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REGULAR FIRE COMMISSIONER MEETING

September 13, 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 present and Deputy Chief Arold represented Administration.

DEPARTMENT REPORTS:

1. August 2021 Financial Report

Finance Director Angela Golden presented the August 2021 Financial Report and discussed the following:

- As of August 31, 2021, we are 67% through year.
- Revenues are at 62% compared to 55% this time last year and on track to receive the anticipated budgeted revenues. This is due to property taxes ahead by 5% compared to this time last year. We've received the majority of our Covid Cares Grant revenue and mobilization reimbursements from the 2020 wildfire season.
- Expenditures are at 57.8% compared to 57.4% this time last year, and the maintenance facility project has been deferred to 2022.
- Pension fund revenue is at 43.58% compared to 49.82% this time last year with a planned transfer from the general fund in September.
- Pension-related expenses are at 50% compared to 56% this time last year. Medical claim reimbursements are down slightly.
- Medical fund revenues are at 61% compared to 64% this time last year. The general fund allocation for August was processed in September.
- Medical fund expenditures are at 67% compared to 54% this time last year. Medical claims are higher than last year but still within budget.



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The Board thanked Finance Director Golden for her report.

2. August 2021 Response Totals

Deputy Chief Arold presented the monthly response total report noting significant change in the presentation of the report. He thanked Administrative Assistant Trish Andersen for all of her assistance with the old version of this report. Then he thanked Drew Swayne, who authored and developed the iteration presented, for his efforts on this project.

- There were 2,185 calls for service in August which reflects a 21% increase compared to this time last year; of those calls roughly 82% were EMS.
- Advanced Life Support responses increased 35% compared to this time last year.
- Extrication responses increased 84% compared to this time last year.

Deputy Chief Arold explained the changes and additions to the response total report; some of the topics were as follows:

- Auto Aid given vs received
- Incident by station area as a percentage by total incidents
- Trendline of the last 5 years with projections based on historical data
- Break down of incidents by Hazard Class

Commissioner Burch was pleased with the presentation and thanked Deputy Chief Arold for his report.

Public comment:

Shawn Pichette, SVFD Captain and IAFF Local 876 President, addressed the Board and reported on the following topics:

- L876 has been facilitating Fire District 9 and their IAFF Local with the memorial service events for the line of duty death of Lieutenant Cody Traber, specifically with coordinating the procession and honor guardsman. He thanked the department for the support of apparatus involvement in the procession and covering calls for Fire District 9 during the memorial service.
- L876 celebrated their 75th Anniversary of affiliation with the International Association of Firefighters (IAFF).
- He applauded the department for the ceremony in recognition of the 20th anniversary of 9/11, commending Deputy Chief Soto for his remarks and the Honor Guard for their participation.



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The Board thanked Captain Pichette for his comments.

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. Two travel requests were removed from Item #5 Travel Approvals: (1) G. Rogers and (2) T. Harvey due to event cancellation. Commissioner Burch inquired of the Board members if they had the opportunity to review the addition of Travel Approval for J. Evans. The Board members confirmed, and Commissioner Burch moved forward with the agenda as modified.

1. Approval of Minutes:

- August 23, 2021
- August 24, 2021
- August 30, 2021

2. Approval of Vouchers:

- 7 Vouchers in the amount of \$4,018.60
- 1 Vouchers in the amount of \$299,000.00
- 6 Vouchers in the amount of \$3,753.96
- 55 Vouchers in the amount of \$77,905.51
- 27 Vouchers in the amount of \$50,242.61
- 21 EFTs in the amount of \$860,760.79
- 38 EFTs in the amount of \$306,230.09
- 19 EFTs in the amount of \$541,419.88
- 20 EFTs in the amount of \$38,713.46
- Premera Wire Transfer of \$145,263.60 and \$2,663.72
- Premera Wire Transfer of \$83,535.46 and \$1,919.17
- Premera Wire Transfer of \$38,720.13 and \$5,098.60
- Premera Wire Transfer of \$82,766.19 and \$1,680.76

3. Approval of Payroll:

August 2021 Payroll in the amount of \$1,548,439.48

4. Meeting Approvals:

None

5. Travel Approvals:

- T. Baugh, K. Caudill, W. Tuttle, S Wharton
- G. Rogers – conference #1
- G. Rogers – conference #2
- J. Evans



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Commissioner Burch called for a motion to approve the Consent Agenda, so moved by Commissioner Guarisco and seconded by Commissioner Kester. Motion carried.

ADMINISTRATION REMARKS:

1. WA Vaccine Mandate Update

Deputy Chief Arold reported the department received 36 medical or religious exemption from vaccine mandated requests. We sent 24 notifications regarding the next phase and accommodation requests, and we have received 20 responses, returned email, with the rest being processed through legal. He stated discussions continue between the department legal and 876 legal teams.

SUBCOMMITTEE REPORTS:

Commissioner Guarisco representing the Marketing Committee reported the next meeting is scheduled for September 16, 2021, and the website is close to completion.

Commissioner Burch representing the Selection Committee stated an update would be reported in Executive Session.

COMMISSIONER REMARKS:

Commissioner Kester commended Deputy Chef Soto and the Honor Guard for their efforts on 9/11 ceremonies as they did an outstanding job honoring the Fallen and representing SVFD.

Commissioner Guarisco mirrored Commissioner Kester's remarks. He stated he is proud of Spokane Valley Fire Department, and our Honor Guard did an amazing job honoring the Fallen at the 9/11 ceremonies. He also reported that the mural at the fairgrounds ceremony was painted by local artists who were called upon last minute, and he was impressed by the completion of the project within a 24-hour period.

Commissioner Anderson had no comment.

Commissioner Asmus mirrored Commissioner Kester's and Guarisco's remarks. He stated that Deputy Chief Soto did an amazing job, and the Honor Guard made him very proud to be in attendance and to be part of SVFD commissioner team. He reported that Commissioner Burch joined him at the Liberty Lake 9/11 Ceremony where they were able to give an award on behalf of the Commissioners during a car show they had there. He announced Appleyway, between



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Hawkstone and Spokane Ridge Road, will be closed September 16 to October 22, which is a major detour route commuters take to get on Eastbound I-90 that will likely cause congestion.

Commissioner Burch mirrored the other Commissioners stating the ceremonies were very well done. He thanked Deputy Chief Soto and stated it was a very moving ceremony with several members in the audience who were very touched. He commended Commissioner Asmus for his participation in the Liberty Lake 9/11 Ceremony Saturday afternoon and the Commissioner Award given to one of the cars. It was a great event. He also applauded and thanked Captain Don Kresse and Battalion Chief Rob Proctor for their rescue helicopter demonstration and Captain Chris Cornelius' presentation on the functionality of the helicopter at the Spokane County Fire Commissioner Association meeting.

Commissioner Anderson seconded Commissioner Burch's commendation to the rescue helicopter presenter and demonstrators.

ADVANCED AGENDA:

None.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Firefighter Job Description

Deputy Chief Arold reported the staff recommended the Board to approve the changes to the job description of Firefighter to include the requirement for EMT certification to apply for Entry-Level Firefighter. This request is contingent upon Civil Service Commission accepting the proposed rule change that will be presented at the Civil Service meeting on September 14.

He stated that hiring without the requirement complicated getting recruits trained to EMT level due to (1) limited access to schools and (2) internal delivery. This recommendation would alleviate that concern particularly ahead of a large recruit academy as we've budgeted for 16 positions in the Spring of 2022.

If approved, the department would continue to benefit from a diverse applicant pool and is committed to the continuation of that progress even though we are asking for this licensure change. Discussion ensued.



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Commissioner Burch called for a motion to approve the recommended Firefighter job description. It was so moved by Commissioner Guarisco and seconded by Commissioner Anderson. Commissioner Burch inquired for any further discussion. Discussion ensued with the Board asking clarifying questions. Commissioner Burch called for the question, and the motion passed 4-1 with Commissioner Kester voting 'no.'

PUBLIC COMMENT:

There were no public comments received for this meeting. Commissioner Burch stated that the public is invited to submit comments to us by 2:00 p.m. the day of our meeting by going to our website at www.spokanevalleyfire.com.

ANNOUNCEMENT:

Commissioner Burch announced that our next regular meeting will be Monday, September 27, 2021, at 4:00 p.m. (virtual). See our website www.spokanevalleyfire.com to attend.

EXECUTIVE SESSION:

- 1. Litigation, Potential Litigation, or Enforcement Actions – Proclamation Mandates** – per RCW 42.30.110(1)(i) states “To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”
- 2. Evaluating Qualifications or Performance of a Public Employee or Official** – per RCW 42.30.110(g) states “To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.”

Commissioner Burch read the RCW for Litigation, Potential Litigation, or Enforcement Actions and RCW for Evaluating Qualifications or Performance of a Public Employee or Official and stated the approximate time of the Executive Session would be 20 minutes. He stated that the Board would take action after the Executive Session.

The Board adjourned to Executive Session at 4.34 p.m. All Board members, Deputy Chiefs Arold and Soto, and Attorney Ron Van Wert attended the Executive Session.



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At 4:54 p.m., it was announced the Executive Session was extended an additional 10 minutes.

At 5:04 p.m., it was announced the Executive Session was extended an additional 15 minutes.

At 5:19 p.m., it was announced the Executive Session was extended an additional 5 minutes.

At 5:24 p.m., Commissioner Burch called the meeting back into public session and called for a motion to approve the Western Fire Chiefs Association as the department's third-party selection team in the hiring process for the Fire Chief position. It was so moved by Commissioner Kester and seconded by Anderson. With no further discussion the motion carried unanimously.

ADJOURNMENT:

Commissioner Burch called for a motion to adjourn the meeting. It was so moved by Commissioner Guarisco and seconded by Commissioner Anderson. The motion carried unanimously and. Commissioner Burch adjourned the meeting at 5:25 p.m.

Patrick Burch

Patrick Burch (Sep 27, 2021 16:42 PDT)

Patrick Burch
Chair
Board of Fire Commissioners
PB/ncc