

Spokane County Fire Protection District 8

MINUTES

Board of Fire Commissioners Regular Meeting

Station 82

January 14, 2020

6:00 p.m.

CALL TO ORDER

A regular meeting of the Board of Fire Commissioners was called to order at 6:05 pm by Chair Andy Rorie. In Attendance: Commissioner Andy Rorie, Commissioner Lee Boling, Commissioner Greg Hesse by telephone, Fire Chief Tony Nielsen, Assistant Chief Lonnie Rash, District Secretary Carol Trescott, members of the public, and members of the District. Commissioner Hesse joined the meeting at 6:25 pm.

INTRODUCTIONS

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

- **Delete: Commissioner Oath of Office.** Commissioner Rorie completed his Oath of Office prior to the meeting.

A Motion was made by Commissioner Boling and seconded by Commissioner Hesse: **Move to approve the Agenda as amended.** The Motion carried unanimously

APPROVAL OF THE CONSENT AGENDA

A Motion was made by Commissioner Boling and seconded by Commissioner Hesse: **Move to approve the Consent Agenda as presented.** The Motion carried unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Policies/Procedures Review: Each year the Policies and Procedures Committee examines one-third of the District's Policies and Procedures Manual. Chief Nielsen said the committee reviewed 54 procedures in 2019 and he provided the Board with seven of those procedures for their review. The Chief said there were no significant changes to the procedures and most had only minor or no changes made. The Board had no questions or comments; Chief Nielsen will post the first installment of procedures for a 30-day comment period.

B. Recruit Academy Instructor MOU with IAFF Local 3711: Chief Nielsen provided the Board with a draft MOU between the District and Local 3711 which will provide for the temporary assignment of a firefighter or a fire officer to serve as an instructor at the Regional Recruit Academy. This temporary assignment is intended to take some of the workload off of the Division Chief of Training and keep the District's regular training schedule moving forward. Chief Nielsen said legal counsel has reviewed the MOU; he asked the Board for their review and approval.

The MOU states the duration of the academy is 15 weeks; Commissioner Rorie said it was recently determined that the academy will be 16 weeks. After discussion with the Local the MOU will be edited to reflect the new academy schedule.

A Motion was made by Commissioner Boling and seconded by Commissioner Hesse: **Move to approve the Recruit Academy Instructor MOU with IAFF Local 3711 as amended.** The Motion carried unanimously.

C. Cybersecurity Assessment: A presentation was given at the WFCFA conference on the risks agencies face from cybersecurity attacks. Staff contacted the District's IT provider and a cybersecurity specialty firm to find out what the District's protection level is and how it can be improved. It was determined that existing measures are good but that there is still a potential for a cyberattack. Chief Nielsen submitted a cybersecurity firm's proposal to the Board for their consideration. The scope of work is estimated to be \$8,000; the Chief said \$20,000 is allocated for professional services in the 2020 budget. The proposal is currently with Brian Snure for his review. The scope of work includes an internal and external assessment as well as employee training.

A Motion was made by Commissioner Boling and seconded by Commissioner Hesse: **Move to authorize the Fire Chief to enter into an agreement with Cyber Self-Defense to identify and mitigate cybersecurity risks to the District.** The Motion carried unanimously.

D. Division Chief of Training Recruitment: Chief Nielsen said the District received two internal applications for the open Division Chief of Training position. Chief Nielsen said both are great applicants, however, if staff were to move forward with a process and one or both of the applicants were to withdraw or decline an offer that would put the District further behind in the filling the critical position. It was his preference to include the two internal applicants with a group of external applicants in order to expand the process.

Chief Rash said the current anticipated date of hire is March 1. If neither applicant were to move forward the hire date would be June 1 or later. If the process were to restart in March, the date of hire would be pushed to July.

Discussion followed on opening or extending the Division Chief of Training recruitment process.

A Motion was made by Commissioner Hesse seconded by Commissioner Rorie: **To expand the recruitment process to an external search.**

Additional discussion followed on the recruitment process, District policy, and a possible minimum rule of three applicants.

The Motion on the table was withdrawn.

The Board determined staff should move forward with the current recruitment process. Commissioner Boling recommended the Board revisit policy on recruitment and selection procedure.

E. District Entry Point Road Signs: Per Goal 3 of the District's strategic plan, \$3,000 was allocated in the 2020 budget for a road sign project to mark various entry points around the District.

Chief Long secured several samples of sign models and colors for the Board to consider. The commissioners selected a dark blue design.

EXECUTIVE REPORT: Chief Nielsen

A. Station 85 Electrical Issue: In November an Avista transformer misfired near Station 85 and produced irregular voltage surges to the station causing extensive damage. A pre-claim has been filed with Avista. After the final claim is submitted Avista will have a 30-45 day review period and return to the District with an outcome on the claim.

B. Station 82 Backup Generator: The District is still waiting for a waiver from L & I. Chief Rash contacted Valley Electric and requested that they provide a letter of explanation for the delay. Valley Electric responded that they are waiting for an L & I exemption on a grounding issue.

C. Ambulance Service Board: Chief Nielsen provided the Board with statistics showing AMR's response compliance for the first three quarters of 2019. Fire District 8 falls under Zone 3 where AMR is required to be in compliance 90 % of the time. They exceeded that requirement in each of the three quarters. Data for the fourth quarter is not yet available.

EXECUTIVE SESSION

At 6:44 pm, Commissioner Rorie recessed the regular meeting for Executive Session until 7:15 pm for the following discussion:

A. RCW 42.30.140(4)(b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposal made in the negotiations or proceedings while in progress. Chief Nielsen, Chief Rash, and Carol Trescott were asked to attend.

B. RCW 42.30.110(1)(g) To evaluate the qualification of an applicant for public employment or to review the performance of a public employee.

At 7:15 pm Carol Trescott announced that Executive Session was extended until 7:30 pm.

At 7:35 pm Commissioner Rorie called the regular meeting back in session.

CORRESPONDENCE

Attached

FUTURE AGENDA ITEMS

- Policy and Procedure Review.

ANNOUNCEMENTS

- Commissioner Boling gave Chief Nielsen a birthday cupcake and led the group in singing Happy Birthday.
- The District's Medical Services Officer, Tom Chavez, was recently elected as the Vice-Chair of the Spokane County EMS Council. Chief Nielsen said MSO Chavez is also very active on the Protocols Committee.

PUBLIC COMMENTS

None

ADJOURNMENT

A Motion was made by Commissioner Boling and seconded by Commissioner Hesse: **Move to adjourn the regular meeting at 7:35 pm.** The motion carried unanimously.

Andrew V. Rorie, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary