

# Spokane County Fire Protection District 8

## MINUTES

### Special Board of Fire Commissioners Meeting

Station 82

June 12, 2010

10:00 a.m. Draft

#### CALL TO ORDER

The special meeting of the Board of Fire Commissioners was called to order by Chair Hesse at 10:04 a.m. In Attendance: Commissioner Lee Boling, Commissioner Gregory Hesse, Commissioner Dennis Ross, Chief William Walkup, Deputy Chief Tony Nielsen, and Deputy Chief Lonnie Rash.

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF THE AGENDA

- Add: New Business, Item B, Agenda Item Additions

Motion made by Commissioner Ross, and seconded by Commissioner Boling:

**The meeting Agenda is approved as amended.** The motion carried unanimously

#### APPROVAL OF THE CONSENT AGENDA

Motion made by Commissioner Ross and seconded by Commissioner Boling:

**The Consent Agenda is approved as presented.** The motion carried unanimously.

#### UNFINISHED BUSINESS

**A. Bond Underwriter Proposals and Fiscal Policies** – In effort to maintain or improve the District's bond rating in conjunction with the bond refinance, the District's bond underwriter requested the board adopt certain fiscal policies. Policy 01, General Expense Fund Reserves, states a general expense fund reserve of 8% will be established to cover such items as natural disasters, insurance contingencies, and professional services outside of those known and budgeted for in the general budget. Policy 02, General Expense Fund Reserves, states a 10% general expense fund reserve will be established to cover any revenue shortfall that may occur as a result of legislative actions, tax receipt collections or other unanticipated revenue shortfalls. Policy 03, Capital Replacement and Acquisition Plan Funding, states a minimum of \$128,000 shall be set aside annually in the general fund for the Capital Replacement and Acquisition Plan; the program was funded at \$169,000 in 2009 and 2010. Policy 04, Capital Improvement Funding/Debt Funding, states the BoFC may use both voter approved and non-voter approved levies to finance capital facilities and equipment. In addition, the policy states Capital Improvement Funding is not appropriate for operations and maintenance expenses. Policy 05, Operating Budget, states the District shall operate on a balanced budget and shall not expend any reserve or capital replacement funds if to do so would drop those reserves below the minimum balances established in preceding policies.

Jim Blumenthal will schedule a conference call for August 10<sup>th</sup> in order to secure pricing on the bonds. The Board will then execute closing documents during the regular meeting on that date.

Motion made by Commissioner Boling and seconded by Commissioner Ross:

**Adopt Resolution 10-02 and the associated policies.** The motion carried unanimously.

**B. Ground Ambulance Service Agreement** – Chief Walkup presented the final version of the Countywide Ambulance Agreement to the Board. In addition, he pointed out key components of the agreement which provide a higher level of services for District citizens.

Motion made by Commissioner Boling and seconded by Commissioner Ross:

**To accept the Ambulance Service Agreement as presented.** The motion carried unanimously.

**C. Cost Recovery Research - Tabled**

**NEW BUSINESS**

**A. Commissioner Expense - Tabled**

**B. Agenda Item Additions - Tabled for review of current policy.**

**EXECUTIVE REPORT**

**A. ASB – No further discussion**

**B. Commissioner Payroll Frequency** – The District’s payroll software requires that each employee be assigned a designated payroll frequency so that the correct federal withholding amount is deducted from their pay. Payroll staff requested the BoFC indicate if they had a preference to receive reimbursement for their attendance at District meetings on a monthly or quarterly basis. The Board was in agreement that they had no preference and would defer to payroll for that determination.

**CORRESPONDENCE**

**Attached**

**PUBLIC COMMENTS**

**None**

**EXECUTIVE SESSION**

**None**

**ANNOUNCEMENTS**

- The next regular Board of Fire Commissioners meeting will be Tuesday, July 13, 2010.

**ADJOURNMENT**

With no further business, the meeting was adjourned at 10:42 a.m.

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Gregory A. Hesse, Chair  
Fire District 8 Commissioner

**ATTEST:**

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William A. Walkup  
District Secretary