



# SPOKANE VALLEY FIRE DEPARTMENT

Est. 1940

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

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## REGULAR FIRE COMMISSIONER MEETING

August 8, 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 Anderson led the Board and those attending in the Pledge of Allegiance.

#### **ROLL CALL:**

All Fire Commissioners were present with the exception of Commissioner Schmidt. He notified the Board he was unable to attend the meeting and asked for an excused absence. Commissioner Dawson motioned to excuse Commissioner Schmidt, and Commissioner Anderson seconded the motion. Motion carried.

Chief Bryan Collins, Deputy Chief Tim O'Brien, HR Director Valerie Biladeau, Finance Director Angela Golden, BC Shawn Arold, BC Dennis Doyle, Fire Marshal Greg Rogers, CAO Melanie Rose, and Executive Assistant Debbie Cox represented Administration.

#### **DEPARTMENT REPORTS:**

##### **1. June and July 2016 Financial Reports**

Finance Director Angela Golden presented the financial reports for June and July 2016. In the June report, the pension fund expenses are slightly ahead of last year, but costs were lower than expected last year. The medical expenses are lower than they were last year.

In regard to the general fund, our revenues are on track with prior years. Our property taxes are within a tenth of a percent over where we were last year. Finance Director Golden said that our fire protection mobilization revenues are ahead of budget compared to last year, but most of the money received in the budget this year was based on last year's mobilizations. The Department still has about \$40-50,000 coming from the Bureau of Indian Affairs from the Carpenter Fire mobilization in 2015.

Wages and benefits are down as a percentage, but we did have the new recruit school, with the new recruits recently hired, in addition to the Community Risk Reduction position, and a few other positions, and will start trending upward as expected.

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Our services appear quite a bit lower for the dollar amount, but this is due to some changes to the budget, and some of the expenses are now under supplies. Percentage wise, we are right where we should be in the budget.

**2. July 2016 Run Stats**

Deputy Chief O'Brien presented the July 2016 run stats. During the month of July, we responded to 176 fire calls, 1,195 EMS calls, and 47 other calls for service, for a total of 1,418 total calls. So far, for 2016, we have responded to 9,434 calls, which is trending upward over prior years. Auto Aid percent of total calls through July stands at 4.64 percent for the City of Spokane and 3.92 percent for Fire District 8. For the month of July there were 83 Auto Aid calls with Spokane Fire Department and 56 calls with Fire District 8.

**PUBLIC COMMENT:**

None.

**APPROVAL OF AGENDA:**

Prior to presenting the rest of the consent agenda, Commissioner Pearson added a clarification for item number 6, Commissioner Meeting Approval, which will include two possible meetings for Commissioner attendance. The first is the Recruit Academy Graduation to be held Friday, August 19, 2016, and the second is the Washington Fire Commissioner Association Conference in Yakima, October 27-29, 2016. Commissioner Dawson also asked that meetings to be attended by the Commissioners be approved on the consent agenda as well. These will be noted in the minutes.

Commissioner Pearson stated the consent agenda included the following items:

1. Approval of Minutes:
  - a. Special Meetings: July 18, 2016 and July 20, 2016
  - b. Approval of Minutes for Regular Meeting: July 25, 2016
2. Approval of Vouchers:
  - a. #251168 – 251213 for \$67,122.47
  - b. #251214 – 251260 for \$195,164.67
3. Approval of July 2016 payroll of \$2,212,102.04
4. Conference/Seminar Report(s)
5. Travel Approval
6. Commissioner Meeting Approval

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

**ADMINISTRATIVE REMARKS:**

**1. Mid-Year Goal Progress**

Chief Collins said that the Board received a separate packet with the mid-year goal reports from Staff. He stated that the mid-year progress provides a snap shot half-way through the year of where the department managers are on their yearly goals, or basically, their work plan for the year. The reports are not all inclusive, but they show the progress being made on some of the major items. Chief Collins said that he is happy to report that good progress is being made across the divisions, and we are getting better at the process each time it is done. He stated that he would be glad to answer any questions as they arise. Brief discussion followed.

**COMMISSIONER REMARKS:**

Commissioner Anderson reported that he recently attended the Chamber of Commerce Transportation committee meeting, which included a presentation by STA. STA is proposing for a 0.1 percent sales tax increase in April 2017 and a second 0.1 percent sales tax increase in 2019. Commissioner Anderson added that he is on the agenda to speak at the Pasadena Water District on Thursday.

Commissioner Dawson said that he gave a presentation to Spokane County Water District 3 last Tuesday. He added that he will be at Vera Water and Power next Wednesday, followed by Trentwood a week from tomorrow. At the conclusion of his remarks, Commissioner Dawson read a letter (that he received, a "cc" copy), sent to him as he and his wife are part of a Neighborhood Watch group. The letter was addressed to Spokane Valley Fire Department, Deputy Chief Tim O'Brien, thanking him for attending their Neighborhood Watch group, National Night Out, with the 24 members of the group, answering questions, joining in the conversations, and having food with the group. The letter further commented that his presence at the event was uplifting to the citizens in attendance and made the group feel that the Neighborhood Watch groups are important to public officials.

Commissioner Schmidt – Not present this evening.  
Commissioner Burch – No comments.

Commissioner Pearson said that along with Commissioner Burch, he also has water district meetings scheduled. He has two water district meetings scheduled this week, and one next week.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**1. First Reading – Amendment to Commissioner Policy #018 – Policy for Board Member Compensation**

Commissioner Dawson presented an amendment to Commissioner Policy #018 – Policy for Board Member Compensation for first reading. The amendment was suggested by the Board Chair and Vice Chair, and the Finance Director, to bring the policy in line with RCW's, and to meet State Auditor guidelines. Basically, the policy will pre-approve all meetings that will be attended, and compensated. The policy amendment also addresses an unanticipated need to attend a meeting that requires the attendance of a Board member acting as a District representative and says that post-approval of attendance may be requested. Discussion followed. Commissioner Dawson motioned to approve the amendments and move to a second reading. Commissioner Burch seconded the motion. Motion carried.

**2. Revised Job Description for Inspector**

HR Director Valerie Biladeau presented a revised job description for Inspector for approval by the Board. HR Director Biladeau and Fire Marshal Rogers worked together on aligning the wording in the Inspector job description with the tasks and responsibilities of the Inspector position with more objective language. There were two main changes in the proposed revision. The first change is that the applicant must have held the permanent position of Firefighter for four years, instead of two, preceding the closing date of applications.

The second change to the Inspector job description is that the Inspector must obtain and maintain International Fire Code Institute – Fire Inspector 1 certification, within 90 days of promotion. HR Director Biladeau added that in the job posting there will be a three year commitment required. Brief discussion followed. Commissioner Dawson motioned to approve the revised job description for Inspector. Commissioner Anderson seconded the motion. Motion carried.

**3. Resolution 2016-423 – FEMA Blue Card Grant**

BC Doyle addressed the Board saying that the Spokane County Fire Service Consortium received a Department of Homeland Security Assistance to Firefighters Grant of \$193,091.00 with the goal of providing standardized hazard zone (emergency) scene management across the region. Spokane Valley Fire Department, along with Fire Districts 4, 8, 9 and 10, applied for a regional grant in an effort to have a standardized approach to the emergency incident communications. Spokane Valley Fire Department, being the sponsoring agency, will manage the grant. The money will be used to purchase equipment and provide regional training in the Blue Card Command Certification Training Program.

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As the award of the grant was unknown at the time the Department's 2016 Expense Fund budget was adopted, Resolution 2016-423 is being presented for approval for a budget revision for the Spokane Valley Fire Department's Expense Fund, F01. Commissioner Anderson motioned to approve Resolution 2016-423, and Commissioner Dawson seconded the motion. Motion carried.

**PUBLIC COMMENT:**

None.

**ANNOUNCEMENT:**

The next regular Board of Fire Commissioners meeting will be held on Monday, August 22, 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 – 20 minutes*)

Commissioner Pearson stated there will not be an Executive Session this evening.

**ADJOURNMENT:**

Commissioner Pearson adjourned the meeting at 4:20 p.m.



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Michael Pearson  
Chairman  
Board of Fire Commissioners

MP/djc