

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

November 4, 2014

6:00 pm.

Chairman McKelvey called the meeting to order at 6:00 pm

Present

Commissioners Jim McKelvey and Ken Pegg; Administrative Director Peggy Callahan; Chief Nick Scharff. Commissioner Jerry McCoury had an excused absence.

Approval of the Agenda

Agenda approved as submitted.

Approval of the Minutes

Minutes of the October 7, 2014 and October 14, 2014 meetings were approved as mailed.

Correspondence

Financial Report

AP Warrants 10361 – 10441 totaling \$89,625.89 were approved. AP EFT/ACH totaling \$105.74 was approved. Payroll Warrants 807499– 807524 totaling \$15,724.68 were approved. PR DD/EFT/ACH totaling \$77,779.89 were approved.

Chiefs Report

- Chief contacted General Fire for an update on Engine 10-3. He should be going back to Rosenbauer plant in the next few weeks for final punch list and approval of R&R prior to them delivering to Spokane. Insurance will cover airfare and associated costs.
- As per the Snure Seminar at the WFCA meeting in October, The district should have an assigned "privacy" person as it relates to medical reports in order to be compliant with HIPPA . Staff is reviewing policy's and will address issue accordingly
- DC Ladd is at a Paramedicine Conference this week.
- We submitted a proposed contract to Riverside State Park for fire service coverage in the equestrian area. They contacted Chief Scharff and requested

that no formal contract be submitted. District will invoice them \$1000/year for fire /ems services.

- Chief Scharff and Commissioner Pegg recently met with the City of Medical Lake and the City of Airway Heights to discuss the ESCI feasibility study. The recommendations following those meetings was that District 10 and Airway Heights do an internal review of their respective departments as it relates to moving forward. Once those internal reviews are complete the agencies will get together to compare notes and decide what action, if any, should be taken. Our meeting is tentatively scheduled for November 24th at 5:30pm. For Medical Lake the options are more limited till more direction is decided.
- Chief discussed upgrading the security at Station 10-1. We've had a couple of incidents lately that have brought to light our lack of security at the front desk. DC Sandoval, Lt Galtieri, AD Callahan met to propose recommendations. Chief Scharff will review these.
- The AMR contract with the City of Spokane has expired. Because County Transport rates are tied to the city's rates with AMR it is uncertain how this expired contract will affect us. The city is currently going through a rebid process for ambulance service.

Old Business

1. Job Descriptions (4) DC Ladd
Chief Scharff presented job descriptions for District Lieutenant – Training; District Lieutenant – Prevention; District Lieutenant – Safety/Maintenance and Career Firefighter. Discussion followed. Motion was made by Commissioner Pegg to approve the job descriptions as presented. Seconded by Commissioner McKelvey. So moved.
2. SOP 502.02 Revision DC Ladd
Chief Scharff presented SOP 502 which identifies executive staff (Fire Chief, Deputy Chief and Administrative Director) and outlines their leave accrual. Discussion followed. Motion was made by Commissioner Pegg to approve the SOP as presented. Seconded by Commissioner McKelvey. So moved.

New Business

1. Levy Certification AD Callahan
AD Callahan presented the 2015 Levy Certification based on assessed value numbers provided by the assessor's office as of 10/31/2014. Motion was made by Commissioner Pegg to approve the levy certification as presented. Seconded by Commissioner McKelvey. So moved.

Public Comment

Commissioner McKelvey opened the meeting up for public comment.

Executive Session

Commissioner McKelvey took the meeting into Executive Session at 6:01pm per RCW 42.30.140(g) that a portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining.....

The session will last 45 minutes.

Executive session was extended ten minutes at 6:46pm

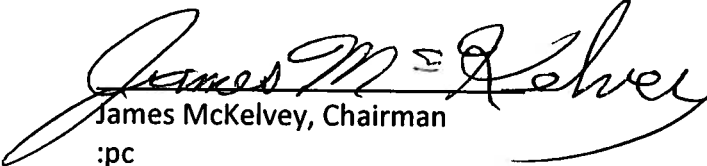
Executive session was extended 5 minutes at 6:56pm

Regular meeting resumed at 7:01pm.

Adjournment

The next regular meeting will be December 2, 2014 at 6:00 pm at Station 10-1. There will be a Workshop held on November 24, 2014 at 5:30pm at Station 10-1.

There being no further business to come before the Commission the meeting was adjourned at 8:16pm.


James McKelvey, Chairman
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