



**BOARD OF FIRE COMMISSIONERS REGULAR MEETING**

**2120 N WILBUR RD, SPOKANE VALLEY, WA 99206**

**SEPTEMBER 12, 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 in attendance in the Pledge of Allegiance.

**ROLL CALL:**

Commissioners Patrick Burch, John Guarisco, Michael Kester, and Brian Asmus were in attendance. Others attending the meeting were Fire Chief Frank Soto, Jr., Nicole Castilliano (recorder), Deputy Chiefs Zack Bond and Tom Hatley; Directors Angela Golden, Tina Sheldon (Interim), Joseph Yacker and Julie Happy; Division Chief Jeff Bordwell, Battalion Chiefs Don Kresse and Matt Jorgensen, Captains Shawn Pichette and George Hedebeck, Engineer Scott Klettke, IS Analyst Scott Keith, Accountant Debbie Groom, Attorney Ron Van Wert, and Brook Brown.

Commissioner Burch called for a motion to excuse Commissioner Anderson from the meeting. It was so moved by Commissioner Kester and seconded by Commissioner Guarisco. With no further discussion the motion carried.

**DEPARTMENT REPORTS:**

**1. August 2022 Response Totals**

Deputy Chief Bond presented the August 2022 Response Totals report (attached).

**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.



Approval of Vouchers:

- a. Vouchers processed 08/17/22:
  - 27 Vouchers in the amount of \$44,771.20
  - 20 EFTs in amount of \$77,928.31
  - Premera Wire Txfr \$43,615.82 and \$2,275.09
- b. Vouchers processed 08/24/22:
  - 21 Vouchers in amount of \$117,965.18
  - 20 EFTs in amount of \$382,092.87
  - Premera Wire Txfr \$26,110.35 and \$4,923.89
- c. Vouchers processed 08/31/22:
  - 6 Vouchers in the amount of \$3,580.26
  - 19 EFTs in the amount of \$535,628.59
  - Premera Wire Txfr \$66,856.898 and \$4,652.57
  - August Payroll in the amount of \$1,625,946.16

2. Approval of Travel:

- a. National FFF Memorial, Oct 7-10 2022, Honor Guard
- b. National Fire Academy, Dec 10-17 2022, Jorgensen

3. Approval of Meetings:

- a. SCFCA Meeting, September 08, 2022 at Fire District 8, 7:00 p.m.
- b. 9/11 Memorial, September 11, 2022 at Spokane County Fairgrounds, 11:00 a.m.
- c. 2023 Budget Workshop, September 14, 2022 at SVFD Admin Building, 1:00 p.m.
- d. Finance Audit Exit Mtg, September 19, MS Teams
- e. Valleyfest Pub Education Assignments, Sept 23-25

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.

**PUBLIC COMMENT:**

None.

**UNFINISHED BUSINESS:**

None.



**NEW BUSINESS:**

1. Resolution 2022-521 Authorizing Payment of Application Testing Fees for Job Applicants

Fire Chief Soto, Jr. presented Resolution 2022-521 which requests the Spokane Valley Fire Department pay the \$55.00 testing fee that is charged by the National Testing Network (NTN) for firefighter applicants. He said SVFD and other fire departments throughout the region are experiencing recruitment shortages and determined the competition for recruiting new firefighters has negatively impacted the Department's ability to hire qualified individuals. The payment of applicant testing fees may cost as much as \$22,000 and may require re-budgeting and Board authorization in the FY 2023 budget. However, Staff determined that waiving the fees would look favorably to applicants, will increase the quantity of qualified applicants to choose from, and reduce staffing shortages that impact the Department's current operations.

Commissioner Burch called for a motion to adopt Resolution 2022-521 authorizing the payment of application testing fees for up to 400 job applicants. It was so moved by Commissioner Guarisco and seconded by Commissioner Kester. With no further discussion the motion carried unanimously

2. Firefighter Job Description Revised

Fire Chief Soto, Jr. recommended the Board approve the revised firefighter job description as presented. In the minimum qualification section, the language changed from ***"Must have a Washington State EMT Certification and must maintain said Certification as a condition of employment."*** The document was revised to ***"Must maintain a WA EMT Certification as a condition of employment."*** The revision allows the department to pursue applicants who do not have an EMT certification.

He said the EMT Certification is still a necessary certification required to maintain employment, however, the EMT training and Certification will be included in the recruit academy curriculum. The goal of this job description change is to not require the EMT Certification during the application and testing process.

Commissioner Burch called for a motion to approve the Firefighter Job Description as revised. It was so moved by Commissioner Guarisco and seconded by Commissioner Asmus. Discussion ensued. Commissioner Burch called for the vote, and the motion passed unanimously.

**ADMINISTRATION REMARKS:**

None.



**L876 & 3701 REMARKS:**

None.

**PUBLIC COMMENT:**

None.

**COMMISSIONER COMMENTS:**

The Commissioners commented on the following:

- Facility projects and Apparatus maintenance continues per usual.
- Construction on the new Maintenance facility is progressing nicely.
- SVFD responses to CVHS vs Ridgeline Football game (3 incidents) and the bus versus pedestrian (1 incident) in the same evening – thank you for your professionalism!
- CVHS Band washes SVFD Engine at their fundraising event (see social media post).
- Traffic Alerts: Mission near Vista Harbor Road/Selkirk Middle School is closed. And, Kramer Parkway near Legacy Ridge is closed as well - both areas experienced construction delays.
- The 9/11 Ceremony, with special thanks to the participants.
- Education Committee to focus on Recruitment, Annual Fire & Life Safety Open House event, Fire Prevention Week.
- M&O Levy and 2023 Budget Workshop

**ANNOUNCEMENT:**

1. Commissioner Burch announced the next Regular Meeting is Monday, September 26, 2022 at 4:00 p.m. at the Administration Building (2120 N. Wilbur Road). If you cannot attend in person visit [www.spokanevalleyfire.com](http://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.
2. Commissioner Burch announced the SVFD Fire & Life Safety Open House is scheduled for October 1, 2022 at 10 a.m. at 2411 N. Pioneer Lane, Spokane Valley, WA 99216.

**Executive Session:**

Commissioner Burch announced the Board will adjourn into an executive session 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 60 minutes with the possibility of an extension and announcement may be made.

At 4:21 p.m. the Board adjourned into executive session with Fire Chief Frank Soto, Jr. and Attorney Ron Van Wert.

At 4:42 p.m. Local 876 labor representation Shawn Pichette, George Hedebeck, Scott Klettke and Brook Brown entered the executive session.

At 5:21 p.m. it was announced the executive session extended by 30 minutes.

At 5:51 p.m. it was announced the executive session extended by 30 minutes.

At 6:10 p.m. Local 876 labor representation left the executive session.

At 6:21 p.m. it was announced the executive session extended by 15 minutes.

At 6:36 p.m. it was announced the executive session extended 5 minutes, and Local 876 labor representation and Brook Brown entered the executive session.

6:41 the Board reconvened the public meeting.

Commissioner Burch announced the Board will hold a Special Board Meeting on Wednesday, September 28, 2022 at 5:00 p.m. for an executive session only and a decision is expected to be announced.

Commissioner Burch called for a motion to adjourn the meeting. It was so moved by Commissioner Guarisco and seconded by Commissioner Kester. The motion carried and Commissioner Burch adjourned the meeting at 6:44 p.m.

*Patrick W Burch*

Patrick W Burch (Sep 27, 2022 09:47 PDT)

Patrick Burch, Board Chair  
Board of Fire Commissioners



# August, 2022 Incident and Response Totals

Last Update: 8/31/2022

This report summarizes all incidents that occurred within the Spokane Valley Fire District boundary, and all SVFD responses inside and outside the district boundary.

## Incident Summary

\* An incident is a call for service that requires the assistance of a public safety agency

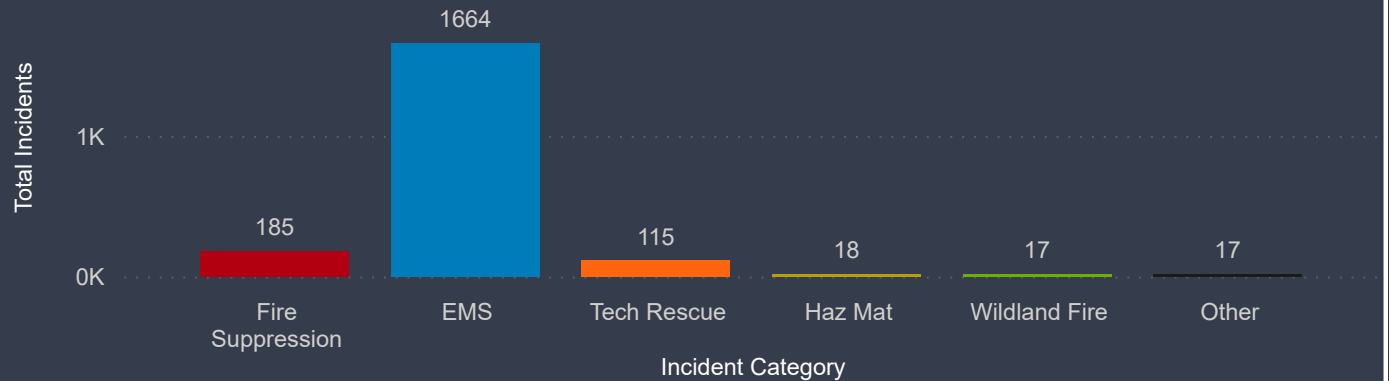
Monthly Incident Total

# 2016

Year to Date Incident Total

# 15.19K

Total Incidents by Incident Category



## Response Summary

\* A response is counted when an apparatus activates the responding button and an en route time is recorded

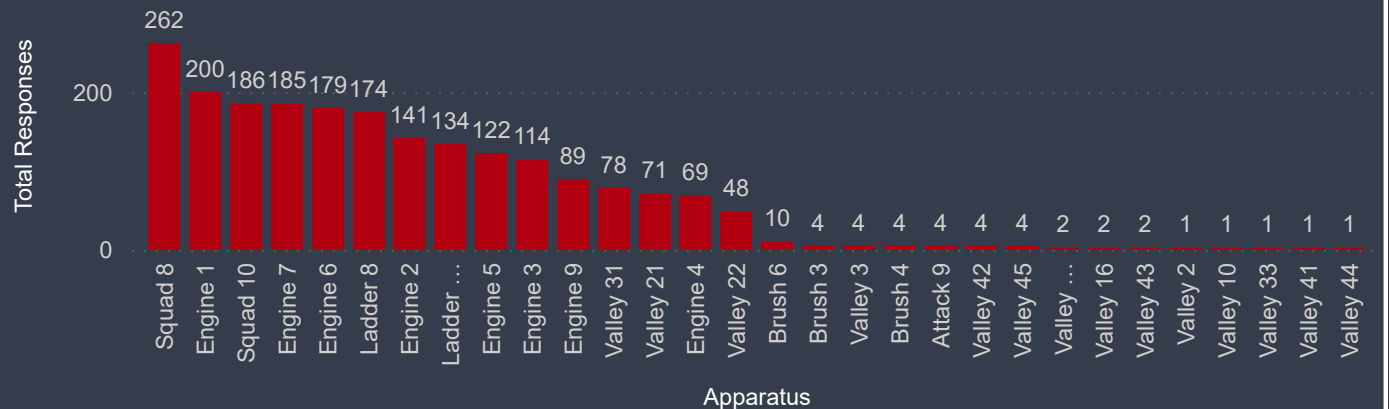
Monthly Response Total

# 2098

Year to Date Response Total

# 17.62K

Total Responses by Apparatus





# Responses by Aid Type

Last Update: 8/31/2022

Fire Suppres...

EMS

Tech Rescue

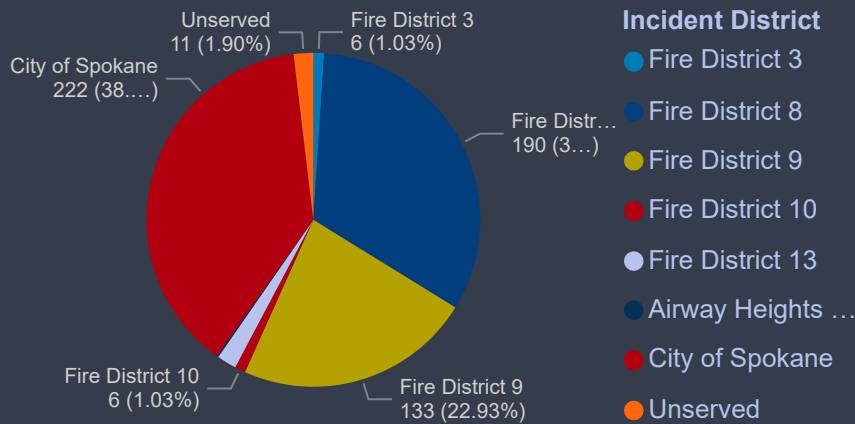
Haz Mat

Wildland Fire

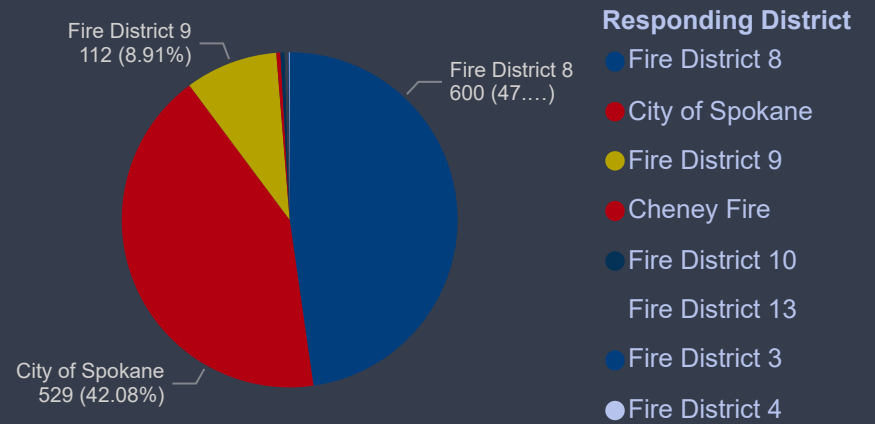
Rescue Task...

Other

## SVFD Responses Outside SVFD Boundary



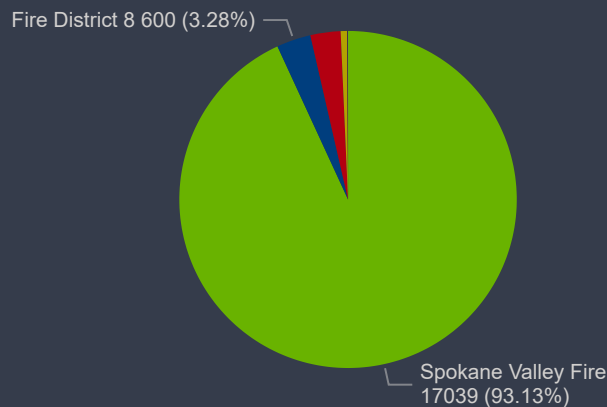
## Other District Responses Inside SVFD Boundary



## All Responses by District Inside SVFD Boundary

### Responding District

- Spokane Valley Fire
- Fire District 8
- City of Spokane
- Fire District 9
- Cheney Fire
- Fire District 10
- Fire District 13



Responding District	Responses	% Responses
Spokane Valley Fire	17039	93.13%
Fire District 8	600	3.28%
City of Spokane	529	2.89%
Fire District 9	112	0.61%
Cheney Fire	5	0.03%
Fire District 10	5	0.03%
Fire District 13	4	0.02%
Fire District 3	1	0.01%
Fire District 4	1	0.01%
<b>Total</b>	<b>18296</b>	<b>100.00%</b>



Monthly Summary

Response Distribution by Aid Type

Incident Distribution by Station Area

Incident Distribution by Type and Category

Year to Date Incident Totals

Incidents by Year and Month

Incident Change



# August, 2022 Station Area Incidents

Last Update: 8/31/2022

Fire Suppres...

EMS

Tech Rescue

Haz Mat

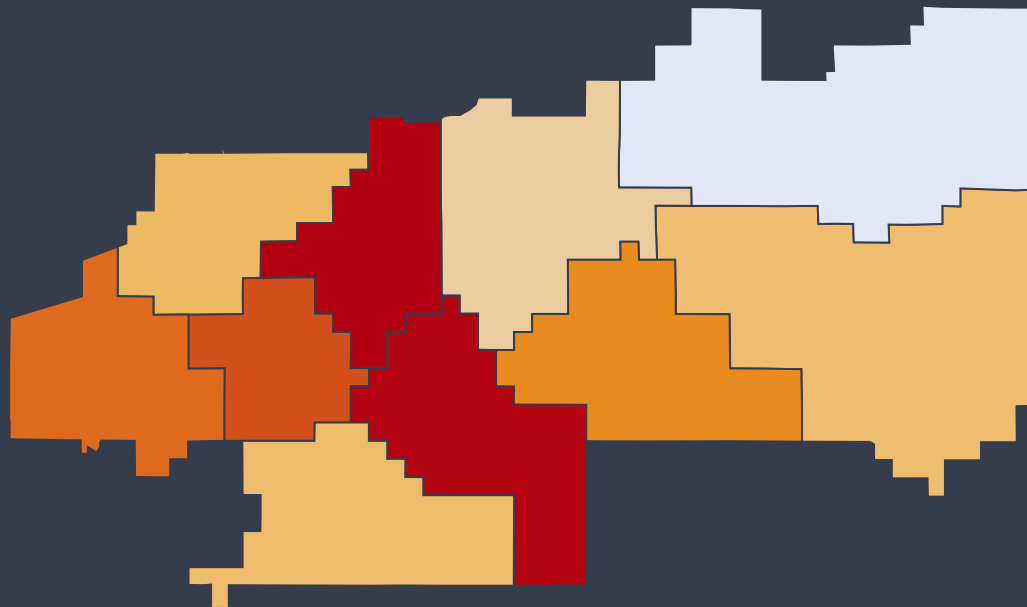
Wildland Fire

Rescue Task...

Other

Incidents by Station Area

% Total Incidents by Station Area



Station 8 16.24%	Station 7 16.15%	Station 1 13.11%
Station 6 12.02%	Station 2 7.80%	Station 9 7.45%
Station 10 10.78%	Station 3 7.35%	St... 3.1...
	Station 5 5.91%	



Monthly Summary

Response Distribution by Aid Type

Incident Distribution by Station Area

Incident Distribution by Type and Category

Year to Date Incident Totals

Incidents by Year and Month

Incident Change



# Incidents by Type and Category

Last Update: 8/31/2022

Fire Suppres...

EMS

Tech Rescue

Haz Mat

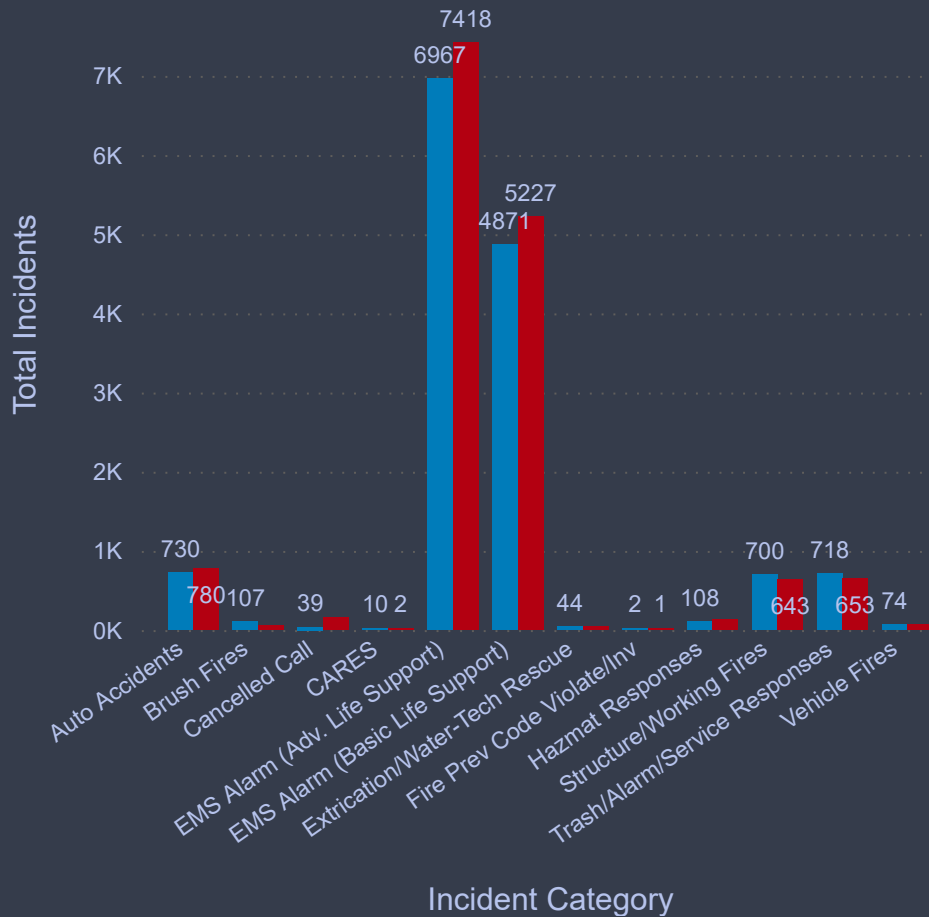
Wildland Fire

Rescue Task...

Other

## Total Incidents by Category and Year

Year ● 2021 ● 2022



Incident Type	Total Incidents Last Year	Total Incidents This Year	Total Incident Change	% Incident Change
00	2	1	-1	-50.00%
11-S/F	645	607	-38	-5.89%
11-W/11-C	55	36	-19	-34.55%
13-S/F	74	69	-5	-6.76%
14-E/L/H/M/S	107	60	-47	-43.93%
18-S/F	549	499	-50	-9.11%
31-A/B/T	4871	5227	356	7.31%
31-C/D/E	6967	7418	451	6.47%
35-F	25	28	3	12.00%
36-F	7	9	2	28.57%
37-F/39-H/L	12	6	-6	-50.00%
40-F/40-N	14	21	7	50.00%
40-I/40-T	94	115	21	22.34%
46-A/B	608	637	29	4.77%
46-C/D/F/P	122	143	21	17.21%
50-S	169	154	-15	-8.88%
CARES	10	2	-8	-80.00%
CC	39	161	122	312.82%
<b>Total</b>	<b>14370</b>	<b>15193</b>	<b>823</b>	<b>5.73%</b>

Monthly Summary

Response Distribution by Aid Type

Incident Distribution by Station Area

Incident Distribution by Type and Category

Year to Date Incident Totals

Incidents by Year and Month

Incident Change



# Year to Date Incident Totals

Last Update: 8/31/2022

Fire Suppres...

EMS

Tech Rescue

Haz Mat

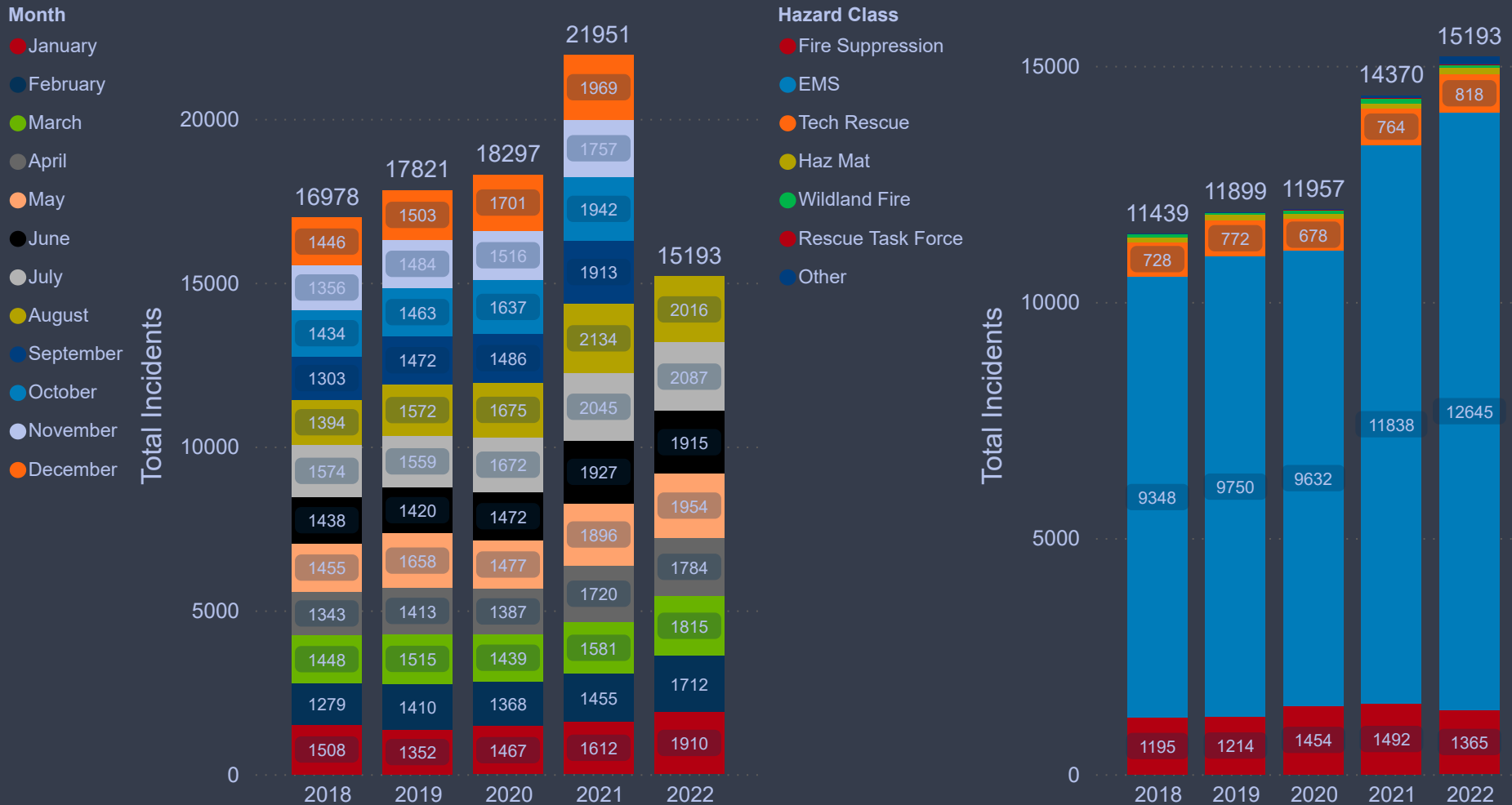
Wildland Fire

Rescue Task...

Other

### Yearly Incident Totals by Month

### Same Period Yearly Incident Totals by Hazard Class





Monthly Summary

Response Distribution by Aid Type

Incident Distribution by Station Area

Incident Distribution by Type and Category

Year to Date Incident Totals

Incidents by Year and Month

Incident Change



# Year over Year Incident Change

Last Update: 8/31/2022

Fire Suppres...

EMS

Tech Rescue

Haz Mat

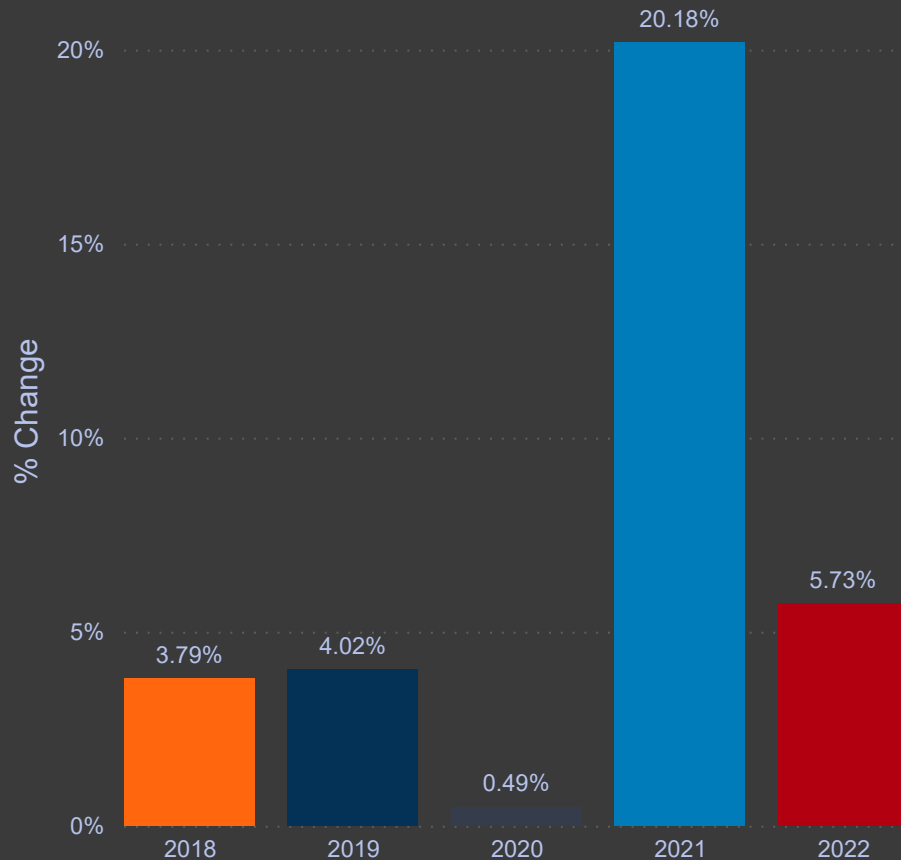
Wildland Fire

Rescue Task...

Other

## Year Over Year Incident Change

Year ● 2018 ● 2019 ● 2020 ● 2021 ● 2022



## % Year Over Year Incident Change by Hazard Class

HazardClass	2018	2019	2020	2021	2022	Total
Other	100.00%	100.00%	0.00%	1175.00%	221.57%	<b>262.90%</b>
EMS	4.46%	4.30%	-1.21%	22.90%	6.82%	<b>7.46%</b>
Haz Mat	-7.77%	18.95%	1.77%	-6.09%	25.93%	<b>6.18%</b>
Fire Suppression	4.00%	1.59%	19.77%	2.61%	-8.51%	<b>3.32%</b>
Tech Rescue	-3.32%	6.04%	-12.18%	12.68%	7.07%	<b>1.76%</b>
Rescue Task Force	40.00%	-71.43%	100.00%	150.00%	-50.00%	<b>0.00%</b>
Wildland Fire	4.92%	-31.25%	59.09%	52.86%	-43.93%	<b>-0.29%</b>

## Year Over Year Incident Change by Hazard Class

HazardClass	2018	2019	2020	2021	2022	Total
EMS	399	402	-118	2206	807	<b>3696</b>
Fire Suppression	46	19	240	38	-127	<b>216</b>
Other	1	2	0	47	113	<b>163</b>
Tech Rescue	-25	44	-94	86	54	<b>65</b>
Haz Mat	-8	18	2	-7	28	<b>33</b>
Rescue Task Force	2	-5	2	6	-5	<b>0</b>
Wildland Fire	3	-20	26	37	-47	<b>-1</b>