

# Spokane County Fire Protection District 8

## Minutes of Regular Commissioners Meeting

August 12, 2008

6:00 p.m.

### CALL TO ORDER

The regular meeting of the Board of Fire Commissioners was called to order by Commissioner Hesse at 6:00 p.m. Present were: Commissioner Gregory Hesse, Commissioner Lee Boling, Commissioner Jonathan Ferraiuolo, Chief William Walkup, Deputy Chief Tony Nielsen, Deputy Chief Lonnie Rash, Administrative Assistant Carol Trescott, members of the District, and members of the public.

### INTRODUCTIONS

### PLEDGE OF ALLEGIANCE

### OATH OF OFFICE

Chief Walkup introduced Nathan Hawley who joined Fire District 8 as a fulltime firefighter August 1<sup>st</sup>. The Chief administered the Oath of Office to firefighter Hawley, followed with a badge pinning by Deputy Chief Nielsen. The Board welcomed firefighter Hawley to the agency.

### APPROVAL OF THE AGENDA

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

### APPROVAL OF CONSENT AGENDA

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

### UNFINISHED BUSINESS

**A. Teambuilding Work Effort** – Chief Walkup referred to the recent work completed by the Board with Organizational Research Group and the commitment they made to staff and the District to develop strategies to continue to function as a high performance team. The commissioners received Post Retreat Plans drafted by ORG as well as notes from their previous session. He asked the Board to discuss and deliberate the next steps in the process.

Each member of the Board expressed his desire to move forward in the teambuilding process and asked Chief Walkup to secure date/s for follow up session/s. The commissioners are to e-mail Chief Walkup their calendars with available dates through October and he will schedule.

### NEW BUSINESS

**A. 2009 Budget Principles** – Chief Walkup drew attention to the Vision Statements from the Customer Centered Strategic Plan, a copy of the current organizational structure, and the Budget Principles form 2008 included in the commissioners' packets. Staff has begun the budget process for 2009 and the Chief recommended that the following components be incorporated into the 2009 budget:

- Inclusion of ASL service and the Staffing and Capital Replacement program language in the Budget Principles,

- modification of the organizational structure from 4 to 3 divisions – combining Support Services and Human Resources/Health & Safety,
- a 4% COLA adjustment for represented and non-represented staff, and
- consideration of any other thoughts or adjustments the Board would like to see included in the process.

Commissioner Hesse expressed his support for the 4% COLA for non-represented staff; represented staff will receive a 4% COLA by contract.

Commissioner Ferraiuolo would like to see the listed components included as line items in order to track expenses. He also expressed interest in including funding for land acquisition costs and/or building funds.

Chief Walkup stated land acquisition costs are budgeted for out of the Bond proceeds in the 2008 budget, and can be carried over to 2009 if not expended in the current year.

Commissioner Boling was in agreement with the package as presented. Because he will not be available for the September 9<sup>th</sup> BoFC meeting, Commissioner Boling asked that Chief Walkup e-mail the budget presentation to him for review.

**B. Commissioner Activity Reports** – Commissioner Ferraiuolo submitted a number of Activity Reports for compensation which facilitated discussion between all Board members on what activities are considered District business and what activities are not per policy and practice.

In an effort to become a better commissioner, improve relationships, and understand differing opinions among board members, Commissioner Ferraiuolo said he attended a number of sessions with personal coaches to assist him in teambuilding development. He stated it was his understanding that any time he was at a meeting or activity for the Fire District it was reimbursable, and thus he included those sessions in his Activity Reports.

Commissioner Hesse said the submitted expenses were not regularly scheduled meetings or conferences, and from what he ascertained on advice from legal counsel, we would be changing policy to include personal expenses and would set a precedent regarding Board meetings.

Commissioner Boling said he and Commissioner Ferraiuolo had discussion previously on both the law and what he personally considers to be official District business. He stated that a meeting, conference, etc., on behalf of the District is typically announced at a public meeting in order to be classified as official District business.

Commissioner Ferraiuolo withdrew the referenced expenses from his Activity Reports.

**C. Staff Vehicle Bids** – The 2008 Budget included replacement of two staff vehicles, and the purchase of an ALS Unit.. The District’s need for an ALS sprint unit has been filled with the use of a 2006 Dodge Durango currently in the District’s fleet which translates to requiring an additional staff vehicle to fill the vacancy left from the use of that unit. Staff has gone out to bid for the remaining items in the budget plan and Chief Walkup opened and read the bids received as follows:

1. Millennium Ford, Seattle, Washington
  - a. 2009 SUV with listed options
    - i. 2.5L Hybrid: \$32,898.01, including taxes

- ii. 2.3L Gas: \$22,250.70, including taxes
- 2. Earl Day, Gresham Ford, Gresham, Oregon
  - a. 2009 SUV with listed options
    - i. Hybrid: \$33,506.00 including taxes

**Motion: Hesse/Boling to submit all bids to staff for review and specification compliance and allow staff to select the lowest, most responsive bid and notify the board of the selection made and the reasons for the selection.** The motion carried unanimously.

## **EXECUTIVE REPORT**

**A. Voucher Approval Language** – Chief Walkup informed the Board the language used on Voucher Approval forms has been modified to more accurately reflect the Board’s process of reviewing District vouchers.

**B. Monitor & Defibrillator Bids** – LN Curtis and Sons was selected as the lowest, most responsive bidder in response to the District’s advertised request for monitor bids. LN Curtis & Sons was \$1,013.71 below the budgeted amount and was also the lowest bid.

Chief Walkup informed the Board the vendor who submitted the lowest, most responsive bid for the District’s request for bids on defibrillators has stated they made an error in the processing of our request based on misunderstanding. Staff has been in contact with legal counsel, has an inquiry in to the manufacturer, and is prepared to demand specific performance on the part of Physio Control as recommended by our legal counsel.

**C. Insurance Quotes** – Chief Walkup reported the District is seeking insurance quotes for 2008-2009 insurance coverage. The current policy expires August 31<sup>st</sup>.

**D. PM Testing / Hiring / Vehicle** – Sixteen paramedic candidates have advanced in the process and are scheduled to be interviewed Thursday, August 14<sup>th</sup>. Chief Walkup is currently ready to make offers to two candidates from the previous list. Staff is working to ensure a physician advisor is on board for quality control and to secure the ability to purchase and maintain medications/drugs the paramedics will need to dispense as part of their protocol. The vehicle mentioned previously is now lettered and at Station 81 for the commissioners review.

**E. Commissioners Salary Increase** – Chief Walkup informed the Board that legislature has passed a salary increase for commissioners. Effective July 21, 2008 commissioners will receive \$104 per activity.

Chief Walkup added the following items to the Executive Report:

**IRS Update** – The District received a visit from an IRS representative the previous week. The Agent completed a compliance check and reviewed the District’s reports for tax year 2006, including Reports 1099, W-2, W-3, 941, and the District’s Social Security and Medicare reporting processes. The IRS has determined all to be in compliance and an employment tax examination will not be conducted at this time. The District did receive guidance regarding meals for training and business meetings.

**Station 82 Construction Update** –Spokane County has issued the building permit for Station 82 and the contractor is now able to proceed with construction; the trusses have been ordered and are scheduled to be delivered this week. Chief Walkup told the Board specific items were discovered missing from the building and reportedly taken to the landfill. On follow up, it was determined that was not the case and

the items are to be returned to the District this week. Chief Walkup has drafted a letter from the BoFC as requested by Chairman Hesse stating their concerns to the contractor for the Board's review and approval.

### **CORRESPONDENCE**

- 1) Nicholson family commending District personnel on their response to the Valley View fire
- 2) Three Public Records Requests
- 3) Spokesman Review article regarding the countywide ambulance agreement
- 4) Thank you letter to Redeemer Lutheran Church
- 5) City of Spokane Valley Proclamation: Valley View Fire Emergency Response Appreciation Day
- 6) Valley News Herald article on the Valley View fire

### **PUBLIC COMMENTS**

Karen Miltenberger, Nicholson & Associates, delivered insurance quotes for 2008-2009 to Chief Walkup and expressed her appreciation for the opportunity to work with SCFD8 and provide coverage for the District's insurance needs.

### **ANNOUNCEMENTS**

- The next meeting of the Board of Fire Commissioners is September 9, 2008, 6:00 pm
- Commissioner Boling announced his son will be leaving the area shortly to attend aviation school in North Dakota; his daughter was recently engaged to be married
- Chief Walkup announced that Mitch Metzger has joined the agency as a temporary employee, Division Chief of Support Services

### **EXECUTIVE SESSION**

**None**

### **ADJOURNMENT**

With no further business, Commissioner Hesse adjourned the meeting at 7:22 pm.

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Gregory A. Hesse, Chair  
Fire District 8 Commissioner

**ATTEST:**

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William A. Walkup  
District Secretary