



BOARD OF FIRE COMMISSIONERS REGULAR MEETING

2120 N WILBUR RD, SPOKANE VALLEY, WA 99206

MARCH 28, 2022

4:00 P.M.

MINUTES

CALL TO ORDER:

Commissioner Guarisco 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:

Commissioners John Guarisco, Bill Anderson, Brian Asmus and Michael Kester were present. Others attending the meeting were, Fire Chief Frank Soto Jr., Deputy Chief Greg Rogers, Interim Deputy Chief Andy Rorie, IS Director Joseph Yacker, Deputy Fire Marshal Brett Anderson, Community Affairs Manager Julie Happy, Division Chief Michael Charter, HR Director Valerie Biladeau, and Nicole Castilliano (recorder).

Commissioner Guarisco called for a motion to excuse Commissioner Burch from the meeting. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion the motion carried unanimously.

SPECIAL PRESENTATION:

1. Fire Chief Address in Honor of Patti Pettit

Fire Chief Soto addressed the Board and Guests briefing them on IS Specialist Patti Pettit's career at Spokane Valley Fire Department. He stated IS Specialist Pettit was with the department for 8 years and was always ready to lend a helping hand as she often answered IS needs on her off hours stating, "just stopping by since I'm in the area." IS Specialist Pettit will be missed by all and a moment of silence followed.

PUBLIC COMMENT:

None.



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APPROVAL OF AGENDA:

The Consent Agenda consists 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:

1. Approval of Minutes:

- March 14, 2022

2. Approval of Vouchers:

- *Vouchers processed 03/15/22:*
7 Vouchers in the amount of \$3,769.86
21 EFTs in the amount of \$868,561.91
Premera wire txfr \$66,190.37 and \$8,830.26
- *Vouchers processed 03/17/22:*
41 Vouchers in the amount of \$140,888.95
29 EFTs in the amount of \$1,026,963.86
Premera wire txfr \$75,783.40 and \$6,295.32

Commissioner Guarisco 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 the motion carried unanimously.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Community Affairs Job Description – Director

HR Director Biladeau presented the job description and explained the Community Affairs Manager job description has been updated to reflect supervisory and additional general responsibilities. She continued that the proposed changes reflect a director level position, and the title of the position has changed to reflect such. She recommended the Board approve the update to the Community Affairs Manager job description to Community Affairs Director.

Commissioner Guarisco called for a motion to approve the recommended changes to the Community Affairs Director job description. It was so moved by Commissioner Kester and



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seconded by Commissioner Anderson. With no further discussion the motion carried unanimously.

2. Community Affairs Job Description – Media Manager

HR Director Biladeau presented the Media Manager job description which directly reports to the Community Affairs Director, and recommended the Board approve the new position and job description. She explained the Community Affairs Division had a Captain assigned to special projects for over a year who will return to shift work in the near future. The Community Affairs Director acknowledged the need for a permanent position within the division, and the proposed job description details roles and responsibilities has significantly more qualifications and education components than the special projects assignment.

Commissioner Guarisco called for a motion to approve the Community Affairs Media Manager position and job description. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion the motion carried unanimously.

COMMITTEE REPORTS:

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

Facilities: on March 17 we broke ground on the New Maintenance Facility, the needs assessment for the Training Facility is ongoing, the contract for the station alerting system should be complete, and general maintenance of all facilities is underway.

Apparatus: Interim Deputy Chief Bordwell is in the process of drafting a resolution to transfer possession of our training engine to Spokane Community College's Fire Science Program. Engine 10 is out of service for radiator repair, the Tiller is still at True North for its conversion and the Prevention vehicles are being prepped to put into service.

Commissioner Anderson reported on behalf of the Marketing Committee:

Advertising is scheduled to start the first of April at the Valley Mall. The billboards, one near the food court main entrance and the other between Macy's and the Cinema, will change quarterly with new content. Video production has started for the following story lines: Fire Season Awareness, Your Story is Our Story, and SVFD Goes Through Your Emergencies with You. and, the annual Open House is scheduled for October 1, 2022.

Commissioner Asmus reported Fire Chief Soto met with Central Valley School District's Career and Technical Education Director to discuss the future of the Fire Science Program. And, the April



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5th Liberty Lake City Council meeting was rescheduled to March 29 with the Fire Chief to present March 2022 data.

ADMINISTRATION REMARKS:

Fire Chief Soto publicly recognized:

Deputy Chief Greg Rogers and Community Risk Reduction Specialist Caroline Kusher for their attendance and presentation at the CPSE Conference last week. He added they did an excellent job and was amazed at the outcome and feedback of those in attendance.

Battalion Chief Ken Capaul as it his last shift of 30+ years with Spokane Valley Fire Department. He congratulated him on his great career and wished him well in his retirement.

COMMISSIONER REMARKS:

The Commissioners commented on the following topics:

- Track Changes feature in the Agenda Item Reports are helpful and appreciated
- The Post Travel Reports (training summary) provided are valued and appreciated
- The retirements of Ken Capaul, Brian Foster-Dow, Andy Rorie, and Buck Haney
- The passing of IS Specialist Patti Pettit
- CPSE Conference

PUBLIC COMMENT:

None.

ANNOUNCEMENT:

Commissioner Guarisco announced:

1. The Levy Lid-lift Workshop is scheduled for March 30, 2022, 9:00 a.m. at the Administration Building (2120 N. Wilbur Rd).

2. The next Regular Meeting will occur Monday, April 11, 2022, at 4:00 p.m. at the Administration Building (2120 N. Wilbur Road). If you cannot attend in person, visit www.spokanevalleyfire.com to sign up prior to the meeting to submit 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 Guarisco called for a motion to adjourn the meeting. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. The motion carried and Commissioner Burch adjourned the meeting at 4:19 p.m.

John N Guarisco

[John N Guarisco \(Apr 12, 2022 08:11 PDT\)](#)

John Guarisco, Vice-Chair
Board of Fire Commissioners
JG/ncc