

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

March 4, 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 and Deputy Chief Orlando Sandoval.

Approval of the Agenda

Agenda approved as written.

Approval of the Minutes

Minutes of the February 4, 2014 meeting were approved as mailed.

Correspondence:

Financial Report:

AP Warrants 9614 – 9797 totaling \$67,744.69 were approved, Payroll Warrants 807209–807250 totaling \$26,224.15 were approved. AP EFT/ACH totaling \$525.68 and PR DD/EFT/ACH totaling \$66,737.78 were approved.

Pinning Ceremony – Battalion Chiefs Daron Bement and Chad Childears were sworn in at the pinning ceremony.

Meeting was adjourned at 6:02pm for Pinning Ceremony reception.

Regular meeting resumed at 6:14pm.

Chief's Report

- WAC 296 – 305 Revisions are being reviewed by staff. Some have effect on policies:

SCBA Face piece "should" be issued to personnel, SCBA for investigators till OH complete , Must wear EMS Eye protection, just to name a few

- Admin SOP updates/revisions, SOG continuing in process.
- Prevention - Majority of District's commercial structures have been inspected and preplan updates are in process.

- Several live fire trainings will be coming up in next few months. Solar World units in AH plus FAFB 40 homes. AH And FAFB coordinating with several departments for utilization.
- Planning Bloomsday participation on Government way route again this year.
- FAFB Planning Air Show May 31-June 1. Inviting area wide fire participation.
- Working on 1st Qtr. Public Newsletter.
- We modified our staffing to start staffing Station 10-2 during the day for a trial period. This is dependent on volunteers being available during the week and career staff being able to perform duties.

Old Business

1. DC Sandoval Salary Review – see below
2. Feasibility Study – AD Callahan reported on the status of the feasibility study being performed by ESCI. ESCI requested documentation from all three entities to review prior to site visit scheduled the week of March 24th. Discussion followed.
3. Truck Purchase – DC Sandoval presented bids from three vendors (including state bid) for the purchase of a new vehicle to replace the 2000 Ford Expedition currently being used by the Duty Office. Commissioner McCoury made a motion to approve the purchase of a 2014 Chevy Silverado 1500 Crew Cab via state bid; seconded by Commissioner Pegg. So moved.

New Business

1. Pinning Ceremony – see above
2. Resolution 14-01 – AD Callahan presented Resolution 14-01 Annual Awards Banquet for approval. This resolution replaces Resolution 06-03 which is being rescinded. Commissioner Pegg made a motion to approve the resolution as corrected; seconded by Commissioner McCoury. So moved.
3. Administrative Assistant Job Description – AD Callahan presented a job description for a part time Administrative Assistant. Discussion followed. Commissioner McCoury made a motion to approve the job description and hiring of a part time Administrative Assistant; seconded by Commissioner Pegg. So moved.

4. New Phone System – DC Sandoval presented a Request for Quotation and asked the board for permission to seek bids to replace our current phone system. The current system has been installed since 1997 and we are currently unable to get parts to replace/repair. Discussion followed. Commissioner McCoury made a motion to approve the RFQ and allow DC Sandoval to solicit bids for a new phone system, total cost to be less than \$12,000; seconded by Commissioner Pegg. So moved.
5. Career Staff Promotions – Chief Scharff informed the board that he is recommending that Interim Lieutenant Anderson and Interim Lieutenant Koberstine have the “Interim” tag removed effective 3/5/2014.

Public Comment:

Commissioner McKelvey took board into Executive Session at 7:19pm for 30 minutes per RCW 42-30-110 (g).

7:49pm – Regular meeting resumed.

DC Sandoval Salary Review – Commission Pegg made a motion to increase DC Sandoval’s salary \$300.00/month effective 04/01/2014; seconded by Commissioner McCoury. So moved.

Adjournment:

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

There being no further business to come before the Commission the meeting was adjourned at 7:50pm.


James McKelvey, Chairman
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