

**Spokane County Fire District #5
November 23, 2009 Regular Meeting Minutes**

Members Present: Jim Ryan, Todd Lehman and Marvin Davis

District Administrator: Carol Harrington

Note: *Chief Ron Wood not present due to family illness.*

Guests: see attached sign in sheet

Time Meeting Began: 7:01 p.m.

- **Flag Salute**
- **The minutes from the October 26, 2009 Regular Meeting were reviewed. After several changes were made, one by Marv and two mechanical errors by Carol, they were approved unanimously as corrected.**
- **The treasury report was reviewed.** Carol read the report aloud.
- **The November bills** were reviewed. Marv had two questions: one was regarding Ron Wood's reimbursements for fuel, and the other was the bill from Inland NW Health Services on OTEP fee, \$10 per EMT. He said there was no approval given for either of the bills and no Purchase Order numbers attached to them. Carol said that since Ron knew of the purchase/bill system, she assumed Ron gave her the invoice/record because he had received prior authorization. Jim said Ron did call him regarding the fuel reimbursements and he said they were okay. Marv said he still has not been given a current list of EMT's so the OTEP fee is not approved. He would like Ron to explain the petty cash check for fuel reimbursement as well as the other fuel reimbursement in the expenses. Jim said this is not a good method for purchase approval as the phone calling is not working. **Marv made a motion to accept the bills excluding the Ron's reimbursement for \$79.75 and the Inland NW Health bill for \$110.00; Todd seconded that motion. Jim opposed the motion and said those two bills should be approved. The vote was 2-1 to approve the expenses for \$2,965.62.**
- **Administrators Report:** Carol has nothing at this time.
- **Correspondence:** The BVFF (Board for Volunteer Fire Fighters) sent a letter stating they had received a complaint that our fire district may have erroneously reported members as active when they were not. Carol will need to provide the BVFF with copies of the past five years of; volunteer response to incidents, training, etc. This will take her quite awhile as it is a large records request. There was no other correspondence.
- **Fire Chief's Report: Ron Wood not present due to family illness.**

Old Business:

1. **Time Clock:** Marv is disappointed that Ron did not use it. He and Todd came down to the station and installed it. Todd said that a motion had been made to use it and it should have been used. Jim said the attendance is recorded on a training sheet; you are asking this team to do something that we, as past firefighters, would not have appreciated when we served; it is nitpicking in his opinion. Jim went on to say that maybe the new board will come in and rewrite the policy and it can be addressed at that time. Todd said we need something to track it. Jim said, they are; they are signing in and since it doesn't relate to hourly pay it is unnecessary. It needs to be addressed in a policy properly. Since the policies will be reviewed soon at the beginning of next year, it should be discussed then. Todd agreed. Patty Bonner said so even though a motion was made and passed, Ron is not following orders. Patty further discussed Courtney Patterson's lack of attending training as her public records indicate she has not been there, has she? Is the paperwork correct? It does not look good for her to miss training after she sat in here stating she would. Marv said the time clock protects every one.
2. **PO System:** Move to next month as Ron is gone.
3. **Snow Plow Plan:** Carol told the board that Ron said the stations would be plowed just as they were last year, by the volunteers. Marv asked her who plowed last year. Carol said most of the time it was Ron though Jimmy Hansen and Kjell Anderson also plowed; she was not in the district office while the plowing took place each time so that is to the best of her knowledge. She went on to say that the plat agreement documents for the subdivision off of Christensen states our policy for maintenance and snow removal and was sent in when the developer requested it. Marv said Ron needs to send in a notification to the parcel owners off Christensen Rd. regarding our policy for their water system in that development.
4. **Increase in Federal Tax Payment:** Carol verified that each commissioner had received the documents explaining the error made in 2006 regarding Federal Withholding and the subsequent corrections she

made. Marv was satisfied with those documents and had no further questions; Todd and Jim did not have any further questions either.

5. **Website Hits:** Carol got an email reply from Chris Barnes, our website manager, regarding if we could track how many hits the site received. It was confusing as it stated each page could be set up for tracking. Carol said we just want to know how many people pull up the basic page, www.scf5.org. Difficulties in getting Chris to post information to the site were discussed. Carol will call Chris to further discuss what we would like regarding the site.
6. **CenturyTel Bill:** Carol said we cannot set up the copy machine to take phone messages. Marv said then maybe we just need to buy a message machine. This was discussed further with the goal of reducing the CenturyTel billing amount. Carol will call CenturyTel and discuss it further.
7. **Chief receiving draft of agenda and minutes:** Carol called several fire districts (FD's 3, 4, 9) asking them if the secretary gives the Chief a draft copy of the agenda and minutes before the meetings. They all told her that their Chief not only receives a copy of the minutes and agenda, but that the secretary cannot send the commissioners the agenda or the minutes until the Chief clears them; that that is considered the norm. SCFD3's Chief, Bruce Holloway, also told Carol if any of the board members of SCFD5 have further questions, to please call him; he would be happy to explain why the Chief should have those documents in advance of the meetings. Todd asked Carol for the name of SCFD3's Chief again and said he may call him.
8. **EMS Qualifications:** Carol handed each commissioner a copy of Rod's written reply to their questions (attached to minutes). They reviewed them. Jim said it would still be good to hold a special meeting with Rod at some point. Todd commented on the verbiage Rod used in Question #3 "spirit of the law." Todd said he really doesn't answer the question. Marv agreed that we need to meet with Rod; they would all like to understand EMS qualifications better. Carol will try to find a time Rod can meet with them. Todd said that Rod's written replies really didn't answer anything.
9. **Insurance Coverage re: Trucks and other Equipment not housed in stations:** Marv is disappointed that Ron checked on his own insurance and then the district's insurance. What he wanted Ron to do was to contact those residents who had district equipment or a truck on their property and have them call their own insurance company for additional liability coverage. Jim said you cannot insure something that is not owned by them. Jim and Marv discussed what you can and cannot insure on your property. Marv said he talked to someone at Enduris and explained what he wanted and the gal he spoke with said it was an excellent idea and that she was surprised the company had not had that in place before. Carol asked Marv who it was at Enduris that he spoke with. He said Suzy or Suzanne. Jim and Bob Harding discussed insuring equipment. Todd asked Marv if he ever called Sheryl at Enduris back. Marv said no. He said we are leaving ourselves out there to dry and a letter needs to be sent to these people. Carol said she will call Enduris and obtain more information from whomever Marv talked to and obtain help in drafting this letter.
10. **2010 Budget:** Move to January 2010 agenda and provide copy of last year's budget.

New Business:

1. **Supply Request by Carol:** Carol needs some basic office supplies: 2 black ink cartridges, package of post-its, case of copy paper, commissioner binders, monthly tabs for binders, security envelopes, and Christmas cards. The total should be approximately \$190. The board did not think new commissioner binders or tabs were needed as they are about \$15 each. That brings the approximate total to \$130. The ink will be shipped as Carol is ordering that online to save money; Marv suggested she order two double packs to have more ink on hand. **Marv made a motion to get the above supplies except for the binders, Jim seconded and the motion passed unanimously.**
2. **Supply Request by Fire Chief, Ron:** Ron was not present but had sent Carol two separate requests; one was to test the SCBA bottles (quantity 21) and three name tags for safety. **Jim made a motion to approve the testing of the SCBA's and the name tags, Marv seconded and the motion passed unanimously.** The second sheet was an EMS order (attached to minutes) and each commissioner had a copy. Marv said he did not understand what some of the items were. Todd also said it was not clear. Carol told them it was Epipens, AED pads, King Airways, and the N95 masks for healthcare workers.

She said that other fire districts were ordering the N95 masks for safety. Patty Bonner said she had information from a local hospital that those masks were not necessary; that a normal surgical mask was fine as that's what hospitals were using. Marv held up the order and said he would not approve any of this until Rod can explain it. Todd agreed.

3. **Spokane County – Kootenai County Fire Services Mutual Aid Agreement:** Marv said to put off until the new board can review or we receive another notice. Todd agreed. Jim said it is a good idea to be a part of this for pre-plan support.
4. **Elections:** Carol told Larry Wendlandt and Gary Pietz, who were both present, that the election results would be certified November 24th, 2009. They could either go down to the Elections Office and take and sign an oath of office there or she could have one ready for them here at the office; it is their choice.
5. **Change December Regular Meeting per Spokane County Treasurer Office:** Carol said that the December meeting would have to be held before December 18th per Spokane County Auditor's Office if we want our vouchers (checks for bills) dispersed on time. The meeting was set for December 17th, 2009 at 7:00p.m.

Marv requested an executive session. Carol and Todd reviewed the valid reasons listed in the RCW's and it was deemed that reason "g" to review employee's performance was the reason. The regular session ended at 8:55p.m. The executive session began in the bay area with just the three commissioners at 8:56p.m. Todd asked for an extension. The executive session ended at 9:17p.m. and the regular session reconvened at 9:17p.m.

Marv made a motion to put a letter in Ron Wood's file for insubordination and have the letter reviewed by the incoming commissioners to see what discipline, if any, should be taken. Todd seconded the motion. Jim said Ron has done a superb job at keeping costs down and perpetuating this fire department; sometimes writing down the names of those attending training has not always been perfect in the past. He said he knows this from over 40 years experience with this district. But this department has been run successfully by Ron and this motion does not have my support. Marv said all of Ron's insubordination is back in the minutes since he has been commissioner. **There is a motion before the board for the letter; the vote was 2-1, Marv and Todd approve, Jim opposed.** Carol will type up one document and have them all initial it.

Public Concerns:

1. **Debi Davis:** She said Jim's bias is overwhelming. Marv and Todd were not questioning Ron's performance but that Ron has bowed his neck and flat out refused to follow an order from the board. It is his actions and intent to disobey it. **Jim** said that is your opinion. You were once in a position of authority here too, but the board at that time decided to be soft on that for awhile. You have to look at what is best for the team and training. **Debi** said you've been over that, Jim. Ron has put in a lot of time to training but it is the disregard and disrespect he has shown the board. **Jim** said you are just back to micro-managing.

There was no other business.

The next regular meeting will be December 17, 2009 at 7:00p.m.

The regular meeting adjourned at 9:27p.m.

Spokane County Fire District5 Chairman

Spokane County Fire District5 Commissioner

Spokane County Fire District5 Commissioner

Attest: Spokane County Fire District 5 District Administrator