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 Civil Service Commissioner John Sisser, Deputy Chiefs Tom Hatley and Zack Bond, IT Director Joseph Yacker, Finance Director Angela Golden, Community Affairs Director Julie Happy, Human Resources Director Andreia Cuevas, HR Assistant Tina Sheldon, Division Chiefs Jeff Bordwell and Dave Baird, Battalion Chiefs Don Kresse and Mark Knokey, CRR Specialist Caroline Kushner, Media Manager Patrick Erickson, and Nicole Castilliano (recorder).

DEPARTMENT REPORTS
1. Q4 2022 Prevention
CRR Specialist Kushner presented the Q4 2022 Prevention report (attached).

2. Q4 2022 Community Affairs
Director Happy presented the Q4 2022 Community Affairs report (attached).

PUBLIC COMMENT
None.

CONSENT 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 approve Commissioner attendance at the new Engine 4 Push-In Ceremony held on January 31, 2023 at 12:30 p.m. It was so moved by Commissioner Anderson, seconded by Commissioner Guarisco, and the motion carried unanimously.
1. Approval of Minutes for Meetings of January 09, 2022

2. Approval of Vouchers processed January 11, 2023 through January 18, 2023 with 53 Vouchers in the amount of $235,084.84, 86 EFTs in the amount of $1,465,103.50, 4 Premera Wire Transfers in the amount of $143,670.10

3. Approval of Travel for Commissioners Burch and Kester May 4-8, 2023 to the National Fallen Firefighters Memorial in Emmitsburg, MD in honor of Dan Patterson.

4. Approval of Meeting for New Engine 4 Push-In Service Ceremony held January 31, at 12:30 p.m.

Commissioner Burch called for a motion to approve the consent agenda as revised. It was so moved by Commissioner Guarisco, seconded by Commissioner Anderson, and the motion carried unanimously.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. 2023 Goals

Fire Chief Soto Jr. stated he reviewed the 2023 goals of each Director and Chief Officers to which were presented to the Board in their packet and noted the goals align with the District’s Strategic Plan and included at least one professional personal goal to assist in career advancement.

2. Deputy Fire Marshal Job Description

Fire Chief Soto Jr. recommended the Board approve the revisions to the Deputy Fire Marshal job description. The goal of the revisions is to align the presented job description duties to assist the Deputy Fire Chief of Fire Prevention. He continued the title changed to add Division Chief of Prevention, as this was the Captain’s position (L876) and is now a Division Chief (L3701), will provide a more appropriate level of supervision in the Fire Prevention Division and align with the other Department Divisions.

Commissioner Burch called for a motion approve the revised job description as presented It was so moved by Commissioner Kester, seconded by Commissioner Anderson, and the motion carried unanimously.

3. Commissioner Committee Appointments & Meeting Approvals:

Commissioner Burch presented the 2023 Commissioner Committee Appointments and Meeting Approvals (attached).
Commissioner Burch called for a motion to approve the Committee Appointments and Meeting approvals as presented. It was so moved by Commissioner Guarisco, seconded by Commissioner Kester, and the motion carried unanimously.

4. **WFC/WFCA Legislative Day**

Commissioner Burch updated the Board on this topic and requested the approval to attend on behalf of the Board as well as asked to attend/ride share with a neighboring District. This event is February 17, 2023 in Olympia at the Capitol Building.

Commissioner Burch called for a motion. It was so moved by Commissioner Guarisco, seconded by Commissioner Anderson, and the motion carried unanimously.

5. **Regular Meeting of February 27, 2023**

Commissioner Burch informed the Board that this meeting would not have a quorum present due their attendance at the CPSE Conference (Accreditation) and the Northwest Leadership Conference and advised the meeting to be cancelled.

Commissioner Burch called for a motion to cancel the Regular Board Meeting of February 27, 2023. It was so moved by Commissioner Kester, seconded by Commissioner Guarisco, and the motion carried unanimously.

**ADMINISTRATION REMARKS:**

Fire Chief Frank Soto Jr. commented on the following topics:

- Introduced the Districts Human Resources Director Andreia Cuevas.
- Commended the CA Division with their Social Media presence.
- Commended the Fire Prevention Division on CRR Week projects.
- M&O Levy Presentation continue as planned.
- Commended Battalion Chief Don Kress on his involvement with the helicopter rescue response in Walla Walla.

**LOCALS 876 & 3701 REMARKS:**

None.

**COMMISSIONER REMARKS:**

The Commissioners commented on the following topics:

- M&O Levy presentation at Liberty Lake City Council was successful and appreciated.
The Retiree Recognition Ceremony – Congratulations to All!

Thank You from Ridgeline High School for our CPR Program and Instructors.

The SCFCA Annual Banquet Meeting

The Steering Committee of Elected Officials (SCEO) quarterly meeting.

ANNOUNCEMENT:
Commissioner Burch announced the next Regular Meeting is Monday, February 13, 2023, at 4:00 p.m. at the Administration Building (2120 N. Wilbur Road).

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 10 minutes with no decision expected to be made.

At 4:47 p.m. the Board adjourned into executive session.

At 4:57 p.m. the Board reconvened the public meeting.

No announcement was made.

ADJOURNMENT:
Commissioner Burch called for a motion to adjourn the meeting. It was so moved by Commissioner Anderson and seconded by Commissioner Guarisco. The motion carried and Commissioner Burch adjourned the meeting at 4:57 p.m.

Patrick W Burch
Patrick W Burch (Feb 13, 2023 17:35 PST)
Patrick Burch, Board Chair
Board of Fire Commissioners
Prevention Accomplishments

Prevention staff rose to many challenges in 2022 including an unplanned change in software utilized for inspections and permits/plan review. The year started with the continued use and struggles in First Due until a determination was made that this software was not going to work for us. Prevention staff explored other software options and ultimately moved to Fire Inspections 360 (FI360). Inspectors began utilizing FI360 for annual inspections in August, and plan review transitioned to the new system for permits in September. The level of support provided by the software developer has been outstanding, but utilizing multiple systems through the year was difficult. All assigned annual inspections were completed in 2022, a total of 5,480. This is up significantly over 2021’s annual inspection total of 1,078. (We were still under Covid restrictions with the annual inspection program on hold for a portion of 2021.) Investigations reduced in 2022 despite the continued increase in call volume and population throughout the District. We attribute this to public education as well as continued education of crews regarding which fires need an Investigator. Plan review and permit inspections continue to rise as does the amount of permit fees SVFD has collected.

Smoke Alarm Installs

Two smoke alarm blitzes were conducted in 2022, one in May and one in November. The two blitzes resulted in a total of 91 visits and 205 smoke alarms installed.

Permits by Type

A total of 1,210 permits were issued in 2022 with the largest number of these being solar permits at 251. This was largely due to government sponsored retrofit programs and energy code credits for new construction for the installation of solar panels.

Permits Issued by Year

Incoming permits increased by over 20 percent in 2022 compared to 2021. We are preparing for this increase to continue.

Permits/Inspection Fees Collected

SVFD began accepting and processing life safety permits internally in 2022. We took in $230,074 in permit fees this year which is an increase of $25,794 compared to 2021. As construction continues to rise, we can expect to see the revenue generated by plan review continue to increase.

Building Contents Values and Loss

The approximate value of buildings involved in fire in 2022 was $9,957,281. The projected combined building loss was $1,211,359, which would indicate SVFD saved a total building value of $8,745,922 during 2022. The projected combined contents value in all of the fires was a total of $2,629,175. The
projected combined contents loss was $376,011, which would indicate SVFD saved a total contents value of $2,253,164. SVFD was able to save approximately 88% of overall building value and 86% of overall contents value from fire damage in 2022.

**Fire Investigations**

The total number of fire investigations conducted in 2022 was 64. This was a reduction from 69 fire investigations in 2021. Of these 64 fire investigations, 38 fires were classified as accidental, and 5 fires were classified as incendiary. There were 21 fires classified as undetermined.

Data shows that per 1,000 population fires are up from the prior year. SVFD had two fire deaths in 2022. We also continued tracking our suspicious fires in the map below. This allows us to look for trends or connections to other fires.

**2022 Suspicious Fires**
2022 Permit/Inspection Fees Collected

Permit Fees Collected 2021 vs 2022
### 2022 Fire Investigations by Cause

- **Accidental**: 38
- **Incendiary**: 5
- **Undetermined**: 21

### Fire Related Fatalities

<table>
<thead>
<tr>
<th>Year</th>
<th>Fatalities</th>
<th>Deaths per 100k Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>2</td>
<td>1.599</td>
</tr>
<tr>
<td>2019</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2020</td>
<td>1</td>
<td>0.764</td>
</tr>
<tr>
<td>2021</td>
<td>1</td>
<td>0.719</td>
</tr>
<tr>
<td>2022</td>
<td>2</td>
<td>1.406</td>
</tr>
</tbody>
</table>
Fires by 1,000 Population

Percent Change

2018: -15.9967
2019: -16.2109
2020: -7.4592
2021: 1.5113
2022: 27.2953

Fires per 1,000 Population

2018: 1.024
2019: 0.858
2020: 0.794
2021: 1.026
2022: 27.2953

Legend:
- Percent Change
- Fires per 1,000 Population
2022 Community Risk Reduction Specialist Report

- CRR B-Plan: The CRR field survey report, *Voices from the Field*, was published and distributed to all personnel, with a copy to each station.

- Quarterly Campaigns:
  - CRR Week took place the week of 17JAN. Proclamations from each of the three municipalities were signed. Daily social media postings were conducted with the support of SVFD Community Affairs Division.
  - Collaboration for the WUI Awareness Month Campaign took place in April and May. Videos highlighting and explaining aspects of the WUI Awareness/Mitigation and Residential Burning were conducted during May 2022.
  - Collaborative messaging with Community Affairs for the Fire Prevention Week (FPW) Campaign was delivered during FPW in October. Mayoral FPW proclamations were received from all three municipalities. FPW news media messaging took place with the Inland Empire Fire and Life Safety Educators at SCFD#8.

- Grants:
  - FEMA
    - SVFD was pursued by FEMA for permission to use our grant application in a national FEMA guidance on how to write a successful grant application.
    - Thermal Fuse/Firebreak Pilot Program was finalized and launched on July 1. In partnership with MultiCare Valley Hospital and as part of the FEMA FP&S grant, 500 thermal fuse kits are available through the hospital and SVFD crews for installation in home oxygen systems for those residents at risk of fire, i.e., smokers. Information about the program is available on the website for resident self-registration.
    - Two smoke alarm blitz events were conducted in 2022: May and November. Total number of smoke alarms installed amounted to 205. SVFD was joined by American Red Cross, State Farm Agents, and Seventh Day Adventist volunteers.
    - SVFD conducted a yearlong smoke alarm competition with the stations. Quarterly prizes, donations from local businesses, were awarded to the winning stations and crews. Total alarms installed amounted to 638 for the year.
    - As part of the FEMA grant, a residential LockBox pilot program was kicked-off with CARES. Crews can identify residents that would benefit from the program. Additional follow-up with CARES will occur with referrals back to Prevention for actual installations.
    - Wildland Urban Interface (WUI) home survey pilot was conducted as part of both the State Farm and FEMA FP&S grants. 750 homes were surveyed with additional QC conducted. Community education campaigns were conducted by Community Affairs including billboards and movie theater advertisements. Several media interviews were conducted to educate the community. Personalized letters to the
respective homeowners are being developed including ways to mitigate WUI risks on their properties.

- **State Farm**
  - Two smoke alarm blitz events were conducted in 2022: May and November. Total number of smoke alarms installed amounted to 296.
  - SVFD conducted a yearlong smoke alarm competition with the stations. Quarterly prizes, donations from local businesses, were awarded to the winning stations and crews. Total alarms installed amounted to 638 for the year.
  - Wildland Urban Interface (WUI) home survey pilot was conducted as part of both the State Farm and FEMA FP&S grants. 750 homes were surveyed with additional QC conducted. Community education campaigns were conducted by Community Affairs including billboards and movie theater advertisements. Several media interviews were conducted to educate the community. Personalized letters to the respective homeowners are being developed including ways to mitigate WUI risks on their properties.

- **EMS Trauma Council**
  - As part of the EMS Trauma Council grant, a Bike Helmet / Bike Safety pilot program was piloted at Orchard Center Elementary (West Valley School District). The program was designed for 4th and 5th grade students. 89 students participated, and 19 helmets were distributed. Two more pilots will be delivered in 2023. The program is being built to be an ongoing injury prevention program. The program was delivered in partnership with FF Montana Sturges, MultiCare Valley and Deaconess Hospitals, St. Luke’s Rehab Center, SCOPE Bike Safety Program, Spokane County Sheriff’s Department, SafeKids Spokane, Wheel Sports Bike, and Evergreen Mountain Bike Club.

- **Older Adults Falls Prevention:**
  - **Eastern WA Falls Coalition:**
    - Member organization “Strides for Strong Bones” was awarded a grant for development of a virtual Fall Prevention Program. FF/Paramedic Pegau instructed one session on Falls and EMS.
  - **Grab Bars Pilot Program** was launched on August 8. In collaboration with MultiCare Valley and Deaconess Hospitals, Aging and Long Term Care of Eastern Washington (ALTCEW) and SNAP, crews can indicate a resident in need of grab bars. Follow-up will be conducted by ALTCEW with the free installations occurring through SNAP. Information about the program is posted on the website for resident self-registration. 300 grab bars were purchased by SVFD; MultiCare Valley hospital subsequently applied for a WA DOH grant to secure 200 additional grab bars.
  - **SVFD website enhancements** to the Falls Prevention page include additional resources and evidence-based exercise programs.
  - **The Junior Fire Marshal 2nd grade programs** were delivered throughout 2022. A new firefighter program manager was established with Nick Zambryski. A total of 24 schools were visited, teaching 979 students. The program was adjusted to allow
schools to pick the month of instruction rather than only being offered in October, thus the numbers reflect the closing ½ of one school year and the beginning ½ of the subsequent year.

- The Sound Off 3rd grade programs were delivered throughout 2022. A new firefighter program manager was established with Sharayah Mullerleile. A total of 29 schools were visited, teaching 1129 students. The program was adjusted to allow schools to pick the month of instruction rather than only being offered in October, thus the numbers reflect the closing ½ of one school year and the beginning ½ of the subsequent year.

- Initial meeting with Frontier Behavioral Health occurred during 1Q2022. During this meeting various programs were discussed including the support by Frontier Behavioral when SVFD encounters youth engaged in firesetting. Referral services are available through the Families and Schools Succeeding Together (FASST) program at CVSD and EVSD.

- SafeKids Spokane: SVFD hosted a Car Seat Check-up Event with SafeKids Spokane on 12MAR at Station 3. Over 80% of the car seat checks identified improper/unsafe use/installation of the car seats. SafeKids also gave away two car seats replacing one that had been involved in a MVC and one for a child in need. Expectant parents, parents, as well as grandparents participated in the event.

- Partnership meeting with Greater Spokane Meals on Wheels (GSMOW) occurred with new the Executive Director. GSMOW distributed the HFSV rack cards in all meal packages. Going forward, all new enrollees into the meals program will be provided a HFSV card in their initial welcome package. Additional opportunities to support their client newsletter with fire/life safety messages were discussed.

- Spokane Partners will distribute SVFD HFSV rack cards in meal packages. A volunteer request was discussed as Spokane Partners has expanded their hours and needs volunteer support. SVFD needs to explore opportunities to support this community partner. Opportunities to distribute quarterly fire safety messages was discussed.

- DC Rogers and CRRS Kusher presented the SVFD Virtual Apartment Managers Safety Class to King County Fire and Life Safety Association members.

- CRRS Kusher delivered a CRR presentation to the 2022-1 recruit class.

- CRRS Kusher presented at the 2022 WA FPI Conference in October.

- CPSE – March: FM Rogers and CRRS Kusher presented an educational case study program during the conference, “From CRA to CRR Business-Plan: A Roadmap to Strategy”

- CRRS Kusher successfully completed two FEMA/EMI PIO classes in May (G290 and G291)

- CRRS Kusher and additional Prevention staff supported Tom’s Turkey giveaway in November at the County Fairgrounds. CRRS Kusher secured a morning news media talk about cooking safety.

- CRRS Kusher and Prevention staff supported the SVFD Station 4 Holiday Open House.
Board of Fire Commissioners Meeting:
Date January 2023
To: SVFD Board of Fire Commissioners
By: Julie Happy, Community Affairs
RE: Quarterly Report

1. Video Review
2. Website Report:
   - Total visitors, sessions, new users, are up by at least roughly 10% while returning users & avg session time is down.
   - The pages with the greatest increase of visits were:
     - “Do you know what a Maintenance and Operations (M&O) Levy is? – Spokane” increase of 1800%.
     - “SPOKANE VALLEY FIREFIGHTERS BRING SANTA TO AREA NEIGHBORHOODS” increase of 1366%.
     - “Keep Fire Hydrants Clear of Snow - Spokane Valley Fire Department” increase of 733%.
   - Clicks, impressions and avg position numbers all went up a bit.
     - The top searches leading visitors to SVFD site were:
       - Spokane police breaking news today.
       - SVFD fire department.
       - Far more people are looking up “Spokane fire department jobs” than “Spokane valley fire department jobs.”
3. December 3, the Annual Holiday Open House saw 211 guests attend.
   - The event could not have been as successful without all the volunteers from SVFD staff and Station 4 hosting the community. And without Patrick Erickson stepping up to lead the event.
4. M&O Levy – The presentations are receiving a lot of notice. I received this compliment from a reporter:
   “Chief Soto gave an excellent presentation earlier. One of the best M & O summaries I’ve ever heard.”
   An M&O mailer should land in mailboxes next week.
5. **Of note on Facebook** October – December 31, 2022:

Engaging with our Fire District community is important to us, and the numbers are showing it. They continue to increase and rise positively.

- Followers are now at **12,445**.
- YouTube is growing. We are up over 100 subscribers and are now at **421**.
- TikTok, we now are on TikTok. This is the fastest growing platform we are on currently. Dakota started it a month ago or so, we have **1,423** followers. To compare, we’ve been on Instagram for about 3 years, and we have **1,833** followers.

**Facebook Benchmarking analytics (vanity measure)**

- SCSO 31.4K post likes
- Spokane Fire 20.8K post likes
- SVFD 11.7K post likes
- City of Spokane Valley 4.5K

- My goal continues to be to grow YouTube.
  - 421 subscribers - an increase of 26.
  - 6.9k views.
  - Watch time – 288 hours.
  - 61,110 impressions (how many times our video thumbnails were showed to viewers).
  - 5.2% click through rate (how often viewers watched a video after being shown an impression).
    - An average click through rate (CTR) is 4 – 6%

6. **Speaking of Dakota Sinchak** – Dakota joined us in November and has proved to be a solid asset to the Community Affairs Division. Between his and Patrick’s work, we are being recognized for our impact within our community. Other public safety agencies are seeking us out to share our strategies with them.

I think I hired the 2 best people to join the CA team. The work coming from these two is off the charts.

When I receive requests for them department wide to utilize their services, I am honored and know that they have done the work not only with their quality output but with building the relationships necessary to do what we do within our department. They have proved their worth in a short amount of time.
7. **Live Commissioner Meetings** October through January 9 show the following analytics:

- **January 9**
  - 1 share
  - 522 People Reached

- **December 12**
  - 1 share
  - 486 People Reached

- **November 28**
  - 1 share
  - 576 People Reached

- **November 14**
  - 1 share
  - 543 People Reached

- **October 27**
  - 588 post impressions
  - 551 People Reached
  - 66 post engagement

- **October 10**
  - 11 shares
  - 1961 People Reached

8. During **Fire Prevention Week**, October 9 – 15 social media performed well. As always, I must thank everyone in Prevention and especially Caroline for helping to make this possible. Department wide, the CA Division continues to receive a huge amount of support. Without it, we could not make the kind of numbers we see consistently in our analytics day in and day out.

**Fire Prevention Week specific:**

- **Facebook**
  - page reach 19,661.
  - page visits were up 3.5% at 1,728.

- **Instagram**
  - page reach 1,318
  - profile visits were up 3.6% at 143.

9. We have a busy schedule already in 2023. Expect to see some great performances coming from Patrick and Dakota (and the talent they solicit for help) that showcase everything happening here at SVFD.

10. Lastly, **please vote on the February 14** special election ballot. The SVFD M&O Levy will be an item on this ballot.

  **If you utilize the mail in ballot**, those Ballots will drop January 25 – 27. Please take the time to send them in.