

**Board of Fire Commissioners
Spokane County Fire Protection District 10
929 South Garfield Road
Airway Heights WA 99004
BOARD MEETING MINUTES**

May 13, 2019

5:00pm

Chairman Mericle called the meeting to order at 5:00pm

Present

Commissioners Scott Mericle; Jim McKelvey and Ken Pegg; Chief Scharff; Deputy Chief Orlando Sandoval; Division Chief Debby Dodson and Administrative Director Peggy Callahan.

Approval of the Agenda

Agenda was amended to include:

Entrance Conference Letter under Correspondence

Riverside State Park Update under Old Business #2

DNR Agreements under New Business #7

Commissioner Pegg made a motion to approve the agenda as amended; seconded by Commissioner McKelvey. Motion carried.

Approval of the Minutes

Minutes from the April 2, 2019 meetings were approved as mailed.

Correspondence – Commissioners were given a copy of the Entrance Conference Letter from the Washington State Auditor's Office.

Financial Report

AP Warrants 12947 – 12967 totaling \$15,307.71 were approved. AP EFT/ACH totaling \$47,837.93 was approved. Payroll Warrants 808037– 808040 totaling \$16,452.25 were approved. PR DD/EFT/ACH totaling \$107,297.99 were approved. March 2019 bank reconciliation was reviewed. 1stQ 2019 financials were reviewed.

Chiefs Report

- SHIP Grant still pending, we are acquiring letters of support.
- Palisades Park contract with City of Spokane still pending.
- Anticipated go live for new combined dispatch July 1st. Lots of work to follow in months /years ahead. City of Spokane will need to rescind a previously passed resolution in order to join the agreement. The SCRECS board has given the city a May 22, 2019 deadline to decide. Several Fire Chiefs from the area will be meeting with some of the Spokane City Council board members to answer their questions about SCRECS.

- New command truck in service last week. Some minor adjustments still to be made.
- New SCBA delivered last week. District will be holding in-service training next two Tuesdays and will plan on putting masks in service after that. We will be discussing disposal of old units and bottles.
- There was another fire at Graham Road Disposal Facility. This was the 4th fire in 12 months. Special thank you to Fairchild AFB for use of their equipment. Lt Risley and Department of Health are involved.
- Fairchild AFB held a major disaster live exercise last week in preparation for the June Air Show. SCFD10 along with multiple outside agencies were involved including City of Airway Heights and Spokane County Fire District 3.

Old Business

1. Review and discuss follow up from roundtable discussion – Division Chief Dodson brought the board up to date on her recruitment and retention activities over the past three months.
2. Riverside State Park Agreement – Chief Scharff reported that, as discussed at last meeting, Brian Snure send a letter and a draft agreement to Riverside State Park. RSP acknowledged receipt of the documents.

New Business

1. Administrative Assistant Job Description – AD Callahan presented the board with an updated job description for the Administrative Assistant position. There will be an increase in hours (from 30 to 32 per week) along with an increase in duties. Commissioner Pegg made a motion to approve the job description as presented; seconded by Commissioner McKelvey. Motion carried.
2. Administrative Assistant Hours Increase – Commissioner Pegg made a motion to increase the hours for the Administrative Assistant position to full time (32 hours/week); seconded by Commissioner McKelvey. Motion carried.
3. SOP 501.05 Point System – AD Callahan presented SOP 501.05 which clarifies the points earned during holiday shifts. Commissioner Pegg made a motion to approve the SOP as presented; seconded by Commissioner McKelvey. Motion carried.
4. SOP 502.02 Executive Staff– AD Callahan presented SOP 502.052 which clarifies positions considered as Executive Staff. Division Chief was added to the list.. Commissioner Pegg made a motion to approve the SOP as presented; seconded by Commissioner McKelvey. Motion carried.
5. Mutual/Auto Aid Agreement – Chief Scharff presented a mutual/auto aid agreement between Lincoln County District 4, Spokane County District 3, Spokane County District 5 and Spokane County District 10. This agreement

replaces the individual agreements we had with all these agencies.

Commissioner Pegg made a motion to approve the Agreement as presented; seconded by Commissioner McKelvey. Motion carried.

6. Resolution 19-04 – Credit Card Policy – AD Callahan presented Resolution 19-04 which outlines our credit card use policy. We were asked about our policy when the auditor was here and we were unable to locate our current policy, so a new policy was created. Commissioner McKelvey made a motion to approve the resolution as presented; seconded by Commissioner Pegg. Motion carried.
7. DNR Agreements – Chief Scharff presented two DNR Agreements for board review and approval. One of our current agreements expires this month. These agreements break out the current agreement into two difference agreements. Commissioner Pegg made a motion to approve the agreements as presented; seconded by Commission McKelvey. Motion carried.

Public Comment – Commissioner Mericle opened the meeting up to public comment. Kevin Haughton commented on the DNR Agreements.

Executive Session - Per RCW 42.30.110(1)(g) Commissioner Mericle took the board into Executive Session 6:15pm for fifteen minutes.

6:30pm – Executive Session extended 30 minutes.

7:00pm – Regular meeting resumed.

Adjournment

The next regular meeting will be June 4 at 5pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 7:04pm.



Scott Mericle, Chairman

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