

Spokane County Fire Protection District 8

Minutes of Regular Commissioners Meeting

October 14, 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.

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

Motion: Ferraiuolo/Boling 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. Rescue Pumper Bids – Chief Walkup reviewed the process the District completed to secure bids for a new rescue pumper. He reported two bids were fairly competitive: General Fire Apparatus at \$333,897, and HME at \$334, 913. All bids were referred to staff for review with selection to be made from the lowest, most responsive bidder. The Chief reported all bids exceeded the amount budgeted for in the District's 2008 Capital Facilities Bond Fund (\$330,000). Chief Walkup reminded the board the District had previously gone out to bid in April of this year and at that time the board chose to reject all bids received as they were substantially higher than the District had budgeted for. In an effort to save the citizens money and not lose any functionality of the apparatus, the District again went out to bid in September. The Chief reported that after very thorough analysis of the bids received, staff recommended the bid be awarded to the lowest, most responsive bidder, General Fire Apparatus. In addition, General Fire will include a \$5,000 discount if the District were to prepay for the chassis. Chief Walkup said as long as the vendor's performance bond covered the entire cost of the rescue/pumper he felt prepaying the chassis would be a worthwhile choice.

The District will not take possession, nor pay the entire cost of the rescue pumper until 2009, but because the cost of the apparatus will exceed the amount budgeted for in the 2008 budget, Chief Walkup requested the Board's authorization for the rescue/pumper purchase.

Motion: Hesse/Ferraiuolo to authorize Chief Walkup to purchase a rescue/pumper from General Fire Apparatus, Spokane, Washington. The motion carried unanimously.

B. 2009 Budget (Revenue Hearing, Levy Certification, Draft) – In August the Board approved the 2009 Budget Principles; in September Chief Walkup gave an overview of the 2009 budget process.

Chief Walkup informed the Board they would now be asked to: hold a Public Hearing on Revenue Sources for 2009; adopt a Resolution for the Fire Levy; Adopt a Resolution for the EMS Levy; certify a Levy Request to Spokane County; Review the Draft 2009 Budget detail and recommend any changes;

review the proposed Cash Carry Forward Expenditures; and provide any additional direction they deem necessary in reference to the 2009 Budget.

The Chief shared projected figures from the Spokane County Assessor with taxes from fire, taxes from EMS, and taxes from the Bond Fund totaling \$5,091,646. The District will certify \$49,386 higher to capture any additional changes in new construction.

Commissioner Hesse opened a Public Hearing at 6:12 pm to receive public comment on Revenue Sources for 2009.

Hearing no public comments, Commissioner Hesse closed the Public Hearing at 6:13 pm.

Motion: Boling/Ferraiuolo to adopt Resolution 08-05, Authorizing an Increase in the Fire District's Fire Tax Levy from the Previous Year. The motion carried unanimously.

Motion: Boling/Ferraiuolo to adopt Resolution 08-06, Authorizing an Increase in the Fire District's EMS Levy from the Previous Year. The motion carried unanimously.

Motion: Boling/Ferraiuolo to authorize Chief Walkup to sign the Levy Certification Request. The motion carried unanimously.

Chief Walkup then presented a Budget Overview detailing each fund's projected year-end balance and 2009 expenditures with an itemized 2009 General Fund balanced budget estimate totaling \$5,245,411. The 2009 budget includes: 6 – 7 new FTE positions to improve service and reduce overtime, budget allowing; a \$16,000 increase in fuel costs; a 4% COLA for represented and non-represented staff; funding for the ALS program; and full funding for the Capital Replacement Program. Reductions of expenditures in Prevention & Codes and Communications represent a substantial savings to the District in 2009.

Projected Cash Carried Forward monies from 2008 to 2009 are projected to be \$200,000. The Chief detailed miscellaneous expenditures as recommended by staff totaling \$129,650 of those monies.

Chief Walkup summarized staff budget recommendations as being consistent with the Vision Statements adopted in the District's Strategic Plan, and the expressed desires of the BoFC to be creative with the use of volunteer members. He pointed out the '09 Budget is consistent with the Resolution for Levy Certification and the Budget Principles. In addition, it provides an opportunity to continue to correct some deficits in recruitment, retention, selection and promotion, and further the District's commitment to the health and wellness of its members.

Motion: Hesse/Ferraiuolo to accept the 2009 Budget as presented by Chief Walkup and staff. The motion carried unanimously.

NEW BUSINESS

A. Station 82 Resident Quarters Remodel – Chief Rash and Chief Metzger presented a sample of the concrete material suggested for use on the counter tops in the resident quarters at Station 82. Discussion followed on various products available for both counter tops and flooring.

Commissioner Boling recommended the Board authorize staff to make the selections so long as the project costs remain within the allowed budget.

Motion: Hesse/Boling to authorize up to \$30,000 for the resident quarters remodel at Station 82.

Commissioner Boling expressed his confidence in the ability of the Chief and staff to make selections on the materials to be used in the resident quarters remodel and noted if the entire monies allocated for the project were expended other expenditures could be affected.

Commissioner Ferraiuolo expressed concern relating to the on-going maintenance required for concrete material, but he also agreed the decision and responsibility should be left to staff.

The motion carried unanimously.

B. Station 82 Mezzanine – Because of the roof redesign at Station 82 resulting from last winter’s roof collapse, there is now ample height in the bay to add a mezzanine allowing for secure storage of the District’s archived records. Chief Walkup told the Board the District currently rents storage space off-site and then presented a plan that would allow that storage to be relocated to Station 82. The District has received a “worst case” estimate of \$26,000 for the project. The Chief told the Board, if they elected to complete this project, it could be funded with cash-carried-forward monies from 2008 in 2009.

Commissioner Hesse commented that a mezzanine would eliminate the annual cost of a storage unit for District records and would also make those items more accessible to staff. Because record storage has been an issue of topic for some time he felt the addition of a mezzanine would be one way to solve the problem.

Chief Walkup said additional items could also be stored in the mezzanine, and on-site storage would alleviate the need for District storage elsewhere, as well as time required by staff to drive to another facility.

Commissioner Ferraiuolo expressed his support of the project.

Commissioner Boling said the Board has had previous discussion of adding a storage building at either 81s or 82s and he felt if this option would satisfy the current need for storage it would be more cost effective than building a new structure.

Motion: Ferraiuolo/Hesse to authorize Chief Walkup to expend up to \$26,000 for the construction of a mezzanine level at Station 82. The motion carried unanimously.

C. Surplus Brush Units – The District has recently taken possession of two new brush units, and as a result, now has two units that are no longer of need or use to the District. Chief Walkup requested the Board declare those two units surplus to the needs of the District. Per statue, the District is required to attempt to secure fair market value for the apparatus; staff has estimated the fair market value to be at \$5,500 each. Chief Walkup said members from the local farming community and from Fire District 2 have shown interest in the apparatus.

Motion: Boling/Hesse to adopt Resolution 08-07, A Resolution Declaring Two Brush Units Surplus to the Needs of the District to be Offered for Sale. The motion carried unanimously.

EXECUTIVE REPORT

A. Banquet Date - The District’s annual awards banquet will be Friday, February 13, 2009.

B. Physician Advisor – Chief Walkup announced the District has signed a personal services agreement with Dr. Michael Metcalf as Physician Advisor to the ALS program. Dr. Metcalf has also joined SCFD8 as a Support Services member. He has been affiliated with Associated Family Physicians in Spokane Valley for numerous years and has been a practicing physician in the area since the late 70's. Dr. Metcalf is very involved in a number of community organizations and serves as Physician Advisor to Mt. Spokane Ski Patrol. Dr. Metcalf will be attending the new member orientation on October 22nd.

C. ALS Update – Program & Medics – Chief Walkup announced the District has extended offers to four firefighter/paramedics. All four have accepted the positions. The Chief reported each has completed the suitability and medical examination process and is scheduled to begin employment on October 22nd.

D. Personnel Changes – Chief Walkup advised the Board Captain Mike Lightfoot has resigned his officer position at Station 84 but will remain a volunteer firefighter until the end of the year. At that time his plan is to retire from the fire service. In addition, Captain Jay Cronk has also chosen to step down as Captain at Station 82 but will remain with the District as a volunteer firefighter. Chief Walkup reported Don Malone has been appointed to interim Captain at Station 85.

E. Teambuilding Workshop Date – Chief Walkup reminded the Board of their continued commitment to the teambuilding process and mentioned setting a date to review and work on the District governance policies and procedures. After discussion, the next teambuilding session was set for Wednesday, November 5, 3:00 pm. The Board is to complete policy prep work and to bring those documents to the workshop on the 5th.

F. Station 82 Rebuild – Chief Rash informed the Board the brickwork at Station 82 is complete and the forthcoming installation of the metal will bring the exterior of the building close to completion. Work in the training room and south office is complete and a portion of the administrative staff is now housed there. Belfor Construction is scheduled to tear down walls and install the shear walls in the administrative portion of the building. The apparatus bay is in the processes of receiving paint and the exterior bay doors are scheduled for installation within the next two weeks. Chief Rash said staff is working with the contractor to identify and resolve some quality of work issues. He also presented photographs of the station's work progress.

G. District Battalion Concept – Chief Walkup informed the Board that staff has been in discussion on the concept of breaking the District into battalions. Chief Nielsen has a recommendation which he will share with officers at their next meeting in order to solicit feedback. This change would not require the District to hire any additional staff or make changes in current titles. The Chief said the battalion concept would essentially revise how the District responds to calls and who has responsibility for supervision.

CORRESPONDENCE

1. A thank you letter from NWCG for Bob Ladd's participation as a member of the team revising the S-349, Resources Unit Leader/Demobilization Unit Leader course.
2. Curriculum Vitae for Michael J. Metcalf, M.D.
3. Public Records Request on the Valley View fire.

PUBLIC COMMENTS

None

ANNOUNCEMENTS

- Chief Walkup wished Commissioner Boling a happy birthday.

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business, Commissioner Hesse adjourned the meeting at 7:35 pm.

Gregory A. Hesse, Chair
Fire District 8 Commissioner

ATTEST:

William A. Walkup
District Secretary