

Spokane County Fire Protection District 8

Minutes of Regular Commissioners Meeting

December 4, 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 6:00 p.m. Present were: Commissioner Greg Hesse, Commissioner Lee Boling, Commissioner Jonathan Ferraiuolo, Chief William Walkup, Deputy Chief Dan Blystone, Deputy Chief Tony Nielsen, Deputy Chief Lonnie Rash, Administrative Assistant Carol Trescott, and members of the district and the public.

INTRODUCTIONS

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

Motion: Ferraiuolo/Boling to approve the Meeting Agenda. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

Chief Walkup noted meeting minutes from November 13th and October 10th included in the Consent Agenda. A clarification for the October 10th meeting is italicized on page three.

Motion: Ferraiuolo/Boling to approve the Consent Agenda. The motion carried unanimously.

UNFINISHED BUSINESS

A. Strategic Plan Draft RFP – Chief Walkup addressed the Professional Services RFP (Request for Proposals) which the commissioners received in November and was included in the packets on the Strategic Plan update. He acknowledged comments received from Commissioner Boling regarding the addition of language requiring a bond for the service provider. The chief asked for feedback from the commissioners in order to move the process forward. His intent is to initiate the RFP before the end of the month and accept proposals for a minimum of three weeks. Much of the district's acceptance of proposals will be based on deliverables, including experience and ability, as well as a timeline for update of the Strategic Plan. The chief said he believed it would be late summer before the Strategic Plan update is complete to satisfaction.

Commissioner Boling recommended authorizing staff to solicit proposals for the Strategic Plan update with the condition that the RFP language be reviewed by counsel in reference to either a bond or insurance required by the provider.

Commissioner Hesse commented that not all companies who will submit bids will be from the state of Washington and asked if those companies are required to be licensed in the state in order to conduct business. In response, Chief Walkup said they are not, but potentially could have a business license that would allow them to conduct business in the state of Washington. He explained the current draft RFP is generic in nature and was modified for the Strategic Plan

update. The Chief said if the district were looking for architectural services or a project manager to perform code work then they definitely would want them licensed and certified in the state. Commissioner Hesse stated he did not know why a state license would be required for this type of work. Commissioner Boling said if they are a business, a state license is required. He added, the RPF is very generic and includes the statement “shall comply with applicable federal, state and local laws,” and therefore puts the burden back on the provider.

Commissioner Ferraiuolo noted a business that is registered in Oregon and is doing business in Spokane is still required to have a Spokane business license which they will have.

Motion: Boling/Hesse – Upon review of the RFP (Request for Proposals), Professional Services Contract be approved for staff to move forward with the addition of bonding or insurance as directed by legal counsel. The motion carried unanimously.

Commissioner Ferraiuolo clarified that the district will use the foundation of the current Strategic Plan to build on. Chief Walkup said the provider will show the process they will use to update the Strategic Plan and provide the deliverables requested by the district. His desire is to build from the work that is already in place. Commissioner Ferraiuolo requested that be a mandate to the provider. In addition, he suggested the provider reflect back to the district with a cursory summary showing the initial goals of the Strategic Plan and those items that have been accomplished over the past five years. He would like to report to the community to show the plan was used and those objectives the district has accomplished.

Commissioner Hesse asked if the district was required to accept the lowest bidder. Chief Walkup responded the district is not; the process to be used will be a statement of qualifications and is based on what the commissioners’ comfort level is. In addition, he said the difference between a bid and a Request for Proposal is that a bid is request for a product rather than a professional service. The chief stated with a product you generally are required to accept the lowest, most responsive bid; with a professional service you are attempting to find someone who will meet your needs and desired outcome.

B. Planning Workshop Date and Outcomes – Chief Walkup reminded the board of previous discussions regarding a workshop for the purpose of evaluating issues in the current Strategic Plan, and to ensure that the district is on course while going through the Strategic Plan update. Specific topics are to include a long-term funding source for the Capital Replacement Program and completion of the staffing plan.

Commissioners Ferraiuolo asked if the district has ever polled its citizens. Commissioner Boling responded that cards have been sent out in the past. Chief Walkup & Commissioner Hesse both said to their knowledge the district has not done any polling. Commissioner Ferraiuolo added there are federal and state grants available for funding. Chief Walkup reported he has had positive experience with customer feedback surveys.

Commissioner Hesse said the Citizens Advisory Committee was involved in the previous Strategic Plan process. He added that there are certain areas of the district that are supportive of forward movement and certain areas that are not supportive. Chief Walkup said for that reason it is important to solicit random samples with the percentage based on demographics. Commissioner Ferraiuolo added a survey needs to be representative of the people.

The commissioners chose Friday, January 11, 2008, 9:00 am for a staff/commissioner planning workshop.

C. Countywide Ambulance Agreement - Chief Walkup asked to table discussion regarding the Countywide Ambulance Agreement. The planning committee met the previous day with intentions of finalizing the document. Because a number of issues were raised by the City of Spokane's legal counsel it will possibly take an additional 2-3 weeks to complete.

NEW BUSINESS

A. Voicemail System – Chief Walkup informed the board the district's voicemail system had failed. He reported that the voicemail system is essential to the way the district conducts business. In addition to providing voicemail, it also provides the public with information during non-business hours and directs callers to dial 911 in the event of an emergency. The chief presented the board with a resolution declaring an emergency which will allow the district to make an immediate purchase to replace the failed system. Chief told the board that staff has negotiated proposals; those proposals are under the statutory requirements for competitive bid process. Staff has received three quotes; the chief proposed the district select a system from Tel-West at a cost of \$7,900, plus tax. The new system includes voicemail, a computer, and digital phones.

Commissioner Hesse read Resolution 07-06 for the record.

Motion: Boling/Ferraiuolo to adopt Resolution 07-06 as read. The motion carried unanimously.

EXECUTIVE REPORT

A. AMR Meeting – Chief Walkup met with representatives from AMR and shared with the board a chart depicting the significant improvement in AMR's response time and their compliance with the district's agreement since changing two of their posting locations.

Copier Lease – Chief Walkup informed the board that the district's current copier lease is near expiration. Staff has secured proposals from potential vendors which resulted in a new copier lease and a savings to the district of approximately \$400 per month.

CORRESPONDENCE

1. State Auditor's Office – update regarding the district's 2005-2006 audit
2. Legal counsel

PUBLIC COMMENTS

None

ANNOUNCEMENTS

- Special Meeting Thursday, December 20th, 9:00 am, location to be determined
- County Fire Commissioners meeting, January 10, 2008, Percy's Café Americana
- Thursday, January 24, 2008, Legislative Day
- SCFD8 recognition event, Friday, January 25, 2008, 6:00 pm, Decades

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business, Commissioner Hesse adjourned the meeting at 6:40 pm.

Gregory A. Hesse, Chair
Fire District 8 Commissioner

ATTEST:

William A. Walkup
District Secretary