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REGULAR COMMISSIONERS MEETING
(Via Video Conference)

January 10, 2022

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 let the Board and those attending in the Pledge of Allegiance.

ROLL CALL:

All Fire Commissioners were present. Other's attending the meeting were Deputy Chief Frank Soto Jr., Deputy Chief Greg Rogers, Division Chief Michael Charter, County Auditor Vicky Dalton, and Finance Director Angela Golden.

SPECIAL PRESENTATION:

1. Ceremonial Oaths of Office – Fire Commissioners

Commissioner Burch welcomed our County Auditor, Vicky Dalton, who was present to administer the ceremonial Oaths of Office to Brian Asmus Fire Commissioner Position No. 3, and John Guarisco Fire Commissioner Position No. 4. Following the administering of the oaths, Ms. Dalton offered her congratulations. Commissioner Burch thanked Ms. Dalton for her attendance and congratulated both Commissioners. Ms. Dalton was dismissed and left the meeting.

ELECTION OF BOARD OFFICERS:

Commissioner Guarisco motioned to move the Election of Board Officers under Special Presentations. Commissioner Anderson seconded and with no further discussion the motion carried unanimously.



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1. Board Chair Position

Commissioner Guarisco motioned to nominate Commissioner Burch as Board Chair and seconded by Commissioner Asmus. Commissioner Burch accepted the nomination and with no further discussion the motion carried unanimously.

2. Vice-Chair Position

Commissioner Asmus motioned to nominate Commissioner Guarisco as Vice-Chair and seconded by Commissioner Anderson. Commissioner Guarisco accepted the nomination and with no further discussion the motion carried 4-0 as Commissioner Guarisco abstained from the vote.

DEPARTMENT REPORTS:

1. December 2021 Finance Report

Finance Director Golden reported the following:

- General Fund Revenues were 106 percent collection compared to 97.3 percent at year end 2020, and noted the department budgeted for partial tax collection due to the pandemic but pleased to report the full amount due was collected. Also, mobilization revenue totaled approx. \$747,000, and Inspection fees totaled approx. \$240,000.
- General Fund Expenses were 85 percent compared to 84.5 percent at year end 2020.
- Pension Fund Revenues were 73 percent compared to 75 percent at year end 2020 and noted the department made a \$1 million operating transfer out of the budgeted \$1.5 million as the additional funds were not needed.
- Pension Fund Expenses were 82 percent compared to 86 percent at year end 2020 and noted a reduction in medical claims.
- Medical Fund Revenues were 108 percent compared to 97.5 percent at year end 2020 and noted the switch to Premera Stop-Loss process as previously reported.
- Medical Fund Expenses were 95 percent compared to 87 percent at year end 2020 and noted the switch to Premera Stop-Loss process as previously reported.

2. December 2021 Response Totals

Division Chief of EMS Michael Charter reported the following:

- December incidents totaled 1,997.
- Year-End incidents totaled 22,433 which is a 20.56 percent increase from 2020.
- Auto/Mutual Aid in and out of district remain consistent.



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- Incidents by Station: Stations 7, 8, and 1 are the busiest, and then Station 10.
- Incidents by Category: increase in ALS calls at 31.5 percent, and BLS calls at 12.03 percent from 2020.
- Incidents by Month: October, November call volume had a small decrease from the summer months, but call volume came right back up in December.

PUBLIC COMMENT:

One letter was received from Tim Cruger Jr., employee #428 (see attachment), which Commissioner Burch read aloud to the audience.

APPROVAL OF AGENDA:

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:

- December 13, 2021
- January 06, 2022

2. Approval of Vouchers:

- 7 Vouchers in the amount of \$4,053.40
- 18 Vouchers in the amount of \$39,105.56
- 6 Vouchers in the amount of \$3,709.41
- 21 EFTs in the amount of \$786,255.03
- 16 EFTs in the amount of \$57,144.93
- 20 EFTs in the amount of \$507,550.62
- Premera Wire Transfer: \$62,809.57 and \$3049.27
- Premera Wire Transfer: \$33,145.96 and \$3,879.87
- Premera Wire Transfer: \$8,102.86 and \$1,809.58

3. Approval of Payroll:

- December 2021 in the amount of \$1,362,929.95

4. Meeting Approval

- None

5. Travel Approval

- None



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

ADMINISTRATION REMARKS:

None.

SUBCOMMITTEE REPORTS:

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

Facilities: the new maintenance facility construction meetings are on-going, the training facility needs-assessment is ongoing, Deputy Chief Soto Jr. is working with *RACOMM* on the Station Alerting System upgrade, the fence work at Stations 1 and 10 was put on hold due to weather conditions, the L.E.D light conversion projects at Station 4 was completed and Station 9 is in progress. The Station 5 remodel process will commence in 2022. One apparatus bay furnace at Station 5 was repaired and one is out of service waiting on parts.

Apparatus: none.

Commissioner Kester stated he will be attending the City of Millwood Council meeting with Deputy Chief of Fire Prevention Rogers who will present the Community Risk Reduction (CRR) Week declaration for the council's approval.

Commissioner Guarisco reported on behalf of the Marketing Committee:

The new website launched the first week of January and requested that all members test their viewing experience on different devices such as mobile, desktop, and tablets. Also, he requested that members assist the marketing team by reviewing and reporting any errors such as missing content, broken links, misspellings etc. to the Community Affairs team for correction.

Commissioner Asmus reported on behalf of the Selection Committee:

Fire Chief Assessment Center was scheduled for Thursday, January 13, 2022 which will consist of several panel interviews.

Commissioner Asmus added he attended the Liberty Lake Council meeting to present the Community Risk Reduction (CRR) Week declaration to which the council approved.



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COMMISSIONER REMARKS:

The Commissioners commented on the following topics:

- Deputy Chief Rogers on his promotion – Congratulations!
- Commissioners Asmus and Guarisco Appointments – Congratulations!
- Administrative Staff for their support – Thank You!
- Line personnel for continually answering the call to our citizens and expressed gratitude as they have received positive commentary from our community.
- Recognition of Executive Assistant Debbie Cox Retirement

ADVANCE AGENDA:

1. 1st Responders Conference February 24-25, 2022
2. Northwest Leadership Seminar March 1-5, 2022
3. CPSE Conference March 22-25, 2022

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Goal Progress: Year-End 2021

Deputy Chief Soto Jr. reported staff submitted their Year-End progress reports for 2021. He said some goals were achieved and others presented issues that had to be worked though, but he is encouraged and pleased with the progress overall. Commissioner Burch recognized that last year was a tough year to complete professional development and educational goals but pleased to see progress in other areas and look forward to the goals set for 2022.

2. Commissioner Meeting Assignments

Commissioner Burch requested the Board members contact him before the next board meeting should they wish for a meeting assignment change. The Board will vote on meeting assignments at the Regular Meeting of January 24.

3. Resolution 2022-505 Waiver of Competitive Bidding Requirements

Deputy Chief Rogers presented Resolution 2022-505.



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Commissioner Burch called for a motion to approve resolution 2022-505 to waive the competitive bidding requirements for the purchase of the Community Connect Resident Platform software through First Due. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion, the motion carried unanimously.

4. Resolution 2022-506 Budget Revision for Pierce Enforcer Pumper Purchase

Deputy Chief Soto Jr. presented Resolution 2022-506.

Commissioner Burch called for a motion to adopt 2022-506 to amend the Departments General Fund Expense Budget to increase appropriations by \$311,471 supported by the unreserved undesignated fund balance account monies. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion the motion carried unanimously.

5. Authorization of Purchase Agreement with Hughes Fire Equipment

Deputy Chief Soto Jr. presented the purchase agreement with Hughes Fire Equipment.

Commissioner Burch called for a motion to authorize the Fire Chief to enter into a purchase agreement with Hughes Fire Equipment Inc. to purchase one (1) Pierce Enforcer Pumper. It was so moved by Commissioner Guarisco and seconded by Commissioner Kester. With no further discussion the motion carried unanimously.

ANNOUNCEMENT:

Commissioner Burch announced the next regular meeting will occur Monday, January 24, 2022, at 4:00 p.m. (virtual meeting). Visit www.spokanevalleyfire.com to sign up prior to the meeting to attend and/or submit public comment; all comments must be received in writing by 2:00 p.m. prior to the start of the 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 and Commissioner Burch adjourned the meeting at 4:41 p.m.

Patrick Burch

Patrick Burch (Jan 26, 2022 12:32 PST)

Patrick Burch, Chair
Board of Fire Commissioners
PB/ncc

TO THE BOARD OF COMMISSIONERS OF THE SPOKANE VALLEY
FIRE DEPARTMENT:

I WOULD LIKE TO TAKE THIS MOMENT TO EXTEND
MY GRATITUDE TO YOU IN ENSURING THE FIREFIGHTERS &
STAFF OF SUFD ARE PROTECTED & CARED FOR IN THIS
UNSURE SEASON. AS A MAN WHO KNEW THE LEGACY OF
CHARACTER & EXCELLENCE ONLY VICARIOUSLY THROUGH
MY FATHER'S CAREER, I WAS VERY PLEASED BY YOUR
COMMITMENT TO EACH PERSON WHO HAS DONNED THE
SUFD BADGE & TAKEN THE OATH TO PROTECT OUR COMMUNITY
BY PROVIDING ACCOMODATIONS TO THE VACCINE MANDATE.
LEAVING MY 21-YEAR CAREER IN EDUCATION, I'VE
BEEN PLEASED BY MY NEW CAREER & COMMUNITY'S
CONTINUAL IMPROVEMENT. I LOOK FORWARD TO A LONG
FULFILLING CAREER SERVING ALONGSIDE YOU.

BLESSINGS,

TIM CROWLER JR

#428