

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

August 4, 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 and Chief Nick Scharff.

**Approval of the Agenda**

Agenda approved as submitted.

**Approval of the Minutes**

Minutes of the July 7, 2015 meeting were approved as mailed.

**Correspondence**

Commissioners were given a copy of an email from the National Association of Elected Fire Officials. The emailed explained the purpose of this association and outlined membership fees. No decision was made at this time to join the organization. The commissioners were also given a copy of an email from Enduris regarding liability coverage for board members, career staff and volunteers. AD Callahan provided the commissioners a list of yearly conferences. This list is a work in progress as items will be added as necessary.

**Financial Report**

AP Warrants 11141 – 11226 totaling \$43,644.88 were approved. Payroll Warrants 807689 – 807704 totaling \$12,983.94 were approved. PR DD/EFT/ACH totaling \$106,132.971 were approved. Warrant #11161 was voided.

**Chiefs Report**

- July was a busy month with 129 calls for service, July three year average is in the 85-90 range.
  
- Follow up on T10-4 transmission repair at freightliner (\$4,700.00). Another \$2,700.00 for additional update and repair kit. Labor charges were waived second time.

- T10-1 basically same transmission issue as T10-4, in for repair. Likely to be a similar bill.
- A10-5 was on State Mob at Blue Creek fire near Walla Walla. DC Ladd was at I-90 /Vantage Fire.
- Ladd currently at Chelan Wolverine Fire for overhead support.
- Station 10-4 Open House July 11<sup>th</sup> 12-4 pm. Event well attended, over 100 people in 4 hours. Thanks to our members that assisted in the success, FAFB FD for bringing the Jump House for kids and DNR for attending to provide information to citizens.
- Recruiting went well. 21 total - 15 new and 6 laterals, including 12 traditional volunteers. Recruit Academy starts next week.
- District 10/ BNSF will hold another training Aug 14<sup>th</sup>. Topic is Amtrak and passenger car emergencies.
- We recently placed an order for PPE for the new recruits.
- Parking lot at Station 10-1 is being repaired. Cracks have been fixed and it will be repaved and striped this week.
- National Night Out is being held this evening (first Tuesday in August each year). Chief Scharff suggested maybe changing next year's August meeting so that Administration and Fire Commissioners would be able to attend events.

**Old Business –**

1. CSA Update – no update
2. Employment Contract – Tabled
3. Employment Contract – Tabled
4. Employment Contract – Tabled
5. Employment Contract – Tabled

**New Business –**

1. SOP 502.03 – Chief Scharff brought forward SOP 502.03 (Sick Leave for Executive Staff). This item is being tabled until next meeting
2. SOP 502.05 – Chief Scharff brought forward SOP 502.05 (Vacation Leave). Motion made by Commissioner McCoury to approve the SOP as presented; seconded by Commissioner Pegg. Motion carried.

3. Travel and Reimbursement Policy – AD Callahan brought forward a new Travel and Reimbursement Policy which will apply to Commissioners, Administration, Career Staff and volunteers. Discussion followed. Commissioner Pegg made a motion to approve the policy as presented; seconded by Commissioner McCoury. Motion carried.

### **Public Comment**

Commissioner McKelvey opened the meeting up for public comment.

Lt Leonetti commented on a public education/prevention event that her and Chrys Anderson attended at Lynn Dee's Dog Care on July 18<sup>th</sup>.

Commissioner Pegg wanted to pass along thanks to FF Shier, FF Dietzel and FF Pegg for volunteering to teach First Aid and CPR to Boy Scout Troop #313.

Commissioner McCoury commented on the Fire Works signs that were posted throughout the district.

Commissioner Pegg asked about the Health/Fitness program and how it was going. Lt Koberstine talked about it being difficult to fit in workouts given the amount of hours being put in fighting fires. Discussion followed.

**Executive Session** – Per RCW 42.30.110(1)(g) Commissioner McKelvey took the board into Executive Session at 7:05pm for thirty (30) minutes.

7:35pm – Executive Session extended ten (10) minutes.

Regular meeting resumed at 7:45pm

### **Adjournment**

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

There being no further business to come before the Commission the meeting was adjourned at 7:48pm.



James McKelvey, Chairman

:pc