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REGULAR FIRE COMMISSIONER MEETING

April 26, 2021

4:00 P.M.

Minutes

CALL TO ORDER:

Commissioner Pearson 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 present. Chief Collins, Deputy Chief Arold, Deputy Chief Soto, Fire Marshal Rogers, Community Affairs Manager Happy, and Finance Director Golden represented Administration.

DEPARTMENT REPORTS:

1. Prevention Quarterly Report

Fire Marshal Rogers presented the following information on the Prevention Quarterly Report:

- The plan reviews are up slightly.
- Our construction inspections are up quite a bit.
- Noted that one plan review for Amazon was 89 pages, and Fire Marshal Rogers said that this demonstrates the variety of the different projects.
- Permit fees for the first quarter of 2021 were down slightly.
- He emphasized that the permit fees did not include anything regarding the Amazon project.
- The smoke alarm project is back as we are in Phase 3 and moving forward with smoke alarm installations again.
- Fire Marshal Rogers discussed the new Hydrant App and thanked Fire Data Analyst Drew Swayne for his help in creating an app that allows hydrant information to be entered in the field. Crews won't have to come back to the stations and enter the data.
- Prevention has been working with the Spokane County Sheriff's Office and the Spokane Valley PD, and investigators recently went through some training to receive a special commission.
- The commission allows more collaboration and a better partnership with the Sheriff's office.



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- Prevention has submitted charging documentation to the Prosecuting Attorney's office for one case.
- They were able to get one young lady off the streets that had a mental issue and set multiple dumpsters on fire. The Sherriff's office took her downtown, and he noted that we are in the process of making sure she receives some mental health assistance.
- Fire Marshal Rogers discussed work being done by Community Risk Reduction Specialist Caroline Kusher. She put together an annual program appraisal for the community risk reduction program that goes through a performance matrix.
- Due to COVID, there were differences on our numbers of smoke alarms installed.
- 2020 shows 211 smoke alarms installed. For this year, we are at about 115.
- Last year we had one fatality. That fatality occurred at the end of the year and involved home oxygen and smoking, similar to other fire fataliites.
- CRR Specialist Kusher hopes to continue to move forward with our falls program.
- Last year, COVID-19 canceled her CRR leadership classes and other community risk assessment and risk reduction classes at the National Fire Academy. The NFA has reopened. She arrived there Saturday, and her class started Sunday of this week.
- Fire Marshal Rogers thanked Community Affairs for their help with social media and videos.

Brief discussion followed the presentation, and the Board thanked Fire Marshal Rogers for his report.

2. Community Affairs Quarterly Report

Community Affairs Manager Happy presented the Quarterly Report and highlighted the following:

- May is wildfire awareness month and Community Affairs has a full month of public service announcements (PSA's) planned with our agency partners, with the school district, and with some of our own Commissioners.
- Every day there will be something posted about wildfire awareness, what we are doing as a community, and what citizens can do on their own to create defensible space around their home, as well as be safe while they're outside.
- Illegal burn calls are still up significantly.
- PSA opportunities will continue to happen throughout the summer and as long as the numbers of illegal burns are increasing.
- The views on our Facebook page to date show that 13% are from recommendations, 59.7% are from our followers, and 27.4% is from others sharing our material.
- The Community Affairs Division started a new metric. The division looked at how many PSA's they had set on their 2021 goal sheet by month and by quarter. They are trying to produce quality over quantity.



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- The goal was 33 PSAs for the first quarter, and they actually provided 55 and were able to do about 145 PSA graphics as well.
- They are going to need to quantify those and see how those percentages break out to make sure they are doing an adequate job of covering all the things that Spokane Valley Fire does. That evaluation will be provided on our next metric, or the next quarterly report for the Commissioners meeting.

Following a question by Commissioner Kester regarding illegal burning, Fire Marshal Rogers discussed the “three strike rules” that the Prevention Department uses to educate the public about illegal burning.

- Fire Marshal Rogers said that for the first strike, our crews go out and they provide the education.
- The second strike is the Fire Marshal sends them a warning letter letting them know that if they have another incident, they will be sent over to the clean air agency. The clean air agency is the entity that follows through on the NOV or Notice of Violation. Once there is a third incident, FM Rogers turns all three of those incidents over to the clean air agency for a notice of violation.
- FM Rogers said that with the metrics and the matrix, we are actually seeing a lot more homeless people that are actually doing the burning.
- It will help that we are working with the new homeless coordinator with the City of Spokane Valley and are going to create a specific flyer for those individuals so that way we can get that information out and hopefully help alleviate that a little bit more.

Community Affairs Manager Happy said that she is very grateful to work with a group of people who want to help our community. Commissioner Burch noted that in the last two weeks he has seen the difficulty with our fire apparatus getting through traffic and people just not following the rules or the law of pulling over. He commented that people were just not paying attention, just not adhering to the whole idea of pulling over and letting the fire truck, or even AMR, get through an intersection or down the road. Commissioner Burch commented that anything more that we can do in providing additional public service announcements would be a value to our community.

APPROVAL OF AGENDA:

Commissioner Pearson 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. There were no items removed from the agenda.

1. Approval of Minutes: April 12, 2021
2. Approval of Vouchers:
7 vouchers in the amount of \$4,186.17



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- 50 vouchers in the amount of \$69,169.60
- 21 EFT's in the amount of \$810,233.74
- 28 EFT's in the amount of \$94,476.87
- UHC wire transfer in the amount of \$5,681.06
- UHC wire transfer in the amount of \$1,616.93
- Premera wire transfer in the amount of \$83,230.49 and \$3,026.17
- Premera wire transfer in the amount of \$23,230.08 and \$7,176.33
- 3. Meeting Approval – Commissioners – None.

Commissioner Burch motioned to approve the Consent Agenda, and Commissioner Kester seconded the motion. All Commissioners voted “aye.” Motion carried.

PUBLIC COMMENT:

No requests for public comment were received for the meeting.

ADMINISTRATIVE REMARKS:

1. Citizen Recognition – Life Saving Award – Recipients: Stan Fong and Alyssa Huber

Chief Collins commented that a gentleman experienced cardiac arrest when he was in the presence of his son-in-law and his granddaughter. They were able to get CPR instructions from the 911 operator who also attended the ceremony. Ultimately, CPR was provided until we arrived with a couple of different companies as you saw in your board packet, and an off-duty firefighter that was notified via the Pulse Point app. We resuscitated that gentleman for 40 minutes before he was revived and regained a pulse. It was a really remarkable story. Most cardiac arrests don't have those types of outcomes as they get that long in duration. It was really a remarkable recovery. The recognition was fun to do, and it was a nice afternoon. This recognition event was something that was supposed to be recognized very late in 2019, and we were actually going to do this at a Board meeting the same week we suspended Board meetings because of COVID. We had to wait the whole year of 2020 before we were able to actually recognize these folks. Chief Collins said that if you get a chance to look at the video link, both the granddaughter and the son-in-law received lifesaving awards.

2. Thank-you letter from Elizabeth Whitecotton

Chief Collins acknowledged a thank you letter from a lady who was in a car accident on I-90 on St. Patrick's Day. The letter indicated that she was very appreciative of all the crews and the good care she received at the time of her vehicle accident.



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Following the Administration Remarks, Commissioner Pearson asked Chief Collins if he would address the upcoming visit by members of the Center for Public Safety and Excellence. Chief Collins said that as we are an accredited agency, next month, in May, several people would be visiting the Department. Beginning the week of May 10, we have a peer review team that will be on site at our Department that will fly in from their various jurisdictions.

Chief Collins said that he believed the group is made up of three or four personnel. They will be on site all week looking through various items in the organization. Our Department has been working through our accreditation documents and getting everything ready for well over a year. The team has reviewed all that information online. We've had a lot of back-and-forth questions, and they have reached a point that they tell us that they need to come on site to verify and validate all the information. The team will be on site for a week and will be meeting with Commissioners, Staff, and Firefighters. They meet with a lot of different people to verify and validate that the information that was provided is accurate. It also allows the team to probe a little bit further into some of the questions that they have. At the end of the weeklong site visit, they will either let us know whether they are going to recommend us for reaccreditation or not at the upcoming conference this year.

Chief Collins said that the team will be here for the week, and several members of the Board, or at least the Chair of the Board of Fire Commissioners, will be talking with them early in the week. As we get toward the end of that week, there will be an exit conference with the group, and he believes that meeting can be set up via Zoom and allow all the Board members to attend the exit conference and hear directly from the peer review team assessors. Commissioner Pearson said that it would be wonderful if the entire Board could be in attendance.

SUBCOMMITTEE REPORTS:

1. Apparatus/Facility Sub-Committee

Commissioner Kester noted that he and Commissioner Anderson attended the Apparatus/Facility sub-committee meeting as Board representatives, and Commissioner Kester sent a report on the meeting to the members of the Board. Commissioner Kester commented that Chief Soto had quite a bit of good information at this meeting and that he addressed the price of materials, which have significantly increased.

Regarding the stations, Commissioner Kester reported the following:

- Station 9 - the extractor is in, but they are just waiting to get it hooked up.
- Station 8 - the sidewalks are going to need to be replaced out front. It appears that salt was used for ice in the past and it ate away at the sidewalk.



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- In the back of Station 8, they are going to have to put a slope on the slab so that the water runs up. The slab freezes up in the winter, and it is a slipping hazard. That will be taken care of soon.
- Valley E-1 is still out of service, as they are waiting for a part for the door.
- V-22 is waiting for a canopy, and our V-21 is back in use now. The new vehicle Valley 22 is waiting for a canopy and the electronics to be installed.

The Zodiac was damaged while training about a week and a half ago. The transom was torn off on some rocks, so that is going to be sent to Seattle to be repaired. We don't know the date when we'll be getting it back. Commissioner Anderson noted that DC Soto is keeping busy, and the Board appreciates his efforts with our facilities. Commissioner Kester noted that not only is the price of materials going up, some items, like plywood, are becoming scarce to purchase.

2. HR/Finance Sub-Committee

Commissioner Pearson noted that the HR/Finance Sub-Committee had not had a recent meeting, so there is no report tonight.

COMMISSIONER REMARKS:

Commissioner Kester commented that DC Soto has been hard at work doing things for the stations, and he put together a schematic of the materials that we have, our engines, and when the timeframe for replacing them would be in the future.

If sometime in the future, I would like to see it, if we could possibly get it on the doc that he could give a little slideshow, or presentation of what he's doing and said it was very well done.

Commissioner Anderson commented that Fred Shiosaki had passed away at age 96.

Mr. Shiosaki was appointed as the first Spokane County Air Pollution Control Officer, and he was a World War II veteran. Commissioner Anderson said that Mr. Shiosaki was very active in preserving clean air in our area and said that he was a terrific individual.

Commissioner Burch had no remarks this evening.

Commissioner Guarisco remarked that he feels that he may sound like a broken record at times. He thinks he is starting to sound like a broken record whenever we have Commissioner remarks, but he stated that he is extremely proud of our staff and they are just a tip of the team. It is obvious how much they care about our Department in this community. Commissioner Guarisco said that he remains very impressed on how our team is just engaged in our community, what a great job they do for our community, and he intends to let our community know.



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Commissioner Pearson stated he had no remarks this evening.

ADVANCE AGENDA:

Commissioner Pearson had a few items to add to the Consent Agenda for future discussion on the agenda:

1. Commissioner Burch - had an item on the Advanced Agenda with Community Outreach. on an activity.
2. Deputy Chief Soto will present a report in the future regarding our facility/equipment update and replacement guidelines.

UNFINISHED BUSINESS:

1. Second Reading: Board Policy #030 – Federal Procurement Policy

Commissioner Pearson stated that the new Board Policy #030 – Federal Procurement Policy was reviewed at the last meeting, and no changes were suggested. Commissioner Burch moved to approve Board Policy #030 for the second and final reading, and to adopt the new policy this evening. Commissioner Anderson seconded the motion. All Commissioners signified “aye,” to adopt the new policy. Motion carried.

NEW BUSINESS:

1. Agenda Item Report – Resolution 2021-488 – In the Matter of a 2021 Budget Revision for the Department’s General Fund – Coronavirus Relief Funds

Finance Director Golden provided the background information on the 2021 budget revision for the Department’s General Fund. Following the adoption of the 2021 General Fund budget, the Department was awarded Coronavirus Relief Funds from Spokane County, and the Department’s EMS Division Chief ordered COVID compliant cardiac resuscitation equipment and supplies to improve capabilities to respond to subsequent pandemic events. Equipment and supplies were not received in time to pay from the 2020 budget. The Administration, working with Staff, recommends the General Fund’s 2021 appropriations budget be increased by \$1,700,000 and revenues by \$1,700,000, to ensure support of necessary programs. The Fire Chief and Board concur with this recommendation. Commissioner Burch moved to adopt Resolution 2021-488 as explained by Finance Director Golden. Commissioner Anderson seconded the motion. All Board members signified “aye” to adopt Resolution 2021-488. Motion carried.



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2. Agenda Item Report – Resolution 2021-489 – In the Matter of a 2021 Budget Revision for Department’s General Fund with Attachment A – (Carry Over)

The second budget amendment was explained by Finance Director Golden. This was another proposed budget amendment for the 2021 budget. This was for purchases of equipment and goods that were ordered for projects in 2020, that were not finished, or the goods had not been received. This is a budget amendment that would increase the 2021 budget for these items that were not paid in 2020, nor were they re-budgeted in 2021. The attachment has an entire page of all of the different items. We had some attorney fees, some IS equipment, and we had the EEOC plan that we had to do related to the grant as well as radio equipment and repairs. There were also some facility projects that were not considered prior to year-end, or we just did not have the invoices yet.

We also had a trainer, and a Pierce engine, as well as a large invoice that we overlooked last year. The total is \$1.27 million of \$1,270,761, and these would come out of our unreserved fund since they were budgeted the last year and just were not paid.

The Board thanked Finance Director Golden for her work on this item. Commissioner Kester moved to approve Resolution 2021-489. Commissioner Guarisco seconded the motion. The motion carried with all Board members voting “aye” by a voice vote and a show of hands. Motion carried.

PUBLIC COMMENT:

There were no public comments submitted for the meeting. Commissioner Pearson commented that those wanting to make public comment through our virtual sessions can do so prior to 2:00 p.m. on the day of our meetings. He encouraged the public to email the Board with questions or comments through our website at www.spokanevalleyfire.com. Commissioner Pearson stated that the Board would welcome thoughts and comments from the public.

ANNOUNCEMENT:

Commissioner Pearson announced that our next regular meeting will be Monday, May 10, 2021, at 4:00 p.m. and would be a virtual meeting. Regular Board Meetings are generally held on the 2nd and 4th Mondays of the month at 4:00 p.m.

ADJOURNMENT:

Commissioner Pearson acknowledged Commissioner Anderson. Commissioner Anderson moved to adjourn the meeting, and Commissioner Guarisco seconded the motion.



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All Commissioners voted “aye” to adjourn the meeting. Motion carried. Commissioner Pearson adjourned the meeting at 4:52 p.m.


Michael Pearson (May 13, 2021 21:19 PDT)
Mike Pearson
Chairman
Board of Fire Commissioners
MP/djc

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Final Audit Report

2021-05-14

Created:	2021-05-14
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