

Spokane County Fire Protection District 8

Minutes of Regular Commissioners Meeting

September 9, 2008

5:00 p.m.

CALL TO ORDER

The regular meeting of the Board of Fire Commissioners was called to order by Commissioner Hesse at 5:00 p.m. Present were: Commissioner Gregory Hesse, 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. Commissioner Lee Boling was excused.

INTRODUCTIONS

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

Chief Walkup introduced Mitch Metzger who joined Fire District 8 in a temporary appointment as Division Chief of Support Services. The Chief administered the Oath of Office to Chief Metzger, followed by a badge pinning by Deputy Chief Rash. The Board welcomed Chief Metzger to the agency.

APPROVAL OF THE AGENDA

Motion: Ferraiuolo/Hesse to approve the meeting Agenda. The Board chose to move New Business, Item C., Rescue Pumper Bid Opening, to Item A. The motion carried unanimously.

APPROVAL OF CONSENT AGENDA

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Rescue Pumper Bid – Chief Walkup reported the Board had rejected all bids previously received on the District's request for bids for a rescue pumper. It had been determined the bids received were not in the best interest of the District due to both cost and specified features. Staff reworked the specifications and again advertised for bids. Four sealed bids were received on the second request for bids, and the Chief opened and read as follows:

1. Hughes Fire Equipment, Appleton, Wisconsin: No Bid
2. HME, McMinville, Oregon: Ahrens-Fox, \$334,913
3. General Fire, Spokane, Washington: Rosenbauer Central States - \$333,897
4. KME, LaPine, Oregon: KME Panther Custom Rescue Pumper, \$351,179

Motion: Hesse/Ferraiuolo to refer all Rescue/Pumper bids to staff and authorize a selection from the lowest, most responsive bid. The motion carried unanimously.

B. 2009 Budget Process, Benchmarks, and Assumptions – Chief Walkup gave a presentation to the Board outlining the 2009 Budget process, including assumptions, benchmarks and the timeline necessary to comply with statutory requirements. The Chief specified the Board will be asked to review the draft expense plan and staff recommendations during their October meeting, and conduct a public hearing to receive comment on revenue sources for 2009. Also in October, the Board will be asked to adopt a resolution for increase in levy from the previous year. In October or November, the Board will be asked to certify the levy request and adopt the 2009 Expense Plan. A balanced budget and levy request is required to be submitted to Spokane County no later than November 30, 2008.

Chief Walkup reviewed the Organizational Structure introducing a modification which changes the District from four divisions to three: Executive, Operations, and Support Services/Human Resources/Health & Safety.

The Chief addressed District 8's Vision and Value statements as originated by its citizens through the Customer Centered Strategic Plan (CCSP) and as pointed to as the driving factor in the creation of the District's budget. He also reviewed the Budget Principles which were discussed and endorsed by the Board in September.

Chief Walkup addressed the budget assumptions for 2009 inclusive of estimated new construction, increase in health benefits, a contractual cola for personnel, increase in fuel costs, cash carried forward monies, and the continued work effort necessary to complete the District's staffing plan - as funding allows. In addition, the assumptions include a contingency plan for ALS expansion into the northeast boundary of the District.

Proposed additions for 2009 include:

- an additional 6-7 FTE positions to enhance services, improve member safety, and reduce response times,
- funding of the Capital Replacement Program,
- funding for a six-year regular levy lid lift in 2009 which would ensure consistent, steady funding as identified in the CCSP. By running the measure once versus five or six times, District citizens will see a cost savings of approximately \$150,000.

Chief Walkup reported a balanced budget estimate for 2009 of \$5,265,335.

C. Station 82 Change Order – The District received a change order from Belfor Construction, the contractor for Station 82's roof rebuild. Option 1 is \$60,000 to add brickwork and belly bands to the building not included in the initial bid. Option 2 is \$30,000 to alter the length of the metal panel siding and provide returns on the corners of the building.

Commissioner Hesse expressed interest in meeting with Belfor to clarify the changes.

Commissioner Ferraiuolo inquired if the additions were structural or esthetic and asked if the District has the funds available for these changes that would not disrupt the current budget. Chief Walkup said the change order items did not relate to the structural integrity of the building. He asked the Board to keep in mind that at the time the contractor originally bid the project, they had only cad and hand drawings of their own to work from. Belfor bid the project before there were any conceptual drawings from the architect or the engineer. Chief Walkup said there are funds available in the bond account, the reserve account, or from cash carried forward monies, if the Board chose to use them for approval of the change order.

To prevent stalling progress on the project, Commissioner Ferraiuolo suggested granting Commissioner Hesse and Chief Walkup authority to make a decision on the change order after they have further consultation with Belfor representatives.

Chief Walkup said if the Board chose to take action today he would suggest they set a dollar limit for the change order.

Motion: Ferraiuolo/Hesse to grant Commissioner Hesse and Chief Walkup authorization to approve up to \$60,000 for change orders on the Station 82 design after they consult with the contractor. The motion carried unanimously.

Chief Walkup will schedule a meeting with Belfor Construction, Commissioner Hesse, and himself for the purpose of verifying the changes as discussed.

EXECUTIVE REPORT

A. Banquet Dates – Chief Walkup listed potential dates for the 2008 Awards Banquet as Friday, January 23, February 13, or March 6 and asked the Board for their input. These dates correspond with C Shift and are consistent with the annual rotation. Commissioner Hesse had no preference; Commissioner Ferraiuolo suggested January or February. Commissioner Boling will be consulted on his availability.

B. Monitor & Defibrillator Bids / ALS Update – The vendor that submitted the lowest, most responsive bid has notified District staff of their intention to honor their proposal. They will also include a letter to the District stating there was some confusion with the bid submitted and therefore this purchase price will be a one-time price that will not be available in the future.

Chief Walkup reported a draft job description is complete for the physician advisor to the ALS program. Chief Nielsen has met with an individual who has been a physician in Spokane for a long period of time and is interested in the position. This physician has also expressed an interest in teaching and instructing District personnel and is excited to be a part of the program. Staff is in the process of creating a professional services agreement for the advisor. \$7,500 has been budgeted in this area for the remainder of 2008.

Commissioner Hesse inquired on the estimated start date for the ALS program. Chief Walkup said the program is scheduled to begin in October and will run out of Station 81.

Commissioner Ferraiuolo suggested issuing a press release to the public on the implementation of the ALS program. Chief Walkup was in agreement.

C. Insurance Quotes – Nicholson & Associates has been chosen as the District's insurance provider for 2008-2009. Nicholson submitted the lowest proposal and was \$13,000 below the next competitive bid. Coverage for the year is \$24,000. The Chief added, Nicholson has been very responsive in handling claims for the District and he is very satisfied with their service.

D. Staff Vehicle Selection – Staff has chosen a successful bid on a gas powered Ford Escape in response to the District's advertised request for bids. This selection represents a 50% savings over the previously purchased staff vehicles, and a savings of approximately 40% in fuel costs. Two vehicles have been ordered.

E. Brush Units – The District has taken possession of two brush units purchased from General Fire. The units, as well as the ALS unit, were at Station 81 for the commissioners to review. Chief Walkup reported the brush units were \$70,000 each, which is half the cost of the previous brush units purchased by the District several years ago. He added, the units are very functional and will serve the District well.

F. Teambuilding Reminder – Chief Walkup reminded the Board of their follow up teambuilding session scheduled for Tuesday, September 23, 8:00 am – 1:00 pm, at Station 81.

G. PSA Announcement – Deputy Chief Rash and Clyde Haase, Haase Landscaping, have completed a public service announcement on defensible space and safe building materials as a follow up to the Valley View fire. The segment is scheduled to air on Fox 28 for several weeks.

H. Website – The District’s new website is complete and scheduled to go live mid-September. The Board received a brief tour of the redesigned site. Several staff members have instruction on the software operation and will be able to update their respective divisions.

I. Station 82 Slides – Deputy Chief Rash and Division Chief Metzger presented a photo presentation on the construction and progress of Station 82 showing installation of the shear walls, trusses, and work completed in the apparatus bay. Chief Walkup pointed out the area of discussion relative to the proposed change order.

The Chief reported progress is on schedule and has been necessitated by the contractor’s need to work around staff in the building. Office staff, residents, and the on-duty crew will rotate to the training room as work is done in those areas.

Commissioner Hesse asked what material is being used on the counter tops in the kitchen and bath areas of the resident quarters. He commented that the kitchen in a fire station receives heavy use and he did not want to use laminate for the counter tops. Staff is to solicit alternate materials and bids for the Board’s review and selection..

CORRESPONDENCE

- 1) To Gary Valkenaar, Belfor Property Restoration
- 2) From Gary Valkenaar, Belfor Property Restoration
- 3) From Clark Fletcher, FSLG Specialist, IRS
- 4) From Chief Mike Thompson, Spokane Valley Fire Department

PUBLIC COMMENTS

ANNOUNCEMENTS

- The Spokane County Fire Commissioners Association meeting is Thursday, September 11, at District 9. Chief Bob Anderson is scheduled to speak on the Combined Communication Center.
- Commissioner Hesse and Chief Walkup will be attending the National Association of Elected Fire Officials (NAEFO) conference in Las Vegas, September 16 – 17, 2008.
- The next meeting of the Board of Fire Commissioners is October 14, 2008, 6:00 pm.
- Washington Fire Commissioners Association annual conference will be October 23 – 25, 2008 in Seattle, WA. The Snure Seminar is scheduled for the preceding Tuesday evening.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business, Commissioner Hesse adjourned the meeting at 6:00 pm.

Gregory A. Hesse, Chair
Fire District 8 Commissioner

ATTEST:

William A. Walkup
District Secretary