



**BRYAN COLLINS, FIRE CHIEF**

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## **REGULAR FIRE COMMISSIONER MEETING**

**via Videoconference**

**December 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 Commissioners were in attendance. Fire Chief Bryan Collins, Deputy Chief Frank Soto Jr., Fire Marshal Greg Rogers, Finance Director Angela Golden, and Battalion Chief Robert Proctor represented Administration. Jenny Nickerson, Building Official with the City of Spokane Valley, was also present.

#### **SPECIAL PRESENTATION**

##### 1. Jenny Nickerson, Building Official, City of Spokane Valley

Ms. Nickerson delivered a PowerPoint presentation demonstrating the importance of interagency coordination between the City of Spokane Valley and Spokane Valley Fire Department, primarily the Prevention division. Some points of discussion were successful strategies, planning for ongoing improvements, and 2021 permit statistics.

##### 2. RFP Update - Station Alert System – Award Recommendation

Deputy Chief Soto Jr. updated the Board on the bidding progress of the Request for Proposals (RFP) for the Station Alerting System, and he recommended the Board accept RACOM as the winner of the bid. RACOM's proposal put the estimated cost for 12 facilities at \$888,707.10, and if the recommendation is accepted, RACOM would prepare a draft contract to present for final approval.



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Commissioner Burch called for a motion to direct staff to move forward with RACOM as the winner of the RFP. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion the motion carried.

**DEPARTMENT REPORTS:**

1. November 2021 Financial Report

Finance Director Golden reported:

- General Fund Revenues are at 98 percent compared to 84.6 percent at this time last year. Property tax collections are at 96 percent compared to 87 percent this time last year. Mobilization reimbursements are up, inspection fees are up \$30,000, interest earnings are down due to the interest rates. Expenditures are at 78.4 percent compared to 77.9 percent this time last year, and capital is low due to the delay of the new maintenance facility construction.
- Pension Fund Revenues are at 72.7 percent compared to 74 percent this time last year. Expenditures are at 65 percent compared 78 percent this time last year, mainly due to reduced medical claims.
- Medical Fund Revenues are at 97.3 percent compared to 89.3 percent this time last year. Expenditures are at 95.2 percent compared to 77.3 percent this time last year.

2. November 2021 Response Totals

Fire Chief Collins reported on Division Chief Charter's behalf: He referenced the Response Totals Report that the Board received prior to this meeting. He emphasized that there is the beginning of a trend toward normalization in call volume. He added that in previous months, the call volume peaked at nearly 2,200 calls and December is on pace for a more normal 1800 responses. He stated he checks the response stats daily and thus far the trend is holding for now. He stated the decrease is helpful as the crews have experienced a 20 percent increase in call volume in 2021 and operations have been stressed.

**PUBLIC COMMENT:**

None.

**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.



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1. Approval of Minutes:
  - November 18, 2021
  - November 22, 2021
2. Approval of Vouchers:
  - 45 Vouchers in the amount of \$76,366.10
  - 6 Vouchers in the amount of \$3,716.21
  - 41 Vouchers in the amount of \$123,564.45
  - 30 EFTs in the amount of \$177,801.46
  - 19 EFTs in the amount of \$514,113.07
  - 33 EFTs in the amount of \$61,544.79
  - Premera wire transfer of \$60,917.82 and \$1,498.44
  - Premera wire transfer of \$64,786.03 and \$2,223.10
  - Premera wire transfer of \$62,156.63 and \$3,199.11
3. Approval of Payroll:
  - November 2021 in the amount of \$1,417,570.69
4. Meeting Approvals:
  - None
5. Travel Approval:
  - C. Kusher
  - G. Rogers
  - B. Treffry

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

**ADMINISTRATION REMARKS:**

None.

**SUBCOMMITTEE REPORTS:**

Commissioner Guarisco reported on behalf of the Marketing Committee:

The following projects are scheduled for Q1 of 2022:

- New website launch in early January



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- Incorporate live-stream classes (i.e., Stop the Bleed, CPR)
- Release a Public Service Announcement (PSA) regarding the Levy Lid-lift
- Highlight Community Risk Reduction (CRR) Week
- Publish the 2022 calendar and 2021 annual report

Commissioner Asmus reported on behalf of the Selection Committee:

The Selection Committee has been working through the Fire Chief recruitment process with the Western Fire Chiefs Association. The applications will be accepted starting December 14, 2021, and close at end of business day on December 29, 2021. The committee is scheduled to meet January 3, 2022, to review all applications, and the assessment center is scheduled for January 13, 2022.

**COMMISSIONER REMARKS:**

Commissioners Kester and Anderson expressed their appreciation to Commissioner Guarisco and the Media Committee. Commissioner Guarisco acknowledged the response totals running to capacity and expressed his appreciation for staff. And, Commissioner Burch wished all a happy holiday, happy new year, and expressed appreciation to the staff and thanked them for a job well done in 2021.

**ADVANCE AGENDA:**

1. Regular Board Meeting: December 27, 2021 – Cancelled
2. 1<sup>st</sup> Responders Conference: February 24-25, 2022
3. Northwest Leadership Seminar: March 1-5, 2022

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

1. Resolution 2021-500 Surplus Equipment

Battalion Chief Proctor presented Resolution 2021-500 and recommended the Board surplus the following hydraulic extrication equipment that has reached the end of its service life cycle:

- Powerhead: Manufacturer: Hurst MFG Date 2008 Serial #:00147755 0002
- Cutters: Manufacturer: AMKUS Model: M-20 Serial #94070782/0
- Spreaders: Manufacturer: AMKUS Model: M30C Serial #:886874S



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- Rams: Manufacturer: AMKUS Short and Long (No serial numbers or model numbers) property of the Spokane Valley Fire Department

Commissioner Burch called for a motion to adopt Resolution 2021-500 as presented. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion the motion carried unanimously.

2. Resolution 2021-501 EXP Fund 2021 Budget Revision – State Farm Grant

Fire Marshal Rogers presented Resolution 2021-501 and recommended a budget revision to the 2021 General Fund as SVFD received another State Farm Discretionary Grant of \$5,000 to support the smoke alarm program.

Commissioner Burch called for a motion to Adopt Resolution 2021-501 that the Spokane Valley Fire Department's 2021 General Fund budget be amended to reflect an increase in appropriations, supported by the \$5,000 State Farm Discretionary Grant. It was so moved by Commissioner Asmus and seconded by Commissioner Guarisco. With no further discussion, the motion carried unanimously.

3. Resolution 2021-502 EXP Fund 2021 Budget Revision – State Fire Marshal Grant

Fire Marshal Rogers presented Resolution 2021-502 and recommended a budget revision to the 2021 General Fund as SVFD received a stipend of \$3,000 from Michigan Public Health Institute via FEMA to support the pilot of the Home Fire Safety (Sound Off) school program.

Commissioner Burch called for motion to Adopt Resolution 2021-502 that the Spokane Valley Fire Department's 2021 General Fund budget be amended to reflect an increase in appropriations, supported by the \$300.00 Michigan Public Health Institute stipend. It was so moved by Commissioner Guarisco and seconded by Commissioner Anderson. With no further discussion, the motion carried unanimously.

4. Resolution 2021-503 Med Fund 2021 Budget Revision

Finance Director Golden presented Resolution 2021-503 and recommended the Board amend the Medical Self Insurance Fund to reflect an increase in appropriations of \$400,000 due to medical claims in excess of budget. She added the paid medical claims for 2021 were higher than budgeted due to a change in accounting. This resulted in an increase in medical claims, which were offset by an increase in stop-loss reimbursements.

Commissioner Burch called for a motion to adopt Resolution 2021-503 that the 2021 Medical Self Insurance Fund budget be amended to reflect an increase in appropriations of \$400,000.



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It was so moved by Commissioner Anderson and seconded by Commissioner Guarisco. With no further discussion the motion carried unanimously.

**5. Resolution 2021-504 Automatic Aid Agreement with Kootenai County Fire Rescue**

Fire Chief Collins presented Resolution 2021-504 and recommended the Board approve the automatic aid agreement with Kootenai County Fire and Rescue (KCFR) as presented. He added SVFD and KCFR have collaborated to enter into an automatic aid agreement for second-alarm fire incidents within each district that provides additional resources and reduces reflex time for incidents occurring at or near the state line for both agencies.

Commissioner Burch called for a motion to approve Resolution 2021-504 and adopt the automatic aid agreement between SVFD and KCFR. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion, the motion carried unanimously.

**6. Prevention Plan Review Fees for 2022**

Fire Marshal Rogers presented and requested approval of the Fire Prevention Plan Review Fee Schedule for 2022. He reported that the fees have not increased since 2018, and that the standard permit fee will increase from \$88 to \$115. He added that the Prevention division has made adjustments to provide better customer service for a minor revision permit and for a new express permit. He further stated this fee schedule does equate to an approximate 31 percent increase; however, the proposed fee schedule adjustment is lower than the City of Spokane and other jurisdictions charge for the same services.

Commissioner Burch called for a motion to approve the 2022 Fire Prevention Plan Review Fees as presented. It was so moved by Commissioner Guarisco and seconded by Commissioner Asmus. With no further discussion, the motion carried unanimously.

**7. Battalion Chief Job Description**

Fire Chief Collins presented a job description update for the Battalion Chief position and recommended the Board approve the change of required occupational qualifications and general cleanup. He explained that the update provides more inclusive job qualifications, and that it was developed in partnership with Labor and Management and to increase the pool of internally eligible candidates. He reported the department is expecting several Battalion Chief position vacancies in 2022 due to retirements, and that the educational component currently states an applicant must possess their bachelor's degree to be eligible to apply for the position. The proposed change allows internal candidates to apply for the Battalion Chief



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position so long as they acquire their bachelor's degree within 12 months from date of appointment. Should the Board not approve the recommended changes, the department would have to consider 1) changing the operation staffing model, or 2) recruiting outside the agency for this position as there are no internal members qualified to fill the Battalion Chief vacancies at this time.

Commissioner Guarisco expressed concern that the degrees accepted should align with the field of fire service. Deputy Chief Soto Jr. confirmed that the policy guidelines speak to his concern. Commissioner Kester inquired if it is common practice to hire this position outside the agency. Fire Chief Collins stated that it is an uncommon practice for SVFD; however, it is not uncommon industry wide.

Commissioner Burch called for a motion to approve the recommended changes to the Battalion Chief Job Description as presented. It was so moved by Commissioner Kester and seconded by Commissioner Asmus. With no further discussion, the motion carried unanimously.

**8. Deputy Chief Job Description**

Fire Chief Collins presented a job description update for the Deputy Chief position. He reported as of January 2022 the Fire Marshal position would be reclassified to a Deputy Chief position. He added it was a collaborative effort amongst the executive staff and the Fire Marshal with the primary changes consisting of merging the current job requirements, education requirements, and job responsibilities of the Fire Marshal into the existing Deputy Chief job description. The primary function of the Deputy Chief of Fire Prevention includes all the responsibilities of the former position with some re-balancing between the Deputy Chiefs.

Commissioner Burch called for a motion to approve the recommended changes to the Deputy Chief Job Description. It was so moved by Commissioner Guarisco and seconded by Commissioner Anderson. Commissioner Burch called for discussion, and discussion ensued. Commissioner Burch called for the question, and the motion carried unanimously.

**ANNOUNCEMENT:**

Commissioner Burch announced that the next regular meeting will occur Monday, January 10, 2022, at 4:00 p.m. and is planned for an in-person meeting at the SVFD Administration Building. 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.

**ADJOURNMENT:**



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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 and Commissioner Burch adjourned the meeting at 4:55 p.m.

*Patrick Burch*

Patrick Burch (Jan 10, 2022 17:47 PST)

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Patrick Burch  
Chair  
Board of Fire Commissioners  
PB/ncc