

# Spokane County Fire Protection District 8

## MINUTES

### Regular Board of Fire Commissioners Meeting

Station 82

October 13, 2009

6:00 p.m. Draft

#### CALL TO ORDER

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

#### INTRODUCTIONS

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF THE AGENDA

- Move New Business, Item A - Oath of Office, before Unfinished Business
- Add New Business, Item B - November Regular Meeting Date

Motion made by Commissioner Boling, and seconded by Commissioner Hesse:

**The meeting Agenda is approved as amended.** The motion carried unanimously.

#### APPROVAL OF CONSENT AGENDA

Motion made by Commissioner Boling, and seconded by Commissioner Hesse:

**The Consent Agenda is approved as presented.** The motion carried unanimously.

#### NEW BUSINESS

**A. Oath of Office** – Chief Walkup administered the District Oath of Office to Lieutenant Derrick Kern and to Firefighter/Paramedic Scott Malsom. Chief Nielsen pinned both members with a District badge.

#### UNFINISHED BUSINESS

**A. 2009 Budget Process** – Chief Walkup presented an overview of the 2010 expense plan. Specifics include an estimated thirty-million dollars in new construction, an 18% increase in insurance costs, cash-carried-forward monies estimated to be \$325,000, a staffing plan as previously authorized by the board and as economics allows, and enhanced ALS services in the District's northern boundary.

Commissioner Hesse closed the regular meeting and announced the Public Hearing was open to receive comment on 2010 revenue sources. No comments were received.

Motion made by Commissioner Boling, and seconded by Commissioner Hesse:

**Having received no comments, the Public Hearing is closed.** The motion carried unanimously

Commissioner Hesse opened the regular meeting.

Chief Walkup detailed the 2010 General Fund balanced budget of \$5,164,366. No new programs or new FTEs, other than the FTEs previously authorized by the Board, are proposed. Non-represented staff will forego a cost-of-living adjustment in 2010, and biennial salary adjustments will be held until comps are selected during bargaining unit negotiations. However, the Chief requested that the maintenance and office assistant positions receive adjustments totaling \$4,427. A placeholder is included in the budget for contract settlement with Local 3711. In addition, the Capital Replacement Program is scheduled for continued funding in 2010. Seventy-five thousand dollars is designated for carry forward to 2011.

Chief Walkup pointed out that the proposed 2010 budget is very lean and each expense line is at or significantly below the corresponding 2009 line.

The Chief recommended transferring \$125,000 from 2009 General Fund cash-carried-forward monies to the Reserve Fund, which will create a 12% reserve for the District.

Improvements to Station 85 in 2010 are projected to expend a \$4,657 balance in the LID fund.

The Construction Bond Fund beginning balance is estimated to be \$229,000. Property acquisition designated for 2009 could be completed in 2010 if a suitable property is located and the Board elects to proceed with a purchase.

The Chief detailed proposed cash-carried-forward recommendations for facility improvements, EMS and fire equipment, and a training tower LPG burn prop totaling \$189,750.

Motion made by Commissioner Hesse, and seconded by Commissioner Boling:  
**To approve the 2010 balanced budget.** The motion carried unanimously.

Motion made by Commissioner Hesse, and seconded by Commissioner Boling:  
**To approve the 2010 Contingency Budget.** The motion carried unanimously.

Motion made by Commissioner Hesse, and seconded by Commissioner Boling:  
**To approve the Bond Fund Expenditures.** The motion carried unanimously.

Motion made by Commissioner Boling, and seconded by Commissioner Hesse:  
**To approve Resolution 09-07 - Authorizing an Increase in the District's Tax Levy from the Previous Year.** The motion carried unanimously.

Motion made by Commissioner Boling, and seconded by Commissioner Hesse:  
**To approve Resolution 09-08 – Authorizing an Increase in the District's Tax Levy from the Previous Year.** The motion carried unanimously.

Motion made by Commissioner Boling, and seconded by Commissioner Hesse:  
**To approve Resolution 09-09 – 101% Regular Property Tax Levy Substantial Need Resolution.** The motion carried unanimously.

Motion made by Commissioner Boling, and seconded by Commissioner Hesse:  
**To approve Resolution 09-10 – 101% EMS Regular Tax Levy Substantial Need Resolution.** The motion carried unanimously.

Motion by Commissioner Boling, and seconded by Commissioner Hesse:  
**To authorize the Fire Chief to certify the Levy Certification.** The motion carried unanimously.

## **NEW BUSINESS**

**B. November Meeting Date** – Commissioner Hesse is unavailable on November 10th and recommended rescheduling the next regular Board of Fire Commissioners meeting. Commissioner Boling suggested choosing dates for both the regular meeting and the commissioner selection interviews. He will contact staff after reviewing his work calendar.

## **UNFINISHED BUSINESS**

**B. Commissioner Replacement Process** – Commissioner Boling recommended that one staff member, one member from the community, and one member from the bargaining unit be included in the commissioner interview panel. It was also suggested that the community representative could be a retired member of the District. The three additional panel members will be permitted to ask questions and provide input during the interview process, however, the final selection and decision will remain with the Board. Staff will secure dates before contacting panel members.

## **EXECUTIVE SESSION**

The Board broke for Executive Session at 6:35 pm to discuss matters of contract and personnel performance. Deputy Chief Rash was asked to attend.

The Board concluded Executive Session at 7:10 pm. No action was taken.

## **EXECUTIVE REPORT: Chief Walkup**

**A. Attack 82** – Attack 82 sustained \$4,200 in damages while responding to a wildland fire.

**B. Financial System Update** – Legal counsel has no issue with the supervisor/employee relationship and both acting as signatories on district warrants as the commissioners retain final authority to approve all vouchers. In a small agency this is not an unusual circumstance. The Board designated the Fire Chief, and the Administrative Assistant (Audit Control Officer) to act as signatories for district warrants.

## **CORRESPONDENCE**

**Attached**

## **PUBLIC COMMENTS**

**None**

## **ANNOUNCEMENTS**

- The commissioners will attend the Washington Fire Commissioners Conference and preceding Snure Seminar, October 21 – 24, 2009, in Spokane.
- The next regular BoFC meeting date is to be determined.

## **ADJOURNMENT**

With no further business, the meeting was adjourned at 7:12 pm.

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Gregory A. Hesse, Chair  
Fire District 8 Commissioner

ATTEST:

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William A. Walkup  
District Secretary