



SPOKANE VALLEY FIRE DEPARTMENT

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Bryan Collins, Fire Chief
2120 N. Wilbur Rd
Spokane Valley, WA 99206
Phone (509) 928-1700
FAX (509) 892-4125
www.spokanevalleyfire.com

REGULAR FIRE COMMISSIONER MEETING

July 11, 2016

4:00 P.M.

Minutes

CALL TO ORDER:

Commissioner Pearson called the meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE:

Commissioner Schmidt led the Board and those attending in the Pledge of Allegiance.

ROLL CALL:

All Fire Commissioners were present. Chief Bryan Collins, Deputy Chief Tim O'Brien, Deputy Chief Bruce Kroon, HR Director Valerie Biladeau, Community Affairs Officer Melanie Rose, Finance Director Angela Golden, Fire Marshal Greg Rogers, and Executive Assistant Debbie Cox represented Administration.

DEPARTMENT REPORTS:

1. June 2016 Run Stats

Deputy Chief Bruce Kroon presented the June 2016 Run Stats. Looking at the five year average, it appears that we are on track to have a higher call volume for 2016, as compared to previous years. By call type, there were 164 fire calls, 1,184 EMS calls and 65 other, for a June total of 1,413 calls.

Auto Aid calls for June show 63 for the Spokane Fire Department, and 54 for Fire District 8. For the percent of total calls for Spokane Fire Department, for Spokane Fire Department, there were 355 or 4.43%, and 314 or 3.92% for Fire District 8.

2. Community Affairs Officer Quarterly Report

Melanie Rose presented the Community Affairs Officer quarterly report and highlighted:

- Website – Reviewed RFP's, interviewed vendors, made a selection, and completed a contract with Rhizome Design on May 20, 2016.
 - Launch meeting was held 5/31/16.
- Media/PIO – Continued weekly reporting with Spokesman Review and monthly reporting for Liberty Splash and Valley Current. Issued news releases and responded to media requests on a variety of incidents/topics. Facilitated delivery of "Twitter 101" training to Battalion Chiefs, Out of Class BCs and PIOs on 6/1.

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- Completed launch of new PIO on-call rotation – resolved lingering issues, added schedule to Telestaff, held quarterly meetings and established weekly email to media with PIO on-call list and contacts. Posted regularly on Facebook and Twitter.
- Events – Planned and held Engine 3 “Push In” ceremony on 4/16. Developed Station Open House template/plan. Planned, promoted and held Station 9 Open House on 6/11 for about 500 residents.
- Publications – Continued writing, publishing and distributing monthly FireWire employee newsletter; designed and produced “Home Fire Safety Visit” brochures for new Project RISK program; updated content and design of “Burn Ban” flyer in preparation for summer fire season.
- **PACE** – Completed launch in remaining three stations. Stepped up to President of PACE Board in June 2016 for a one year term.
- Communications Plan – Completed working draft of 2016 Communications Plan.
- Other – Joined Spokane Rotary East in April. Continued service on Valleyfest Board and in Chamber. Updated materials and promoted vacancy on Board of Fire Commissioners. Completed year-long School of Leadership class. Participated in Reaccreditation Peer Team Site Visit in late May.

Brief discussion followed.

3. Prevention Quarterly Report

Fire Marshal Greg Rogers presented the Prevention Quarterly Report including:

- Preparing for the WSRB (Washington State Rating Bureau), site visit in October 2016. Robert Ferrell will be working on site with Prevention.
- Developed procedures for the fire investigations as well as the guidelines for staff to complete reports, and a timeline for reports.
- A handout was distributed with a stats report of items completed for June by the Prevention Division.
- Fire Prevention is on hold with an electronic mobile inspection program. It would be the goal to have this completed by early 2017.
- Completed the development of the program for event permits and inspections.
- Working with the City of Spokane Valley and Spokane County Building Departments with regard to the adoption of the 2015 State Fire Code.
- The Prevention bureau is on track for completing all inspections this year.
- The Community Risk Reduction Specialist will be starting July 18th. Her name is Elysia Spencer.
- Continuing to work with Liberty Lake to improve the plan review and construction process.
- The WSAFM had Traci Harvey attend the International Code Hearings April 19-24 in Kentucky as the WA State Representative. FM Rogers was able to attend the hearings as the IAFC representative on the fire code committee.

- FM Rogers has developed some talking points and meeting suggestions for the Fire Commissioners for meetings with the water districts.
- In process of gathering the six year water plans from each of the water districts.

Brief discussion followed the presentation.

Prior to the special presentation, Shawn Arold, BC of Training, announced that our Department was awarded a grant for Blue Card regionally. Fire Districts 4, 8, 9, and 10, participated in the grant with us for a total grant of approximately \$212,000, with \$66,000 as SVFD's portion of the grant.

SPECIAL PRESENTATION:

1. Blue Card Presentation – Captain Neumann

Captain Neumann gave a presentation on Blue Card, used for training at the former administration building, in the simulation lab. For the presentation tonight, the program was displayed on a television screen. The program included an example of an interactive video that the firefighters and company officers use to make decisions independent of each other during a simulated fire event. Topics included:

- The demonstration shows the Battalion Chiefs, and company officer Incident Commander, IC certification process.
- The report includes the outline of the program, number of SVFD personnel certified, hours invested in the program to date, (instructors and students), and the number of individual simulations performed and evaluated.
- Re-certification of line officers was discussed.
- Forty-nine personnel have been certified in the Blue Card incident command as Position 1 or 2.
- Position number 1 and 2 officer certification was discussed.
 - Position number 1 – initial arriving officer, Captain or BC – initial incident command.
 - Position number 2 – refers to an on duty BC, who usually assumes command from the initial arriving officer.
 - Transfer of command was detailed.
- To obtain the Blue Card Certification, employees (called students), have to finish a cumulative 50 hour online course, take progressive quizzes, tests, and pass a final exam.
- Upon successful completion of those requirements, the student completes a 24 hour simulation lab.
- The training is delivered in blocks. Each block in the program was detailed.
- Allows training in a safe environment.

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- Continuing education for re-certification was outlined.
- To maintain an instructor status, the instructor must maintain a minimum of twelve hours of instruction per year.
- Blue Card training has not only benefited SVFD, but other agencies training at our facility, such as Spokane Fire Department, Spokane County Fire Districts 4, and 8, Kootenai County Fire and Rescue, and Coeur d'Alene Fire Department.
- An actual simulation was briefly demonstrated following the overview.

Discussion and a brief question and answer session followed. The Board thanked Captain Neumann for his excellent presentation.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

Commissioner Pearson stated the consent agenda included:

1. Approval of Minutes: Regular Meeting June 27, 2016.
2. Approval of Vouchers:
 - a. #250921-250964 for \$254,451.09
 - b. #250997-251047 for \$ 70,937.52
3. Conference/Seminar Report(s)
4. Travel Approval

Commissioner Dawson motioned to approve the consent agenda as presented, and Commissioner Schmidt seconded the motion. Motion carried.

ADMINISTRATIVE REMARKS:

1. Thank you note from Chuck and Phyllis Porter

Chief Collins said that the Department had received a note from Chuck and Phyllis Porter thanking one of our crews for assistance in obtaining a new smoke detector.

COMMISSIONER REMARKS:

Commissioner Anderson – No remarks.

Commissioner Schmidt – No remarks.

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Commissioner Dawson – Commissioner Dawson said that it may be more appropriate on our agenda to add to the Announcement section the wording – “Time and place of next *regular* meeting”, adding the word regular. He added that before our next regular meeting, we have two Special meetings, which could cause confusion. This will be changed on the following agendas.

Commissioner Pearson – Commissioner Pearson presented a few reminders for the Board including:

- Thursday, July 14, 2016, Cheney will host the Spokane County Board of Fire Commissioners meeting.
- Monday, July 18, 2016, we anticipate going through an interview process for the vacant Fire Commissioner position at a Special meeting.
- July 20, 2016, there will also be a Special Board meeting for the budget overview. Both the July 18, and July 20, Special Board meetings would be held here at the SVFD Administration building.

Commissioner Dawson added that if a new Fire Commissioner is selected at the Special meeting on Monday, July 18th, he would recommend the person be invited to the July 20, 2016 Special Board Workshop, discussing the budget. The other commissioners concurred.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Re-Confirmation of John Sisser – Civil Service Commissioner

Commissioner Pearson noted that John Sisser is currently serving on the Civil Service Commission, and his term expires in August. Mr. Sisser would need to be re-confirmed by the Board of Fire Commissioners to continue to serve on the Civil Service Commission. Commissioner Pearson stated that he has done an outstanding job in that position, is very active in the position, and this action by the Board of Fire Commissioners allows Mr. Sisser to continue with the Civil Service Commission.

Commissioner Schmidt motioned to approve the re-confirmation of John Sisser as a Civil Service Commissioner. Commissioner Dawson seconded the motion. Motion carried.

PUBLIC COMMENT:

None.

ANNOUNCEMENT:

The next regular Board of Fire Commissioners meeting will be held on Monday, July 25, at 4:00 p.m., at the SVFD Administration Building.

EXECUTIVE SESSION:

1. **Personnel** – per RCW 42.30.110 (1) (g) states, “To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.” (*Approximate total time for executive session – 20minutes*)

Commissioner Pearson recessed the Regular meeting into Executive Session at 4:45 p.m. for approximately 30 minutes and stated no decision will be made in Executive Session. All Fire Commissioners attended the executive session. Following the Executive Session, the Board will be called back into regular session, and may make a decision.

Commissioner Pearson called the meeting back into regular session at 5:15 p.m. and a motion was made by Commissioner Pearson and seconded by Commissioner Dawson, to interview all six candidates that had applied for the position of Fire Commissioner. The motion carried.

ADJOURNMENT:

Commissioner Pearson adjourned the meeting at 5:16 p.m.



Michael Pearson
Chairman
Board of Fire Commissioners

MP/djc