

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

December 3, 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, Deputy Chiefs Robert Ladd and Orlando Sandoval.

Approval of the Minutes

Minutes of the November 5th meeting were approved mailed.

Correspondence:

None

Financial Report:

AP Warrants 9471 – 9541 totaling \$46,887.28 were approved, Payroll Warrants 807007–807044 totaling \$6,794.93 were approved.

Meeting was adjourned at 6:11pm for a pinning ceremony.

Meeting resumed at 6:30pm

Chief's Report

- AMR labor negotiations ongoing. Understand they are going to mediation process soon.

- RFQ's: Two proposals submitted to District 10 by closing date of Nov 25.

- Engine 10-3 update: 2013 Spartan Chassis has been ordered by General Fire approx. 16-20 week delivery to Rosenbauer factory.

- PL 10-1 modification update: Parts have been ordered, will schedule repair when parts arrive.

- PT 10-3: Work recently done to make it winter ready. Several valves leaked which would not allow pump to drain. Some gauges replaced, lights, etc.

- Will be working on SOP admin updates/revisions in next month
- State Auditor Exit Conference held Dec 2nd Clean audit, no findings.
- AD Callahan, no update to share on insurance quotes from providers.
- Recruit School North Bend trip Dec 14-16. Recruit School Graduation Dec 19, 7 pm. Sunset Elementary.
- Association Holiday potluck Dec 9, 5:30. Association providing meats, Santa will visit!

Old Business

1. Cooperative Services Agreement – Deputy Chief Ladd reported that two proposals were received by the November 25th deadline in response to our request for qualifications. The committee will meet Friday, December 6th to review the proposals. Chief Scharff has been trying to get representatives from agencies that've gone through a similar process to come talk to the committee. Discussion followed regarding getting all parties involved. Board recommended that Chief Scharff try to schedule a Friday or Saturday in January for both organizations to come and give presentations.

Commissioner McKelvey moved New Business item #5 to be included in Old Business item #1. Discussion followed regarding type of retreat, item will be discussed in new business also.

2. Audit Summary – The State Auditor's office completed their bi-annual audit of the district. The audit results indicated that the district's internal controls were adequate to safeguard public assets. No findings or management letters. Next audit will be 2015 for the period 2013-2014.

New Business

1. Preliminary Budget – AD Callahan presented a preliminary budget for 2014. No action taken. Final budget will be presented at the next meeting.

Chief Scharff requested permission to purchase turnouts for 2014 which exceeds his spending authority. Bids will be solicited from three (3) vendors. Motion made by Commissioner McCoury to allow Chief Scharff to purchase \$20,000 worth of turnouts. Seconded by Commissioner Pegg. So moved.

2. Resolution 13-08 – AD Callahan presented Resolution 13-08 Small Works Roster Procedure. Motion made by Commission Pegg to approve resolution 13-08 and

rescind resolution 04-03 as presented. Seconded by Commissioner McCoury. So moved.

3. Ambulance Service Board – Chief Scharff presented information from the Ambulance Service Board (ASB) and reviewed the ASB contract amendment which came about because the current ambulance contract was entered into with the understanding that AMR and City of Spokane would be negotiating a new contract giving the ASB leverage to change their contract. The City did not negotiate a new contract so the ASB is recommending changes to provide an enforcement tool and to bring costs in line.

Commissioner Pegg made a motion to allow Chief Scharff to negotiate and sign a contract with ASB. Seconded by Commissioner McCoury. So moved.

4. Battalion Chief Testing – Deputy Chief Ladd made a presentation to the board about Battalion Chief (BC) testing. The board had previously approved a BC job description and DC Ladd is now ready to bring in candidates for testing. This will include candidates outside of the district and will probably not exceed four (4) candidates. Discussion followed.
5. Board Retreat - tabled until next month.

Public Comment:

Susan Leonetti made a comment about the RFQ process, Battalion Chief Testing and SOP's.

Adjournment:

The next regular meeting will be January 7, 2014 at 6:00 pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 7:58pm.



James McKelvey, Chairman

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