

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

January 7, 2014

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.

**Agenda**

Item 3 was added to the agenda (WSP Agreement).

**Approval of the Minutes**

Minutes of the December 3<sup>rd</sup> and December 18<sup>th</sup> meetings were approved as mailed.

**Correspondence:**

Spokane County Commissioners Dinner coming up on January 9<sup>th</sup>. No commissioners are able to attend this year.

DC Ladd reported that he received a thank you note from a citizen after our staff and members responded to a medical aid call at her residence.

DC Ladd reported that he received an email from Chief Mayfield (MLFD) regarding assistance we provided on a mutual aid call. Chief Mayfield commented on how our joint training was evident during this call and commended all those involved.

**Financial Report:**

AP Warrants 9542 – 9629 totaling \$53,575.32 were approved, Payroll Warrants 807045–807165 totaling \$73,087.84 were approved. AP EFT/ACH totaling \$252,993.75 and PR DD/EFT/ACH totaling \$70,290.77 were approved.

**Chief's Report**

- Good attendance at holiday dinner
- Recruit Graduation 12/19
- Flu bug is alive and well
- Call volume 2013 “823” In process of putting yearend review together

- AMR labor negotiations. No update to share.
- PI 10-1 is at General Fire for modifications
- Admin assistant Carol Harrington Resigned effective Jan 3<sup>rd</sup>, due her added work load at college level
- Peggy requesting we continue a PT position as budgeted and will be looking to fill with qualified person. There is much work to be continued and need for a backup payroll person.
- Due to holidays no work completed on updates of admin SOP updates/revisions yet.
- Ordered some PPE from LN Curtis as trial again and also MES
- Still waiting on County order of new pagers. Looking at sending some existing for repairs
- New radio system should go live in a couple weeks for Law Enforcement side, Fire hopeful still late in spring . Possibly wait until fall cutover after summer fire season
- Pulse Point program. CCC purchased interface recently. Feb 14<sup>th</sup> kick off for CPR type medical calls
- 1<sup>st</sup> Structure fire of 2014 over weekend on N Rambo road. Presented very icy conditions with many minor slips/falls. One fell on ice with sprained knee claim. Thank you to all who helped.

### **Old Business**

1. Board Retreat – Commissioner McKelvey reported on the cost of venues in the district and after further discussion it was decided to postpone the retreat until this fall.
2. Final Budget Review – AD Callahan presented a final review of the budget. A final budget will be presented next month for approval. Chief Scharff requested authorization to begin looking for a replacement for the Expedition using state bid. He will bring something to the commissioners for approval.
3. Cooperative Service Agreement – DC Ladd reported that the City of Medical Lake is voting this evening on the Memorandum of Agreement that the City of Airway Heights will be voting on the MOA on 2/3/2014. Discussion followed.

**New Business**

1. Election of Board Chairman – Commission Pegg made a motion to retain Commissioner McKelvey as Board Chairman; seconded by Commissioner McCoury. So moved.
2. Memorandum of Agreement – AD Callahan presented a cost sharing Memorandum of Agreement between the City of Medical Lake, the City of Airway Heights and Spokane County Fire District 10. This agreement will allow the three entities to share the cost of a consultant to possibly be hired to perform a feasibility analysis study relating to the Cooperative Service Agreement. Discussion followed. Commissioner Pegg made a motion to approve the Memorandum of Agreement; seconded by Commissioner McCoury. The Memorandum of Agreement is currently being reviewed by the City of Airway Heights and City of Medical Lake.
3. Washington State Patrol Agreement – Chief Scharff presented an agreement between Spokane County Fire District 10 and the Washington State Patrol which allows Washington State Patrol to reimburse SCFD10 for fire mobilization costs.

Commissioner McCoury made a motion to allow Chief Scharff sign a contract with Washington State Patrol for reimbursement of fire mobilization costs. Seconded by Commissioner Pegg. So moved.

**Public Comment:**

**Adjournment:**

The next regular meeting will be February 4, 2014 at 6:00 pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 7:13pm.

  
James McKelvey, Chairman  
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