

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

October 1, 2013

6:00 pm.

Chairman McKelvey called the meeting to order at 6:00 pm

**Present**

Commissioners Jim McKelvey, Jerry McCoury and Ken Pegg; Administrative Director Peggy Callahan; Chief Nick Scharff.

**Approval of the Minutes**

Minutes of the September 6<sup>th</sup> meeting were approved as corrected (page two, paragraph one, "2010 Tahoe.....still be under warrant", should read "still be under warranty.")

**Correspondence:**

None

**Financial Report:**

AP Warrants 9324 – 9400 totaling \$34,659.19 were approved, Payroll Warrants 806906 – 806956 totaling \$26,750.69 were approved.

**Chief's Report**

Apparatus/Handheld Radio Install – done with the exception of Engine portable chargers. Fire switchover delayed until Feb/Mar 2014. They will install Engine portables at a later time once portables are issued to other agencies.

One Ton Service Truck – Our service truck has snow plow installed by Washington Auto Carriage.

County wide burn restrictions have been <sup>listed</sup>~~listed~~ by IEFC. DNR is at moderate FDR, with allows for Rule Burns and some permitted burns.

2010 Tahoe transmission issues have been resolved. Chevrolet replaced <sup>torque</sup>~~torq~~ converter, bearings and seals – all covered under warranty.

Cooperative Service Agreement – Information is still being processed. A committee has been formed (one agency representative and one elected official from each agency). Committee working on reviewing requirements and expectations and hope to have some vendor proposals to review by November. We don't anticipate any expenditures until Jan/Feb 2014.

Chief Scharff was scheduled to go to NFA for class but this has been cancelled due to the government shutdown. DC Ladd's NFA class was cut short and is stuck in Washington until Friday.

10-3 Update – Personal Property – we have been reimbursed by Enduris for some replacement items purchased including vent saw and vent fan. More items have been ordered.

We finally received all of the necessary information from General Fire and Rosenbauer in reference to chassis damage. It's being recommended that the chassis be replaced. This recommendation is going to the underwriter for approval.

Rosenbauer is putting together a damage estimate for the box; more information to follow.

We've received preliminary numbers from the county regarding assessed value and levy limits. There's a slight increase in assessed value in addition to new construction.

#### **New Business**

1. Resolution 13-06 – Change Pay Date to Last working day of the month. Motion made by Commission McCoury to accept Resolution 13-06 to change payday from the first of the month to the last working day of the month. Seconded by Commission Pegg. So moved.
2. Payroll Guidelines – Administrative Director Callahan presented payroll guidelines for the board's approval. These guidelines will assist in the preparation of payroll and give guidance to employees and volunteers. Motion made by Commission Pegg to approve the Payroll Guidelines. Seconded by Commissioner McCoury. So moved.
3. Public Comment Guidelines – Administrative Director Callahan presented Public Comment Guidelines for the board's approval. Motion made by Commissioner Pegg to approve the Public Comment Guidelines. Seconded by Commission McCoury. So moved.
4. Leasehold Tax – Administrative Director Callahan brought the Commissioners up-to-date on the current amount being billed to the City of Spokane on a quarterly basis. No payments have been received to date, but we continue to invoice the city quarterly.
5. Surplus Old Truck – Chief Scharff requested that the board give recommendations on the disposition of Truck # 129 (2001 Ford F250). We recently purchased a new truck and had a snow plow installed so this truck is now surplus. The truck has 118K miles on it and does have a snow plow installed. Chief Scharff checked blue book on the truck and found it priced anywhere from \$4100-\$7300 for the truck only. The snow plow added between \$2000 and

\$2300 in value. Motion made by Commissioner McCoury to surplus vehicle #129 (2001 Ford F250 with snow plow). Seconded by Commission Pegg. So moved.

Commissioner McCoury made a motion to take truck #129 (with snow plow) to IAA Auction to sell to highest bidder. Seconded by Commissioner Pegg. So moved.

**Public Comment:**

Dave Scher commented on the August meeting minutes. He had requested that the minutes reflect that no public comment period was held. He also commented that the August minutes were not posted on the website and wondered if they had been approved since the September minutes were being approved this evening. He also commented that Training was being held at different districts even though there had been no meeting between the commissioners to discuss the proposed Cooperative Services Agreement.

Commissioner McKelvey called for thirty (30) minute Executive Session at 6:37pm per RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive session was extended thirty (30) minutes at 7:07pm.

Executive session was extended fifteen (15) minutes at 7:37pm.

Executive session was extended fifteen (15) minutes at 7:52pm.

Executive session was extended five (5) minutes at 8:07pm.

Regular meeting resumed at 8:07pm.

**Old Business:**

1. District Secretary Evaluation
2. Fire Chief Evaluation

**Adjournment:**

The next regular meeting will be November 5, 2013 at 6:00 pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 8:10pm.

  
James McKelvey, Chairman  
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