

**SPOKANE COUNTY FIRE DISTRICT 5
REGULAR MEETING MINUTES
November 11, 2025; 6:00p.m.
District Office, 17217 W Four Mound Rd, Nine Mile Falls**

Members Present: Bonita Cobb, Isla Durheim, Dave Alvarado

District Secretary: Bethany McCann

Guests: Gary Pietz, Brian Scott, Mary Scott

Fire Chief: Scott Lynch

Time Meeting Began: 6:00 pm

Flag Salute: Led by Gary

Approve OCTOBER 2025, Regular Meeting Minutes. A motion was made by Bonita and Seconded by Dave to approve October Minutes. It was approved unanimously.

The Treasurer's report was reviewed by the Commissioners.

After talking with the Spokane County Treasurer the trial balances should match up now. Got clarification on how to read some of the reports.

Expenses presented for review.

November 2025 Expenses reviewed	AP2910-2922	\$ 30,664.03
November 2025 Payroll reviewed	PR1876	\$ <u>1,549.52</u>
Total November 2025 Expenses		\$ 32,213.55

Bonita made a motion to accept expenses, Dave seconded and passed unanimously. Commissioners signed the Certifications for Accounts Payable and Payroll Vouchers to be submitted to the Spokane County Treasurer.

Secretary's Report:

With wanting to post some signs on the doors, Bethany asked if she could purchase some magnetic ones to stick on instead of using the paper like we usually do to make it look more professional. Commissioners agreed to the idea. The rates for PFML have been announced and will be changed at the beginning of the year. There was an inspection/recall for some SCBA parts, Bethany gave the notice to Scott to check and see if it pertains to our equipment. -It does not as we don't use this kind. The SCFD5 website should be updated to everything current.

Correspondence:

There was an email sent from a new homeowner about cleaning up on his property. Bethany is going to reach out on clarification and help him in any way. There was a public request that has been sent out.

Fire Chief's Report: Chief Scott Lynch

- 1) **Volunteer Status:** getting new volunteers trained to respond to calls
- 2) **Station Status:** None
- 3) **Truck/Equip Status:** None
- 4) **Training Status:** Vehicle extrication-get from Spalding's for \$25 each, Ventilation and Salvage, Airbag, Infectious disease.
- 5) **Other:** None

Committee Reports

- **Isla Durham:** SCFCA meeting- November 13 at District 4, there will be recap of the season
- **Dave Alvarado:** Clarification on the quarterly reports. We do not pay on a calendar quarter, we have moved ours so everyone gets paid in December. Is there a plan with the old coveralls? There is District 5 emblems on them so we don't really want to sell them to the public.
- **Bonita Cobb:** We received the City of Spokane Engine that they donated. We have also got multiple types of hose with nozzles that will be donated also.

OLD BUSINESS: The cameras were all out of the ones Dave looked at last. Bethany is going to order the ones they have and get them setup. Bethany did get one already. The fuel gauges are installed. Dave has a quote for the pest control and will send to Bethany. The Trailer at St 52 is gone. The Lowes account is closed. The HVAC at St 52 should be due in Dec, Dave will reach out and see if they have a time set yet. The County EMS should not have unrestricted access to our records, we can give them information through a records request. Bethany will work on getting current terms and conditions from any open account we have.

NEW BUSINESS: None

PUBLIC COMMENT: Gary asked if Bethany can post the meeting minutes up sooner, Bethany will try to post them the week after the meeting.

REVIEW OF POLICIES: Commissioners signed policies 1-8, Commissioners went over policies 9-16, Bethany will make any updates or corrections and have them ready to sign next meeting. Next meeting we will review the rest of the policies.

The next regular meeting will be December 9, 2025 at 6:00 p.m.

With no further business a motion was made by Bonita to adjourn the meeting at 7:33 p.m. It was seconded by Dave and passed unanimously.

Spokane County Fire District 5 Chairperson

Spokane County Fire District 5 Commissioner

Spokane County Fire District 5 Commissioner

Attest: Spokane County Fire 5 District Secretary