

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

February 2, 2016

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 and Deputy Chief Orlando Sandoval.

Approval of the Agenda

Agenda approved as mailed.

Approval of the Minutes

Minutes from January 5, 2016, January 12, 2016 and January 26, 2016 meetings were approved as submitted.

Correspondence

Financial Report

AP Warrants 11633 – 11708 totaling \$127,884.59 were approved. Payroll Warrants 807767 – 807776 totaling \$11,808.67 were approved. PR DD/EFT/ACH totaling \$83,523.26 were approved.

Chiefs Report

- Appreciation Banquet was well attended. Thanks to all involved in making it a memorable evening.
- Recruit School starts 2/10/2016. We have 14 recruits (7 Reserve; 3 Traditional Volunteers and 4 Residents). We also have two members going through the Crew Leader Academy.
- DC Sandoval and AD Callahan will be attending NW Leadership Conference in March.
- A member's vehicle was stolen last week with her PPE gear in the vehicle. The vehicle was recovered but the gear was not. We have filed an insurance claim with Enduris – subject to a \$100 deductible.
- We will be working on generator at Station 10-4.
- A new, larger, fuel tank has been ordered for Station 10-1, the existing tank will be moved to Station 104. We will also have apparatus diesel at Station 10-4.

- Onan Generator (10k) has been salvaged and will be placed at a station after it's in working condition.
- We have been having pager issues – SCRECS is working on them.
- All radios will need to be reprogrammed, the county is working on this.

Old Business

1. CSA Update – Nothing new to report
2. Interlocal Agreement for Deputy Chief Chief Scharff
Chief Scharff presented an Interlocal agreement for SCFD10 to contract with the City of Airway Heights for them to provide Deputy Chief services will the district decides how to handle our vacancy. Commissioner McCoury requested that language be changed regarding designee assignment and requested that we get clarification from Brian Snure regarding worker's compensation coverage. Commissioner McCoury made a motion to approve the Interlocal agreement with the corrections noted; seconded by Commissioner Pegg. Motion carried.
3. Review and discuss follow up from roundtable discussions. Commissioner McKelvey reported that the board has met on two different occasions to review and discuss the results of the roundtable meetings that were held in early January. Commissioner Pegg made a motion to retain consultant group to meet with chief to address objectives given to board on January 12th by consultants. Objectives include:
 - a. Improve effectiveness of communication systems
 - b. Improve recruitment and career opportunities for career employees, volunteer officers and firefighters
 - c. Improve training function
 - d. Improve effectiveness of maintenance function
 - e. Implement a long range strategic operations and financial plan
 - f. Develop and implement a district disaster plan
 - g. Stabilize employment career of uniformed staff
 Commissioner McCoury reminded the board that one of our underlying goals is always improving customer service. Commissioner McCoury seconded the motion. Motion carried.

New Business

1. Election of Board Chairman. Commissioner McCoury nominated Commissioner McKelvey as board chairman. Seconded by Commissioner Pegg. Motion carried.
2. Interlocal Agreement for Recruit Academy – Chief Scharff presented an updated Interlocal agreement for the West Plains Structural Recruit Academy. Discussion followed. Commissioner McCoury made a motion to approve the Interlocal agreement. Seconded by Commissioner Pegg. Motion carried.

3. BLM Agreement – Chief Scharff has received an updated, but not finalized, agreement from BLM. There is ongoing discussion regarding reimbursement. Commissioner Pegg made a motion to allow Chief Scharff to sign the BLM Agreement when it is finalized. Seconded by Commissioner McCoury. Motion carried.
4. SOP 702 (.01 & .02) – DC Sandoval presented SOP 702.01 and 702.02 (Incident Reports and Medical Incident Reports). Changes are reflective of current practice and NFIRS reporting requirements. Commissioner McCoury made a motion to approve SOP's as presented. Seconded by Commissioner Pegg. Motion carried.
5. Annual Harassment Training – Reminder to board that they need to attend the district's annual harassment training that will be held on February 16th at 7pm. If they are unable to attend in person, the training will be posted to the district's you tube channel for viewing.
6. Leonetti Appeal – Commissioner McKelvey took to the board into Executive Session at 7:15pm for fifteen (15) minutes per RCW 42.130.110(1)(g). Regular meeting resumed at 7:30pm. Commissioner Pegg made a motion that the board sent a letter to Susan Leonetti in response to her appeal. Seconded by Commissioner McCoury. Motion carried.

Public Comment – Commissioner McKelvey opened the meeting up to public comment.

Adjournment

The next regular meeting will be March 1, 2016 at 6:00 pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 7:32 pm.


James McKelvey, Chairman
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