

# Spokane Regional Clean Air Agency

## Advisory Council Minutes

October 22, 2020

### **Members Present:**

Raymond Byrne, Public Health  
Ron Edgar, Chemistry  
Jana McDonald, Air Pollution Control  
Tony Masiello, Member at Large  
Doug Bleeker, Fire Protection

### **Staff Present:**

Scott Windsor, Executive Director  
Amber Ellis, Administrative Assistant

The meeting was called to order at 8:05 a.m.

#### **1. Permission to sign Advisory Council Minutes**

Scott requested permission for Amber to sign the July Advisory Council Minutes since the meeting was being held virtually. Permission granted by Advisory Council Chair Ray Byrne

#### **2. Introductions**

Advisory Council members and staff introduced themselves.

#### **3. Approval of the September 24, 2020 Minutes**

Ron motioned to accept the September 24, 2020 minutes and Tony seconded the motion. Minutes approved.

#### **4. Follow-up to September SRCAA Board of Directors Meetings –Scott**

Scott addressed the smoke event that occurred in September. The Board discussed the Executive Director transition that is happening through the month of October. Julie has been remotely working with Scott to get him up to speed on all areas of the Agency. Julie completed annual appraisals on all employees before she left, these have been helpful for Scott to get to know the employees and their job duties. Scott had one on one meetings with each of the staff members individually. Final estimates on the new building are coming in and being finalized. Julie is moving into her new home and will be done working remotely at the end of October. Looking to see if there is any interest from SCC in leasing or buying our current building. Employees are still mostly working remotely, with a few hours a week in the office. Inspectors are considering doing remote inspections during this time to minimize contact with the public. Scott asked the Advisory Council members if they had suggestions or requests on what they would like to see discussed in future Advisory Council meetings. Discussion ensued.

5. **Advisory Council Comments/Concerns and Next Month's Meeting**

Discussed combining the November and December meetings because of the holidays.  
Agreed to combine the meetings into one on December 10, 2020.

6. **Advisory Council Member Positions for Next Year**

A few of the positions are coming up on the end of their term and Scott would like to know if they plan on continuing for another term or if we need to fill those positions.

**The meeting adjourned at 8:34 a.m.**

Motion to adjourn by Ron, seconded by Tony. Meeting adjourned.

The next Advisory Council Meeting is scheduled December 10, 2020 at Spokane Regional Clean Air Agency's office located at 3104 E Augusta Ave.

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Advisory Council Member

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Scott Windsor, Executive Director