



BOARD OF FIRE COMMISSIONERS REGULAR MEETING

2120 N WILBUR RD, SPOKANE VALLEY, WA 99206

JUNE 27, 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 led the Board and those attending in the Pledge of Allegiance.

ROLL CALL:

All Commissioners were present. Others attending the meeting were Fire Chief Frank Soto Jr., Nicole Castilliano (recorder), Deputy Chiefs Tom Hatley, Greg Rogers and Zack Bond; Directors Angela Golden, Julie Happy, (interim) Tina Sheldon, and Joseph Yacker; Division Chief Jeff Bordwell, Deputy Fire Marshal Brett Anderson, CRR Specialist Caroline Kusher, Battalion Chief Don Kresse, Captain Paul Kimball, and IS Analyst Scott Keith.

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:
 - a. Board meeting 05/23/22
 - b. Board meeting 06/13/22
2. Approval of Vouchers:
 - a. Vouchers processed 06/01/22
 - 41 Vouchers in the amount of \$68,915.40
 - 27 EFTs in the amount of \$353,246.69
 - Premera Wire Transfers of \$41,712.81 and \$3,655.83
 - b. Vouchers processed 06/08/22
 - 24 Vouchers in the amount of \$66,650.64
 - 28 EFTs in the amount of \$120,227.62
 - Premera Wire Transfers of 67,398.45 and \$3,766.01



- c. Vouchers processed 06/15/22
 - 7 Vouchers in the amount of \$3,853.86
 - 21 EFTs in the amount of \$858,620.19
 - Premera Wire Transfers of \$37,798.02 and 3,274.89
- d. Vouchers processed 06/22/22
 - 41 Vouchers in the amount of \$90,317.41
 - 34 EFTs in the amount of \$215,561.13
 - Premera Wire Transfers of \$67,509.54 and \$1,125.54
- 3. Approval of Travel
 - FRI22, San Antonio, Aug 23-27
- 4. Approval of Meetings
 - June 23 Levy Lid Lift Workshop

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

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Resolution 2022-517 Agreement with Bob Murray & Associates

Deputy Chief Rogers recommended the Department enter into a contract with Bob Murray & Associates for the recruitment of the Human Resources Director position.

Commissioner Burch called for a motion to Adopt Resolution 2022-517 as presented. It was so moved by Commissioner Guarisco and seconded by Commissioner Asmus. With no further discussion the motion carried unanimously.

2. IT Security Analyst Job Description

Deputy Chief Rogers recommended the Board of Fire Commissioners approve the new job description for Information Security Analyst position. The new position was approved in the 2022 budget and the presented job description was developed based on industry best practices.

Commissioner Burch called for a motion to approve the new job description for the Information Security Analyst position as presented. It was so moved by Commissioner Anderson and



seconded by Commissioner Kester. Discussion ensued regarding the fiscal impact to the department, salary survey and recruitment coverage areas. Commissioner Burch called for the question and the motion carried unanimously.

3. Administrative Assistant Job Description

Deputy Chief Rogers recommended the Board of Fire Commissioners approve the modifications to the Administrative Assistant job description which reflects the removal of the Media Specialist language that has been transferred to the new Social Media Specialist Job Description as described below.

Commissioner Burch called for a motion to approve the modifications to the Administrative Assistant job description as presented. It was so moved by Commissioner Guarisco and seconded by Commissioner Kester. With no further discussion the motion carried unanimously.

4. Social Media Specialist Job Description

Deputy Chief Rogers recommended the Board of Fire Commissioners approve the new Social Media Specialist job description. In 2019 our Administrative Assistant job description was updated to reflect specialties within Administration. He requested that the Media Specialist language be separated into a new job description for Social Media Specialist. He mentioned a similar request was approved in February for the Finance Administrative Assistant position.

Commissioner Burch called for a motion to approve the new job description for Social Media Specialist. It was so moved by Commissioner Guarisco and seconded by Commissioner Anderson. With no further discussion the motion carried unanimously.

ADMINISTRATION REMARKS:

None.

L876 REMARKS:

None.

L3701 REMARKS:

None.

PUBLIC COMMENT:

None.



COMMISSIONER COMMENTS:

The Commissioners commented on the following topics:

- Station 5s remodel project is accepting bids through July 8, the Admin Bldg. Cubical Project is moving forward with installation scheduled this week, and the rest of facilities and apparatus are maintenance per usual.
- July public education announcements will focus on the levy lid-lift, levy live presentations, levy mailers, and summer heat and water safety.
- SVFD presented an Outstanding Citizen Award to Central Valley School District Super Intendent Ben Small on June 13 and commendations to the media team for their posted recruit academy coverage.

EXECUTIVE SESSION:

Commissioner Burch announced pursuant to RCW 42.30.140(4)(b) relating to that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance, or mediation proceeding, or reviewing the proposals made in negotiations, or proceedings while in progress. The duration of the executive session is 30 minutes with the possibility of an extension.

At 4:24 p.m. the Board and Fire Chief Frank Soto, Jr. adjourned and entered the executive session.

At 4:30 p.m. the Department Attorney Ron Van Wert entered the executive session.

At 4:54 p.m. an announcement was made the executive session extended by 10 minutes.

At 5:04 p.m. an announcement was made the executive session extended by 10 minutes.

At 5:14 p.m. the Board reconvened the public session with no announcement or decision made.

ANNOUNCEMENT:

Commissioner Burch announced the next Regular Meeting will occur Monday, July 11, 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 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 5:15 p.m.

John Guarisco
John Guarisco (Jul 12, 2022 13:15 PDT)

John Guarisco, Vice-Chair
Board of Fire Commissioners