



**BRYAN COLLINS, FIRE CHIEF**

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## REGULAR FIRE COMMISSIONER MEETING

via Videoconference

November 08, 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. Fire Chief Bryan Collins, Deputy Chiefs Shawn Arold and Frank Soto, Division Chief of EMS Michael Charter, and Finance Director Angela Golden represented Administration.

#### **SPECIAL PRESENTATION**

##### 1. 2022 Final Budget Hearing

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

Finance Director Golden presented the final draft of the 2022 Budget.

Revenues: The Finance division received updated values from the County Assessor's office, which include the state-assessed values. New construction decreased \$50,000, resulting in an adjustment to the property tax revenues.

Expenditures: The tiller conversion timeline was presented. (*Note: There was a change to the tiller conversion timeline that presented later in the meeting by Deputy Chief Soto. The expenditure budget was adjusted accordingly./ncc*)

Medical Fund: No changes.

Pension Fund: No changes.



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Estimated 2021 Year End Fund Balance:	\$23,391,769
Projected 2022 Revenue (Operations):	\$49,258,000
Projected 2022 Expenses (Operations):	<u>\$56,486,029</u>
Estimated 2022 Year End Fund Balance:	\$16,163,740
Designated Reserves:	\$11,961,774
Undesignated Reserves:	<u>\$ 4,201,966</u>
Total Reserves:	\$16,163,740

\*excludes medical/pension

Commissioner Anderson moved to approve the 2022 Budget as presented. It was seconded by Commissioner Kester, and with no further discussion the motion carried unanimously.

Commissioner Burch closed the hearing at 4:09 p.m.

**DEPARTMENT REPORTS:**

1. October 2021 Financial Report

Finance Director Golden reported:

- General Fund Revenues are at 66 percent compared to 58 percent in 2020 with property tax collections up four percent and mobilization revenue up \$450,000 from the 2020 and 2021 wildland fire seasons. As of November 1, 2021, SVFD has collected 93.6 percent of its revenues, and this will be presented in the November Financial Report. Expenditures are at 72 percent compared to 74 percent this time last year.
- Pension Fund Revenues are at 58 percent compared to 74 percent this time last year due to the transfer from the General Fund. Expenditures are at 61 percent compared 72 percent in 2020; the medical claims for pensioners are lower than expected.
- Medical Fund Revenues are at 88 percent compared to 81 percent in 2020, and the expenditures are at 86 percent compared to 69 percent; stop-loss transactions are recorded weekly.

2. October 2021 Response Totals

Division Chief Charter reported:



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- Responded to 1,976 calls for the month of October, bringing the year-to-date call volume to 18,640; this is 32 more responses than the entire year of 2020, with two months remaining.
- Mutual Aid distribution in- and out-of-district reports were fairly constant.
- The busiest response areas were Station 8, Station 7, and Station 10.
- An 11 percent increase in BLS responses, and 36 percent increase in ALS responses.
- A 24 percent increase in total EMS responses compared to this time last year.
- The division is monitoring cost data by call type. Due to the significant increase in call volume and pandemic protocols, responses are utilizing more supplies and equipment, and supply chain complications are making operating supplies much more expensive.

**PUBLIC COMMENT:**

No public comment was received for this meeting.

**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 25, 2021
2. Approval of Vouchers:
  - 48 Vouchers in the amount of \$56,163.44
  - 6 Vouchers in the amount of \$3,728.96
  - 46 Vouchers in the amount of \$119,746.51
  - 62 EFTs in the amount of \$779,157.95
  - 19 EFTs in the amount of \$511,376.58
  - 22 EFTs in the amount of \$53,509.30
  - Premera wire transfer of \$40,469.63 and \$1,961.43
  - Premera wire transfer of \$96,381.00 and \$1,605.61
  - Premera wire transfer of \$72,327.03 and \$2,419.61
3. Approval of Payroll:
  - October 2021 in the amount of \$1,486,103.93
4. Meeting Approvals:
  - None
5. Travel Approval:



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- None

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

**ADMINISTRATION REMARKS:**

1. 2022 WSRB Rating

Fire Chief Collins reported the Washington Surveying and Rating Bureau (WSRB) is scheduled for an onsite visit on February 28, 2022, to perform the department's fire insurance rating evaluation. He provided the Board a talking point sheet and recommended the Board to attend all Spokane Valley water district board meetings to discuss the importance of this rating, and what to expect when the WSRB reaches out to them. He stated the cooperation of the department's water district partners is a critical component to the success of the department's rating, and that Fire Marshal Rogers is the point of contact for this project.

**SUBCOMMITTEE REPORTS:**

Commissioner Burch reported the HR/Finance Committee members attended the state auditors' entrance meeting earlier today (11/8/2021) at 1:00 p.m. The audit is scheduled to be completed on or around mid-December with an exit interview to follow.

**COMMISSIONER REMARKS:**

The Board thanked all Chief staff for their reports. Commissioner Asmus reported the Halloween event was successful, and the Board thanked all staff who participated.

**ADVANCED AGENDA:**

1. Regular Board Meeting: December 27, 2021

Commissioner Burch stated typically in years past the Commissioners have not had a second regular meeting in December, and as a Board they would need to decide about having a second meeting. Should an immediate need arise to conduct business, the Board has the option to hold a special meeting.



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**UNFINISHED BUSINESS:**

1. New Tiller Conversion Update

Deputy Chief Soto reported the department purchased a 2013 Spartan 105' TDA Ladder Truck in July 2021. SVFD was in need of a training TDA in order to keep frontline TDAs in service, and to provide uninterrupted training to personnel, and, as soon as able, convert the trainer into a spare/reserve unit to continue operating in a TDA if the frontline TDAs go out-of-service for mechanical or standard maintenance. The purchase was for \$299,000.

Currently, the tiller does not meet the WSRB's definition of a Ladder-Quint for class rating purposes, nor does it meet SVFD's for responses. The Tiller needs a 1500 GMP pump and a 300-gallon water tank to meet response requirements. In the recommendation to purchase the Tiller, it was noted that if SVFD purchased and provided the conversion, the cost would be \$76,321.48, and the work would take place after SVFD built the new Maintenance Facility (2023 at the soonest) due to the room needed to do the work ; the work would also take a significant time (more than a month) due to the mechanics' busy work schedules.

Deputy Chief Soto received an estimate to convert the tiller to a full Ladder-Quint by True North Equipment (Hillsboro, OR) for \$94,009.01 this winter (2021). The estimate is \$17,687.53 more than what was anticipated if SVFD completed the job. While the cost is more, the conversion would be completed more than a year earlier than anticipated, positively impacting the community and SVFD's new WSRB class rating in 2022. The conversion is estimated to take 2 to 4 months to complete, and the wintertime is the best time to undertake this type of work.

The funding for the TDA conversion will be transferred out of the 2021 budget for the new Fleet Maintenance Facility. That project is on hold until next year, 2022, due to rising construction costs and nationwide building material shortages. Funding for the Fleet Maintenance Facility will be re-budgeted during the 2022 process. The 2021 property taxes were budgeted for a 2 percent revenue shortfall. However, thus far SVFD is not experiencing a revenue shortfall; therefore, the funds are available.

Deputy Chief Soto Staff recommended that the Board approve the conversion of the 2013 Spartan Tiller to a Ladder-Quint.

Commissioner Anderson moved to approve the new tiller conversion as presented. It was seconded by Commissioner Kester, and with no further discussion the motioned carried unanimously.



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**NEW BUSINESS:**

1. Resolution 2021-496 Tax Levy

Finance Director Golden recommended the Board of Fire Commissioners adopt Resolution 2021-496 authorizing a 1.00 percent increase to the District's 2022 regular tax levy. This is an increase of \$183,044.84, which is an increase of 1.00 percent over the actual regular levy amount from the previous year that would be collected in the 2022 tax year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, and any increase in the value of state-assessed property.

Commissioner Anderson moved to adopt Resolution 2021-496 as presented. It was seconded by Commissioner Asmus, and with no further discussion the motion carried unanimously.

2. Resolution 2021-497 Adopt 2022 General Fund Budget

Finance Director Golden recommended delaying the adoption of the budget to the next regular meeting as this resolution needed revisions after review of information from the Washington State Auditor received just before the start of this meeting.

Commissioner Kester moved to remove Resolution 2021-497 from the agenda. It was seconded by Commissioner Anderson, and with no further discussion the motion carried unanimously.

**ANNOUNCEMENT:**

Commissioner Burch announced that the next regular meeting will occur Monday, November 22, 2021, at 4:00 p.m. (virtual meeting). Visit [www.spokanevalleyfire.com](http://www.spokanevalleyfire.com) to sign up prior to the meeting in order to make a public comment; all comments must be received in writing by 2:00 p.m. prior to the start of the meeting.

**EXECUTIVE SESSION:**

**1. Evaluating Qualifications or Performance of a Public Employee or Official** - per RCW 42.30.110(g) "To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Commissioner Burch read RCW Evaluating Qualifications or Performance of a Public Employee or Official and announced the approximate time of the Executive Session would be 15 minutes.



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The Board adjourned to Executive Session at 4:45 p.m. with all Board members and Chief Collins present.

At 5:00 p.m., it was announced the Executive Session was extended an additional 2 minutes.

At 5:02 p.m., Commissioner Burch called the meeting back into public session.

**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 5:03 p.m.

*Patrick Burch*  
Patrick Burch (Nov 23, 2021 11:11 PST)

Patrick Burch  
Chair  
Board of Fire Commissioners  
PB/ncc