

**SPOKANE COUNTY FIRE DISTRICT 5**  
**REGULAR MEETING MINUTES**  
**December 17, 2012; 7:00p.m. District Office**  
**17217 W. Four Mound Rd., Nine Mile Falls**

**Members Present:** Gary Pietz and Isla Durheim; Larry Wendlandt absent.

**District Secretary:** Carol Harrington

**Guests:** see attached sign in sheet

**Time Meeting Began:** 7:07p.m.

**Flag Salute**

**The minutes from the November 26, 2012 Regular Meeting were reviewed then approved as presented.**

**The treasury report was reviewed.** Carol read the report aloud.

**The December bills** were reviewed. Isla made motion to accept the bills as presented; Gary seconded the motion and **the expenses were approved as presented for \$1,969.42**

**Secretary's Concerns:** Vendor's List in the Sunday's December 16<sup>th</sup> paper. Supply Request:  
N/A

**Correspondence:** None at this time.

**Fire Chief's Report:**

Recruitment: Two need interviewing; one new application coming.

Truck/Equip. Status: Nothing needed

Training Status: Winter Operation and Quarterly's; Harassment; Safety with Santa was a group of about 70 but we ran out of supplies need to order next year.

Chief: Chief Meeting: New radio system in mid-year 2013; DNR is reorganizing with the positions that are open.

New business: Possibility of up to four volunteers to go to Instructor 1. It is \$170.00 per volunteer and is offered at SCC or District 4. It is a state certificate and the beginning step to becoming an instructor. We need to send volunteers who will be here with us for quite a while. We need someone to plow snow. Gary said that Larry had talked to Clark Septic regarding plowing; they charge \$120/hour or \$60/station. He told Bonnie to contact Larry for that number but remember that we don't need plowing unless we have 6" snow accumulation. Bonnie said we should think about getting a plow for our district in the future.

➤ **Old Business:**

1. **Review of Policies/Procedures:** Board will address them next month.
2. **2011 AFG Grant: Board** Carol discussed the total amount of \$391,322 and the breakdown. She also said the letter from our board on the delivery address and WA State sales tax is ready for signing. She is ready to move forward with a funds request from FEMA once General Fire gives us a final invoice.
3. **2012 AFG Grant: Carol** No news yet.

4. **PPE Check out/in form:** Bonnie and Scott are working on a new form and will get Carol a digital copy once it is done.

➤ **New Business:**

1. **SilverStar Electric: Proposal** Motion light on east end of Station 51 is the only place we need one; Board approved and signed proposal.
2. **SCFCA Annual Dinner:** Carol said that Chiefs and Commissioners usually attend this dinner at the Ramada Inn near the Spokane Airport. Bonnie said she would not learn anything at it and \$40 is a lot for a dinner. Gary and Isla will probably go.
3. **ERS (Emergency Reporting System):** Gary, Carol and Bonnie discussed getting officers involved in this system. Carol said that from the beginning it was discussed and approved that the Chief and officers would be very active in the set-up and input of this system; it is not a software system and can be accessed from any volunteer's computer at home if they have internet service (or any device that has internet). We have had the system since May 2012 with several evening trainings here at this station yet Carol is the only one really utilizing the system. She was told months ago by the Chief and officers to not input any training codes because the officers would do that. It is still not done. She asked three other districts how long it took them to set up the training codes and they said less than two hours. Bonnie said if they want her to take it over, she'll take it over. Carol and the Board said that was not what is needed or asked for. Carol said that we are not utilizing a very expensive system that will serve the district well if we could just get the different tabs utilized. Carol has set up all she can set up as a secretary. Gary thinks this is something we should work on; when the representative was over and we were here with Scott it was clear how the program should work and it needs to get done. Carol said that she heard the crew is working on inventory and that ERS will serve them well in gathering data – you just have to set it up. Entering calls was discussed. Isla asked about reports and what it all tracked; Carol filled her in on what ERS can do including an event/reminder system that you can set up. Gary and Carol said that Bonnie should not feel like she is expected to do all of it but delegate and train the crew. The way statistics were gathered was discussed; Bonnie said there are some mistakes in Carol's reports. If Bonnie would let her know then she could fix them. Standby time was discussed as well as our policy. Gary said that one of the first things we will address when we discuss policy is standby time. Scott said that the crew likes the 48 hours for volunteers and 96 hours for officers but that it needs to be clearly written in the policy so that all volunteers can understand it. WAC and the wording that is used regarding "*assigned standby time*" were discussed. Gary suggested that we could throw out standby time completely. We didn't used to have it. Isla said there are more restrictions now. Reimbursement pay was discussed. Gary said that he thinks standby time is not being used how it should be; he thought it was for covering the district when the Chief was out of town or something. He said it is being used now to make-up for the fact they can't make 20% of the calls. The sign-up sheets for 520/standby time were discussed. Carol said that she would get these sheets 3-4 months after the date and that they were blank throughout most of the month after the month had passed. Bonnie said she didn't know she had to do this paperwork. Carol said the sheet is right there on the filing cabinet and is basically a monthly calendar and that all she has to do is take it down and turn it in at the end of the month. Gary said this will take some time. Isla said that any ideas anyone has on the topic is welcome. The topic was tabled.

**Public Concerns: None.**

There was no other business.

The next regular meeting will be January 28, 2013 at 7:00p.m

The regular meeting adjourned at 8:18p.m.

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Spokane County Fire District 5 Chairman

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Spokane County Fire District 5 Commissioner

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Spokane County Fire District 5 Commissioner

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*Attest:* Spokane County Fire District 5 Secretary