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REGULAR COMMISSIONERS MEETING

(Via Video Conference)

January 24, 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 Fire Chief Bryan Collins, Deputy Chief Frank Soto Jr., Deputy Chief Shawn Arold, Deputy Chief Greg Rogers, Community Affairs Manager Julie Happy, and Nicole Castilliano (recorder).

DEPARTMENT REPORTS:

1. Q42021 Fire Prevention Division

Deputy Chief Greg Rogers reported the following accomplishments:

- Fire Prevention Week: highlighted community, department partnerships
- Smoke Alarm Installs and Smoke Alarm Blitz
- Permits by Type, Permits Issued, Permit/Inspection Fees Collected
- Building Contents Values/Loss
- Fire Investigations and Arson Arrests
 - noted 13 arrests for 2021, highest year for juvenile incidents and arrests
- 5yr Business Plan
- Grants Received
- Safe Kids Spokane Partnership
- Apartment Manager/Staff Safety Class
- Falls Prevention
- Elementary School Program Sound Off



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2. Q42021 Community Affairs Division

Community Affairs Manager Julie Happy reported the following:

- CPR and Stop the Bleed Classes to be Hosted Virtually
- Graphics to be Done In-house
- Newly Appointed Public Information Officers (PIO)
- Social Media Metrics/Performance
- CRR Week Social Media Metrics
- 2022 Goals
- 2021 Annual Report and 2023 Calendar is in Production
- New and Improved Website

PUBLIC COMMENT:

None.

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:
a) January 10, 2022

2. Approval of Vouchers:

Vouchers processed 01/05/22:

- 41 Vouchers in the amount of \$121,075.83
- 27 EFTs in the amount of \$50,188.94
- Premera wire transfers \$56,883.80 and \$0.00

Vouchers processed 01/14/22:

- 7 vouchers in the amount of \$3,807.55
- 21 EFTs in the amount of \$807,437.21
- Premera wire transfers \$156,695.51 and \$10,713.08

3. Meeting Approval

- a) January 13, 2022 – FC Assessment Center
- b) January 26, 2022 – Levy Lid-Lift Work Session



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4. Travel Approval – removed due to cancellation after release of agenda.

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

ADMINISTRATION REMARKS:

1. Community Risk Reduction Week

Fire Chief Collins recognized the entire Community Affairs Division referencing the short videos that were released each day on our social media platforms during Community Risk Reduction (CRR) Week. He stated the videos were excellent in every way from messaging, production quality, content etc.

He continued to extend his appreciation to the entire organization as they can only have great material if our staff from Firefighters to Administration to everyone in the agency help and support them. He reported there has been remarkable buy-in over the last several years on the concept of reducing risk in our community, which was a term that not many people knew 3-5 years ago to being the forefront of what we do in our agency and embraced from lowest level to the top.

He said he is incredibly proud to be associated with an organization that releases that kind of content in such professional manner and encouraged those who haven't viewed the videos to take a moment to do so.

SUBCOMMITTEE REPORTS:

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

Facilities: the new maintenance facility meeting are ongoing and will order trusses to be delivered in July. The training facility needs assessment is in process. The new station alerting system project is moving forward. The fencing projects are on hold due to weather. The gutters and ice cleats were installed at Station 3. The lighting conversion at station 4 was completed. Station 5 is functioning with only one furnace with the second scheduled for troubleshoot and repair. Station 7 is getting a refresh as the crews are painting the interior. Staff is looking for repair bids for the roof leak at Station 8, and Station 9 is scheduled next week for lighting conversion.

Apparatus: the Tiller was delivered to True North and scheduled to be there for the next 3-5 months for the ladder quint conversion.



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Commissioner Guarisco reported on behalf of the Marketing Committee:

He stated the Community Affairs Manager covered most everything earlier in the meeting but wanted to read aloud the Ask a Firefighter correspondence received from the website.

“Hello, my name is Natalie. I am a 10-year-old. I use pulse point and listen to the radio and had a few questions. What does Charlie call mean? What does Echo call mean? What does Bravo call mean? What does Delta call mean?”

He reported she received a 2-page email in response to her questions and announced in about 8 years we have a firefighter/first responder on the way.

Commissioner Asmus reported on behalf of the Selection Committee:

Thanked all participants on the interview panels that assisted us in our decision-making process of hiring the new fire chief. He stated it was successful, done very well, and appreciated the reflection, input, comments that helped us make an important decision, and the right decision. The board agreed with Commissioner Asmus’ sentiments.

COMMISSIONER REMARKS:

The Commissioners commented on the following topics:

- Fire Chief Selection Process, Assessment Center
- Congrats to Frank Soto Jr. on Conditional Offer
- Community Risk Reduction Proclamations
- Community Affairs CRR media release

ADVANCE AGENDA:

None.

UNFINISHED BUSINESS:

1. Commissioner Meeting Assignments

See attachment.

NEW BUSINESS:

1. 2022 Goals



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Fire Chief Collins reported the Administrative Staff and Chief Officers prepared their 2022 goals which were included in their meeting packet. He encouraged the Board to review the information presented and reach out with any questions.

2. Resolution 2022-507 Declaring Department Property Surplus

Deputy Chief Rogers presented Resolution 2022-507. The Staff recommends the surplus of the following items: surveillance equipment and five .40 caliber pistols that are property of the Spokane Valley Fire Department. The staff has reviewed the property and found it not needed due to changes with our law enforcement commission as well as the partnership with the Spokane County Sheriff Department.

Commissioner Burch called for a motion to approve resolution 2022-507 Declaring Department property surplus as presented. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion, the motion carried by majority vote as Commissioner Asmus suddenly dropped from the meeting due to a technical issue.

4. Resolution 2022-508 Budget Revision to the General Fund – State Farm Good Neighbor Grant

Deputy Chief Rogers presented Resolution 2022-508. The Spokane Valley Fire Department received a 2022 State Farm Good Neighbor Grant of \$15,000 to support the smoke alarm program. The grant will allow SVFD the opportunity to purchase smoke alarms and related supplies to install in resident's homes. The installation of working smoke alarms in our jurisdiction helps to mitigate the risks of home fire injuries or deaths and better alert resident to home fires.

Commissioner Burch called for a motion to adopt 2022-508 and revise the 2022 General Fund Budget to reflect an increase in appropriations supported by the \$15,000 State Farm Discretionary Grant. It was so moved by Commissioner Guarisco and seconded by Commissioner Asmus. With no further discussion the motion carried unanimously.

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. The approximate total time for executive session was 10 minutes with an announcement to be made.

At 4:40 p.m. Commissioner Burch adjourned into Executive Session.



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At 4:50 p.m. Commissioner Burch reconvened the public session.

Commissioner Burch called for a motion to accept the employment contract between Spokane Valley Fire Department and Frank Soto Jr. for the Fire Chief position. It was so moved by Commissioner Anderson and seconded by Commissioner Guarisco. With no further discussion the motioned carried unanimously.

ANNOUNCEMENT:

Commissioner Burch announced the next regular meeting will occur Monday, February 14, 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.

Commissioner Burch announced the Board will be attending the Board of Fire Commissioners Work Session on Wednesday, January 26, 2022 at 10:00 a.m. This meeting will be held in person at Spokane Valley Fire Department Administration Building, and via video conference for those who cannot attend in person.

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 4:54 p.m.

John N Guarisco
John N Guarisco (Feb 15, 2022 08:44 PST)

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