

# Ambulance Service Board

Your Local Fire Departments

*"Working on Your Behalf"*

Spokane County Fire District 9  
Contract Administration  
3801 E Farwell Rd,  
Mead, WA 99021  
Phone (509) 466-4602

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**Participating Local Governments:**

**Cheney Fire Department – Tom Jenkins – ASB Chair**

**Fire District #10**

**Fire District #3**

**Airway Heights Fire Department**

**(60% members needed for a quorum)**

**Fire District #9**

**Fire District #8**

**Fire District #13**

**Fire District #2**

**Other Participating Local Governments**

**Fire District #5, Fire District #11**

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## **ASB Meeting Minutes September 11, 2024, 1:30 P.M.**

### **Present**

Dan Cecil, Nathan Jeffries, Chad Heaton, Allison Sargent, Chris Wyrobek, Don Malone & Tom Jenkins. Present via Zoom were Jeff Anderson, Daron Bement, Tom Jenkins & Mitch Metzger.

### **Approval of Meeting Minutes**

Motion to approve: Chief Cecil

Second: Chief Anderson

June 12, 2024 ASB Meeting Minutes approved.

### **Agenda**

#### **New Business:**

##### **1) ASB Bank Accounts**

Chief Cecil and SCFD9 Finance Manager Chad Heaton discussed the transfer of funds from SVFD, requesting a separate bank account be made for the ASB. Currently District 9 uses Umpqua bank. Chief Anderson likes the idea of STCU based on the multiple locations across the county. The Board would like to decide on multiple signers once this account is set up.

Motion to approve a new bank account be made for the ASB with STCU: Chief Malone

Second: Chief Bement

Motion passed unanimously.

##### **2) Purchase of Accounting Software & Laptop for CA**

Chief Cecil recommended finance software and a laptop be purchased for the ASB that would remain with the Contract Administrator moving forward. Chad Heaton provided a quote from Vision outlining the cost and services the ASB would receive for the Vision finance software.

This quote was approximately \$8500 upfront with \$2000 reoccurring yearly, contingent on a three-year contract. Chief Wyrobek expressed his concerns with the quote stating there are more cost-effective options that the ASB should explore. The Board would like to look at different options for finance software but agrees that a dedicated laptop is necessary.

Motion to purchase a laptop up to \$2000.00: Chief Malone

Second: Chief Bement

Motion passed unanimously.

- **Action Item:** Chief Jeffries stated the CA will email Attorney Snure for guidance regarding receiving, receipting, and expenditure tracking of ASB funds.

### **3) Audit Specific to Transfer of Funds from SVFD to CA SCFD9**

Chad Heaton has researched and found a third party that is willing to audit the funds transferred from SVFD to SCFD9. Chief Jeffries recommended putting together an audit committee to review the thumb drive from SVFD, to see what we have that can be audited. SCFD9 has not yet deposited the check as we were waiting on approval of a new bank account for the ASB. The committee discussed reviewing the thumb drive data and report back at the next monthly meeting. Chief Jenkins asked is there is a minimum or maximum timeframe on conducting a formal audit.

- **Action Item:** Chief Jeffries stated the CA will reach out to Attorney Snure for guidance on an audit process and any associated concerns regarding the timelessness of an audit.

### **4) Negotiations Update**

Chief Jenkins informed everyone that the ASB sub-committee met approximately 3 weeks ago to discuss the revised contract that the ASB sub-committee received back from AMR. Negotiations is still on going with no contract.

- **Action Item:** Chief Wyrobek moved to schedule a special meeting to discuss those proposed changes with the ASB as a whole and to reach a consensus before another negotiation meeting is schedule with the AP.

### **5) Expectations of SCFD9 as CA**

SCFD9 would like guidance from the consortium regarding CA roles and responsibilities. Chief Wyrobek would like to see consistency in reporting. Chief Bement said some expectations [for the CA] may be refined as we complete our negotiations with AP and the new contract. Chief Jenkins mentioned there is a list of rules that is published outlining what is required of the CA and can find a copy to share if needed. This list outlines the frequency of reporting that is required.

- **Action Item:** Chief Jenkins will email the ASB the current CA Responsibilities for review and further discussion.

### **6) Bylaws regarding Small & Large PLG's**

Chief Jenkins discussed that the ASB should review the original ILA at the October meeting to ensure alignment with current practices.

- **Action Item:** Chief Jenkins will email the original ILA to the consortium prior to the October monthly meeting for review.

## **Roundtable**

### **AMR – Tim Loncon**

Tim Said he is hoping no one has seen a change in service recently knowing it is wildfire season but recently the numbers have looked consistent.

### **Adjournment**

Motion to adjourn: Chief Cecil

Second: Chief Malone

The meeting adjourned at 2:20 P.M.

### **Next Meeting:**

Special Meeting

Thursday, September 26, 2024 at 9:00 A.M.

SCFD #9 Admin Building