



BOARD OF FIRE COMMISSIONERS REGULAR MEETING

2120 N WILBUR RD, SPOKANE VALLEY, WA 99206

SEPTEMBER 26, 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:

All Commissioners were in attendance. Others attending the meeting were Fire Chief Frank Soto, Jr., Nicole Castilliano (recorder), Deputy Chiefs Zack Bond and Greg Rogers; Directors Angela Golden, Joseph Yacker and Julie Happy; Division Chief Jeff Bordwell, Deputy Fire Marshal Brett Anderson, IS Analyst Scott Keith, and Media Manager Patrick Erickson.

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.

Commissioner Burch called for a motion to add the Spokane Valley Fire & Life Safety Open House to the Consent Agenda. It was so moved by Commissioner Guarisco and seconded by Commissioner Kester. With no further discussion the motion passed unanimously.

1. Approval of Minutes:
 - a. Minutes of August 22, 2022
 - b. Minutes of September 12, 2022
2. Approval of Vouchers:
 - a. Vouchers processed 09/07/22:
 - 24 Vouchers in the amount of \$49,069.79
 - 30 EFTs in the amount of \$146,519.75
 - Premera transfers \$23,150.06 and \$3,120.63



- b. Vouchers processed 09/14/22:
 - 23 Vouchers in the amount of \$17,860.66
 - 14 EFTs in the amount of \$15,135.05
 - c. Vouchers processed 09/15/22:
 - 7 vouchers in the amount of \$3,794.21
 - 21 EFTs in the amount of \$880,013.26
 - Premera transfers \$39,222.91 and \$1,935.46
 - d. Voucher processed 09/21/22:
 - 19 Vouchers in the amount of \$107,210.89
 - 24 EFTs in the amount of \$859,735.61
 - Premera transfers \$40,813.51 and \$2,833.19
3. Approval of Travel:
- a. EMS World Conference, Oct 10-14 2022, Leavell
 - b. EMS World Conference, Oct 10-14 2022, Ward
4. Approval of Meetings:
- a. SVFD Fire & Life Safety Open House, October 1 2022, SVFD Training Center, 10:00 a.m.

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

PUBLIC COMMENT:

None.

UNFINISHED BUSINESS:

1. August 2022 Financial Report

Finance Director Angela Golden presented the August 2022 Financial Report (attached).

NEW BUSINESS:

1. Resolution 2022-522 Expense Fund 2022 Budget Revision

Deputy Chief Rogers presented Resolution 2022-522 recommending the Board amend the Department's Expense Fund to increase the Prevention Division's CRR budget by \$6,930.00 due to private donations. Private donations to the Department's Fire Safety Alarm program were not



included in the adopted 2022 Expense Fund budget. The Department received donations from Novelis in the amount of \$6,000.00, and donations from private residents in the amount of \$930.50.

Commissioner Burch called for a motion to adopt Resolution 2022-522 authorizing the amendment to the Expense Fund's 2022 budget to increase by \$6,930.00 supported by private donations as presented. It was so moved by Commissioner Anderson and seconded by Commissioner Asmus. With no further discussion the motion carried unanimously.

2. Mechanic Job Description

Deputy Chief Rogers recommended the Board approve the revisions to the Mechanic job description as presented. He said It is our goal to make these minor changes in the job qualifications to potentially attract more candidates. The qualification revisions include a change from 5 years' experience to 3 years, as well as the Emergency Vehicle Technician certification from required to desired, as we can provide this training, and a final revision identifying on-call rotation will be required.

Commissioner Burch called for a motion to approve the Mechanic Job Description as revised. It was so moved by Commissioner Guarisco and seconded by Commissioner Asmus. With no further discussion the motion passed unanimously.

ADMINISTRATION REMARKS:

None.

COMMISSIONER COMMENTS:

The Commissioners commented on the following:

- SVFDs community engagement at Valleyfest was greatly appreciated.
- SVFDs participation at Spokane County Fair and 9/11 Memorial was appreciated.
- Finance Team passed the 2021 Financial Statement and Federal Grant Audits – well done!
- SVFDs new Maintenance Facility progress – impressive!

ANNOUNCEMENT:

Commissioner Burch announced the following meeting dates:

1. the Special Meeting scheduled for Wednesday, September 28, 2022 at 5:00 p.m. at the Administration Building, in person only.



2. the next Regular Meeting is Monday, October 10, 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.
3. the first Budget Hearing is scheduled for the Regular Board Meeting date of October 24, 2022 at 4:00 p.m. at the Administration Building.

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 4:16 p.m.

Patrick W Burch

[Patrick W Burch \(Oct 11, 2022 12:58 PDT\)](#)

Patrick Burch, Board Chair
Board of Fire Commissioners