

Spokane County Fire Protection District 8

Minutes of Regular Commissioners Meeting

November 10, 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 6:02 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

Commissioner Hesse welcomed those in attendance. New members to SCFD8 introduced themselves and their families.

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

None

NEW BUSINESS

A. Oath of Office – Chief Walkup was pleased to announce the District’s paramedic program is in place and will begin ALS service delivery to its citizens on Monday, November 17th. He noted the addition of ALS is a major milestone for District 8 and is consistent with the wants and desires of its citizens as expressed through the Customer Centered Strategic Plan.

Chief Walkup introduced Tom Chavez, Bill Curley, Zach Greenfield, and Shayne Hanson as firefighter/paramedic members of Fire District 8. The Chief also introduced Don Malone as a temporary appointment to Captain at Station 85. Captain Malone will also act as Battalion Captain for Station 84 and Station 85. Chief Walkup introduced Dr. Mike Metcalf, Physician Advisor to the District’s paramedic program.

On behalf of the Board, Chief Walkup administered the oath of office to the new members; a badge pinning by Chief Nielsen followed. The Board and all in attendance congratulated and welcomed District 8’s new members.

Chief Walkup introduced Ray Tansy, Administrative Assistant to Spokane County’s Medical Program Director, and Dr. James Nania, Spokane County Medical Program Director. Dr. Nania spoke briefly on Spokane County’s ALS program and the special importance paramedic care has to the successful outcome for patients who are transported to the ER. He encouraged and congratulated the new members and their families.

Speaking for the Board and its citizens, Commissioner Hesse thanked the new paramedics for joining SCFD8 at the inception of the ALS program. He also expressed gratitude to Dr. Metcalf and Dr. Nania for their support, service, and commitment to the program.

Chief Walkup announced those wishing to depart from the meeting may do so.

B. Records Retention Policy – Chief Walkup informed the Board that, to date, the District has not had a records retention policy. With the addition of a member who is working part-time for the District, all records in storage have now been inventoried and categorized. He pointed out that statute and guidelines dictate how long certain records are to be kept and maintained for government agencies. Chief Walkup then presented to the Board for their consideration a Public Records Retention Policy that allows the District to destroy certain records in accordance with law. This policy directs the Fire Chief to review the policy from time to time in order to ensure the District is in compliance with law.

In addition, Chief Walkup expressed thanks to Cindy Usher and commended her on the accomplishment of the record retention project.

Motion: Boling/Ferraiuolo to adopt Public Records Retention Policy 10.09A.

Commissioner Ferraiuolo asked for clarification on the retention of audio recordings of the BoFC meetings. Legal counsel has suggested keeping electronic copies of the BoFC meetings even after meeting minutes are put in written form and approved by the Board.

Commissioner Ferraiuolo also inquired on the possibility of a fire chief destroying records of their own accord. Commissioner Hesse noted the State of Washington sets law requiring records to be kept for a specific period of time. Commissioner Boling said per his interpretation, the policy and practice is to remain consistent with the requirements of law, and if that law changes the fire chief has the responsibility to review and update District policy.

The motion carried unanimously.

C. Surplus Items Register – Chief Walkup drew attention to a list of items the commissioners received that are obsolete, defective, or no longer of need to the District. Chief Walkup asked the Board to declare the items surplus so they can be disposed of in accordance with law.

Commissioner Ferraiuolo inquired on the meaning of *dispose of*. The Chief responded that depending on the specific item, it would be taken to auction, or in the case of a vehicle, advertised for sale. He added the District attempts to dispose of surplus items in the most efficient manner while still receiving a fair return.

Motion: Boling/Ferraiuolo to adopt Resolution 08-08, Authorizing the Sale of Public Property Under Chapter 39.33 RCW. The motion carried unanimously.

EXECUTIVE REPORT

A. Station 82 Update – Chief Walkup reported the Station 82 project is advancing. A meeting has been scheduled with the project manager to discuss quality of work issues. The front office is near completion. When that area is finished, the training room will be available to house the crew so that their quarters can

be completed. The Chief asked the contractor for a change order so that a wall can be constructed in the front office area in order to create a conference room. As previously approved by the Board, this project will be paid for out of cash carried forward monies. The contractor has provided metal and paint samples for the exterior as previously requested.

As an addition to the Executive Report, Chief Walkup informed the Board as of October 31st the District has responded to 1,097 alarms - a 17.4% increase over the same period last year; a 24.8% increase over the same period in 2006; and a 49.2% increase over the same period in 2002. The Chief noted with the Shopko annexation the District lost approximately 115 responses annually which would have required a substantially higher demand for services.

CORRESPONDENCE

- 1.) Request for reimbursement from Ernie McGoran
- 2.) Valley Voice article on SCFD8 wildland training

Commissioner Boling inquired on the outcome of Mr. McGoran’s request. Chief Walkup informed Mr. McGoran if his home was damaged as a result of District operations the District would reimburse his insurance deductible, as well as settle with the insurance company if necessary. The Chief added, the homeowner was very understanding and praised the crew for their cleanup efforts after the water was shut off. The homeowner had previously added a pressure reducing valve because the water pressure in his home had blown the seals out of his appliances. That valve was installed on the supply side, but had now blown on the house side.

PUBLIC COMMENTS

None

ANNOUNCEMENTS

- The next Spokane County Commissioners Association meeting is Thursday, November 13, 2008 at District 4

EXECUTIVE SESSION

The Board and Chief Walkup adjourned for Executive Session at 6:40 pm to discuss matters of potential litigation.

The meeting was called back to order at 6:53.

ADJOURNMENT

With no further business, Commissioner Hesse adjourned the meeting at 6:54 pm.

Gregory A. Hesse, Chair
Fire District 8 Commissioner

ATTEST:

William A. Walkup
District Secretary