



# SPOKANE VALLEY FIRE DEPARTMENT

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## BOARD OF FIRE COMMISSIONERS WORK SESSION

July 20, 2016

4:00 P.M.

### Special Meeting Notes

#### **CALL TO ORDER:**

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

#### **PLEDGE OF ALLEGIANCE:**

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

#### **ROLL CALL:**

All Commissioners were present. Chief Bryan Collins, Deputy Chief Tim O'Brien, Deputy Chief Bruce Kroon, BC Shawn Arold, BC Brian Foster-Dow, BC Dennis Doyle, BC Coop Kennett, Fire Marshal Greg Rogers, Captain Jeff Bordwell, HR Director Valerie Biladeau, Finance Director Angela Golden, Systems Analyst Joseph Yacker, Community Affairs Officer Melanie Rose, Captain Rich Bruce, and Executive Assistant Debbie Cox attended the work session.

#### **DISCUSSION TOPICS:**

##### **1. Budget Overview:**

Chief Collins opened the meeting by saying that new programs, changes in programs, and large changes upcoming for the next budget year as seen by the various department managers would be presented for discussion for the 2017 budget overview. Not all the department managers plan any large changes or requests for next year, and Chief Collins has asked that the managers with significant changes present their changes this evening.

He said a good starting point is to have Finance Director Golden present her six-year snapshot of where we are financially for our next levy, which is not final, but for discussion purposes. Labor contracts and revenues are not definite at this time and will be updated as available.

Finance Director Golden presented the Revenue/Expenditure Projections for 2017-2021. The following items were discussed:

- In the first column, the following items are highlighted for the 2016 year -
  - The beginning fund balance, or beginning cash for the year.
- The projected revenues were the next item including:

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- Regular and Special levy
- Uncollected Property Taxes
  - Much of the uncollected property taxes are related to the Liberty Lake TIF, which expires in approximately 2020-21.
- Intergovernmental revenues include items such as mobilizations, the AMR contract, sale of assets, etc.
- Charges for Goods and Services
- Miscellaneous
- Other Financing Sources
- Other Revenues
- Projected Expenditures were the next item on the worksheet and included:
  - Wages/Benefits – including 6 new firefighters in 2016
  - The CPI was noted for a wage increase of .4% next year.
  - A large increase was included for L&I, as we will not have the rates until December.
  - Medical costs are at 72% of expected.
  - Supplies and Services
  - Capital Expenses- including the larger expenses of 2 apparatus, in the IT budget, and 2 staff vehicles.
  - Commissioner Contingency balance.
- Annual Surplus (Deficit) were listed.
- Pension Fund Transfer – remains the same at this time.
- Net change for each year was listed, as was the ending fund balance.
- The 25% Reserve includes \$650,000 as required for the self-funded medical plan, as well as public educational expenses, and others.
- The last line of the projection showed the Excess/Shortage, by budget year.

Discussion followed.

- This levy will expire in 2019. The levy can be set at 1.5% + new construction.
- Capital Expenditures were discussed for 2016-2020.
- The last payment for the Millwood Fire Station lease will end in 2018.
- The cost of refurbishing a ladder was taken out, originally discussed in previous budgets.
- Requests for a boat, land for a future station, SCBA's, and an extractor were discussed.
- Payroll software that was budgeted has been revised.
- Revenues typically come in higher than expected.
- Overtime numbers need to be changed as they are lower.
- Updated numbers will be provided as available.
- The focus will be on any projections "in the red" and Finance Director Golden said that this also assumes we spend 100% of our budget.

- Setting the levy in the future was briefly discussed.
- Chief Collins said that each year we will balance the budget and there will be some choices to make, especially in capital expenses.

The Board thanked Finance Director Golden for her presentation.

### **BUDGET REQUESTS:**

DC O'Brien opened the presentation of requests for Operations for the upcoming year.

#### **1. Inflatable Power Boat – SVFD Special Ops Team**

DC O'Brien presented an item for Operations, which was for an inflatable power boat from the SVFD Special Ops Team, for River Rescue, and discussion included:

- This is a new tool that we currently do not have.
- The boat is capable of operating year round if needed.
- The total cost is approximately \$24,100.
- The boat would be used in the spring or early summer.
- This item is not included in Angela's budget presented.
  - Three people can be kept out of the water in the boat.
  - Six people can be transported.
  - It weighs one hundred and thirty pounds.
  - Six people will be sent for training.
  - The Chief asked if we have applied for grants in the past for this particular item. Per BC Doyle, we have not.
  - The Board and Chief asked for data on water rescues over the last 3-5 years from the records management system.

#### **2. Budget Requests for Budget Items for EMS Supplies, Equipment and PPE:**

BC Foster-Dow presented request items for EMS:

- Handouts were distributed to the group.
- **Pelvic Binder** - \$100,000- will come out of the EMS regular budget.
- **Rescue Task Force** – Most of the request is for PPE for team expansion -
  - The grant was not successful this year, so this amount is requested in the 2017 budget.
  - Most of our expenses for the RTF team has been supported through grants with DEM.
  - EMS will re-apply for the grant and have been successful in the past.
  - Hoping to get up to five people on duty per day on shift for RTF.
  - Increase training for new people- comp time.
- **Video Laryngoscopes** - \$35,000- for ten.
  - Asking for ten of these to assist with intubating patients.
  - It has the ability to record – helps with training in difficult intubations.
  - At the end of a blade is a camera, which helps intubate difficult patients.

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- Data shows using the video laryngoscopes helps save patients.
- This equipment was requested last year.
- Chief Collins asked if Dr. Edminster was in support and per BC Foster-Dow, both Dr. Edminster, and Mike Lopez support of using this item.
- BC Foster-Dow said that a patient is more likely to survive a first pass intubation.
- **EMS Supplies:**
  - BC Foster-Dow is asking for a 3% per year increase due to inflation for EMS supplies.
- **EPCR Upgrade:**
  - Joseph Yacker will discuss later under IS for the EPCR upgrade for the MDC's.
- **ALS Service Expansion:**
  - A correction was made on cost - left out costs for 2 Life-Pak13's - \$36,000 each.
    - Could be used in an ARU type of vehicle or BC units.
  - Recent discussion on expanding paramedic services to Station 10 and Station 4.
  - Current service level – 41 paramedics once they are all off of probation.
  - If ALS Services are expanded, the need for paramedics could increase.
- **Community Paramedic/ARU** – Seen as a priority for BC Foster-Dow.
  - Combining Community Paramedicine and an ARU was discussed.
  - Proposal is that we combine ARU and Community Paramedicine and work with the CRR to develop strategies to assist our community (high utilizers of services).
  - CARES has helped our high utilizers into programs, but more is needed.
  - Chief Collins said that this would be a dual role as unit responding to Alpha/Bravo calls, and the rest of the time provide Community Paramedicine.
  - The plan is to start early conversations with hospitals, and insurance companies.
  - Clarification of Community Paramedicine was provided per a question from the Board. Community Paramedicine is driven by the needs of the community.
  - Discussion followed.

### **3. Budget Requests for Facilities/Apparatus:**

**Facilities:** DC Kroon presented request items for Facilities and also distributed handouts.

- Station 3 – Is the main budget item for the next year for facilities.
  - Need to be out of the old station by December.
- Station 2 – The remodel is planned to begin in September.

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- Other facility needs are for landscaping, pavement, and roof repairs. BC Kroon will be meeting with Finance Director Golden for budget, but these are maintenance items.

**Apparatus:** DC Kroon reported the following for apparatus requests:

- Engine on order – should be here by the end of the year.
- Leaning toward purchasing another engine in 2017. Based on the cost of the engine this year, \$726,000 is budgeted as an engine for the 2017 engine.
- Look at replacing E-9 – which is currently a Type II engine.
- Engine 2 is the next oldest engine and reaching the end of its service life, look to replace in 2019.
- Need to evaluate the new tiller, see how it works, how the crews evaluate, and look at ordering another ladder in 2018.
  - If we were to order another tiller, would have to remodel a station.
- Weight specs will play a role in our apparatus in the state of Washington.
- Staff vehicles – anything besides heavy apparatus.
  - We use a fleet management program called Faster which takes into account mileage, maintenance cost for the vehicle and useful life, and resale value.
  - Based on this information, we have replaced about 2 vehicles per year.
  - Proposed looking at re-evaluating our replacement plan of staff vehicles.
    - Some vehicles we can no longer get parts.
    - DC Kroon presented numerous older staff vehicles that need to be replaced, and they will become problematic.
    - Look at increasing the number of staff vehicles purchased per year to four.
  - The Board asked if we could look at leasing vehicles or purchasing leased vehicles, and DC Kroon said this is a possibility.
  - Our vehicle costs are estimated on the State purchasing amounts.
  - Board member asked for a brief list of “talking points” of what our vehicles are used for in the Department, when DC Kroon has a chance to provide.

**4. IS Budget Requests:** SA Yacker presented the IS budget requests including:

- Audio/Video Upgrades
- MDC Upgrades (Mobile Device Computers)
- Cyber-Security Review
- Network Upgrades
- Telephone System – installed in 2011, but it is unreliable, difficult to service.
- Collaboration Software
- Surveillance Cameras – to improve security and SVFD property, indoor and outdoor cameras, in some areas, and include public spaces in the admin building and parking lot. Discussion followed.

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**5. Training** – BC Arold reported that they were successful in obtaining a grant due to efforts of BC Doyle, so are not requesting any large items for the 2017 budget year. Asking for \$70,000 from the general fund for training.

**6. HR:** HR Director Valerie Biladeau is not asking for any specific HR requests, but is looking for a HR system/combined with payroll, and Finance Director Golden followed up on this item.

**7. Finance/Payroll System** – Finance Director Golden:

- Originally had \$50,000 in the budget for a new finance/payroll system that was more up to date, but after reviewing, they cost significantly more.
- Handout on a new system was distributed for the group to review.
- Look at developing an RFP for a new system. The system would take approximately 12-18 months to fully implement.
- Our current system is very generic and very difficult to obtain information from the system.
- There is no HR portion to our current system, and HR Director Biladeau and Tina Sheldon have to currently hand enter HR information.
- IRS forms had to be done by hand because the current system does not produce these forms.
- Due to affordable care act, we had to contract some reporting services out this year, as our current system does not produce reports.
- Looking at cloud hosting system – kept up to date.
- The system that had a demo included:
  - Payroll
  - HR
  - Permitting
  - Cash receipting
  - Purchasing module
  - Fixed asset module
- Further discussion followed.

**8. Prevention Budget Requests:** Fire Marshal Rogers said he had no major items for the Board, but he wanted the Board to be aware that after our WSRB re-rate occurs, Liberty Lake may decide not to do their work internally and could contract out for our services in the future. Discussion followed.

No further budget requests.

### **Discussion Topic # 2 – Questions/Answer Session – Travel Policy**

Chief Collins noted that this item was added to the agenda after labor management discussions. The changes to the travel policy are still causing some issues and so this was added on the agenda for the unions or anyone to ask questions directly; however, the 876 representative had to leave the meeting.

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- The Board suggested that anytime there is a question, please bring those concerns to the Board.
- Brief discussion followed.

### Discussion Topic # 3 – Water District Visits and Talking Points

Fire Marshal Rogers presented a list of water districts, meeting dates and times, and a one page document of Talking Points for the Board to use when meeting with the water districts.

- FM Rogers suggested that in their meeting with the water boards, the Commissioners advise the water districts that when we go through our WSRB re-rate, our goal is to obtain a rating of a "2" from a "3".
  - WSRB re-rates us every ten years.
  - Moving to a "2" rating from a "3" also provides our community and business members a savings of 3-10% in fire insurance savings.
  - The importance of water supply and hydrants were addressed in the talking points.
- Commissioners will assign water district meetings at the next regular meeting.
- FM Rogers asked the Commissioners to take Environmental Engineer Jake Blanchette's, card with them when they meet with the water districts.
- Discussion followed.

### **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.

### **ADJOURNMENT:**

Commissioner Pearson adjourned the meeting at 6:12 p.m.



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Mike Pearson  
Chairman  
Board of Fire Commissioners  
MP/djc