



**BRYAN COLLINS, FIRE CHIEF**

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## **REGULAR FIRE COMMISSIONER MEETING**

**May 24, 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, and Deputy Chief Soto represented Administration.

#### **SPECIAL PRESENTATION:**

##### **1. Awards – Citizen Recognition**

Chief Collins commented that he had the pleasure this afternoon to recognize nine community members who acted heroically on their own and took extraordinary action to come to the aid of other citizens. Prior to the presentation of the awards, Chief Collins commented that normally citizens would be recognized at an in-person board meeting, but due to Covid we have not been able to have an in-person meeting since early 2020. Rather than continue to wait for another in-person meeting, it was decided to go ahead and present the awards this evening.

Chief Collins noted that there are two types of citizen recognition awards this evening. The first are Outstanding Citizen Awards. The second group are Lifesaving awards where some action was taken that resulted in directly saving a life, and we were able to confirm the information provided. The Outstanding Citizen Award is also a very distinguished award. He commented that it was a pleasure to see all these citizens stepping forward and taking action in our community to help make it a safer place.

Following his remarks, Chief Collins read the list of names of those receiving the award, the nominator of the award, the type of award presented, and details of the award. The following information was read by Chief Collins:



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**Citizen Award Recipients**

- 1. Allie Lawhead – Lifesaving Award (Nominated by Captain Tony Perry)**
- 2. Amanda Williams – Outstanding Citizen Award (Nominated by Battalion Chief Mark Knokey)**
- 3. Amy Dehaas – Lifesaving Award (Nominated by Captain Chris Cornelius)**
- 4. Celeste McGowan – Outstanding Citizen Award (Nominated by Battalion Chief Mark Knokey)**
- 5. Izzy Wilcox – Lifesaving Award (Nominated by Captain Tony Perry)**
- 6. Jose Bran – Outstanding Citizen Award (Nominated by Deputy Fire Marshal Brett Anderson)**
- 7. Josh Elliot – Outstanding Citizen Award (Nominated by Battalion Chief Mark Knokey)**
- 8. Ricky Norman – Lifesaving Award (Nominated by Firefighter Joel Gilrein)**
- 9. Michael Platt – Outstanding Citizen Award (Nominated by Captain Paul Kimball)**

Brief discussion followed the presentation, and the Board thanked Chief Collins for his presentation and congratulated all award recipients.

**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: May 10, 2021
2. Approval of Vouchers:
  - 7 vouchers in the amount of \$4,143.40
  - 42 vouchers in the amount of \$45,840.83
  - 21 EFTs in the amount of \$824,167.34
  - 34 EFTs in the amount of \$60,243.98
  - UHC wire transfer in the amount of \$1,553.57
  - Premera wire transfer in the amount of \$59,197.73 and \$6,107.03
  - Premera wire transfer in the amount of \$142,539.90 and \$2,785.58
3. Meeting Approval –
4. Travel Approval – Kip Krogh – National Fire Academy – June 5-June 12, 2021



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Commissioner Kester motioned to approve the Consent Agenda, and Commissioner Anderson seconded the motion. All Commissioners voted "aye." Motion carried.

**PUBLIC COMMENT:**

No requests for public comment were received for the meeting.

**ADMINISTRATIVE REMARKS:**

**1. BreachPoint Consulting Seminars**

This item was removed from the agenda.

**2. Meritorious Service Nomination for Community Group from Central Valley School District**

Chief Collins reported that he was contacted in late March by Central Valley School District to receive on behalf of the Department a Meritorious Service Award by the school district. The Department was nominated for the award, and he said that he graciously accepted that on behalf of all our personnel for our partnership with providing the N95 mask fit testing for several hundred school district employees, allowing them to meet the masking standards for in person learning. SVFD did this without cost to the school district and provided training and certification to the security team to allow the N95 fit testing to continue when they were not available, per details on the nomination form. The nomination said that SVFD also partnered with CVSD in a video production that featured our strong partnership and commitment to community safety.

Chief Collins said that in listening to all the presentations where the school district talked about the incredible work going on by some of their employees, from their janitorial staff to their bus drivers, to some of their educators, to their partners in the community, it was humbling for the Spokane Valley Fire Department to be recognized like that and thought of in light of some of their great work that's going on.

The Board congratulated Chief Collins on the nomination.

**3. Email from Leslie Farwell – Forwarded from Mark Gregory – Spokane Co. Sherriff's Office**

Chief Collins also commented on a note that was forwarded to us from the Spokane County Sheriff's office from Mark Gregory. They received an email from Leslie Farwell about a welfare check that we did expressing her appreciation for having our crews go over to check on her elderly aunt who lives in our district. She lived out of state and was concerned for the welfare of her aunt and was very appreciative of our crews checking on her relative.



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**SUBCOMMITTEE REPORTS:**

**1. Apparatus/Facility Sub-Committee**

Commissioner Anderson and Commissioner Kester attended a meeting with Deputy Chief Soto last Wednesday, and he provided a report to the Board. The Commissioners also asked DC Soto to come to the meeting today to provide some information about the possibility of having to delay the building of our maintenance facility and Station 11.

DC Soto commented that the big issue that we are having right now, and not just here in Spokane, but across the nation as a whole, is building materials are difficult to obtain and the costs of the prices of building products have gone up astronomically. In our case, the big issue that we are having is roofing material for our maintenance facility. Right now, at the bare minimum, the quickest we can get that material is nine months. He has relayed to the Facility and Apparatus Subcommittee the need to wait in order to save some costs. Additionally, some of the walls need a roof to provide stability. It would be unsafe and not practical for a wall without a roof. The most likely timeframe for this build would be next year in 2022. DC Soto also commented that we will need to rework the budget for next year. We will be able to put the tiller training path in place because concrete is available. We should be able to put that up this summer.

DC Soto added that regarding building Station 11, we were anticipating going through that entire process towards the end of this year or early on next year. However, because everything is getting pushed back, he thinks realistically we may have to look at pushing it back an entire year.

**2. HR/Finance Committee**

Commissioner Burch commented that although there was not a meeting, he received the materials for the financial audit review from Finance Director Golden late last week. He will be spending two to three days reviewing all the materials.

Commissioner Pearson noted that Commissioner Burch was selected to review the report for the Commissioners, which will then move on to the auditors. Commissioner Pearson thanked Commissioner Burch for taking the time to review the report.

**COMMISSIONER REMARKS:**

Commissioner Anderson had no comments.

Commissioner Kester asked when we can expect to hear back from the accreditation team and was informed it is expected to take several more weeks.

Commissioner Guarisco commented on the meritorious service nomination and said that it was excellent. He also congratulated the nine citizen recipients for lifesaving awards and outstanding



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citizen awards. He then expressed that at some point it would be nice to congratulate some of the recipients in person in the future.

Commissioner Burch said that he agreed with Commissioner Guarisco's comments regarding recognizing our nine outstanding citizens and lifesaving award recipients face to face in the future. He also reported that in the near future he and Commissioner Anderson will be able to provide a Wellness Committee report. He commented that they had their first meeting this week on Wednesday and commented that the Board can look forward to a report very soon.

Commissioner Pearson commented that under New Business, there has been a resignation of the Civil Service position from Diana Wilhite. He wanted to take a moment under Commissioner Comments to thank Diana Wilhite for her work for the Spokane Valley Fire Department working through the Civil Service Commission. As many of us know, Diana was one of the City of Spokane Valley Mayors. She has been a community leader in a variety of organizations. She started the National Association of Women Business Leaders in the Northwest. She is very active with many organizations. She is simply a great person. He said he wanted to thank her for her service and her outstanding and tireless work ethic providing leadership in Spokane Valley.

Commissioner Pearson noted that Commissioner Kester and Commissioner Anderson who serve on the Civil Service Committee will work directly with Executive Assistant Debbie Cox. She has all of the materials ready for review as they lead the Board through the process of selection of the new Civil Service Commissioner. Commissioner Pearson said he would encourage others to read the posting and see if they might have an interest in serving on the Spokane Valley Fire Department Civil Service Commission.

**ADVANCE AGENDA:**

None.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**1. Agenda Item Report – Adoption of Resolution 2021-490 – Declaring Department Property as Surplus**

Chief Collins drew attention to staff report 2021-490 and the attached resolution recommending that we surplus the 2001 Pierce Dash pumper ladder. The staff has reviewed the property and found that we no longer need it, we are no longer using it, and it should be declared surplus so we can get rid of that unit.



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Chairman Pearson said he would entertain a motion to adopt resolution 2021-490 declaring the 2001 Pierce Dash pumper ladder with VIN number as read. Commissioner Anderson moved to adopt Resolution 2021-490 declaring Pierce Dash pumper ladder with the VIN number as read.

Commissioner Kester seconded the motion. Brief discussion followed. All Commissioners signified by saying “aye” and by a show of raised hands. Motion carried.

**2. Agenda Item Report and Adoption of Resolution 2021-491 – Declaring Department Property as Surplus**

Chief Collins presented Resolution 2021-491 and a staff report regarding a 2004 Ford F150 pickup with the VIN posted on the staff report being declared surplus. The property has been reviewed and is no longer in use, and we are recommending it be declared surplus.

Commissioner Burch moved to adopt resolution 2021-491 declaring a 2004 Ford F150 pickup truck surplus. Commissioner Guarisco seconded the motion. All Commissioners voiced a vote of “aye” and signified by a show of hands to approve the motion. Motion carried.

**3. Agenda Item Report – Fleet Maintenance Facility Design Build Update**

Deputy Chief Soto reported that the design build team as well as OAC, our partner in the process for the Fleet Maintenance Facility, made the recommendation for us to hold off and continue the design build once we get the materials next year. Staff is recommending that the Commissioners authorize the Fire Chief to delay the Fleet Maintenance Facility (FMF) build until approximately March 2022 due to the national delay in steel roofing and other materials. Commissioner Anderson moved to authorize the Fire Chief delay the Fleet Maintenance Facility build until March of 2022. Commissioner Kester seconded the motion. All Commissioner voted “aye.” Motion carried.

**4. Resignation of Civil Service Commissioner Diana Wilhite**

The Board received a copy of the resignation of Civil Service Commissioner Diana Wilhite. Commissioners Anderson and Kester serve on the Civil Service Committee and will be working with Executive Assistant Debbie Cox to help facilitate the posting of that position. The Board thanked Civil Service Commissioner Wilhite for her service to the community and to SVFD.

**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](http://www.spokanevalleyfire.com). Commissioner Pearson stated that the Board would welcome thoughts and comments from the public.



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**ANNOUNCEMENT:**

Commissioner Pearson announced that our next regular meeting will be Monday, June 14, 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.

**EXECUTIVE SESSION:**

- 1. Personnel Matter**— 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 – 20 minutes*)

Commissioner Pearson read the RCW for the Executive Session and said that the approximate time for the Executive Session would be 20 minutes. Commissioner Pearson said that there would be an action item taken after the Executive Session. All Board members, Chief Collins, and the Deputy Chiefs attended the Executive Session. The Executive Session began at 4:35 p.m.

Commissioner Pearson called the Board back into Regular Open Public Session at 4:55 p.m. As soon as the meeting was called back into regular session, Commissioner Pearson said that he wanted to “address this letter and these comments to the Spokane Valley Fire Commissioners.”

The letter was read and submitted to the Board of Fire Commissioners as follows:

“Commissioner Burch as vice-chair and fellow board members.

As of June 22nd, 2021, I will no longer be residing in the boundaries of Spokane Valley, Washington as we are selling our home to our daughter, her husband, and our grandchildren, but the planned effort to downsize, we will be moving into the city of Spokane by the end of June 2021. With that in mind, I can no longer legally serve the residents of Spokane Valley and will resign my position as commissioner effective the close of our May 24th, 2021, board meeting. That is today. The timing of my resignation will allow the board ample time to select a replacement following the appropriate legal protocols. Having served on the board of commissioners since January 2014,

I have been extremely impressed with the services offered to the citizens of Spokane Valley by the men and women of the Spokane Valley Fire Department. The training and professionalism of our first-line responders, the detail of our data collection and office staff, and the administrative knowledge of not only today's emergency services, but their ability to plan for tomorrow's challenges. Within the Spokane Valley Fire Department, all staff are committed not only to serve the citizens of our community, but are consistently reviewing our safety procedures, budgets, equipment and facility needs. Historically as well as today, the Spokane Valley Fire commissioners have operated in a highly transparent manner, making sure that our budgets are in line with the needs of the citizen. Staff receive appropriate compensation and wellness opportunities, and our equipment



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and facilities are up to date.

The programs and services offered within our community meet national standards as evidenced by our accreditation through the Center for Public Safety excellence. Proudly stated, our fire department is one of approximately 289 agencies throughout the United States that have applied for and met the accreditation standards. I leave the Spokane Valley Fire Department knowing that the current commissioners, administration, and staff will continue the historic path of those before them, always focusing on the needs of the community and making public safety the common thread that links our communities together.  
Sincerely Mike Pearson.”

Commissioner Pearson said that at this time, the Chair would entertain a motion to accept the resignation of Commissioner Pearson. Commissioner Burch motioned that “we as a Board” accept the resignation of Commissioner Pearson. Commissioner Guarisco seconded the motion. No discussion followed. All Commissioners voiced the vote of “aye” and raised their hands to signify an “aye” vote. Motion carried.

**ADJOURNMENT:**

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

All Commissioners voted “aye” to adjourn the meeting. Motion carried. Commissioner Pearson adjourned the meeting at 4:58 p.m. The Board thanked Commissioner Pearson for his service.

*Patrick Burch*  
[Patrick Burch \(Jun 29, 2021 08:02 PDT\)](#)

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Patrick Burch  
Chairman  
Board of Fire Commissioners  
PB/djc

# 05-24-2021 Board of Fire Commissioners Meeting Minutes

Final Audit Report

2021-06-29

Created:	2021-06-29
By:	Trish Andersen (andersenp@spokanevalleyfire.com)
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