BOARD OF FIRE COMMISSIONERS REGULAR MEETING
2120 N WILBUR RD, SPOKANE VALLEY, WA 99206
NOVEMBER 27, 2023, at 4:00 p.m.
MINUTES

CALL TO ORDER:
Commissioner Burch called the meeting to order at 4:03 p.m.

PLEDGE OF ALLEGIANCE:
Commissioner Kester led the Board and those in attendance in the Pledge of Allegiance.

ROLL CALL:
All Fire Commissioners were in attendance with the exception of Commissioner Asmus. Commissioner Anderson moved to excuse Commissioner Asmus’ absence. Commissioner Guarisco seconded, and the motion carried unanimously. Others attending the meeting were Deputy Chief Tom Hatley, Directors Joseph Yacker, Julie Happy, and Andrea Cuevas, Media Manager Patrick Erickson, Civil Service Commissioners Brittany Webster, Joe Mann, and Robert West, Fire Commissioner-Elect Rick Freier, and Trish Andersen (recorder).

SPECIAL PRESENTATION (moved to end of meeting):

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 Meetings of November 13, 2023.
2. Approval of Vouchers processed 11/15/2023 with 39 Vouchers in the amount of $95,303.91, 67 EFTs in the amount of $1,082,190.99, and 2 Premera Wire Transfers in the amount of $43,795.22.

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

None.

NEW BUSINESS:

1. Board of Fire Commissioners – Policy Review

Commissioner Burch stated that a workshop was held November 15, 2023, to conduct an annual review of Board policies.

001 Statutory & Operational Policy
003 Use of District Resources
008 Paying Supplement B Premiums for 41.26 Retirees
011 Adding Items to the Agenda for Discussion
014 Election and Term of Fire Commissioner Board Chair
016 Discrimination-Harassment
018 Policy for Board Member Compensation
021 Policy for Board Credit Cards
023 Policy for Educational Expenses
025 Policy for Commissioner Membership in Civic Organizations
027 Policy for Public Comment
029 - Policy for District Owned Vehicles

002 Ethics Policy
005 Adoption, Amendment or Repeal of Board Policy
010 Governance and Management
012 Policy for Closing Admin Offices
015 Policy for Budget
017 Policy for Travel and Reimbursement
020 Commissioner Committee & Meeting Assignments
022 Policy for Meeting Cancellation
024 Policy for Employment of DCs & Directors
026 Litigation Defense and Procedure
028 Policy for Procurement
030 - Policy for Federal Procurement

Commissioner Burch called for a motion to approve the above policies with no further action necessary. It was so moved by Commissioner Guarisco and seconded by Commissioner Kester. The motion carried unanimously.

004 Reporting Government Action Protecting Employee From Retaliation
013 Department Logo, Patch, or Personnel Photographs

Commissioner Burch called for a motion to forego a second reading on the above policies. It was so moved by Commissioner Guarisco and seconded by Commissioner Anderson seconded. The motion carried unanimously.

006 Policy for Information Release
009 Fire Chief Recruitment and Selection

007 Nepotism
019 Policy for Records
Commissioner Burch called for a motion to move the above policies to a second reading. It was so moved by Commissioner Guarisco and seconded by Commissioner Anderson. The motion carried unanimously.

PUBLIC COMMENT RELATED TO BOARD POLICY REVIEW:
None.

FIRE CHIEF’S REPORT:
None.

LOCALS 876 & 3701 REMARKS:
None.

COMMISSIONER REPORTS:
Commissioner Anderson had no comments.

Commissioner Kester commended the crew at Station 6 for their incredibly quick response to a motor vehicle accident on November 13, 2023. He then stated that he is looking forward to SVFD’s upcoming holiday open house.

Commissioner Guarisco thanked everyone who had to work over the holiday weekend. He then stated that he was also looking forward to the upcoming holiday open house.

Commissioner Burch commended Firefighter Kerry Nyhuis for his outstanding post-travel report regarding his recent travel to Dallas, Texas, for the ALEERT Conference. He then referenced a question from a young girl asking how to get out of her second-floor bedroom in the event of a fire. This information was shared with SVFD’s Community Affairs Department. SVFD met with the girl and her mother, and this meeting was covered by local news media. Commissioner Burch thanked Community Affairs Director Happy, Media Manager Erickson, Engineer Sean Wagner, and Captain Scott Crawford for the outstanding job they did working with her. He encouraged attendees to view this through links on SVFD’s social media. He stated that sharing this information not only minimizes the potential risk for this young girl, but also those with whom the information has been shared.

SPECIAL PRESENTATION (moved from beginning of meeting):

1. Civil Service Commissioner Oath

Commissioner Burch administered Civil Service Commissioner Robert West’s oath.
ANNOUNCEMENT:

City of Spokane Valley's tree lighting ceremony is scheduled for Friday, December 1, 2023, at 5:30 p.m. at Spokane Valley City Hall – (10200 E. Sprague Ave.).

SVFD's Holiday Open House is scheduled for Saturday, December 2, 2023, from 11:00 a.m. - 1:00 p.m. at the SVFD Station 6 – Edgecliff (6306 E. Sprague Ave.).

The next regular meeting is Monday, December 11, 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 4:26 p.m.

Patrick Burch
Board Chair
Board of Fire Commissioners