



BRYAN COLLINS, FIRE CHIEF

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REGULAR FIRE COMMISSIONER MEETING

via Videoconference

October 25, 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, Deputy Chiefs Shawn Arold and Frank Soto, Fire Marshal Greg Rogers, Finance Director Angela Golden, and Community Affairs Manager Julie Happy represented Administration.

SPECIAL PRESENTATION:

1. 2022 Preliminary Budget Hearing

Commissioner Burch opened the budget hearing at 4:01 p.m.

Fire Chief Collins introduced Finance Director Golden to present the 2022 preliminary budget. He noted that since the budget work session with the commissioners on August 24, 2021, there have been only minor changes to building maintenance items.

Finance Director Golden presented the 2022 preliminary budget and highlighted the following:

Property Tax Levy Estimates

- Regular Levy Rate \$1.05 per \$1000 AV
- Special Levy Rate \$1.66 per \$1000 AV
- 12% Assessed Valuation Growth



**October 25, 2021
Board of Fire Commissioners Meeting**

Projected Revenues & Expenses

Projected Revenues \$49.3 million

Projected Expenses \$56.4 million

Capital Requests

- Two Staff Vehicles
- Final Tiller Payment
- New Engine plus Equipment
- Lease Payment for Engines - engines ordered in 2021
- Alternative Response Unit (ARU) Equipment
- Maintenance Facility and Concrete Training Pad
- Station 5 Remodel
- Station 11 Construction
- Equipment Replacements:
 - wellness program
 - extrication
 - defibrillators
 - station alerting system

Personnel Changes

16 Firefighter Recruits

6 Firefighter Positions for ARU

7 Administrative Positions

Ending Fund Balance

Carry Forward \$23.4 million – higher than usual due to deferred maintenance facility project

Revenues \$49.3 million

Expenses \$56.4 million

Ending Bal \$16.3 million

Medical Fund (Self Insured)

Carry Forward \$2.5 million

Revenues \$4.3 million

Expenses \$4.5 million – planned draw from reserves

Ending Bal \$2.3 million

NOTE: no premium increases

Pension Fund Budget

Carry Forward \$1.3 million

Revenues \$1.8 million

Expenses \$1.7 million

Ending Bal \$1.4 million

NOTE: 48 LEOFF 1 Retirees



**October 25, 2021
Board of Fire Commissioners Meeting**

Commissioner Anderson inquired if the Personal Protective Equipment (PPE) budget included PPE for the unvaccinated personnel as previously discussed. Finance Director Golden confirmed that the budget was adjusted for the approved accommodations.

Commissioner Burch called for a motion to hear the final presentation of the 2022 Budget on November 8, 2021, at 4:00 p.m. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. Motion carried unanimously.

Commissioner Burch closed the budget hearing at 4:18 p.m.

DEPARTMENT REPORTS:

1. 3rd Quarter 2021 Prevention Division Report

Fire Marshal Rogers reported on the following topics:

- First Due and Community Connect programs
- Permitting and property records management system
- Spokane County Sheriff's Office collaboration resulting in improvement in arson arrests
- Newest Fire Investigators trained and in service
- Apartment Manager Safety online classes sparking interest all over country
- State Farm Grant and additional discretionary grant
- Safe Kids Spokane partnership for Bike Rodeo and Car Seat Check program
- Eagle Scout Project: personal floatation device loaner board
- Fire Prevention Week
- Elementary School Programs
- Smoke Alarm Blitz, a mass smoke alarm installation event on October 7
- Community Risk Reduction (CRR) business plan

Commissioner Burch volunteered the commissioners to help with future smoke alarm installations. Both Commissioners Burch and Anderson thanked Fire Marshal Rogers and staff for all their efforts and for doing a great job.

2. 3rd Quarter 2021 Community Affairs Report

Community Affairs Manager Happy reported on the following:

- Social media campaigns such as Fire Prevention Week, CRR Week, or Wildfire Awareness Week consistently see an increase in views during those targeted campaigns
- Media stats from all platforms show significant improvement
 - Twitter is the best platform for capturing news media attention



**October 25, 2021
Board of Fire Commissioners Meeting**

- Facebook reached the goal of 10,000 followers
- Focused on growth of all media platforms with emphasis on YouTube
- Shared content highlights inspired from the daily operations roll call meeting:
 - a SVFD “pull right for sirens and lights” campaign received local news attention, and SVFD was asked to participate in a story
 - Another campaign to reduce deaths related to smoking while using medical oxygen highlighted the danger of this potentially deadly activity and educated the public on the use of thermal fuses/fire break devices which are designed to extinguish a fire in the oxygen delivery tube
- Kicked off planning for Community Risk Reduction Week campaign
- Holiday and Winter Safety campaigns underway
- 2022 Calendar almost complete
- 2022 Communication Plan underway

The Board thanked Community Affairs Manager Happy and her staff for their efforts.

PUBLIC COMMENT:

No public comments were received.

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: October 11, 2021
2. Approval of Vouchers:
 - 38 Vouchers in the amount of \$83,137.25
 - 7 Vouchers in the amount of \$3,993.60
 - 23 EFTs in the amount of \$85,758.29
 - 21 EFTs in the amount of \$837,958.99
 - Premera wire transfer of \$34,551.85 and \$1,932.37
 - Premera wire transfer of \$68,008.04 and \$2,581.34
3. Approval of Payroll:
 - None



**October 25, 2021
Board of Fire Commissioners Meeting**

4. Meeting Approval:
 - SVFD Halloween Community Event
5. Travel Approval:
 - C. Kusher

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

ADMINISTRATION REMARKS:

None.

SUBCOMMITTEE REPORTS:

Commissioner Guarisco reported on behalf of the Marketing Committee:

At select stations, Halloween events are scheduled for Saturday, October 30, 2021, from 11:00 a.m. to 1:00 p.m. is planned to be COVID-safe with the Commissioners posted outside their assigned fire stations. He noted the rules for participants: public entry into the stations is not permitted, the wearing of masks is required, and emergency vehicles must not be blocked. The team is also working on a public education video for the public in advance of the upcoming levy. He introduced After-Fire Kits, which are small bags of essential toiletry items that responders can give to citizens who fall victim to residence fires. And, finally, he reported the new department website is ready to launch and should be live very soon.

Commissioner Kester reported on behalf of the Facility/Apparatus Committee:

Facilities: the new maintenance facility meetings continue, and the design schematic was complete on October 11, 2021. The training facility needs-assessment questionnaire has been requested by TCA Architecture (Seattle). The committee is waiting for the station roof leak scope for repair, the station alerting system is in final review, and a possible storage facility at Station 10 is under consideration. Additionally, the Station 1 fence work project is waiting on the survey of the property, Station 4 LED lighting conversion is in progress, Station 7 is due for asphalt repair (note: rescheduled for next year due to cold and rain), and Station 9 apparatus bay doors were fixed and the receivers were updated.

Apparatus: Engine 7 is in the shop for repair, Engine 13 is in the shop for a turbo issue, the old V22 vehicle will be converted to the new V31 vehicle. The apparatus replacement plan is in progress by the apparatus committee, two Prevention vehicles will be replaced, and the



**October 25, 2021
Board of Fire Commissioners Meeting**

wrapping and branding of the other Prevention vehicles will be completed to match the rest of the fleet.

Commissioner Burch reported on behalf of the Selection Committee:

The brochure that will be used for the Fire Chief recruitment process has been completed, and prior to this meeting he emailed the brochure to all commissioners for review.

COMMISSIONER REMARKS:

Commissioner Guarisco shared that during his absence from the last meeting he was in New York City and visited the 9/11 Memorial Museum. He said he was moved by that tribute to first responders, and he wanted to share his pride for what the Spokane Valley Fire Department accomplishes and for the department's hardworking personnel.

Commissioner Asmus stated he was thankful to for the opportunity to attend his first Washington Fire Commissioners Association Conference. He said he learned a lot, took copious notes, and appreciated the presenters in the breakout sessions.

Commissioner Kester appealed to the public to pull over for emergency vehicles. He also stated that an emergency may not affect you in that moment, but you may have a need in the future whether for yourself or a loved one. Additionally, he commended staff and stated he is proud to be part of the organization.

Commissioner Anderson agreed with Commissioner Asmus regarding the Washington Fire Commissioner Association Conference, and said it was a great conference.

Commissioner Burch agreed with the other Commissioners regarding the conference and the museum. He commended Commissioners and staff for their attendance at the Kramer Road Overpass Groundbreaking Ceremony, and stated he is excited to see the project in motion and looking forward the completion and ribbon-cutting ceremony.

ADVANCED AGENDA:

None.

UNFINISHED BUSINESS:

None.



**October 25, 2021
Board of Fire Commissioners Meeting**

NEW BUSINESS:

None.

ANNOUNCEMENT:

Commissioner Burch announced that the next regular meeting will occur Monday, November 8, 2021, at 4:00 p.m. (virtual meeting), and visit www.spokanevalleyfire.com to attend virtually and submit public comment.

EXECUTIVE SESSION:

Personnel – Collective Bargaining – per RCW 42.30.140 (4)(b) states “That portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.”

Commissioner Burch read RCW Personnel – Collective Bargaining stating the approximate time of the Executive Session would be 20 minutes.

The Board adjourned to Executive Session at 5:03 p.m.; the Board and Chief Collins attended the Executive Session.

At 5:23 p.m., it was announced the Executive Session was extended an additional 5 minutes.

At 5:28 p.m., it was announced the Executive Session was extended an additional 5 minutes.

At 5:33 p.m., it was announced the Executive Session was extended an additional 3 minutes.

At 5:36 p.m., it was announced the Executive Session was extended an additional 3 minutes.

At 5:39 p.m., it was announced the Executive Session was extended an additional 3 minutes.

At 5:42 p.m., Commissioner Burch called the meeting back to order.

Commissioner Anderson moved to direct Fire Chief Collins to create a Memorandum of Understanding (MOU) with IAFF Local 876 on 2022 and 2023 wages. It was seconded by Commissioner Kester, and the motion carried unanimously.



**October 25, 2021
Board of Fire Commissioners Meeting**

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. Commissioner Burch adjourned the meeting at 5:44 p.m.

Patrick Burch
[Patrick Burch \(Nov 9, 2021 13:57 PST\)](#)

Patrick Burch
Chair
Board of Fire Commissioners
PB/ncc