

Spokane County Fire Protection District 8
Minutes of Regular Commissioners Meeting
September 18, 2007
6:00 p.m.

CALL TO ORDER

The regular meeting of the Board of Fire Commissioners was called to order by Board Chair Hesse at 6:03 p.m. Present were: Commissioner Hesse, Commissioner Boling, Commissioner Ferraiuolo, Chief Walkup, Deputy Chief Blystone, Administrative Assistant Carol Trescott, members of the district and the public.

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

Motion: Ferraiuolo/Boling to approve the agenda for the meeting. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

The 08/14/07 meeting minutes are to be amended to reflect Commissioner Boling as present for the meeting. **Motion: Boling/Ferraiuolo to approve the consent agenda as amended.** The motion carried unanimously.

UNFINISHED BUSINESS

A. Capital Replacement Plan – Commissioner Ferraiuolo: Commissioner Ferraiuolo asked for comments and suggestions regarding the draft Capital Replacement Plan which he presented during the August board meeting.

Commissioner Hesse said he was in favor of integrating the CRP with a process to update the Strategic Plan in order to ensure that it was in line with the goals of the district. Commissioner Ferraiuolo felt the CPR would dovetail the Strategic Plan, and because the district is presently in the 2008 budget process, he suggested giving direction to staff so that the CRP could be incorporated in the 2008 budget. Chief Walkup said if the commissioners chose to proceed at this time the CRP is flexible and was created as a guide to keep the district on track. He requested policy guidance on the CRP as it relates to budget planning for 2008 and the out years and noted the board could choose to wait on implementation until further discussion, a workshop was held, or on an update on the district's Strategic Plan. The draft budget for 2008 will be presented to the board and Public Hearing held in October. In order to plan for funding for 2008, Chief Walkup said he would like policy guidance and discussion before the draft budget is presented, and before the Public Hearing is held, to allow for any required changes before certification in November. He agreed with the suggestion to see how the CRP fits with the Strategic Plan and where citizens feel the district's strengths and weaknesses lie.

Commissioner Ferraiuolo noted that Chief Walkup, Chief Nielsen and staff had extensive input on the CRP's equipment schedule and the apparatus replacement schedule. Commissioner Hesse said they should know what the needs of the district are, but the board should be somewhat conservative in nature and realistic in what they are looking for and what they take to the public. Chief Walkup

said to be funded in a way that would be successful, the CRP would need a long-term funding strategy. Commissioner Boling said the district's need for a capital replacement plan has been discussed for some time and the current draft proposal is one the district could begin implementing. He did feel that the draft plan fit within the district's Strategic Plan, but noted it may be subject to modification and change as it is implemented. Commissioner Boling said those modifications could be addressed during a workshop, or after receiving input from the community. Both he and Commissioner Hesse felt the draft plan was a very good starting point. Commissioner Ferraiuolo recommended the board give the CRP to staff to begin the process of integrating it into the program with the caveat that it is subject to change and is a living document. Commissioner Hesse was in agreement and believed the district is headed in the right direction. Commissioner Boling agreed and said by implementing a Capital Replacement Plan the district will show what direction it is headed. He added the Strategic Plan states where the district wants to be, and the CRP states where the district is going to be.

B. District 1, Station 9 – Station Locations: Chief Walkup referenced previous discussion with Valley Fire and the potential for jointly staffing a new facility together. If Valley Fire passes a lid lift measure this fall, current plans show they will go to bid in November/December, accept bids in January, and begin construction in February, weather allowing. Valley Fire would like to ascertain SCFD8's interest in jointly staffing Station 9. Chief Walkup said Valley Fire's current thought is for each agency to fully staff a separate unit at the new facility. Walkup said given that scenario, the district would need to either add additional staffing, which is not in the district long-term staffing plan, or make a change with the district's current staff and facilities. He suggested retaining the option to staff a unit at Station 9 in the future, and as an interim measure, until the district is able to build a facility that would better suite District 8's northern boundary – possibly in the Highway 27 corridor. The chief said another option, and not his preference, was to tell Valley Fire that District 8 is not interested at all.

Commissioner Hesse liked the original concept but felt the current structure as proposed may not be in the best interest of Fire District 8. Commissioner Boling said when discussions first began he was under the impression the two agencies would jointly staff and decide the location of a station and make those decisions in the best interest of both agencies. He did not feel the plan as currently proposed takes into enough consideration the wants and needs of the District 8 community. He felt the original concept was excellent and still strongly believes in it. Commissioner Hesse agreed and felt a better positioned station would best serve the interests of District 8 citizens.

Chief Walkup said if the board was to provide direction to leave an option open for the future he was in agreement. He said given the UGA and where growth is taking place the district needed to start the process of looking at station locations and potentially securing a piece of land in the Highway 27 corridor. The chief suggested adding a location along Highway 27 would provide backup to the district's current facilities.

Commissioner Boling said he would still like to see Valley Fire involved and felt it was a workable concept. Commissioner Ferraiuolo said the district is seeing a lot of growth in the Ponderosa and he would like to see Station 84 remain at that location. The Chief said this issue may also be valuable discussion for the proposed workshop session on the Strategic Plan.

Commissioner Ferraiuolo addressed an update of the district's Strategic Plan and suggested seeking input from the community on these issues. Commissioner Boling felt attending an existing community meeting, such as neighborhood homeowners associations meeting, would be an

effective way to solicit input from the district's citizens. Chief Walkup said the district maintains a list of area homeowner association representatives and will inquire on the dates of their upcoming meetings. The commissioners directed Chief Walkup and staff to work on these issues as time allows and return to the board with recommendations.

Chuck Vyverberg asked if the current Strategic Plan was at a point where it needed to be updated or revised based upon current needs and issues that face the district. Commissioner Hesse agreed that it was time the Strategic Plan be evaluated and updated for the coming years. Chief Walkup referenced an environmental scan which was completed in May of 2006. At that time the board established what changes had taken place since the Strategic Plan was adopted, what items were still valid, what things had been completed, what was yet to be done, and if there were other priorities that need to be addressed. An addendum was added to the plan showing the direction the district needed to take. The chief said the Strategic Plan is a living document and should be looked at frequently for guidance. The board directed Chief Walkup to begin a process to review the district's Strategic Plan, look at and research options for updating the plan, research a source to assist in working through the process & explore what methodologies and suggestions they may have, and then return to the board with recommendations.

NEW BUSINESS

A. 2008 Budget – Time Line, Principles, Revenue & Expenditure Projections: Chief Walkup presented the process for creating a 2008 Budget and Expense Plan. He began with an overview of the agency and included vision statements from the district's Strategic Plan and expectations, strengths and weaknesses as identified by District 8 citizens. The Chief said he will be asking the board to adopt Budget Principles for the 2008 Expense Plan, to review the draft Expense Plan at October's meeting and make any changes or recommendations at that time, to conduct a Public Hearing as required to receive any revenue over what was received the previous year, and have a Public Hearing on 2008 revenue sources.

Chief Walkup said he will also be asking the board to adopt a Resolution, which is required by statute for any increase in levy from the previous year. The board will need to certify the levy request at November's meeting and submit a balanced budget, including any cash-carried-forward and levy request, no later than November 30th. He asked that the board adopt the 2008 Expense Plan in October, with any suggested modifications.

The Chief then asked for input, comments or changes from the board. Commissioner Hesse suggested adding the verbiage, "to meet the changing needs of the district", to the principle of effective use of resources and assets.

Revenue projection for 2008 is 2.5 million from fire tax (\$1.08); 1.1 million from the EMS tax (\$.50); City of Spokane Revenue \$178,765; and Miscellaneous Revenue \$23,500. Total expected revenue for 2008 is approximately 3.9 million. A certification request will be slightly higher than the anticipated amount in order to avoid under-collecting revenue which eliminates any banked capacity.

Chief Walkup proposed three additional FTE positions in 2008, budget allowing, in order to enhance emergency medical services. He also asked that the Capital Replacement Plan be funded for 2008 through City of Spokane proceeds. The chief suggested the board consider funding for a regular levy lid lift in 2008.

The chief said he will ask the board to:

- certify a levy request to Spokane County subsequent to the Public Hearing in October;
- approve a balanced budget for 2008 inclusive of any cash-carried-forward expenditures and contingency (reserve account);
- authorize funding the CRP based on available funds
- approve any cash-carried-forward expenditures;
- authorize salary and cost of living adjustments for non-represented staff;
- authorize addition FTEs as permitted.

The chief also reviewed an informational piece on the 2009 and 2010 budget projections including revenue and expenses.

Commissioner Hesse expressed his support of the information presented. Chief Walkup clarified that Mr. Hesse was supportive of the Budget Principles as presented so that staff may proceed with the budget and expense plan that will be presented to the board in October. Commissioners Ferraiuolo and Boling were in also in agreement.

The board called for a recess at 7:18 pm.

The meeting was called back in session at 7:25 pm.

B. Potential Change of meeting Dates: Commissioner Hesse proposed a change in Board of Fire Commissioners meeting day from Wednesday to Tuesday evenings. Chief Walkup suggested a move to the second Tuesday of the month to avoid a previously scheduled meeting conflict. The board agreed to move the regular monthly meetings of the Board of Fire Commissioners to the second Tuesday of each month, 6:00 pm at Station 82.

Motion: Hesse/Boling to move the regular meeting of the Board of Fire Commissioners from the third Wednesday of each month to the second Tuesday of each month, 6:00 pm, at Station 82. The motion carried unanimously.

Commissioner Boling asked that the Washington State Fire Commissioners Association be notified of the day change for publication in their directory. In order to accommodate schedule and travel conflicts, the October meeting, including the Public Hearing, will be held Wednesday, October 10, 2007 at 6:00 pm. November's meeting will be 11/13/07, at 6:00 pm; December's meeting will be 12/11/07 at 6:00 pm.

EXECUTIVE REPORT

A. County Ambulance Agreement: Chief Walkup reported the committee is continuing to meet on the RFP and will present a draft as soon as it is available. The board was given a copy of the draft agreement at a previous meeting. The next steps in the process consist of a RFQ and Contract Administrator Agreement. Chief Walkup said he will return to the board with those pieces for their approval before the committee goes out to solicit responses.

B. State Auditor: Chief Walkup informed the board the state auditor has scheduled to begin an audit of the district for the years 2005 and 2006. The auditor's office has requested the district provide information for a "box audit" whereby the district will prepare the requested documents and send to the auditor's office for their review.

C. 2008 Recognition Event Date Selection: Chief Walkup led discussion regarding the date for the 2007 Annual Awards Banquet. Friday, January 25, 2008 was chosen in order to accommodate a shift rotation schedule and board availability.

D. Insurance: After seeking quotes from several vendors, the district has chosen to remain with its current insurance agent, Nicholson & Associates Insurance, for 2007-2008.

E. Public Records Request – SR: The Spokesman Review made a Public Records request to the district seeking information on any district personnel with annual salaries over \$100,000.

CORRESPONDENCE

- 1) Washington State Auditor's Office
- 2) City of Spokane RE: CCC Budget

PUBLIC COMMENTS

Commissioner Ferraiuolo relayed comments he received while attending a community event from area residents requesting dates and times be posted of the district's Santa route in December.

ANNOUNCEMENTS

- Spokane Clean Air & SCFD8 will host a Chipping and Composting event Saturday and Sunday, October 6 – 7th 10:00 am – 3:00 pm at Station 82.
- The next regular meeting for the Board Fire Commissioners, to include a Public Hearing, will be Wednesday, October 10, 6:00 pm at Station 82.

EXECUTIVE SESSION

Commissioner Hesse called for Executive Session at 7:50 pm to discuss matters of personnel performance, practices, and matters of contract.

ADJOURNMENT

With no further business, Commissioner Hesse adjourned the meeting at 8:15 pm.

Gregory A. Hesse, Chair
Fire District 8 Commissioner

ATTEST:

William A. Walkup
District Secretary