anyone on that cannot respond, especially during the day. Todd agrees. He told Ron to see what you can come up with for now and report back.
6. **State Mobilization:** Ron said his pager goes off during summer hours constantly needing bodies and equipment on calls. Can he send anyone or anything? Todd and Ron discussed the time and frequency of the pages from other entities as well as our equipment and volunteer availability. Gary said if we can't take care of response in our own district from our own house then we shouldn't send them out of the district. Gary doesn't want to give Ron authorization to send anything out. Todd said that maybe in the future if we do get good response in our own district then we can revisit this issue. Larry asked what the pay was and if that could be a factor. Past State Mob pay was discussed. Larry agrees with Gary; let's wait a year and see how our aid contracts turn out with neighboring districts. Larry and Dan Patterson discussed Automatic Mutual Aid and how it works with the run cards.
7. **Water Tanks at Greg Lucht's:** Ron said Greg does not want the tanks there anymore. There are two 8,000gal tanks and one 12,000gal tank. It will take a flatbed to move the big one. Todd said if we can't surplus them then we should sell them. He said Ron could call Pacific Hide & Fur to see if they'll cut them up for the scrap. Ron said they have been sitting there for about four years and have never been used to his knowledge. Gary asked if we have to move them now. Ron said no. The tank on the Pence's property was also discussed. Ron will fill it this spring to see if it leaks. The tank on the Anderson place works fine and was used this last summer. Gary thinks we may need a resolution to surplus the tanks. Carol will research this and let the board know.
8. **Generator in St52:** This was already discussed in Fire Chief's Report.
9. **ID Tags for FF:** The cards that were made for the FF years ago need to be redone. They are the laminated picture ID cards. The county will not do them anymore. Laminating machines were discussed and how to make our own ID cards. Carol will research that option and report back to the board.
10. **Reading of the minutes at the meetings:** Todd said it takes a lot of time for Carol to read the draft of the minutes aloud at the beginning of the meetings and would like a draft copy provided for the public so she wouldn't have to read them. Gary agrees and has always thought it was a good idea. He would like to see a copy of the agenda on the outside of the door also for the public. All the board agreed. Carol will go ahead and do this stating that it will be just a

draft and is subject to change. Gary then said public concerns should probably be listed under the Flag Salute in the agenda to be discussed under new business.

11. **Ron delegating duties:** Todd said that Ron needs to do a lot more delegating of duties so he is not spending so much time doing all these things for the district alone. He needs to make sure the volunteers are held accountable when they have been assigned to do something. Medical bag checks were discussed as some of those had not been done more than once in 2009. Ron said it has not been getting done and he knows that. Todd said Ron has the authority to delegate tasks and see people are held accountable. He said it is really a safety issue. Gary thinks there are other things Ron should be delegating also. Gary and Ron discussed air bottles that had not been checked for a couple of years.
12. **Gary nominated Todd as Chairman and Larry as Vice Chairman. Larry seconded the nomination. Gary and Larry voted yea, Todd voted nay; the motion passed 2-1.**

**Public Concerns:**

1. **Roger McDonald:** He said he drives by a lot and sees Ron here working quite a bit. He thinks Ron is great and is doing a wonderful job. He also appreciates all the work Carol does for the district.
2. **Patty Bonner:** She said that 50gallons of fuel was taken from the district tanks in 2008 for the snow plowing. She said Kjell and Jim Hansen also had used fuel to plow. Ron had previously reported that no fuel had been used in personal vehicles to plow the district parking lots. She said she was misquoted in the November minutes regarding Courtney's training. She got a hostile letter from Courtney Patterson. Todd wanted a copy of the letter. Patty said what she was trying to do at the November meeting was to help Courtney out regarding how attendance at training was recorded and that the training paperwork was not correct. She said everything got turned around and that she had come out as an ass. She does not appreciate the letter and said someone had misinformed Courtney. She has tried to contact Courtney by phone but said Courtney would not take the call. Todd read the letter and reviewed Courtney's training attendance. Her attendance and EMT training classes were discussed. Ron said he had made an honest mistake on the training form but had called Courtney and since has corrected the error. Larry said we are taking steps to correct the problems but it is slow. Patty just thought the board should know.

The Quicken Software Program was discussed by the board and Carol with Debi Davis offering suggestions on trying Quickbooks for free online as well as possible ways Carol can check why Category Descriptions will not print on the current reports.

There was no other business.

The next regular meeting will be February 22, 2010 at 7:00p.m.

The regular meeting adjourned at 9:48p.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