



**BRYAN COLLINS, FIRE CHIEF**

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**REGULAR COMMISSIONERS MEETING**  
**(Via Video Conference)**

**February 14, 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 let the Board and those attending in the Pledge of Allegiance.

**ROLL CALL:**

Commissioners Guarisco, Anderson, Asmus, and Kester were present. Others attending the meeting were Fire Chief Bryan Collins, Deputy Chief Frank Soto Jr., Finance Director Angela Golden, Division Chief Michael Charter, Deputy Fire Marshal Brett Anderson, and Nicole Castilliano (recorder).

Commissioner Guarisco called for a motion to excuse Commissioner Burch's absence. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. Motion carried unanimously.

**DEPARTMENT REPORTS:**

1. January 2022 Finance Report

Finance Director Golden reported the following:

- General Fund Revenues were .86 percent compared to .99 percent in 2021; difference due to move reimbursements.
- General Fund Expenses were 5.6 percent compared to 9.4 percent in 2021; difference due to capital purchases.



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- Pension Fund Revenues were .13 percent compared to .15 percent in 2021.
- Pension Fund Expenses were 4.2 percent compared to 6.3 percent in 2021; difference due to timing of supplemental insurance payments.
- Medical Fund Revenues were 7.3 percent compared to 8.1 percent in 2021.
- Medical Fund Expenses were 9.2 percent compared to 5.5 percent in 2021; difference due to medical claims, and too early to forecast a trend.
- Adjusting entries will be made as she works through year end of 2021.

### 2. January 2022 Response Totals

Division Chief of EMS Michael Charter reported the following:

- January incidents totaled 1,940 responses for service compared to 1,655 in 2021.
- Auto/Mutual Aid in and out of district remain consistent.
- Incidents by Station: Stations 7, 8, and 1 were the busiest, and then Station 6.
- Incidents by Category: ALS calls were 20 percent higher than January 2021, BLS calls were 32 percent higher than January 2021.

### **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:

- January 24, 2022
- January 26, 2022

#### 2. Approval of Vouchers:

- Vouchers processed 01/19/22:
  - 38 vouchers in the amount of \$122,964.92
  - 40 EFTs in the amount of \$190,687.89
  - Premera wire transfer \$96,006.64 and \$5,118.69
- Vouchers processed 01/26/22:
  - 1 voucher in the amount of \$10,312.69
  - Premera wire transfer \$15,703.81 and \$4,490.04
- Vouchers processed 01/31/22:



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6 vouchers in the amount of \$3,618.56

19 EFTs in the amount of \$529,984.07

**3. Meeting Approvals:**

- 1<sup>st</sup> Responder Conference: Commissioners Anderson, Burch, and Guarisco

**4. Travel Approvals:**

- CPSE Conference: P Burch, J Guarisco, C Kusher, G Rogers, F Soto Jr.
- SFPE Conference: T Harvey

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.

**ADMINISTRATION REMARKS:**

Chief Collins stated this is his final meeting and thanked the Board for allowing him to serve as Fire Chief for the past 9 years. He added it was an honor to serve the citizens of Spokane Valley, Liberty Lake, and Millwood, and lead the members of the department. He said he looks forward to watching the Department achieve future accomplishments.

**COMMISSIONER REMARKS:**

The Commissioners thanked Fire Chief Collins for his leadership over the past 9 years and wished him well in his retirement.

**ADVANCE AGENDA:**

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

**1. Resolution 2022-509 General Fund Revision – East Region EMS & Trauma Care Council Grant**

Deputy Fire Marshal Brett Anderson presented Resolution 2022-509. The Spokane Valley Fire Department received a 2022 East Region EMS & Trauma Care Council Grant in the amount of \$5,000 that will support the development of a youth helmet safety pilot program.



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Commissioner Guarisco called for a motion to adopt Resolution 2022-509 that the Spokane Valley Fire Department 2022 General Fund budget be amended to reflect an increase in appropriations supported by the \$5,000 East Region EMS & Trauma Care Council Grant. It was so moved by Commissioner Anderson and seconded by Commissioner Kester. With no further discussion, the motion carried unanimously.

**2. Administrative Assistant Job Description – Revised**

Fire Chief Collins presented the Administrative Assistant Job Description revisions.

Commissioner Guarisco called for a motion to approve the recommended changes to the Administrative Assistant Job Description. It was so moved by Commissioner Kester and seconded by Commissioner Asmus. With no further discussion the motion carried unanimously.

**3. Administrative Assistant Job Description - Finance**

Fire Chief Collins presented the new Administrative Assistant Job Description – Finance.

Commissioner Guarisco called for a motion to approve the recommended changes to the Administrative Assistant - Finance Job Description. It was so moved by Commissioner Anderson 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 – 20 minutes with no announcement to be made.

At 4:18 p.m. Commissioner Guarisco adjourned into executive session.

At 4:39 p.m. Commissioner Guarisco reconvened the public session.

**ANNOUNCEMENT:**

Commissioner Guarisco announced the next regular meeting will occur Monday, February 28, 2022, at 4:00 p.m. (virtual meeting). Visit [www.spokanevalleyfire.com](http://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.



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**ADJOURNMENT:**

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 Guarisco adjourned the meeting at 4:40 p.m.

*Patrick Burch*

Patrick Burch (Mar 1, 2022 08:04 PST)

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Patrick Burch, Chair  
Board of Fire Commissioners  
PB/ncc



# 2022-02-14 board meeting minutes\_regular

Final Audit Report

2022-03-01

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