

**SPOKANE COUNTY FIRE DISTRICT 5**  
**REGULAR MEETING MINUTES**  
**November 28, 2016; 6:00p.m. District Office**  
**17217 W. Four Mound Rd., Nine Mile Falls**

**Members Present:** Isla Durheim, Bonnie Cobb, Dave Clouse  
**District Secretary:** Susan Rae  
**Guests:** Larry Durheim, Laine Clouse  
**Fire Chief:** Fire Chief Scott Lynch  
**Time Meeting Began:** 6:04 p.m.  
**Flag Salute:** **Bonnie Cobb**

**The minutes from the October 24, 2016 Regular Meeting were reviewed. Bonnie made a motion to approve as presented. Isla seconded and minutes were approved as presented.**

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

**The November 2016 bills** were reviewed Accounts Payable: AP1530 through AP1553 totaling \$50,988.20 and Payroll: P00983 through P00984 totaling \$2053.94 for a total expense of \$53,042.14. Current F12 balance is approximately \$91,391.42 and balance of F38 fund is \$57,346.42. Bonnie made a motion to accept the bills as presented, Isla seconded the motion and the expenses were approved as presented.

**Secretary's Report:**

- Computer hits to date on SCFD5.org are ZERO. Network Solutions inadvertently took down our site. Discrepancy noted and solved.
- **Vision:** Susan still working on data entry, hope to be up by year end??
- **2017 Budget:** Susan is hoping to have some preliminary numbers for the 2017 budget at the December 12<sup>th</sup> meeting. She would like to be able to use the new accounting program numbers for 2016.
- **December Board Meeting:** Dave made a motion to move the December meeting to December 12<sup>th</sup> to accommodate the request by Spokane County to have all voucher requests in by the 14<sup>th</sup> of December, Isla seconded the motion and it was approved as presented.
- **2017 Levy:** Susan presented the 2016 Ordinance and Certification paperwork for the 2017 tax levy. Board approved and signed off. Due November 30, 2016.
- **SCD Grant Check:** We have received another check for the address sign project from Spokane Conservation District in the amount of \$1000, bringing the total to date received to \$2950.00.
- **AFG Grant PPE Gear:** Susan has resubmitted the AFG Grant for PPE gear on November 17, 2016.
- **BVFF:** Susan and Bonnie will work on the Pension totals due and submit before end of the year.
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**Correspondence:** Susan reported.

- **Cost Allocation Alternatives:** Susan presented the 1% sales tax numbers report from Tony Nielsen which supports our 911 Radio System. He reminded everyone to do whatever they can to make sure this is renewed.
- **American Express CC:** The Costco card account with AE is closed. There was an error in their billing and they confirmed responsibility and they are taking care of it. Confirmation received.
- **WFCA Address update:** updated and approved and Susan will return.
- **R Calhoon:** Request for signature of Chief for zoning change on his property ordered by the Health Dept. Susan will have him bring in the complete document prior to Scott signing it.

**Fire Chief's Report:** Chief Scott Lynch

1. **Volunteer Status:**

3 volunteers are taking the EMT Class, still doing very well.  
There are 4 volunteers who need to receive letters stating they have not met requirements for the year. 1 resigning volunteer should get a thank you letter

2. **Station Status Trucks & Equipment:**

Scott requested Susan order propane

Update on Brush Truck 53. Scott showed status photos and talked about what has been done so far...paint, flatbed and on its way to General Fire for the Tank. Looks brand new. Chief Lynch wants to bring B53 into station 51 so the work can be done here and make it easier for volunteers to get involved. Mike Flint has offered his services as well as Vern Weston along with several others as available.

Wildland Equipment needs to be replaced. Scott submitted a grant to DNR to cover the costs of updating and adding equipment to our trucks to bring us compatible with DNR and mutual aid equipment. We can use volunteer hours spent working on our trucks to offset the district's 50/50 match for the grant. This is huge.

3. **Training Status:**

This month training was done on:

- Vehicle accident & Fire
- EVAP Driving Course
- EMS practicals on daily calls.

4. **New Business:**

- **Hire: S. Bro: Chief Lynch** brought up hiring Shawn back for two days a week to work on B53. Shawn has the mechanical ability, the tools and the desire to get the final work done on the truck. Dave Clouse would like to have some idea of the amount of total hours we are looking at to finish the truck once we get it back. The cost per hour of having Shawn work is 1/3 of what it would cost us to take the truck to a mechanic/industrial shop. Decision was tabled until the December 12<sup>th</sup> meeting when Scott will have a better idea of time involved.

**Committee Reports:**

- Bonnie Cobb reported that we have 3 Firewise assessments scheduled in our District with SCD and DNR. She also attended the Fire Adapted

Community Conference in Yakima last week and made a presentation on our Firewise events and was able to network with other districts on successes that they have had.

**Old Business:**  
None

**New Business:**

- Bonnie asked if the Doman Well Payment was being made annually and Susan said yes it was.
- Safety with Santa Event will be put on hold for another year.

**Public Comment Period:**  
None:

There was no other business.

The next regular meeting will be December 12, 2016 at 6:00p.m

With no further business presented Isla made a motion to adjourn the meeting, Bonnie seconded the motion and the regular meeting adjourned at 7:08p.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