BOARD OF FIRE COMMISSIONERS REGULAR MEETING
2120 N WILBUR RD, SPOKANE VALLEY, WA 99206
MARCH 27, 2023, 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 and Tom Hatley; Director Joseph Yacker, Division Chief Jeff Bordwell, Battalion Chief Mike Charter, Media Manager Patrick Erickson, Data Analyst Drew Swayne, Facilities Maintenance Technician Jeremy Brandt, and Trish Andersen (recorder).

SPECIAL PRESENTATION
1. Business Intelligence and Domo Software (Joseph Yacker)

Systems Administrator Joseph Yacker presented information regarding Domo Software, a product he is recommending for the Department’s Business Intelligence needs. This product would reduce the amount of time needed for Data Analyst Drew Swayne to produce reports and provide information. It would also be beneficial in producing information needed for the accreditation process.

The Board requested that Systems Administrator Yacker provide additional information at the next meeting including a comparison of cost and abilities of Domo with other software options.

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.

1. Approval of Minutes for Meeting of March 13, 2023.
2. Approval of Vouchers processed 03/15/23 – 03/16/23 with 30 Vouchers in the amount of $125,574.16, 46 EFTs in the amount of $1,766,585.36; and 3 Premera Wire Transfers in the amount of $131,326.45.

Commissioner Burch called for a motion to approve the Consent Agenda as presented. It was so moved by Commissioner Anderson, seconded by Commissioner Guarisco, and the motion carried unanimously.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

1. Fire Prevention Specialist Job Description

Fire Chief Frank Soto, Jr. presented a job description for the new Fire Prevention Specialist position. The position was approved in the 2023 budget planning process to assist with increased demand for plan review and permit inspections.

Commissioner Asmus moved to approve the Fire Prevention Specialist job description. Commissioner Guarisco seconded, and the motion carried unanimously.

2. Resolution 2023-532 Declaring Property Surplus – Grab Bars

Fire Chief Frank Soto, Jr. presented Resolution 2023-532 declaring 200 grab bars as surplus property. He advised that the grab bars purchased are not, in fact, grab bars but actually towel racks. Therefore, they cannot be utilized for the intended purpose. The Department is unable to return them or utilize them for another purpose.

Commissioner Anderson moved to approve Resolution 2023-532. Commissioner Asmus seconded, and the motion carried unanimously.

3. Resolution 2023-533 – TDS Telecommunications Easement

Deputy Chief Tom Hatley presented Resolution 2023-533 to approve utilization of property at Spokane Valley Fire Station 1, 10319 East Sprague Avenue, for a TDS Telecommunications easement. TDS Telecommunications will pay the Department a one-time payment of $15,000 for use of the property. In addition, they will also pay for the cost of extended fencing.

Commissioner Anderson moved to approve Resolution 2023-533. Commissioner Kester seconded, and the motion carried unanimously.

4. Regular Meeting of May 8, 2023 – Starting at 4:30 p.m.

Commissioner Burch expressed a need to move the start time for the May 8, 2023, Board of Fire Commissioners regular meeting from 4:00 p.m. to 4:30 p.m. to allow for time for the Peer Support group to finish utilizing the meeting space.
Commissioner Anderson moved to approve adjusting the start time of the May 8, 2023, regular meeting from 4:00 p.m. to 4:30 p.m. Commissioner Asmus seconded, and the motion carried unanimously.

ADMINISTRATION REMARKS:
Fire Chief Frank Soto, Jr. thanked Systems Administrator Yacker for his presentation on Domo software.

LOCALS 876 & 3701 REMARKS:
None.

COMMISSIONER REMARKS/REPORTS:
Commissioner Asmus expressed his appreciation for the public service announcements the Department is providing regarding lithium-ion batteries.
Commissioner Anderson had no comments.
Commissioner Kester shared information from the recent Millwood City Council meeting regarding plans for improvements to Argonne. Improvements will include widening the road, adding turn lanes, adding a crosswalk on the west side, and closing the east side crosswalk.
Commissioner Guarisco thanked Systems Administrator Yacker for his presentation on Domo software. He also thanked Community Risk Reduction Specialist Caroline Kushner for her presentation at a recent Spokane Valley Rotary Club meeting. In addition, he stated that he would attend the Greater Spokane Valley Chamber awards March 28, 2023, and provide information at the next meeting.
Commissioner Burch thanked Systems Administrator Yacker for his presentation.

ANNOUNCEMENT:
Commissioner Burch announced the next regular meeting is Monday, April 10, 2023, at 4:00 p.m. at the Administration Building (2120 N. Wilbur Road).

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 unanimously, and Commissioner Burch adjourned the meeting at 5:07 p.m.

Patrick Burch, Board Chair
Board of Fire Commissioners

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