



SPOKANE VALLEY FIRE DEPARTMENT

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REGULAR FIRE COMMISSIONER MEETING

July 25, 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, HR Director Valerie Biladeau, Fire Marshal Greg Rogers, Community Risk Reduction Specialist Elysia Spencer, BC Shawn Arold, Captain Jeff Bordwell, and Executive Assistant Debbie Cox represented Administration.

SPECIAL PRESENTATION:

1. Swearing In – Patrick Burch, Fire Commissioner

Commissioner Pearson administered the oath to swear in Patrick Burch, as Fire Commissioner for the Spokane Valley Fire Department. Notary Patricia Andersen, notarized the document.

2. Swearing In – John Sisser, Civil Service Commissioner

Commissioner Pearson administered the oath to John Sisser, reappointing him as Civil Service Commissioner.

3. Enduris – Insurance Presentation

Chief Collins said that there is an additional insurance presentation this evening from Enduris Washington. The insurance proposal would cover the Department from September of 2016 through September of 2017. As our current carrier coverage time period ends July 31 of each year, if this carrier is selected, the Department would have one month of prorated coverage for the month of August 2016, in addition to the yearly premium. Two other proposed agents have previously given proposals to the Board, and this will be the third and final proposal.

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At this point, Chief Collins introduced Mark Kamers, Chief Executive Officer, Sheryl Brandt, Chief Risk Officer, and Shellie Klink, Marketing Coordinator. Shellie Klink will provide the presentation to the Board.

Ms. Klink provided some background on Enduris for the Board, and each Board member and Chief Collins were provided packets of quote information.

Information that Ms. Klink provided included:

- Enduris has been in business for thirty years and was formed by RCW in 1981.
- Enduris is a Washington State Entity and is a risk pool.
- The company only insures government entities.
- Their mission is to take care of their members, provide the broadest coverage, and the best risk management.
- They cover 522 Special Purpose districts and 134 are fire districts. Examples of other districts similar in size to SVFD was provided to the Board as well as a list of all fire districts Enduris covers.
- All claims go through Sheryl Brandt, the Chief Risk Officer.
- Discussed their audit process with the State Risk Manager and actuarial process.
- The following coverages were discussed:
- Liability – Includes:
 - General, Auto, Professional Liability, E&O (errors and omissions), and Employment coverage.
- Property – Includes:
 - Facilities, Vehicles, Fire Apparatus, and Flood and Earthquake coverage, large incidents with flood and earthquake would work with FEMA.
- Crime coverage
- Cyber coverage
- On line and in person training
- Provident coverage for accidents/health policy – volunteers and commissioner coverage
- Includes access to MRSC (Municipal Research and Services Center)

Discussion and a brief question and answer session followed. The Board thanked Enduris for their presentation.

APPROVAL OF AGENDA:

Commissioner Pearson stated the consent agenda included:

1. Approval of Minutes for Regular Meeting, July 11, 2016.

2. Approval of Vouchers
 - a. #251048-251098 for \$71,787.06
 - b. #251099-251131 for \$188,354.12, and
 - c. Approval of June payroll of \$2,319,480.75
3. Travel Approval
4. Conference/Seminar Reports

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

PUBLIC COMMENT:

None.

ADMINISTRATIVE REMARKS:

1. Introduction of Community Risk Reduction Specialist – Elysia Spencer

Fire Marshal Greg Rogers introduced Elysia Spencer, our new Community Risk Reduction Specialist to the Board, and those present at the meeting tonight. Elysia joins our department from her job as a Community Engagement Coordinator for the Washington State University Health Sciences program in Spokane. Fire Marshal Rogers said that she has some wonderful ideas, including looking into grants, and is ready to take on our Project RISK. Elysia addressed the Board and provided some of her background information. She is married to a Firefighter from Fire District 9, has two children, and is excited to be a part of our organization. The Board welcomed Elysia to SVFD.

2. Standard of Cover Report – Captain Bordwell

Chief Collins said the Standard of Cover report by Captain Bordwell, has a slightly different look than in the past. He also noted that we recently added in a one minute and thirty-one second call processing time, recently discovered that was occurring at the 911 center. SVFD did not have the data prior to the accreditation coming on site a few weeks ago. Adding this additional time, changed our data on the benchmarks, baselines and performance.

In answer to a question from the Board, Chief Collins said we can footnote that this extra time is outside of SVFD, but it is implied in total response times. The total response time implies that it includes call origination time, from the time the call is answered by 911. Brief discussion followed.

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Captain Jeff Bordwell presented the Standard of Cover 2016 report. Copies of the charts and graphs were provided. The report included information on the following:

- 1st Arriving Apparatus – Fire
- Effective Response Force – Fire
- 1st Arriving Apparatus – EMS
- Effective Response Force – EMS
- 1st Arriving Apparatus – Special Ops
- Effective Response Force – Special Ops
- 1st Arriving Apparatus - Haz Mat
- Effective Response Force – Haz Mat
- Graphs of Turnout Times for EMS – January – June 2016 by Shift and Apparatus
- Graphs of Turnout Times for Fire – January – June 2016 by Shift and Apparatus

Discussion followed. It was noted that there are variables that can affect our times such as traffic, weather, or other items out of our control. The Board thanked Captain Bordwell for his presentation.

SUB-COMMITTEE REPORTS:

1. Loyalty

Commissioner Dawson presented the report on the recent Loyalty committee meeting, as Commissioner Pearson was unable to attend the last committee meeting. At the last meeting, the following items were discussed:

- BC Dennis Doyle said that Fire Corps is recruiting new members. The group currently has 18 members and the goal is to have 25.
 - The members help with items such as blood pressure checks, traffic crossing, open houses, and home inspections.
 - In the future they will help with Wildland triage,
- Website – Rhizome Design was chosen for the website design, with the launch date being September 30, 2016.
- Project RISK – Fire Marshal Rogers said that flyers are out to CARES and SNAP.
 - FM Rogers will be obtaining input from our stations and CARES, and are hoping to get corporate sponsorship in the future for providing smoke alarms, or other items.
- Community Risk Reduction Specialist Elysia Spencer, attended the meeting and the group appreciated her ideas and participation.
- The South Valley – Station 9 Open House, was very successful, based on feedback received.
- The Department Open House is to be held on October 8, 2016, from 10 a.m. to 3:00 p.m. and will include a demonstration of a pan of oil on fire, and the reaction of throwing water on the fire, and how it flashes over. The demonstration will also show demonstrate an oil fire in a pan that is put out by covering the pan.
- The Otis Orchards Open House is scheduled November 5, 2016.

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- The Millwood Open House is planned for December 3, 2016.
- On September 11, 2016, the Department will be involved in a memorial ceremony at the fairgrounds. Commissioner Dawson expressed thanks to Captain Tag Baugh for his help with working with the fairgrounds to allow us to use the grandstands.
- Millwood Daze will be August 27, 2016.
- Valleyfest will be held September 23-25, 2016.
- One topic for future discussion for the committee addressed by BC Doyle, was internal loyalty.

2. Apparatus/Facilities

Commissioner Anderson presented the report on the recent Apparatus/Facilities meeting. Commissioner Anderson, DC Kroon and Maintenance Supervisor Gordon Schoonmaker met and discussed the following:

- Our new ladder is now scheduled to be in the middle of October.
- Commissioner Dawson raised a concern of training occurring in possible inclement weather. DC Kroon said that if the weather is bad, the actual in-service date could be delayed.
- Station 2 bids have been extended to Friday, July 29.
 - Construction is planned to begin September 1.

COMMISSIONER REMARKS:

Commissioner Dawson – None.
Commissioner Anderson – None.
Commissioner Schmidt – None.
Commissioner Burch – None.
Commissioner Pearson – None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Water District Meeting Assignments

A list of the water districts and meeting dates were provided to the Board so they may attend the meetings prior to the WSRB on-site visit in October. Fire Marshal Rogers indicated that it would be helpful to complete the water district meetings by the end of August, and has provided the Board with some talking points, and asked that they contact him with any questions. Commissioner Pearson said that he will provide a list of the meetings with the commissioners attending to the Executive Assistant.

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PUBLIC COMMENT:

None.

ANNOUNCEMENT:

The next regular Board of Fire Commissioners meeting will be held on Monday, July 25, 2016, at 4:00 p.m., at the SVFD Administration Building.

COMMISSIONER COMMENTS:

Commissioner Pearson asked that the Board have a short conversation at this point under Commissioner Comments. The Board had three insurance proposals and asked about past practice on selecting the insurance company. Commissioner Pearson asked if this was an administrative decision, or a Board decision, to select the insurance company. If it is a Board decision, the Board will need to have a Special Meeting this week, to provide a public meeting, review recommendations from the Administration, and due to the contractual amount of funds, the Board would select the insurance company. As the Chair, Commissioner Pearson recommended the Board have a Special Meeting this week, as our current contract expires July 31, 2016. Following discussion, the Board will schedule a Special Meeting for Wednesday, July 27, 2016, at 9:00 a.m., for approximately one-half hour.

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.”

Commissioner Pearson recessed the Regular meeting into Executive Session at 5:30 p.m. for approximately 20 minutes. All Board members attended the Executive Session.

Commissioner Pearson called the meeting back into regular session at 5:50 p.m. following the Executive Session for the purpose of adjournment.

ADJOURNMENT:

Commissioner Pearson adjourned the meeting at 5:50 p.m.



Michael Pearson
Chairman
Board of Fire Commissioners

MP/djc