

Spokane County Fire District #5
October 26, 2009 Regular Meeting Minutes

Members Present: Jim Ryan, Todd Lehman and Marvin Davis

District Administrator: Carol Harrington

Guests: see attached sign in sheet

Time Meeting Began: 7:00p.m.

- **Flag Salute**
- **The minutes from the September 28, 2009 Regular Meeting were reviewed.** Several changes were made. **Marv made a motion to accept the minutes, Todd seconded and the minutes were approved unanimously.**
- **The treasury report was reviewed.** Carol read the report aloud. We have an estimated ending balance of \$29,852.02.
- **The October bills** were reviewed. Jim Ryan arrived at this time. Marv would like Carol to see if our copy machine can take the voicemails to further save money by cutting that service from the Centurytel bill. **Marv made motion to accept the bills as presented Todd seconded and the expenses were unanimously approved as presented for \$3,591.36.**
- **Administrators Report:**
 - Follow-up regarding Marv's concern over the Centurytel bill: we are on a 'Business Assist Advantage' account which is a bundle where we pay a basic monthly fee with the services provided in that fee no matter how frequent or infrequent the use of them. When I asked for a more inexpensive bundle as we do not use most of the services, the rep told me that we would not save any money going to the next bundle down as we would still pay a monthly fee for voicemail, fax setup and caller ID (which we do use) and that would actually cost us more.
 - The Board has placed the Public Comment Period on the agenda. I have concerns with being able to record the minutes of the meeting when the chairman is allowing several conversations to be held at once as well as allowing any member of the public to comment at any point during the meeting instead of following the agenda.
 - I respectfully ask if the meetings could be limited to a time frame, such as 10:00p.m., so I can make child care arrangements.
- **Correspondence:** None at this time.
- **Fire Chief's Report - Ron Wood:**
 - **Training:** We already had our first OTEP (Ongoing Training for Emergency Preparedness) here at Station 51. There was supposed to be an instructor from Washtucna but she became sick with the flu. We improvised and did our annual infectious disease review and cold weather back boarding. All of our future OTEP classes should be able to be conducted here. Todd said it was handy to have them here. Marv asked how many showed up. Ron said all but two EMT's; one is out of the country due to military deployment and one had to work. Marv said he has had nothing given to him regarding EMT training; he has had to look at Patty Bonner's records. Carol reminded the board of the reports she had printed them regarding stats from FirePrograms. Gary Pietz said there were some EMT's that were not current with their training. Ron said they all have their certificates. Marv asked if Ron had a list of who was up to date. Ron said each individual has their records, their OTEP books. Marv said do they keep track of their own stats; Ron said yes. Todd asked, then how do we know they are up to date. Ron said their certificates are good for three years. Marv said, so there is a requirement. Ron said yes, but it is valid for three years. Marv asked if they are checked during that three year period; he would like a report back with the stats of the EMT's; all their training records and what guidelines they have to follow both state and local. Patty read our policy on EMT's remaining current. Ron and Carol both told the board that

- Rod Heimbigner, our EMS Coordinator, is really the one who has the answers for these questions. Carol will forward these questions to Rod, though he has told her he is normally not available on business meeting nights due to family matters. He will most likely send information in written form. Ron continued with the training report; the team has changed all the batteries in the SCBA masks and air packs. The second training has been moved to October 27th because of the OTEP instructor scheduling. We plan on a tour of the Hite elevator to get instructions on do's and don'ts of elevator fires and where injured persons may likely be found.
- **PO Requests:** Ron urged the board to reconsider the motion made at the August meeting requiring an okay from two commissioners to make any purchase. As suggested he did try but because of a failure of communication three times with Todd and twice with Marv, it resulted in a three day delay of getting a tire fixed on B513 occurring on a red-flag warning weekend which puts our residents and firefighters in danger. Having to wait five weeks to get drinking water for our firemen so you can okay everything at a meeting is ridiculous. I also could have bought power service for the trucks at Big R on sale while I was there but now I'll have to make another trip and probably pay full price costing the district more money. This system serves no purpose and delays daily operations. It is also in violation of our own district policy; Organization Policy section 2.6. Marv said he never received any messages from Ron. Ron said he did leave messages. Marv said he wants the way we now authorize purchases to stand. Todd and Ron discussed phone messages left and phone conversations. Ron still disagrees with this policy. Marv said to leave it on the agenda for further discussion. The PO system is for emergencies only. More discussion followed between Ron and Marv. Todd said it does go against our Organization Policy. Carol got out the policy and all commissioners read it. Marv said he wants to know where all the money is going before we spend it. Ron said if he is in town and sees something we need on sale, why can't he just get it. Marv said because I don't want you to do that right now, I want accountability. Ron said this is just wrong; I am trying to save money and run daily operations here. Todd gave an example of the SCBA and King Airway kits; we know we are going to need it so you have it on the agenda now and we can get it in plenty of time. Ron said he is trying to plan ahead. The SCBA bottles were discussed. Which ones were needed, how many, and do we need to get them checked/tested. Ron said they need to be tested annually. General Fire services were discussed for testing. Ron would like action on the SCBA's; there are 16 that need to be tested as soon as possible as they are all outdated and have not been tested since 2007. Todd asked if there is anyone designated to regularly check these things. Ron said no, but it should be done during truck checks. **Marv made a motion to get 16 air packs tested right away, Todd seconded the motion and it unanimously passed.** Marv said that someone needs to be assigned to check those regularly. Ron then proceeded to list other items needing to be purchased: King Airways three sets for approximately \$367; Power Service for trucks approximately 4 gallons; 1 case of AA batteries; hydro test air bottles at approximately \$351; and 2 engines for pump tests at approximately \$324. Ron will check on the number of air bottles needing testing and put that on next month's agenda. **Jim made a motion to approve the King Airways, Power Service, case of AA batteries and the pump tests for the 2 engines; Marv seconded and the motion passed unanimously.**
 - **Insurance:** Ron spoke with his insurance company regarding extra coverage for the truck housed on his property. They said they do not cover fire trucks or anything he does not own; he can't insure something he does not own. He also called Cheryl Brandt from the district's insurance company, Enduris, and asked her if our fire trucks and tanks are covered at these outlying points; she stated that our equipment and trucks are 100% covered and there are no loopholes in the policy. She stated she could not understand how Marvin Davis could have been misinformed. Marv said he would call her again.

- **Truck Placement:** Trucks B513 and B51 are in storage; B513 is at Ron's house undercover and B51 is at station 10-3. B52 is at Station 52 and Ron now has the Command Rig.
- **Personnel: Rod Heimbigner and Joe Gumminger:** At the last meeting Marv asked exactly what do Rod and Joe do for our district. Ron presented a copy of the annual training schedule for both FF and EMT's to the commissioners. He explained that it includes required quarterly and annual training and took a lot of work on Rod and Joe's part to research and put it together. It also takes care of all our OTEP needs as this is the first time OTEP has been done in-house at Station 51. They also do most of the instructing. Some of the instructors they have scheduled are coming in from outside the department and are already paid for through grants. They may not show up on many calls but their service to this district is invaluable.
- **Accountability:** Ron said he was also asked by Marv to come up with a plan for accountability to get people to show up for training and calls. Short of having full-time paid staff, people show up when they are home and able to respond. He has talked with three volunteers about attendance/response and they each said they would try harder. A letter documenting this will be placed in their file.
- **Time clock:** Thank you, but no thanks as it serves no purpose and only demoralizes our team. It has taken a long time and a lot of work to get where we are and I will not play a part in tearing it down.
- **Old Business:**
 1. **Prospective Volunteers: Ron/Board** Ron said that Steve Rogers was ready to come two months ago as he has passed the interview and physical. Marv said his opinion has not changed; we need a plan. Jim said that since the money has been spent regarding his physical, we already have gear for him and do not have to purchase any, why not put him on and review him later. Why hold someone hostage. We can approach the policy then and if someone wants to join now they shouldn't be stuck in a process they had nothing to do with. Todd reiterated with Ron that he did speak with some members and place a letter in their file. Ron said yes I did; I call them and talk with them every month. He did this individually so as not to embarrass them. Todd feels Ron has made a step in the right direction and that Jim has made a good point. **Jim made a motion we approve Steve Rogers as a volunteer; Todd seconded; Marv was opposed. The motion passed 2-1.**
 2. **Time Clock:** Carol said Brian Snure, the district's attorney, said the board could put in a time clock though the volunteers could refuse to use it; it is each district's prerogative. Marv said he also called Brian Snure and verified it was not for hours being tied to pay compensation but for accountability. Marv would like to give it a six month trial. Ron said no. **Marv made a motion to begin to use the time clock tomorrow for all training, not calls; Todd seconded, Jim was opposed. The motion passed 2-1.** Todd shared that Scott Lynch had shared with him that he had been shorted points. The clock will help prove you were there. Discussion followed. Carol mentioned they could just print a signature line and each volunteer could sign their name or initial they were there; many other fire districts do it that way.
 3. **2010 Tax Levy Request: Carol/Board** Carol discussed the Levy Certificate and Resolution needed; each commissioner has a copy of all the information Connie Kline, Levy Specialist, has sent. **Jim made a motion to approve Resolution 2009-01 to adopt at a maximum levy amount of \$92,500 taking a 1% increase; Marv seconded and the motion passed unanimously. Marv made a motion to adopt the Levy Certificate; Jim seconded and the motion passed unanimously.**
 4. **Gary Pietz** asked about the website and if Carol had found out how many hits it has had. Carol apologized, she did forget to check on that and will find out for the next meeting.
- **New Business:**
 1. **2010 Budget: Board** Carol reviewed the reports she had printed and dispersed to the commissioners regarding the budget. Gary had some questions regarding how some of the figures were compiled. Carol explained. The board would like this on the agenda next month.

2. **Agenda:** Marv would like action items to appear on the agenda for next month.
3. **Fuel Log:** Marv asked if there is a reason that the gallons have been changed on the fuel log. He showed Ron his copy of the fuel log. Ron has no idea why the amount would be changed. It has to do with putting fuel in a rig. Marv said the amount changed between one copy to another copy of the same refueling. Ron will research this. The figures do not always add up to the gallons we fill with and Ron cannot figure out why. Marv suggested that just one person refuel the rigs. Ron said that he could, though he is not sure how it would work because the person appointed to refuel may not be the one that went on the call; that's when the tanks get refueled most often, after a call. Gary asked if there is a number on the fuel tank meter. If there is, then just use that number and record it along with the amount of gallons. Todd said that was a good idea; it is called a totalizer meter. Carol said she could add the columns necessary for recording that information on the fuel log.
4. **Snow Plow Plan:** Marv would like Ron to present a plan regarding snow removal by the next meeting including keeping Johnson's reservoir open.

Public Concerns:

1. **Ron Wood:** He saw Todd's pickup at Marv's house. Are they having a fire district meeting? Todd said no.
2. **Carol Chase:** Are we paying on the M51 Bond. Carol Harrington said yes, biannually; the last payment was in July this year.
3. **Larry Wendlandt:** He suggested a wall be put up to partition the office so it is not such an open area. Also with winter coming on, regarding the PO system, Ron could think about alcohol for the air brakes, tires and glycol antifreeze and have that put on the agenda for the next meeting so you could have your approval in plenty of time. He also has discussed accountability systems with other fire districts and said they often use a certain number of points per year; it may be something to think about. Ron said we do have the winter ops on schedule; the chains are ready and we have antifreeze. Larry and Ron discussed winter care of vehicles further.
4. **Resolutions:** Marv would like a copy of all the resolutions by year. Carol will make him one.

There was no other business.

The next regular meeting will be November 23, 2009 at 7:00p.m.

The regular meeting adjourned at 9:30p.m.

Spokane County Fire District5 Chairman

Spokane County Fire District5 Commissioner

Spokane County Fire District5 Commissioner

Attest: Spokane County Fire District 5 District Administrator