

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

July 7, 2015

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; DC Robert Ladd and DC Orlando Sandoval.

Approval of the Agenda

Agenda approved as submitted.

Approval of the Minutes

Minutes of the June 2, June 26 and June 29, 2015 meeting were approved as mailed.

Correspondence

Commissioners were given a copy of the Audit Exit Conference Letter along with copies of two thank you notes the district received from neighbors near the Jacobs Road Fire. DC Ladd commented that the district has received several posts on our Facebook page expressing thanks for the work we've done.

Financial Report

AP Warrants 11059 – 11140 totaling \$37,743.76 were approved. Payroll Warrants 807670 – 807688 totaling \$12,828.32 were approved. PR DD/EFT/ACH totaling \$96,490.81 were approved.

Chiefs Report

- Exceptionally busy for month of June with calls. Multiple multi-alarm fires in Spokane County, D3, D8, D9 and City of Spokane, both wild land and structural, District 10 has helped out on all occasions, as well as requested help from many when needed. Most noted District 10 fires Greenwood fire, 17 acres on June 11th. Brooks Road fire on June 16th 1 acre and shed. Chris Lane Fire on June 18th - one large private shop and 2.5 acres. Jacobs Road Fire on July 2nd - several homes threatened, burned 17 acres and one small out building. A call review showed that from Jan 1, 2014 – July 7, 2014 we had a total of 392 calls and during that same time period in 2015 we have had 436 calls. From May 1 – July 7, 2014 we had a total of 134 calls and during that same time period in 2015 we have had

214 calls. From May 1 – July 7, 2014 we had a total of 10 fire calls and during that same time period in 2015 we have had 28 fire calls.

- The district was audited for the 2013 – 2014 fiscal years. The Auditor Exit conference was held on June 24, 2015. The audit did not result in any findings.
- Attack 10-1 Air compressor is back in service.
- Tender 10-4 transmission removal and repair \$ 4,700.00. Freightliner is only local Allison authorized repair facility.
- Peggy returned from NFA last week for Grants class.
- Fourth of July activity AH and ML busy evening. D10 assisted AHFD with nine fire calls in 5 hour period.
- We will be holding an Open House at Station 10-4 on Saturday July 11th from 12-4pm.
- We received notice of a liability claim being filed against the district from a 2012 accident involving a City of Cheney recruit. The paperwork has been forwarded to Enduris.

Old Business –

1. CSA Update – no update
2. Employment Contract – Tabled
3. Employment Contract – Tabled
4. Employment Contract – Tabled
5. Employment Contract – Tabled
6. Commissioner Training and Travel Reimbursement – Commissioner McKelvey presented the draft guideline for Commissioner Training and Travel Reimbursement. Commissioner McCoury questioned whether this document should be a resolution, administrative policy or guideline. He also suggested, after attending a Snure Seminar, that the Commissioners put together a list of preapproved conferences. Commissioners would then identify which conferences they plan on attending. Any conference not on the list that a commissioner would like to attend would be added to the list upon request. AD Callahan with review Snure Seminar Information and MRSC for additional information and will gather a list of conferences.

New Business –

1. SOP Section 700 – DC Ladd brought forward SOP 700 (Record Retention) with recommended changes related to responsibility for report completion along with some report completion deadlines. Lt Leonetti asked about including language to prevent changes being made to the record. DC Ladd commented that this issue would be a training issue. Commissioner Pegg made a motion to adopt SOP Section 700 as presented. Seconded by Commissioner McCoury. Motion carried.

Public Comment

Commissioner McKelvey opened the meeting up for public comment.

Lt Leonetti commented on several issues and requested that copies of emails be submitted as public record:

- (1) District vehicles being parked at personal residences
- (2) Command rigs being parked at personal residences and being driven with non-members as passengers
- (3) Communication issues related to vehicle and station maintenance
- (4) Maintenance issues related to apparatus from Station 3 being used by staff/volunteers not stationed at 10-3 and returning the apparatus without cleaning it nor completing the "after use checklist"

Adjournment

The next regular meeting will be August 4, 2015 at 6:00 pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 7:09pm.


James McKelvey, Chairman
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