



# SPOKANE VALLEY FIRE DEPARTMENT

Est. 1940

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## REGULAR FIRE COMMISSIONER MEETING

August 22, 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, BC Brian Foster-Dow, Captain Jeff Bordwell, and Executive Assistant Debbie Cox represented Administration.

#### **APPROVAL OF AGENDA:**

Commissioner Pearson stated the consent agenda included:

1. Approval of Minutes for Special Meeting, July 27, 2016.  
Approval of Minutes for Regular Meeting, August 8, 2016.
2. Approval of Vouchers
  - a. #251261-251272 for \$23,089.27
  - b. #251332-251390 for \$94,308.03
3. Conference/Seminar Reports
4. Travel Approval
5. Commissioner Meeting Approval

Commissioner Dawson requested that item number 4, Travel Approval, be removed from the consent agenda, due to a minor issue, which he would like to address separately, after passage of the rest of the consent agenda. Commissioner Pearson stated that consent agenda items 1, 2, 3, and 5 will be moved forward for discussion and approval. Item number 4, Travel Approval, will be tabled until after the reading of the remainder of the consent agenda.

Under item number 5, Commissioner Meeting Approval, Commissioner Pearson noted that Commissioner Anderson would like to attend Millwood Daze, representing the Spokane Valley Board of Fire Commissioners. Commissioner Schmidt motioned to approve consent agenda items 1, 2, 3, and 5, and Commissioner Burch seconded the motion. Motion carried.

Commissioner Dawson addressed his concerns with consent agenda item number 4, Travel Approval. On one of the travel authorizations presented, Commissioner Dawson said that the signature on one of the forms was illegible. In the future, he requested that a printed name, or even initials, accompany the signature on the Travel Approval form. Chief Collins said that a line will be added to the form for a printed name under the signature line. Following discussion of the change request to the Travel Authorization form noted, Commissioner Dawson motioned to approve the travel requests presented. Commissioner Anderson seconded the motion. Motion carried.

**PUBLIC COMMENT:**

None.

**ADMINISTRATIVE REMARKS:**

**1. American Heart Association Mission Lifeline Award Presentation**

Battalion Chief Foster-Dow introduced Elizabeth Peterson, Regional Director, Quality & Systems Improvement, from the American Heart Association, focusing on cardiac and stroke patients. Ms. Peterson attended the meeting to present our department with the American Heart Association Mission Lifeline Award. In her presentation, Ms. Peterson noted that our department has achieved the Bronze level of recognition. She said that the department was also recognized in JEMS magazine. The award recognizes EMS agencies that have achieved 75% or higher on the following criteria:

- Patients with non-traumatic chest pain  $\geq$  35 years, treated and transported by EMS who receive a pre-hospital 12-lead electrocardiogram.
- STEMI patients transported directly to a STEMI receiving center with pre-hospital first medical contact-to-device time  $\leq$  90 minutes. (**STEMI** stands for ST elevation myocardial infarction.)
- Lytic-eligible patients transported to a STEMI referring center with a door-to-needle time in  $\leq$  30 minutes.

The Board thanked Ms. Peterson for attending and presenting this award to the department.

**2. National Night Out Feedback**

Chief Collins noted that again this year, Spokane Valley Fire Department participated in the National Night Out events on August 6, 2016. He said that our department has received several thank you cards and continues to receive positive feedback for our participation. Deputy Chief O'Brien and Community Affairs Officer Rose coordinated the events with our crews, worked with our local police agencies, and the events were well attended by our citizens.

**3. Newsletter from Broadway Court Estates – Resident Celebrates 105<sup>th</sup> Birthday**

Deputy Chief O'Brien was invited to attend a birthday celebration for a resident of Broadway Court Estates, Maybelle Wendler, who turned 105 years old. Mrs. Wendler lived in the Newman Lake area since 1935 and moved to Broadway Court Estates in 2002. She was honored with a birthday celebration prior to her move from the area to receive rehab services and locate closer to her daughter. Mrs. Wendler's birthday celebration was attended by Deputy Chief O'Brien and Battalion Chief Arold. DC O'Brien presented Mrs. Wendler with an Outstanding Citizen Award. Other distinguished guests included Spokane Valley Mayor Rod Higgins and Spokane Valley Police Lieutenant Lyons.

**4. Re-Accreditation – San Antonio, Texas, August 17, 2016**

Chief Collins reported that six people attended the accreditation hearings last week in San Antonio, Texas. Attendees included Chief Collins, Deputy Chief O'Brien, Deputy Chief Kroon, Captain Bordwell (accreditation manager), Captain Hedebeck, and Commissioner Pearson. Chief Collins said the Spokane Valley Fire Department was successfully re-accredited for another five year period on August 17, 2016. He thanked everyone that worked on the re-accreditation process, notably, Captain Bordwell, who served as accreditation manager for the second time, Department Managers, and all members of SVFD for their help in the re-accreditation process.

**COMMISSIONER REMARKS:**

Commissioner Dawson stated that he has attended meetings at three of the water districts and found them all to be very supportive. He added that he recently attended the recruit graduation ceremony last Friday with Commissioner Anderson and Commissioner Burch. Commissioner Dawson complimented BC Arold, Captain Malpass, and Captain Neumann for their efforts in training the new recruits and the moving graduation ceremony.

Commissioner Anderson said that he recently attended meetings of two of the water districts. He attended the Pasadena Park Water District meeting on August 11 and attended the Orchard Avenue Water District meeting on August 16. Both water districts were receptive to the information regarding the WSRB re-rate. One concern was expressed by Orchard Avenue Water District regarding any needs to upgrade their current systems and possible costs.

Commissioner Schmidt recently attended the City of Spokane Valley council meeting where the TIGER grant was discussed, concerning obtaining funds for the overpass on Barker Road. The grant request was not successful, and the City will try additional methods for funding.

## **Fire Commissioner Meeting**

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Commissioner Burch commented he had attended a water district meeting with Modern on August 10 and said that Modern expressed their gratitude for the relationship with SVFD. He also attended a meeting at Moab Irrigation District on August 16 and said Moab is looking forward to supporting our efforts with WSRB.

Commissioner Pearson said that he had attended several water district meetings, with one scheduled tomorrow night. He enjoyed working with the districts. Commissioner Pearson stated he wanted to highlight a travel request from our new Community Risk Reduction specialist, Elysia Spencer, who is traveling to Gwinnet County Fire and Emergency Services in Georgia, for on-site cross training. He expressed his appreciation to the Fire Marshal and CRR Spencer in their efforts. Commissioner Pearson concluded his remarks by thanking Chief Collins, Captain Bordwell, and staff for their efforts in our recent successful re-accreditation of the department for the next five years. He attended the accreditation hearings in San Antonio, Texas, and said our team was well prepared for the hearings. He congratulated everyone involved. At the accreditation banquet, in addition to the SVFD re-accreditation, Commissioner Pearson said that Captain Treffy was recognized for his Fire Officer Credentialing.

### **UNFINISHED BUSINESS:**

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

Commissioner Dawson presented the revisions to Board Policy #018 – Policy for Board Member Compensation at the August 8 meeting, and it was moved forward to second reading. There are no additional changes to the policy. Commissioner Anderson motioned to approve the amended policy. Commissioner Burch seconded the motion. Motion carried.

### **NEW BUSINESS:**

#### **1. Revised Job Description – Information Systems Administrator**

Human Resources Director Biladeau presented a revision to the current job description for Information Systems Administrator. She said that the recommended changes were minor and bring the position responsibilities in line with expectations of the job. Commissioner Dawson motioned to approve the recommended changes to the job description for Information Systems Administrator. Commissioner Schmidt seconded the motion. Motion carried.

### **PUBLIC COMMENT:**

None.

**ANNOUNCEMENT:**

There will be a Special Meeting for a Commissioner Work Session on Wednesday, August 31, 2016, at 4:00 p.m., at the SVFD Administration Building.

The next regular Board of Fire Commissioners meeting will be held on Monday, September 12, 2016, 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.”

Commissioner Pearson announced that there would be no Executive Session this evening.

**ADJOURNMENT:**

Commissioner Pearson adjourned the meeting at 4:28 p.m.



Michael Pearson  
Chairman  
Board of Fire Commissioners

MP/djc