

SPOKANE COUNTY FIRE DISTRICT 5
REGULAR MEETING MINUTES
August 22, 2016; 6:00p.m. District Office
17217 W. Four Mound Rd., Nine Mile Falls

Members Present: Isla Durheim, Dave Clouse, Bonnie Cobb

District Secretary: Susan Rae

Guests: Larry Edmonds,

Fire Chief: Fire Chief Scott Lynch

Time Meeting Began: 6:10 p.m.

Flag Salute: Larry Edmonds

The minutes from the July 25, 2016 Regular Meeting were reviewed. Bonnie made a motion to approve as presented. Isla seconded and minutes were approved.

The treasury report was reviewed. Susan read the report aloud.

The August 2016 bills were reviewed Accounts Payable: Addendum AP1485 through AP1487 totaling \$974.44 and Accounts Payable AP1488 – AP1497 totaling \$14,361.42 for a grand total of Accounts Payable \$14,735.86 and Payroll: P00959 through P00960 totaling \$2122.33. Current F12 balance is approximately \$ 120,167.16 and balance of F38 fund is \$57,232.93. Bonnie made a motion to accept the bills as presented. Dave seconded the motion and the expenses were approved as presented.

Secretary's Report:

- 1) **Computer hits** to date on SCFD5.org is 7997 previous 7595.
- 2) **Bias/Vision Accounting Software Program:** Download of First Software completed on Wed 8/17/2016. Additional download will follow, then Data Entry will be scheduled.
- 3) **Wildland Gear Grant:** Partial order received, discrepancies noted, we are working with Lori Johnson at DNR Warehouse to complete shipment. We will return the white hats and some packs, hip packs not available from DNR.
- 4) **FEMA Grant PPE:** Susan reported that our request for \$54,000 for PPE Gear was turned down.
- 5) **Vern:** Discussion on petty cash/charges and Board agreed that he can charge at Ace and be reimbursed for amounts he has paid for himself, within the limits set. He is willing to run the errands himself.
- 6) **US Bank:** Susan still working with the new manager on changing the individual credit cards for US Bank over to the Community Cards. USB requested more financial information and Susan provided it. Still waiting.

Correspondence:

- 1) **WFCA 68th Annual Conference/Snure Seminars:** Dave unable to attend this year, Bonnie would like to attend, possibly Isla, Susan no, (Pony Business). Table til September meeting for final decision on attendance/registration.
- 2) **NW Emergency Medical Services Conf 2016, NQ Casino:**\$80/person, Bonnie made a motion to pay for 2 EMTs or more to attend the Conference, Isla seconded the motion and the motion was passed as presented.

- 3) **Enduris sponsored Leadership Playbook Sept 21:** Susan will register both Bonnie and Isla to attend. N/C as we are members.
- 4) **Weed Board:** Susan responded with our plans to cut the weeds ourselves and the Weed Board answered....good luck.
- 5) **WA State Auditors:** We were notified by letter that billing rate of \$93/hr will remain the same for 2017.
- 6) **Dept of L&I:** notice of overtime payment change does not affect us.
- 7) **WA St. Auditors Office:** We received notice they are in the midst of processing our 2014/2015 Audit Assessment, their invoice will amount to approx. \$1116.00. They have requested a couple of additional items and Susan has followed up with their request.
- 8) **Emp. Sec. Dept:** We finally received an acknowledgement notice on their billing inaccuracies, however they said they have not resolved the error as of yet. Will respond.
- 9) **IRS Search Engine Directory Billing Request:** Declined as spam.

Fire Chief's Report: Chief Scott Lynch

- 1) **Volunteer Status:**
 - EMT Classes start next month: Dave made a motion to pay for two volunteers or more to attend the EMT Classes, Isla seconded the motion and the motion was passed as presented.
 - Shawn Bro has been employed for 3 weeks.
- 2) **Station/Truck/Equipment Status:**
 - DNR Truck - Bids are coming in. Body Work : Fleet Painting \$9,994.97, Stainless Steel Tank only from General Fire \$57,785.00, from St. John "Odessa" \$55,000.00, Bids for Poly tank/Acc. From General Fire \$30,445.51 from Custom Composites Tank only \$6,315.00. See attached. Dave made a motion to allow Scott to accept his choice of bids after he received the bid from Freightliner, Bonnie seconded the motion and the motion was passed as presented.
 - Letter of Request to return equipment: Susan will draft a nice letter to Alan allowing 30 days to return the radio & pager if he will not be continuing as a Volunteer FF for SCFD5.
 - Generator Fencing project is complete
 - Weed Eater was purchased from Ace Hardware for Building Maintenance
 - Radios have all been reprogrammed
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- 3) **Training Status:**
 - Truck Training, checking on all equipment, hands on for all equipment that starts.
 - EMS did practice skills, and skills sheets signed off by EMT.
- 4) **New Business:**

Committee Reports:

1. **Larry Edmonds:** Tender Grant Request was turned down. Board agreed it was ok to try for one from FEMA.
2. **Community Events Dates:**
 - Sept 13, 2016 – DNR Educational event for all community groups BBQ
 - Sept 17, 2016 Ritchey Road educational event for future chipping, etc.

- Oct 8, 2016 Ritchey Road Chipping Day/BBQ
- Oct 16, 2016 Chipping Day & Dumpster Day at Station 51/BBQ.
- Upcoming events...Blue Bird Lane BBQ, Second Dumpster Day, Second Chipper day on Ritchey Road.

Old Business:

- 1) **Generator Fencing project is complete:** OK for Susan to Bill DNR
- 2) **Address Sign Project:** Board agreed for Susan to order 200 blanks and assorted number pkgs for this project through DNR
- 3) **Weed Whacker:** Has been purchased from Ace Hardware, received a Fire Department discount.

New Business:

1.

Public Comment Period:

- 1) No Comments

There was no other business. Isla made a motion to adjourn the meeting, Bonnie seconded the motion and the meeting was adjourned at 7:15.p.m.

The next regular meeting will be September 26, 2016 at 6:00p.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 Secretary