

Spokane County Fire District #5
September 28, 2009 Regular Meeting Minutes

Members Present: Jim Ryan, Todd Lehman and Marvin Davis

District Administrator: Carol Harrington

Guests: see attached sign in sheet

Time Meeting Began: 7:00p.m.

- **Flag Salute**
- **The minutes from the August 24, 2009 Regular Meeting** were read aloud and reviewed; changes were made on who made a motion on item 3 and near the end of the minutes regarding Marvin and Carol's dialogue. The changes were made, new copies handed out and the **minutes were then approved as presented.**
- **The treasury report** was read aloud and reviewed.
- **The September bills** were read aloud and reviewed. Discussion followed regarding the Spokane County Public Records fee from the open board position. Jim Ryan requested them as he thought our district should have the same notes the board of Spokane County Commissioners as it directly dealt with an open position for this district. Patty Bonner said that the reference letters have nothing to do with the board position and whoever requested them should pay for them personally. Marv looked over each invoice and bill. He requested Carol get an invoice from the county for the public records; she had just been given the amount due over the phone from Gina Vasquez. She was also asked to get a list of what exact documents were in those public records and it will be discussed further at the next meeting. Marv also said he had a question on the payroll but that it could be moved under New Business later. **Marv made motion to accept the bills excluding the Spokane County Public Records fee; Todd seconded the motion and the expenses were approved for \$15,130.53.**
- **Correspondence:** East Region Emer. Med. Services regarding funding for OTEP classes locally. Marv asked who keeps track of the OTEP records; Ron said Rod Heimbigner does. Snure Seminars sent a reminder for their 21ST Annual Pre-Conference Laws Update (copy to each commissioner). The WSFCA Annual Raffle and Silent Auction sent notice for items to benefit the Harborview Burn Center.
- **Administrators Report:** Carol has nothing at this time.
- **Fire Chief's Report: Ron Wood**
 - ☀ **Personnel: Training:** First training was on truck ops and every truck was operated and trained on. The second training was SCBA's donning and doffing. OTEP took place in Reardan and will be also at SCFD10 later this month.
 - ☀ **Stations:** **Marv made a motion to accept Fire Protection Specialist quote to get all district fire extinguishers up to code but not service or purchase first aid kits at this time. Jim seconded and the motion passed.**
 - ☀ **Equipment:**
 - The **pump tests** are overdue; trucks have to be taken in for the test. Marv asked if this was to keep with our insurance rating, Ron said yes. Ron will call for pricing; so far General Fire will do it for \$250/truck. Todd agreed and said also check on the convenience of us moving the trucks for the test.
 - **Vandalism to B513:** Last Wednesday night someone came onto Jim Hansen's property and driveway and punched a hole in the tire. A report was made to the sheriff. It is being fixed.
 - **M51 past s tolen items :** Ron presented a list of items that had been stolen but not ordered yet; he held off ordering all the missing items as he wanted to see what our year was like regarding finances. We are not doubled up on any of the items left to order. Insurance has already paid us for the stolen items. The items were discussed. Ron feels that we need to order the SCBA communication items as he thinks it is a safety issue. Marv said that we will probably not have 15 firefighters go in a building at the same time. Jim said that it does depend on how many are on the truck that responds to the fire scene, though; it is a communications safety issue. Todd said if we took the spider straps off the list it would drop the price down. Ron felt the heads up displays and

mics for the SCBA's were still important. Marv said that the tenders are the last trucks taken so do we need those on the tenders? He is not in favor of them at this time. He asked if they were on the trucks farmed out. Ron said no, they are not normally carried on brush trucks. Marv asked if anyone is in danger without the voice mic and heads up display. Ron said that is difficult to answer. Jim said we are responsible to order what the insurance company has paid us for; they are crucial items. Todd said that if we don't get them and someone gets hurt that makes the board liable. **Marv made a motion to get the heads up display and mics; Jim seconded and the motion passed.**

- **Old Business:**

1. **Station 53 Well:** Marv requested this be taken off the agenda. The board agreed.
 2. **Prospective Volunteers:** There are two volunteers waiting for approval to join the team that have already been through the entire application process and have passed their physicals: Courtney Patterson and Steve Rogers. Marv said he could not understand the reports Carol had made concerning the stats for training. He would still like to see where we are and who is up to date. Marv asked Patty Bonner to come up with her personal statistics and he reviewed those. Marv is concerned with a lot of no-shows on both training and calls. Courtney Patterson addressed the board regarding the sacrifices she had made in order to become an active member and train with this department as well as take the EMS Basic course. Marv said that is appreciated, but before she was even involved policies had been set and not to take it personally. We have to take care of what's in our own house first. Ron asked Marv exactly what do you want me to do; I have always kept in close contact with each member and what their schedules are like. This district has always supported team members putting their families first. Marv reviewed Patty's notes again. Patty Bonner discussed responses to incidents and attendance to training. Ron said, what do you expect me to do, drag them here? If you are going to start to let them go, I don't want any part of that. Marv said we are not head hunting here; we need a plan in place to hold them accountable and meet our policies. Ron said most of them are. Marv said that no, they are not according to these statistics (referring to Patty's records). Courtney said she hoped that all the previous time she has spent training and preparing for this has not been a waste. Larry Wendlandt asked if we were good on PPE for Courtney as she seems to have proven herself. Marv addressed Ron again, asking Ron to ask them where have they been. Ron said he does ask, he is in contact with the volunteers. Patty, Todd and Jim discussed her stats as Ron and Marv kept talking. Gary Pietz began discussing training costs and response with Jim also at this time. There were approximately 3-4 separate conversations going on at this time. Debi Davis asked Ron if a volunteer's response to just one call is acceptable. Ron said it depends on the situation. Discussion followed. Jim said that because Courtney has personally come here and proven that she is committed to this department he doesn't see why she cannot be on. Todd agreed. **Jim made a motion to admit Courtney Patterson as a volunteer. Marv seconded that motion and it passed. Marv made a motion to amend it by adding that we need to follow state guidelines and local policies. Jim seconded and the amendment passed unanimously.** Marv told Ron to get with the officers and come up with a plan; Ron said he would.
- ✿ 8:57p.m.: Carol requested a short break so she could contact her babysitter as we did not seem to be halfway through the meeting. The meeting began again at 9:00p.m.
 - ✿ **Other:** Zach Martin and Courtney Patterson need to take the Basic EMT course. Carol read the district's EMT Class Policy aloud. Marv asked how long had Zach been with us. Patty replied since November 2008. Marv reviewed Patty's records again. Ron said he has been on 3 calls in the last 2 months. Marv asked how long the class lasts. Ron said he thinks a total of 120 hours. Debi quoted parts of the district policy. Gary said he'd never heard of a review being done. Is that being done? Ron said he had not been in the Chief position long enough to run into that yet. **Todd made a motion to pay for Zach and Courtney's EMT classes and books. Jim seconded and it unanimously passed.**

- **New Business:**

1. **Purchase Orders for approval: Ron/Carol/Board:** Bay Door maintenance: Normally we schedule an annual checkup for all bay doors. Marv asked if there were any problem with the doors at this time. Ron said no. We will wait on this, then as no issues need to be taken care of with the doors. Furnace maintenance: Jim thinks keeping this up annually is very important as it keeps water from freezing. Marv agreed and thinks it is okay to keep it checked. Carol read quotes from several companies. The board would like to keep with the same company that installed the furnace and checked it last year which is Air Control; they also had the most reasonable quote at approximately \$275. Purchase Order Form Reorder: Carol needs new PO books as we have gone through the last one. The board approved to order two books as they are usually around \$10 per book. Postage Stamps: board approved Carol to order stamps. Ink Cartridges: board approved Carol to order ink for printer; she will try to find discounts for ink as Larry Wendlandt and Gary Pietz had some suggestions for online orders that could save money.
2. **2010 Tax Levy Request: Carol/Board** Carol reminded the board of the November 30, 2009 deadline for the request. She has sent the board copies of all documents Connie Kline, Levy Specialist, has sent the district. They will review the docs and discuss at the next meeting.
3. **WA DNR Phase II Grant: Carol/Board** The grant possibility was discussed. Ron said hand tools and foam would be nice to have. Carol asked if that is a want or a need; Ron said it's a want. Then it would be difficult to argue for that on a grant, Carol replied. Dry hydrant systems were discussed. The board does not think we should go for this grant this year.
4. **Annual Review Secretary: Board** Carol requested Ron Wood be included in her review in executive session. Todd called for a 10 minute executive session to review employee performance. The regular session ended at 9:37 and executive session began at 9:37 back in the bay area. The executive session ended at 9:48 and the regular meeting began at 9:48. No action was taken.
5. **Payroll: Marv** Why is Rod Heimbigner on our payroll? What does he do? Ron said he is our EMS Coordinator and arranges and coordinates many of our training sessions. Marv asked if he is on our clock or Spokane County Fire District 10's clock. Ron said he is no longer with SCFD10; he is with us.
6. **Letter:** The board received a letter from an individual, Todd would like to take the matter into executive session for reason "f – *To receive and evaluate complaints of charges brought against a public officer or employee...*" He requested an executive session for 10 minutes. The regular meeting stopped at 9:53 and the board went into the bay area to begin executive session at 9:53. Todd came in at 10:03 and requested an extension until 10:13. At 10:13 executive session ended and regular session began. Todd said a letter from a person that shall not be named, to protect the person, shall be placed in the individual's personnel file along with a letter of insubordination as not following the District Organization Policy Section 9 on page 4; "*No members shall willfully disobey an order issued by a superior officer. All complaints, concerning policy or other firefighters, shall be directed through the chain of command.*" **Todd read the section aloud and made a motion to have the individual's letter along with a letter of insubordination be placed in the person's file, Marv seconded and the motion passed unanimously. Marv made a motion to add that, because of circumstances, the individual be placed on a six month probation; Jim seconded and the motion passed two to one.**
7. **Insurance Liability Issue with Fire trucks off site:** Marv talked to Susan at Enduris Insurance about adding farmed out trucks as well as the water tanks to the property owner's insurance policy as an additional liability issue. He said that it was considered a loophole in our policy and this way, if something happened the property owner's insurance company and Enduris could handle it. Ron asked if it will cost him extra on his homeowner's policy. Marv said he did not know, it depends on who your insurance company is. Jim discussed how it works with his insurance company. **Marv made a motion to get certificates of insurance from the property**

owner's policy with their insurance company regarding all equipment stored on that property. Todd seconded and the motion passed unanimously.

8. **Time clock:** Marv brought in a donated time clock from someone in the district. He suggests the volunteers and Carol use it for accountability reasons. Jim cautioned against using a time clock for the volunteers. Discussion on how hours and points are used and documented followed. Jim thinks we should check with Brian Snure on the issue. Carol asked how her work at home would be registered on the time clock at work. Marv said he prefer she do all the work here. Carol explained how she uses the laptop at home, which has the program software, to send in reports and expenses following the meetings at night to comply with the Spokane County Auditor's office timing on cutting vouchers. Ron discussed the issue further with the board. Carol will call Brian Snure on the use of the clock with volunteers.

Public Concerns:

1. **Patty Bonner.** She had extra copies of public records she did not need but was charged for them. There was a misunderstanding on what documents she needed. Carol apologized and said she had done the best she could. Patty asked about an incident call regarding responses. She had listened to the whole call on the radio. She said Van Wohl was never on the radio and never went enroute anywhere. Bill Leonard was supposedly on standby and enroute. Ron said, yes, they were. Ron explained that he realized they were not on the radio, but that he knows they were both responding. Patty read over the CCC report aloud. Ron and Patty argued about whether or not volunteers were actually leaving their homes. Patty said Van is lying. Ron told her he doesn't have any reason to lie and he has no reason to believe any of the members would lie about responding or being on standby. Todd said maybe we should get a copy of the tape from the CCC. Marv said that if these guys are getting a point for being on standby or enroute that they should come to the station and punch the time clock. Discussion followed on how those attending training and calls were signed onto the sheets.

There was no other business.

The next regular meeting will be October 26, 2009 at 7:00p.m.

The regular meeting adjourned at 10:49p.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 District Administrator