



BRYAN COLLINS, FIRE CHIEF

2120 N. Wilbur Rd.
Spokane Valley, WA 99206
(509) 928-1700 Main
(509) 892-4125 Fax
spokanevalleyfire.com

REGULAR FIRE COMMISSIONER MEETING

via Videoconference

September 27, 2021 4:00 P.M.

Minutes

CALL TO ORDER:

Commissioner Burch called the meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE:

Commissioner Kester led the Board and those attending in the Pledge of Allegiance.

ROLL CALL:

All Fire Commissioners were in attendance and Fire Chief Collins represented Administration.

SPECIAL PRESENTATION:

1. Oath of Office – Civil Service Commission

Commissioner Burch welcomed and introduced Mr. Dave Bouge, who served on the Civil Service Commission for the past 6 years and will continue into his second term. Commissioner Burch then asked Mr. Bouge to raise his right hand and repeat the Oath after him for Civil Service Commissioner. Following the administering of the oath, Commissioner Burch thanked Mr. Bouge for his service to the commission and to the community. Mr. Bouge left the meeting.

PUBLIC COMMENT:

Commissioner Burch repeated the regular instructions for public comment: *“Please see our website www.spokanevalleyfire.com to sign up prior to the meeting to make a public comment; all comments must be received in writing by 2 p.m. prior to the start of this meeting.”*

Commissioner Burch stated one comment was received. He read a comment from citizen Paul Binkoski who wrote *“23% of my total tax bill goes to Spokane Valley Fire Department and Fire Station 9 at 32nd and Pines. South valley area does not have paramedics on duty at this fire*



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station, why is that?" Commissioner Burch acknowledged the comment and stated personnel would respond to Mr. Binkoski.

APPROVAL OF AGENDA:

Commissioner Burch explained that the Consent Agenda consisted of items considered routine, which may be approved by a single motion. A Board member may remove any item from the Consent Agenda to be considered separately. No items were removed from the agenda.

1. Approval of Minutes: September 13, 2021
2. Approval of Vouchers
 - 7 Vouchers in the amount of \$4,018.60
 - 36 Vouchers in the amount of \$56,228.72
 - 22 Vouchers in the amount of \$12,739.87
 - 21 EFTs in the amount of \$864,057.84
 - 33 EFTs in the amount of \$88,073.90
 - 11 EFTs in the amount of \$15,352.97
 - Premera Wire Transfer of \$62,201.97 and \$2,126.18
 - Premera Wire Transfer of \$49,875.06 and \$2,555.66
3. Approval of Payroll: None.
4. Meeting Approval: Harvard Road Ribbon-Cutting Ceremony
5. Travel Approval: None.

Commissioner Burch called for a motion to approve the Consent Agenda. So moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion, motion carried unanimously.

ADMINISTRATION REMARKS:

None.

SUBCOMMITTEE REPORTS:

Commissioner Asmus represented the HR/Finance Committee and reported:



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Human Resources: The committee discussed the Entry Firefighter training, the possibility of moving the start date, and the possibility of holding two recruit academy sessions due to the number of recruits needed. The job description rewrites are being completed. The personnel record platform will move to a cloud-based system next year, and Western Fire Chiefs Association was the firm selected for our Fire Chief recruitment.

Finance: Anticipating the state audit in October for 2019-2020 and moving forward, audits will be conducted yearly. The Cares Grant funding audit from Spokane County is to be expected. The self-funded Medical Fund will be rolled into General Fund for reporting purposes only, and Commissioners will receive a resolution to earmark those funds in the General Fund. Discussions continued regarding the research and creation of an interlocal agreement with Central Valley School District for the purpose of the Fire Science Program at Spokane Valley Tech. The committee reviewed in detail the 2022 proposed budget with in-depth discussion on the new administration positions, the operations budget requests, which account for the increase in cost of EMS services, supplies, and medications, and the 2022 Capital plan. The Budget Hearing to present the proposed Draft 2022 Budget is scheduled for October 25, 2021, and the Budget Hearing for final approval is scheduled for November 8, 2021.

Commissioner Guarisco represented the Marketing Committee and reported:

The website is ready to launch, and currently there are training sessions in progress. Also, next week, public education messages will be released on our media sites in recognition of Fire Prevention Week.

COMMISSIONER REMARKS:

Commissioner Anderson reported our community lost another retired Firefighter, Jim Cook, who worked with Commissioner Anderson when he was a Lieutenant and Captain with Spokane Valley Fire Department.

Commissioner Guarisco commented on the wonderful ribbon-cutting ceremony at Harvard Road and expressed appreciation for the Liberty Lake Police Department. He stated how great that community is, including fire, police, public officials, and all who showed up.

Commissioner Burch acknowledged the ribbon-cutting ceremony at Harvard Road as well and stated that it demonstrated what partnerships can do for a community when we work together: City of Liberty Lake, Central Valley School District, and Spokane Valley Fire Department. He continued that it was great to see the first and second stages of the project come to fruition and that he is looking forward to the groundbreaking ceremony for the Kramer Parkway overpass, which is scheduled tentatively for next week. Commissioner Burch thanked Nicole Castilliano in



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appreciation for assisting the Board of Commissioners with their administrative activities. Additionally, he recognized Angela Golden, Finance Director, for her efforts on the budget process and the preparation for the State and Cares Grant Audits.

ADVANCED AGENDA:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Levy Lid Lift for 2022

Chief Collins requested direction from the Board for staff to pursue preparation for the levy lid-lift to reset the Department's base property tax rate back to \$1.50, with the proposition to run in August and/or November 2022. He explained that the Department has had a number of meetings over the last several years, and it wasn't matter of *if* but *when* the timing would be right to reset the rate as the Department is starting to see its tax rate erode with the sustained assessed valuation growth trend in the valley. This is "pretty phenomenal" and ongoing for a number of years. The larger the gap between assessed valuation and the Department's 1 percent cap, the less buying power the Department has from that \$1.50, and it starts to drop off.

Commissioner Burch called for a motion to authorize staff to move forward with the 2022 levy lid-lift. So moved by Commissioner Anderson and seconded by Commissioner Guarisco. Discussion ensued. Commissioner Burch called for the question, and the motion passed unanimously.

2. Approval of FY20 FP&S Grant Awarded from FEMA

Caroline Kusher, Community Risk Reduction Specialist, stated she will address New Business items #2 Approval of FY20 Fire Prevention & Safety (FP&S) Grant Award from FEMA and #3 Resolution 2021-495 Budget Revision. She reported the FP&S Grant application was submitted in February 2021 to assist with the enhancement of SVFD's smoke alarm installation program and the development of a comprehensive Wildland Urban Interface (WUI) program. The award totals \$61,672, with an additional 5 percent matching amount. The enhancement to SVFD's smoke alarm program includes thermal fuses (fire breaks) that are going to be inserted in home oxygen delivery systems to help reduce home fire fatalities in the community that have happened



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due to the combination of smoking while using home medical oxygen. The program will incorporate residential lock boxes to the high-risk, older population, who is better served with rapid access, which is key when responding to falls and fire incidents. Additionally, SVFD will purchase smoke alarms, carbon monoxide alarms, and alarms for deaf and hard-of-hearing individuals.

The WUI program will not only include risk assessments, educational awareness, and mitigation materials for the homeowner, but also an online residential pre-incident plan portal through a program called Community Connect. This residential program will provide data that will be available to first responders to use for incidents and to mitigate risk on those calls. It will be available to homeowners to update their profiles as they conduct wildland fire mitigation activities. SVFD will work with community members through door-to-door surveys and educational awareness interactions with homeowners.

Commissioner Burch called for a motion to accept the FY20 FP&S Grant awarded from FEMA in the amount of \$61,761.90 for enhanced Community Risk Reduction smoke alarm installation and WUI education and awareness projects across our jurisdiction. So moved by Commissioner Guarisco and seconded by Commissioner Anderson. With no further discussion, the motion carried unanimously.

3. Approval of Resolution 2021-495 Budget Revision for FP&S Grant from FEMA

Commissioner Burch called for a motion to adopt Resolution 2021-495 that Spokane Valley Fire Department's 2021 General Fund budget be amended to reflect the increase in appropriation supported by the \$61,761.90 from the FY20 FP&S Grant from FEMA. So moved by Commissioner Kester and seconded by Commissioner Anderson. With no further discussion, the motion carried unanimously.

PUBLIC COMMENT:

None.

ANNOUNCEMENT:

Commissioner Burch announced that the next regular meeting will occur Monday, October 11, 2021, at 4:00 p.m. (virtual meeting) see website www.spokanevalleyfire.com.

EXECUTIVE SESSION:



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There was no Executive Session.

ADJOURNMENT:

Commissioner Burch called for a motion to adjourn the meeting. So moved by Commissioner Anderson and seconded by Commissioner Guarisco. The motion carried unanimously. Commissioner Burch adjourned the meeting at 4:29 p.m.

Patrick Burch

Patrick Burch (Oct 12, 2021 11:23 PDT)

Patrick Burch
Chair
Board of Fire Commissioners
PB/ncc