



## BOARD OF FIRE COMMISSIONERS REGULAR MEETING

2120 N WILBUR RD, SPOKANE VALLEY, WA 99206

NOVEMBER 28, 2022 at 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 and Fire Chief Frank Soto, Jr. were in attendance. Others attending the meeting were Deputy Chiefs Zack Bond, Tom Hatley and Greg Rogers; Directors Angela Golden and Joseph Yacker; Deputy Fire Marshal Brett Anderson, Battalion Chief Don Kresse, Media Manager Patrick Erickson, Multi-Media Specialist Dakota Sinchak, and Nicole Castilliano (recorder).

#### **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 for Meeting of November 14, 2022
2. Approval of Vouchers processed November 11 – 21, 2022 with 48 Vouchers in the amount of \$295,014.73, 58 EFTs in the amount of \$1,033,992.93 and 4 Premera Wire Transfers in the amount of \$197,677.62
3. Approval of attendance at the Steering Committee of Elected Officials Quarterly Meeting representing Fire Districts - Burch

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

#### **PUBLIC COMMENT:**

None.

#### **UNFINISHED BUSINESS:**

None.



**NEW BUSINESS:**

**1. Bauer Breathing Air Compressors**

Deputy Chief Tom Hatley presented his recommendation to purchase two (2) Bauer Breathing Air Compressors through a purchasing agreement with SeaWestern as the Department's sole air trailer for the purpose of refilling self-contained breathing apparatus (SCBA) cylinders for firefighting, EMS, Hazardous Material, or Technical Rescue Operations, is out of service due to compressor failure. The Department's only air compressor available to refill SCBA cylinders is located on Rescue 8, and it's coming to the end of its service life.

Due to the large amount of SCBA cylinders being filled in the Academy and at the Stations, it was identified that the Department needed more reliable station-mounted air compressors. Therefore, having two stationary compressors strategically located within the fire district is critical for its day-to-day operations.

The two Bauer Breathing Air Compressors will cost \$173,386.84 after taxes. This equipment purchase was included in the approved 2023 Budget for Capital Replacement. This purchase will be paid upon delivery in 2023 utilizing Budget Code: 594-229-6406 from the 2023 Budget.

Commissioner Burch called for a motion to authorize the Fire Chief to enter into a purchasing agreement with SeaWestern for the purchase of two (2) Bauer Breathing Air Compressors. It was so moved by Commissioner Guarisco and seconded by Commissioner Asmus. Discussion ensued regarding the breathing air compressor on Rescue 8 and its replacement plan. Commissioner Burch called for the vote, and with no further discussion the motion carried unanimously.

**2. Fire Prevention Plan Review Fees**

Deputy Chief Greg Rogers presented his recommendation to the Board of Fire Commissioners to approve Phase II of the Fire Prevention Plan Review Fee Schedule. In 2012, interlocal agreements were entered into with the cities of Spokane Valley, Liberty Lake, and Spokane County. A portion of these agreements involves the Fire Prevention Division reviewing building plans for life safety systems. The fees charged for new construction help offset the costs of employing the Fire Protection Engineer and the Fire Protection Engineer-In Training; this covers some of the costs to conduct plan reviews and new construction inspections.

The fees were increased in 2022 by 31%, and it was planned to do another 30% increase in 2023. This is an effort to keep pace with the 150% increase the City of Spokane did in 2022. The basic fee will increase from \$115 to \$150. We have also made some adjustments to provide better customer service for a minor revision permit and an express permit. (See Attachment A, the proposed fee schedule.) However, these fees are less than two-thirds of what other jurisdictions charge for the same services.

Commissioner Burch called for a motion to approve the 2023 Fire Prevention Plan Review Fee schedule as presented in Attachment A. It was so moved by Commissioner Guarisco, seconded by Commissioner Asmus and with no further discussion the motion carried unanimously.



### **3. Commissioner Policy Review**

Commissioner Burch led the discussion on the Commissioner Policy. He made a motion to forego the second reading of the following Commissioner Policies and pronounce the content reviewed and approved as of this date to include simple spelling, grammar, and formatting edits:

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| #001 – Statutory & Operational Policy                 | #005 – Adoption, Amendment or Repeal of Board Policy     |
| #006 – Information Release                            | #007 – Nepotism  |
| #008 – Payment of Supplement B Premiums for 41.26     | #009 – Fire Chief Recruitment and Selection Process      |
| #010 – Governance & Management                        | #011 – Addition of Items to the Agenda for Discussion    |
| #012 – Closing Administrative Offices                 | #013 – Department Logo, Patch or Personnel Photographs   |
| #014 – Election and Term of Board Chair               | #015A – Commissioner Contingency Policy                  |
| #016 – Discrimination & Harassment Policy             | #019 – Records Policy                                    |
| #020 – Commissioner Committee Meeting Assignments     | #024 – Employment of Deputy Chief Officers and Directors |
| #025 – Commissioner Membership in Civic Organizations | #026 – Litigation Defense and Procedure                  |
| #029 – Department Vehicles                            | #030 – Federal Procurement Board Policy                  |

It was seconded by Commissioner Guarisco. Discussion ensued and it was agreed that the language “Fire Department” shall be replaced with “Fire District” in all policies. Commissioner Burch called for the vote, and with no further discussion the motion carried unanimously.

The remaining policies to presented at the next regular meeting for a second review.

#### **ADMINISTRATION REMARKS:**

None.

#### **COMMISSIONER COMMENTS:**

The Commissioners commented on the following:

- Wished all a wonderful and safe Holiday Season.
- Thank you to all responders for working the Thanksgiving Holiday.
- Announced M&O Levy Presentations to take place over the next few months.

#### **ANNOUNCEMENT:**

Commissioner Burch announced the next Regular Meeting is Monday, December 12, 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 written comments must be received by 2:30 p.m. prior to the start of the meeting. He also announced as a reminder to the audience that the regular meeting of December 26, 2022 is cancelled.



**EXECUTIVE SESSION:**

Commissioner Burch announced the Board will adjourn into executive session 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 total time of executive session is 20 minutes with the possibility of an extension and an announcement or decision may be made.

At 5:09 p.m. the board adjourned into executive session.

At 5:29 p.m. it was announced the executive session extended by ten (10) minutes.

At 5:39 p.m. it was announced the executive session extended by five (5) minutes.

At 5:42 p.m. Commissioner Asmus left the meeting.

At 5: 44 p.m. the board reconvened the public session.

Commissioner Burch called for a motion to approve the 2023 Personal Service Contracts and the Non-Uniformed Employee Wage & Benefit Schedule as presented. It was so moved by Commissioner Guarisco, seconded by Commissioner Anderson, and with no further discussion the motion carried unanimously.

**ADJOURNMENT:**

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 5:45 p.m.

*Patrick Burch*  
[Patrick Burch \(Dec 12, 2022 22:47 PST\)](#)  
Patrick Burch, Board Chair  
Board of Fire Commissioners