



**BRYAN COLLINS, FIRE CHIEF**

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## REGULAR FIRE COMMISSIONER MEETING

October 28, 2019

4:00 P.M.

### Minutes

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

Commissioner Burch 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 Collins, Deputy Chief Arold, Deputy Chief O'Brien, Division Chief of Operations Schaffer, Fire Marshal Rogers, Finance Director Golden, and Executive Assistant Cox represented Administration.

#### **SPECIAL PRESENTATION:**

##### **1. Final Public Hearing – 2020 Budget**

Commissioner Burch opened the final public hearing at 4:02 p.m. for the 2020 budget presentation. Finance Director Golden presented the 2020 proposed budget that included the following information:

##### Proposed Revenues – including:

- Property tax number was reduced about \$35,000 from the preliminary numbers two weeks ago, per information received from the assessor's office.
- TIF/Uncollected Taxes
- Fire Prevention/Mobilizations
- Fire Prevention Fees
- Shop Repair Charges
- Ambulance Contract Administration
- Sale of Assets and Other Revenues

##### Proposed Expenses – including:

- Wages and Benefits
- Supplies & Services



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- Capital
- Pension Fund Transfer
- Commissioner's Contingency

Estimated Ending Reserves – which included:

- 2020 Projected Revenues, and Expenditures

Finance Director Golden displayed several graphs and charts to the Board and those attending that displayed the following:

- A graph was displayed showing the cash balance for the years 2015-2018
- A bar chart which displayed 2018-2022 expenses
- A chart that demonstrated the budget by categories for the years 2018-2020 including:
  - Grants, Contingency, Pension Transfer, Capital, Shop, Facilities, Training, Prevention, Operations, and Administration

Medical Fund Budget – including:

- Estimated 2019 Year End Reserves
- 2020 Projected Revenue
- 2020 Projected Expenditures
- Estimated 2020 Year End Reserves
- Zero premium increase for 2020

Pension Fund Budget – included:

- Estimated 2019 Year End Reserves
- 2020 Projected Revenue
- 2020 Projected Expenditures
- Estimated 2020 Year End Reserves

The Board thanked Finance Director Golden for her report.

At this point, Commissioner Burch closed the final public hearing at 4:13 p.m. and returned the meeting to regular session.

**2. EMS Division Update – Division Chief of EMS – Mike Charter**

Division Chief of EMS presented an update on the EMS Division to the Board and those attending the meeting. A summary of the presentation highlights follows:

- Four individuals are finishing up the Paramedic program. They finished in October and are at various stages of the paperwork process with the state. This process took approximately 13 months, and usually takes about 14-15 months.



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- INHS changed some of their process, we changed some of our process, and the students were willing to work hard to get finished.
- 2019 Certifications as Paramedics include: Joel Gilrein, Brett Gombasy, Jacob Parsloe, and Tyson Wilcox.
- Four more firefighters started the Paramedic process, and will finish in 2020 including: Jeff Caldwell, Rawley Doggett, Nikko Humphry, and Ian Sutherland.

Recruit Academy EMS:

To increase our hiring pool, EMT was not required for entry level firefighter. Of the last recruit hiring process, weekly EMS training is delivered to reinforce skills and knowledge.

Of the 14 new recruits:

- 3 Paramedics
- 9 EMT's
  - 1 – EMT is halfway through Paramedic School
- 2 – currently finishing EMT training

EMS Division Training Activities included:

NFA R158 – EMS: Quality Management

- Division Chief Charter attended this six-day course at the National Fire Academy in September.
- This course focused on the critical components, background and principles associated with the implementation, or enhancement, of EMS Quality Management Programs.
- The course project deliverable consisted of a structured plan to improve an existing EMS practice or process utilizing project management approaches.
- This project approach is currently being used to address needed changes in the SVFD medical supplies inventory and distribution system.

2019 Resuscitation Academy

Training symposium in Seattle designed to provide training on best practices and system processes to increase survival rates from sudden cardiac arrest.

- Three SVFD participants were selected and attended under a full sponsorship from the Pulse Point Foundation.
  - CPT/PM Dave Baird, CPT/PM Sean Barrett, and FF/PM Brad Huffman
- Information from this training will be used to develop opportunities for improvement in SVFD sudden cardiac arrest survival rates.

Pulse Point Verified Responder

- The Pulse Point Verified Responder pilot program will expire at the end of 2019.
- We have received logistical support for continuing the program through 2020.



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- Budget funds have been requested and approved for the EMS Division to maintain ongoing support for this program.
- The SVFD will be featured heavily in an upcoming peer-reviewed article on the program.

### VN7/ARU Program

- The EMS Division is currently working with Operations to determine the parameters for deployment of the second ARU in 2020.
- We are analyzing data to determine the optimal location for the second unit and the likely move of VE7 as a result of final placement.
- We are also assessing staffing and the impacts to existing apparatus/capabilities to develop the best model for the deployment of two ARU units.

### ESO to AMR to Hospital

- We recently enabled the ability to electronically transmit patient care information to AMR and the hospitals.
- This effort has been ongoing over the last two years with many complex software challenges.
- We are currently collecting data on transfer times to guide future improvement efforts.

### Medical Supply System Upgrade

New mandates in bid requirements for EMS supply expenditures and new DEA narcotic tracking requirements are driving changes in how we conduct inventory and distribution of EMS supplies.

This provides an opportunity to redesign the system to:

- Reduce operational inefficiencies, restocking delays, and unit out-of-service time. Reduce costs resulting from product expiration, waste, and loss.
- Provide for increased tracing, tracking, and accountability.
- Decentralize EMS supply distribution to operating locations.

### Mechanical CPR/Lucas 3 Device

- The SVFD will continue taking the lead in the region on advancing the quality of resuscitation efforts.
- We will be evaluating the Lucas 3 device to improve patient outcomes, operational efficiency, and resource utilization by:
  - Improving quality of chest compressions
  - Increasing ETCO<sub>2</sub> levels



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- Providing for prolonged resuscitation attempts
- Providing consistent compressions during patient movement and transport
- Removing the need for rotating personnel on chest compressions

At this point in the presentation, a demonstration of the Lucas 3 device was shown to the Board and those attending the meeting.

Following the presentation a brief question and answer session followed. Division Chief Charter commented that the Department is currently evaluating the Lucas 3 device. Captain Baird is currently demonstrating the device to our crews, to allow them to get familiar with the device. We are the first agency in the county to have one of these devices. Division Chief Charter said he believes Cheney Fire Department has one as well.

The Board thanked Division Chief Charter for his excellent presentation.

### **DEPARTMENT REPORTS:**

#### **1. Prevention Quarterly Report**

Fire Marshal Rogers presented the Prevention Quarterly Report and highlighted the following items included in the Board packet:

- Stats reports of items completed through the end of September by the Prevention Division reflect that they are ahead of meeting their goals for 2019. The graphs and charts were included in the Board packet.
- Completed the mutual aid agreement for fire investigations with Spokane County Fire District 8.
- Finalized the interlocal agreement for fire plan review, inspections, and the AHJ with the City of Liberty Lake, and it was recently approved by the City Council, and the Fire Commissioners. The change makes SVFD the Fire Marshal for the City of Liberty Lake, and creates the same interlocal that is currently in place with the City of Spokane Valley.
- There was a smoke alarm event with SVFD members, partnered with employees from Novelis, Starbucks, and CBRE, on Tuesday, October 1, 2019.
- The Prevention Division staffed several safety booths during the SVFD Open House, Valleyfest, Safety Day at Home Depot, Crime Prevention Conference, and First Responders Night at Avista Stadium.
- Attended the first annual Disability Resource Fair in Spokane Valley.
- FM Rogers attended the Community Risk Reduction Data Model Development meeting October 1-2, in Milwaukee, Wisconsin.



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- CRR Specialist Caroline Kusher, and The Spokane Area CRR Coalition (SVFD and SFD), have finalized a joint Falls Prevention information flyer.
- Participated in Elementary School Programs: Firefighters and Prevention delivered the Junior Fire Marshal Program, and the Edith Fire Safety House Program visits for 2<sup>nd</sup> and 3<sup>rd</sup> graders, visiting 29 schools.
- A total of 239 home safety visits were performed through the end of September, with a total of 667 smoke alarms installed.

Commissioner Pearson asked how most people sign up for home safety visits, and Fire Marshal Rogers said that most sign up using the department website. Fire Marshal Rogers also added that they will go over exit plans with the family as requested.

The Board thanked Fire Marshal Rogers for his report.

**PUBLIC COMMENT:**

None.

**APPROVAL OF AGENDA:**

Commissioner Burch stated the consent agenda consisted of items considered routine which are approved by a single motion. A Board member may remove any item from the Consent Agenda to be considered separately. The consent agenda included the following items:

1. Approval of Minutes:
  - a) Regular Meeting: October 14, 2019
2. Approval of Vouchers:
  - #257906-257915 in the amount of \$30,207.67
  - #257916-257926 in the amount of \$61,548.39
  - #257933-257967 in the amount of \$304,479.59
  - #257968-258005 in the amount of \$69,864.55
  - 20 EFTs in the amount of \$730,685.08
  - 3 EFTs in the amount of \$2,370.03
  - 29 EFTs in the amount of \$79,442.28
  - 16 EFTs in the amount of \$8,676.92
  - UHC wire transfer in the amount of \$26,371.88
  - UHC wire transfer in the amount of \$77,482.04
3. Approval of October Payroll: Next report



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4. Conference/Seminar Reports(s) – None.
5. Travel Approval – FM Rogers, Brett Anderson, Caroline Kusher
6. Commissioner Meeting Approval:
  - a) NW Leadership March 4-6, 2020
  - b) CPSE Conference – March 3-6, 2020 – Commissioner Guarisco
  - c) Spokane Valley Chamber of Commerce Annual Meeting  
November 15, 2019 11:30-1:30 p.m.

Commissioner Schmidt motioned to approve the Consent Agenda, and Commissioner Pearson seconded the motion. Motion Carried.

**PUBLIC COMMENT:**

None.

**ADMINISTRATIVE REMARKS:**

**1. CPSE Renewal of Annual Compliance Report for SVFD**

Chief Collins noted that SVFD received a report from CPSE (Center for Public Safety Excellence) regarding the review of our annual compliance report. He commented that the department goes through the accreditation process every five years. Annually, in between, we have to file a report, and we are evaluated in a number of different areas. Most significantly, CPSE looks at whether or not we continue to meet the core competencies as outlined for all accredited agencies. They look at our data, and then look at whether or not we are making progress with the strategic recommendations that were passed on in the previous accreditation process. Chief Collins wanted to thank Division Chief Pat Schaffer for all of his efforts with the report. He said that Chief Schaffer spends a great deal of time working on the report as the Accreditation Manager for the agency, and said he has worked on several of these reports to CPSE. Chief Collins said that Division Chief Schaffer must examine a significant amount of data, and that any change in the department has to be explained. He continued by adding that once again, we were granted accreditation, and said how much he appreciated all of Chief Schaffer's hard work.



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**2. Traci Harvey Recognized as Member of the Year for Washington State Association of Fire Marshals**

Chief Collins wanted the Board of Fire Commissioners to know that Traci Harvey, SVFD Fire Protection Engineer (FPE), was recently recognized and named as the Member of the Year, by the Washington State Association of Fire Marshals (WSAFM). Traci has worked with the WSAFM in a number of areas, including cannabis extraction, when it became legal in our area, and businesses of this nature opened in our community. Chief Collins said that Traci works very hard in the Prevention department, attends numerous conferences for the WSAFM, and others, where she is regarded very highly by the groups, and by SVFD as well. She is an integral part of the organization at Spokane Valley Fire Department. Chief Collins said that although she does not receive a lot of attention, as a part of the staff that supports the department daily, her work is critical to the organization.

The Board extended their congratulations to Traci.

**SUBCOMMITTEE REPORTS:**

**1. Apparatus/Facilities Sub Committee**

Commissioner Anderson reported the following:

- We are looking at the TDA arriving next spring.
- The purchase of property was discussed, more to follow.

**2. Loyalty Committee**

Commissioner Guarisco reported the following from the Loyalty Committee:

- The committee is reviewing the initial strategies of the committee, and reviewed the past history of the committee, and action items moving forward.

**3. HR/Finance Committee**

Commissioner Pearson reported that he and Commissioner Burch attended the entrance conference with the representative from the State Auditor's office. He reported that just so other board members and staff are aware, the auditor's office will be looking at several items during this audit including:

- General ledgers
- Software conversions
- Electronic funds transfers – looking at cyber fraud for public entities
- Self-Insurance for health, and Workers Compensation, Unemployment
- Procurement and purchasing, and utilizing sole source exemptions





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Commissioner Pearson added that Finance Director Angela Golden also attended the meeting, and added the auditors will be here approximately another one and one half weeks, and then summarize their reports. He commented that historically, SVFD has done well in their audits, and anticipates the same this year.

**COMMISSIONER REMARKS:**

Commissioner Anderson said that he and Commissioner Burch attended the WFCA Conference in Tulalip and spoke to Shellie Klink from Enduris about working on having a Mental Health presentation for first responders. Two dates were discussed. One date for the seminars would be during the week of spring break, and the other was the week after Memorial Day. Shellie said the week in May would be better if the group can attend. Commissioner Anderson spoke to Don Kresse and asked him to talk to Shawn Pichette, to see if the Union would like to participate the end of May.

Commissioner Schmidt had no remarks.

Commissioner Guarisco commented that he wanted to thank everyone for their reports this evening. He also mentioned that when he attended the WFCA conference, he noted they gave awards to various departments for their accomplishment. Commissioner Guarisco said that he would like to see SVFD apply for these awards again in the future. At the conference, there were several breakout sessions that were timely including implementing a wellness program, successful tax measures, and levies. He appreciated attending the conference, and the opportunity to participate in discussions at the conference.

Commissioner Pearson thanked HR Director Valerie Biladeau in her absence for arranging a Work Place training on October 17, which all five commissioners, and some members of staff attended that addressed an HR/Diversity program. The program lasted about four and one half hours. He also thanked Debbie for her help in Valerie's absence. The program was presented by two representatives from Associated Industries, and Commissioner Pearson wanted to thank HR Director Valerie Biladeau for the workshop and said that it will benefit the Board of Fire Commissioners.

Commissioner Burch said that when he was traveling recently, he sat next to a lady that was a higher education program manager with the National Training Education System for FEMA. In speaking with her, she commented that there grants available, and gave Commissioner Burch a business card to pass along to the Fire Marshal, to discuss particulars. Commissioner Burch also commented that at the recent WFCA conference meeting, Commissioner Schmidt was recognized for his thirty-year involvement, and active participation, with the Washington Fire Commissioners Association, as a Fire



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Commissioner. Commissioner Burch said that he had a pin to present to Commissioner Schmidt, and wanted to publicly recognize him for his dedication to both the WFCA, and Spokane Valley Fire Department. The Board members all congratulated Commissioner Schmidt.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**1. Resolution # 2019-465 - Certifying to the County Assessor a 1% Increase to the District's 2020 Regular Tax Levy**

The agenda item report was included in the Board packet, and reviewed by members of the Board. Commissioner Pearson moved to adopt Resolution 2019-465, and Commissioner Schmidt seconded the motion. Motion carried.

**2. Resolution # 2019-466 - In the Matter of Adopting the 2020 Budget for the District's Fund F01**

Commissioner Pearson moved to adopt Resolution 2019-466 approving the Budget Fund F01 annual budget. Commissioner Guarisco seconded the motion. Motion carried.

**3. Resolution #2019-467 In the Matter of the Adoption of the 2020 Budget for the Department's Medical Self- Insurance Fund**

Commissioner Pearson moved to adopt Resolution 2019-467, adopting the 2020 budget for the Department's Medical Self-Insurance Fund. Commissioner Guarisco seconded the motion. Motion carried.

**4. Resolution #2020- 468 - In the Matter of the Adoption of the 2020 Budget for the District's Pension Fund**

Commissioner Pearson moved to adopt Resolution 2019-468, adopting the 2020 budget for the District's Pension Fund. Commissioner Guarisco seconded the motion. Motion carried.



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**5. Update to Job Description – Information Systems Administrator**

Chief Collins commented that a proposed change copy, and clean copy of the update to the job description of Information Systems Administrator to that of “Information Systems Director,” was included in the Board packet. Chief Collins said that during the process of reviewing personal service agreements, staff evaluates the current job description expectations, duties, and responsibilities among our comparable departments within Washington State. The result of this analysis, was the recommendation by staff to retitle the position as Information Services Director, at least for the duration of the current contract period, which more accurately represents current duties and responsibilities.

Commissioner Pearson moved to approve the recommended changes to the job description and title of Information Services Administrator, to that of “Information Systems Director,” Commissioner Guarisco seconded the motion. Motion carried.

**PUBLIC COMMENT:**

None.

**ANNOUNCEMENT:**

The next regular Board of Fire Commissioners meeting will be held on Monday, November 11, 2019, 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 – 10 minutes)*

Chairman Burch read the RCW for the Executive Session, Personnel, and stated the approximate total time for Executive Session would be 10 minutes, with 5 minutes allowed for passing time to the Executive Session meeting room. He stated that a decision was not expected to be made following the Executive Session.

The Executive Session began at 5:20 p.m. All Board members attended the Executive Session. Chief Collins, Deputy Chief Arold, and Deputy Chief O’Brien also attended. Commissioner Burch extended the Executive Session at 5:30 p.m. for 5 minutes. The



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Executive Session was extended for five minutes at 5:35 p.m., and again at 5:40 p.m. At 5:45 p.m., the Executive Session was extended ten minutes.

At 5:55 p.m. Commissioner Burch called the meeting back into open public session. Commissioner Burch then acknowledged Commissioner Pearson. Commissioner Pearson motioned to adjourn the meeting, and Commissioner Anderson seconded the motion. Motion carried.

**ADJOURNMENT:**

Commissioner Burch adjourned the meeting at 5:56 p.m.

A handwritten signature in blue ink, appearing to read "Patrick Burch".

Patrick Burch  
Chairman  
Board of Fire Commissioners

PB/djc