



BOARD OF FIRE COMMISSIONERS REGULAR MEETING

2120 N WILBUR RD, SPOKANE VALLEY, WA 99206

MAY 23, 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 Interim Deputy Chief Jeff Bordwell, Nicole Castilliano (recorder), Deputy Chief Zack Bond, Interim Deputy Chief Andy Rorie, IS Director Joseph Yacker, Community Affairs Director Julie Happy, Finance Director Angela Golden, Deputy Fire Marshal Brett Anderson, Division Chief Dave Baird, Battalion Chiefs Robert Proctor and Michael Charter, Captain Shawn Pichette (L876 President) and IS Systems Analyst Scott Keith.

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

PUBLIC COMMENT:

None.

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:

- Meeting of May 09, 2022



2. Approval of Vouchers:

- *Vouchers processed 05/11/22*
33 Vouchers in the amount of \$33,562.96
22 EFTs in the amount of \$88,451.89
Premera Wire Transfers \$67,899.01 and \$3,111.10
- *Vouchers processed 05/13/22*
7 Vouchers in the amount of \$3,853.86
21 EFTs in the amount of \$896,001.14
- *Vouchers processed 05/18/22*
30 Vouchers in the amount of \$38,588.85
17 EFTs in the amount of \$39,008.63
Premera Wire Transfers \$63,047.61 and \$3,634.51

3. Approval of Meetings:

- Spokane County LODD Remembrance & Memorial Unveiling scheduled for Saturday, June 4, 2022
- Target Solutions on-line Training

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

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Resolution 2022-515 Budget Revision - Carryover

Finance Director Golden recommends that the Board of Fire Commissioners amend the General Fund budget to increase appropriations by \$460,401 supported by its unreserved undesignated fund balance, and grant funds. She continued after the adoption of the 2022 General Fund budget, Division Managers analyzed outstanding purchase orders, contracts, and remaining budget balances. The requests presented reflects appropriations/projects approved in 2021, not expended prior to yearend and not budgeted in 2022.



Commissioner Guarisco called for a motion to adopt Resolution 2022-515 amending the 2022 General Fund Budget to increase appropriations by \$460,401 supported by its unreserved undesignated fund balance account monies and grant funds as presented. It was so moved by Commissioner Anderson and seconded by Commissioner Asmus. With no further discussion the motion carried unanimously.

2. Accountant Job Description

Finance Director Golden recommends the Board of Fire Commissioners approve the new job description for Accountant. She assessed the needs of the Finance Division, and, after a thorough review of necessary levels of responsibilities, has determined the Department would benefit more from adding an Accountant position to the division versus adding a third (3rd) Administrative Assistant position as previously presented. She explained the increasing complexity in financial rules and regulations has created a need for a mid-level accounting position. The accountant position will provide professional accounting duties, whereas the Administrative Assistant - Finance position provides specialized clerical tasks in support of the Finance Division. Also, the Accountant position supports the goals of the Department by creating a path for succession planning.

Commissioner Guarisco called for a motion to approve the Accountant job description as presented. It was so moved by Commissioner Anderson and seconded by Commissioner Asmus. With no further discussion the motion carried unanimously.

ADMINISTRATION REMARKS:

1. Introduction of Deputy Chief Zack Bond

Interim Deputy Chief Bordwell introduced New Deputy Chief of Operations Zack Bond to all in attendance. Deputy Chief Bond started with the Department May 16, 2022.

2. Promotional Captains Testing

Interim Deputy Chief Bordwell reported the captains testing was completed, the list was certified by the Civil Service Commission, and the Department promoted Michael Patterson, Dan Pooley, Joshua Ptak, and Adam Silsby.

COMMISSIONER REMARKS:

Commissioner Kester routinely attends the Millwood City Council meetings and reported the Council appreciates SVFD representation at their meetings. *Fire Chief Soto has consistently attended City Council Meetings since his appointment presenting the monthly stats for Millwood,*



Liberty Lake and Spokane Valley. He continued 2.7 million was approved to start the Argonne Widening Project that is scheduled for 2023, and the project will affect Station 2s response area.

Commissioner Kester reported on behalf of the Facilities and Apparatus Committee:

Facilities: Station 5 remodel will go to bid soon, Station 7 L.E.D. project in progress, Station 8 app bay door and roof are repaired, and the generator rebuild is in progress; all other facilities are maintenance per usual.

Apparatus: L8 and L10 are scheduled for UL testing next week.

Commissioner Anderson reported he attended the Ridgeline Highschool Career Fair to which we received 2 and one-half pages of student names interested in Fire Science and will be referred to the Valley Tech program.

Commissioner Asmus reported he attended on a meeting behalf of the School District that is a grass roots effort here in Spokane called Spokane Alliance for Fentanyl Education (SAFE). This group of leaders are trying to solve the fentanyl issue as the greater Spokane area has been designated a crisis area by the DEA for deadly illicit drugs coming into the region. He said this is a great program that is just getting started and perhaps the department would consider being involved.

Commissioner Ausmus reported on behalf of the HR/ Finance committee:

The committee met on the May 11th to discuss Resolution 2022-515 and Accountant position presented earlier in the meeting.

Commissioner Guarisco reported on behalf of the Marketing Committee:

The committee has placed public education material on the Spokane Valley Mall theater and billboards. He said they will be focusing on the following topics: the levy lid-lift, safe driving , fire safe practices, water safety, use of fireworks (illegal), fire safety and warming to include sun exposure, heat exhaustion, and heat stroke.

COMMISSIONER COMMENT:

The Commissioners had the following comments:

- Thanked personnel for their hard work.
- Welcomed Deputy Chief of Operations Zack Bond.
- Congratulated the newly promoted Captains.



PUBLIC COMMENT:

Captain Shawn Pichette representing Local 876 updated the board on the following activities:

- L876 partnered with Spokane Firefighters Credit Union last week to host the Recruits and their families and introduced them to our mental health professional. The event was well received by all new members and plan to host another event post academy.
- Veterans Community Response founded by Darrin Coldiron (retired) is having their annual veteran retreat weekend on June 10-13 to which the recruits will be serving one of the meals, as well as Admin personnel, L876 and L3701 members.
- The annual Fishing at Bear Lake event is a partnership between L876 and Central Valley School District, which hasn't taken place since covid, is scheduled on May 20 and gave an open invitation for all to participate.
- L876 will be participating in the Spokane County LODD Remembrance & Memorial Unveiling Ceremony Saturday, June 4, to honor fallen Captain Tim Cruger.

ANNOUNCEMENT:

Commissioner Guarisco announced:

1. The next Regular Meeting will occur Monday, June 13, 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 submit your comment and view the meeting; all comments must be received in writing by 2:30 p.m. prior to the start of the meeting.

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 4:18 p.m.

John N Guarisco

John N Guarisco (Jul 7, 2022 10:46 PDT)

John Guarisco, Vice-Chair
Board of Fire Commissioners