



SPOKANE VALLEY FIRE DEPARTMENT

Est. 1940

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REGULAR FIRE COMMISSIONER MEETING

September 12, 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. Chief Bryan Collins, Deputy Chief Tim O'Brien, HR Director Valerie Biladeau, Finance Director Angela Golden, BC Shawn Arold, Fire Marshal Greg Rogers, CAO Melanie Rose, and Executive Assistant Debbie Cox represented Administration.

SPECIAL PRESENTATION:

1. Service Award – John Nelson – Spokane Valley Tech

Commissioner Pearson announced that the Board of Fire Commissioners were presenting a special award to Engineer John Nelson for his service to Spokane Valley Tech. Scott Oakshott, Director of Spokane Valley Tech, was in attendance. Commissioner Pearson stated that the Board wanted to recognize Engineer Nelson for his outstanding work with the students of Spokane Valley Tech. Commissioner Pearson said that his attitude was always positive and stated he never saw John without a smile on his face. On the plaque, the following was inscribed: "Service Award presented to John Nelson", "In recognition of your leadership, devotion, and service to the Fire Science Program at Spokane Valley Tech." Prior to the plaque presentation, Commissioner Pearson added that John, acting as an advisor, and his students, competed at a state event in Tacoma from March 31 to April 2 of this year. Student Sydney Bruce took first place in the job interview competition, and another student, Haley Davis, finished second place in the same competition. Sydney Bruce later competed in the national events and finished in fourth place.

Spokane Valley Tech Director, Scott Oakshott, added that he really enjoyed working with John and called him a "natural teacher" who loves people, especially our youth, adding that John never tried to criticize the students. He stated that the students could relate to him and said John presented himself in an approachable manner. Mr. Oakshott added that of the students that have gone through the SVT Fire Service

Program over the last five years, 34% are still involved in the fire service in some way. He thanked John for his dedication to the Fire Science program. Commissioner Pearson presented the plaque to John with his wife and son in attendance.

DEPARTMENT REPORTS:

1. August Financial Reports

Finance Director Golden presented the financial reports for August 2016. The revenues for August are essentially unchanged from where we were a year ago. Expenses are slightly higher, mainly due to capital expenses. Finance Director Golden added that \$250,000 for the payment on the new tiller will be paid next year, so rather than put off some of our station repairs, they will be addressed this year. Generally, the financials are where we expect them to be at this point in the year.

2. August 2016 Run Stats

Deputy Chief O'Brien presented the August 2016 run stats. During the month of August, we responded to 179 fire calls, 1,273 EMS calls, and 57 other calls for service, for a total of 1,509 total calls. So far, the department responded to 10,943 calls for the year. Auto Aid percent of total calls through August stands at 4.75 percent for the City of Spokane and 3.90 percent for Fire District 8. For the month of August, there were 82 Auto Aid calls with Spokane Fire Department and 57 calls with Fire District 8.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

Commissioner Pearson asked that item # 5 – Travel Approval, be considered separately from the other items on the consent agenda. Two additional travel approval forms were received after the Board Packet was distributed.

Commissioner Dawson noted that the agenda reflects Commissioner Meeting Approval, placed on the consent agenda. He asked if Commissioner Meeting Approval should be included under Commissioner Remarks for approval, rather than under the consent agenda. Commissioner Pearson said that as an example of items for Commissioner Meeting Approval, he was going to share the Department Open House on October 8 and the October 9 training presentation at the City Fire Training Center, under Commissioner Remarks and asked that they be added to the next agenda, under the Consent agenda for approval at the next meeting. Brief discussion followed.

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Commissioner Pearson stated the consent agenda included the following items:

1. Approval of Minutes: August 22, 2016
2. Approval of Vouchers:
 - a. #251422-251435 for \$94,308.03
 - b. #251440-251502 for \$57,047.06
 - c. #251503-251530 for \$36,668.53
3. Approval of August 2016 payroll of \$2,285,602.16
4. Conference/Seminar Report(s) – None
5. Travel Approval
6. Commissioner Meeting Approval

Commissioner Dawson motioned to approve the consent agenda items 1-4 and item 6. Commissioner Anderson seconded the motion. Motion carried.

For item 5 – Travel Approval, Commissioner Pearson said that two requests were included in the Board Packet, and two additional travel requests were received for consideration. The first additional travel request was submitted from Doug Salmon, for an EMS conference in San Diego, California, called ALS Critical Care of the Acutely Dying Patient. The second additional travel request was from Rich Llewellyn, for a WAVE conference (ESO), in Austin, Texas. The additional requests were approved by EMS Battalion Chief Foster-Dow, for approval by the Board tonight. Commissioner Dawson motioned to approve the additional travel requests along with the two submitted with the Board packet. He added that he appreciates these being sent to review ahead of the meetings by the Board. Commissioner Schmidt seconded the motion. Motion carried.

ADMINISTRATIVE REMARKS:

1. Fire Chief Comments

Chief Collins complimented our Honor guard and Pipe and Drum Corps for their involvement in the 15th anniversary ceremony for 9/11 at the Spokane County Fairgrounds. Chief Collins also thanked DC O'Brien, CAO Melanie Rose, and Captain Baugh for their help with the 9/11 event. He said that the event was well done, well attended, and received quite a bit of news coverage.

Chief Collins said the Pipe and Drum Corps and the Honor Guard had traveled to Hanford for a Line of Duty Death funeral, and he added that the family was very appreciative. He said that these groups make us proud whenever they respond to these types of requests.

Chief Collins commented that the City of Spokane Fire Department will be having a CPAT test at their training center, and they have extended invitations to staff, Commissioners, and Civil Service Board members to attend and observe on Sunday, October 9, 2016. He believes the time is 11:00 a.m., and he will confirm with the City of

Spokane. Prior to witnessing the event, Jon Walters from Public Safety Testing will be discussing some of the changes in recruitment strategies and retention that will be necessary in the future. Chief Collins also noted that he attended a city council sub-committee finance group meeting with the City of Spokane Valley. The group asked questions about the upcoming WSRB rating process, what that means to the business community and homeowners in the Spokane Valley, and wished us the best. The group invited us to engage with the City at their meetings. The members spoke highly of Commissioner Schmidt and expressed their appreciation of his attendance at the City of Spokane Valley council meetings.

SUB-COMMITTEE REPORTS:

1. Loyalty

Commissioner Pearson presented the report on the recent Loyalty committee meeting. At the last meeting, the following items were discussed:

- Project Risk was presented at the recent Millwood Daze.
- The Department Open House is scheduled for October 8 at the SVFD Training Center.
 - Time for the Department Open House – 10:00 a.m. to 3:00 p.m.
 - Volunteers are needed. Scott Whitaker will be unable to attend this year.
- The new department website is scheduled to go live at the end of the month.

2. Apparatus/Facilities

Commissioner Anderson addressed some information that DC Kroon provided to the Board. Commissioner Anderson said that at their work session, new Station 3 was discussed. OAC sent a letter to DC Kroon outlining their scope of services along with the associated fee schedule for the new Station 3. Per Commissioner Anderson, the information stated they have a guarantee of no more than \$20,000 over their bid price. Commissioner Anderson advised the Board that DC Kroon is recommending OAC to the Board of Fire Commissioners as the project manager for the new station. Per Finance Director Golden a formal bid for the project manager is not required. Commissioner Schmidt motioned to accept the bid and appoint OAC as the project manager for the new Station 3. Commissioner Burch seconded the motion. Motion carried.

COMMISSIONER REMARKS:

Commissioner Burch reiterated the Chief's remarks about the participants in the 9/11 ceremony, saying everyone did a great job, and he was very impressed.

Commissioner Anderson said that everyone did an excellent job at the ceremony for 9/11 at the fairgrounds. He estimated the attendance at the ceremony at about 150 people, judging from his seat in the grandstand. SVFD Firefighter Jamie Wees played

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Taps, and Commissioner Anderson said it was very moving. Commissioner Anderson also thanked the Pipes and Drums Corps, as well as the Honor Guard, for their participation in the 15th anniversary of the 9/11 event.

Commissioner Schmidt thanked CAO Melanie Rose for her work on the 9/11 event, as well as Captain Baugh, Captain Proctor, and Engineer Nelson of the Honor Guard, saying they did an outstanding job.

Commissioner Dawson apologized for missing the 9/11 event as he was unable to attend. He highlighted a clip from the Valley News Herald that reported 70 years ago, according to a survey, many residents did not have a phone number to reach the Spokane Valley Fire Department.

Commissioner Pearson said that he would like to note a few items. He noted the contract agreement with AMR was received and said staff worked closely with Chief Tony Nielsen from Fire District 8. Commissioner Pearson stated he was very appreciative of the part of the contract that dealt with low income people, that adjusts the rates for low income residents. He also said that he appreciated that the rates stayed relatively the same. He asked that the AMR contract approval be placed on the next agenda.

Under Commissioner Meetings, Commissioner Pearson asked that we place several items on the next agenda including:

1. SVFD Department Open House – October 8
2. Public Safety Testing – CPAT – October 9

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

PUBLIC COMMENT:

None.

ANNOUNCEMENT:

The next regular Board of Fire Commissioners meeting will be held on Monday, September 26, 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 stated there would not be an Executive Session.

ADJOURNMENT:

Commissioner Pearson adjourned the meeting at 4:29 p.m.



Michael Pearson
Chairman
Board of Fire Commissioners

MP/djc