

Spokane County Fire Protection District 8

MINUTES

Board of Fire Commissioners Regular Meeting

March 9, 2021
6:00 pm

*This meeting was conducted electronically via Zoom
due to Governor Inslee's Stay Home, Stay Healthy order*

CALL TO ORDER

A regular meeting of the Board of Fire Commissioners was called to order at 6:00 pm by Chair Greg Hesse. In Attendance: Commissioner Andy Rorie, Commissioner Lee Boling, Commissioner Greg Hesse, Fire Chief Lonnie Rash, Assistant Chief Chris WYROBEK, District Secretary Carol Trescott, members of the public and members of the District.

APPROVAL OF THE AGENDA

A Motion was made by Commissioner Rorie and seconded by Commissioner Hesse: **Move to approve the Agenda as written.**

Commissioner Boling amended the motion to add Executive Report, Item, G, Board of Fire Commissioners Workshop Follow Up. The Motion was unanimously approved as amended.

APPROVAL OF THE CONSENT AGENDA

The following warrants and electronic transfers were approved for payment:

- Warrant Numbers 112874 through 112941 totaling \$219,348.52
- Electronic Transfers 02/01/2021 – 02/28/2021 totaling \$346,591.76

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

UNFINISHED BUSINESS:

A. Apparatus Refinance: Chief Rash stated talks with D.A. Davidson and bond counsel continue to move forward relative to the apparatus refinance as previously directed by the Board. Jim Nelson will contact multiple banks to determine if ratings are favorable, and based on those findings, Chief Rash will bring a final version of a resolution and actual numbers for the Board's consideration at the April 13th regular meeting.

NEW BUSINESS

A. Policies/Procedures Review: Chief Rash provided the Board with the second of three installments of the procedures reviewed by committee in 2020. The commissioners had no comment or concerns with any of the draft edits; Chief Rash will post the procedures for a 30-day comment period.

B. BVFF 2020 Pension Participation Certification: The Board for Volunteer Firefighters directs that all departments develop participation requirements that meet or exceed those set forth by WAC for volunteer participation, drills, and response. Chief Rash said due to Covid restrictions in

2020 the District recognizes there were reduced opportunities for volunteer members to participate in EMS, training, and emergency medical response. Based on the District's Safe Start Guidelines, volunteer members were not allowed to attend training or respond to medical emergencies between March 17, 2020 and December 31, 2020. Staff reviewed and documented those volunteer and support services members who met the minimum requirements in 2020 based on those restrictions. BVFF stated there is no formal waiver for 2020 but they recommend that each agency document their approach to volunteer participation during Covid-19 and certify accordingly.

A Motion was made by Commissioner Boling and seconded by Commissioner Rorie: **To authorize the Board Chair and the Fire Chief to certify the 2020 BVFF Pension Participation Form.** The motion carried unanimously.

EXECUTIVE REPORT: Chief Rash

A. COVID-19 Update: Chief Rash reported there has been some reduction in community spread of the virus, however, staff will continue to evaluate safety procedures per CDC guidelines and be cautious and measured moving forward. He said members have done a great job in adhering to directives which has allowed the agency to maintain a pretty healthy workforce. A second first responder vaccine clinic is scheduled; District members who would like to receive the vaccine are to respond to Chief Rash by Thursday, March 11th. Forty-eight percent of District 8 members received a vaccine at the first clinic.

B. Division Chief of Support Services: Three highly qualified internal candidates applied for the position of Division Chief of Support Services. After a scored assessment and Chief's interviews, an offer was extended to one of the three candidates. Chief Rash said once that person has officially accepted the position and the other two candidates have been notified he will make a public announcement. The new Division Chief is scheduled to begin April 5th.

C. Target Solutions Check It Software: Staff has identified a critical need for a program to help manage maintenance issues, submit and track maintenance requests, record maintenance costs, and provide feedback to members on their maintenance issues and concerns. There is also a need for a single-point reporting system for the District's assets and inventory. Chief Rash said the District's current asset management system is spread over several different places and that a single point system will allow an ability to quickly review and track assets for auditing purposes. In addition, there is a need to make narcotics available in a timely manner to those who need access to them. After lengthy research, staff determined that Vector Solution's Check It meets all of the identified needs. Vector Solutions is the current software provider for the District's training component, Target Solutions, and the District's scheduling software, Crew Sense. In addition, the advantage in remaining with the same suite of software is an ability to migrate some data, reduce training, and provide a standardized database for apparatus maintenance, asset management and tracking; there is also a cost reduction as a multi-user. Five thousand dollars is budgeted this year for a maintenance program; \$1,000 is budgeted for a narcotics tracking system. The cost of Check It is approximately \$6,000.

D. Surplus Items Revenue: The District received \$2,247.50 in auction proceeds from items on 2020's surplus equipment list.

E. Recycle and Advance Initiative: Chief Rash reported that recent staffing changes have provided an opportunity to analyze which activities and projects should be accomplished this year and prioritize those we should be focusing on in the out years.

Chief Wyrobek presented an overview of the *Recycle and Advance Initiative* for the Board. The presentation outlined items staff will be working on by division in 2021; he will share the presentation with the full membership in the near future.

F. Washington State Chiefs Update: As the East Region WFC Board Representative, Chief Rash recently went to Malden, WA, with the Executive Director and presented a \$20,000 grant to the community to assist with their fire equipment and PPE rebuild.

Chief Rash attended the LODD service for Pend Oreille Fire District 4's Chief Nicholas Knaack.

Chief Rash is also the WFC representative to an L&I Firefighter Health and Safety Initiative. The initiative is focused on adhering to safe and best practices in an effort to reduce L&I experience ratings and provide future savings for fire districts and municipalities. The initiative will also provide opportunities for agencies to apply for L&I safety grants.

G. BoFC Workshop Follow Up: Chief Rash contacted Susie Dix regarding the District's property on Baltimore Rd. Ms. Dix will provide the Chief with information on the property's future use and he will then present those details to the Board at the April meeting.

Discussion followed on the requirements and benefits of a single year and a multi-year lid lift. Chief Rash will gather additional information to send to the commissioners. Commissioner Boling will follow up with other agencies who have been successful in the past with multi-year lid lifts.

EXECUTIVE SESSION

None

CORRESPONDENCE

Attached

PUBLIC COMMENTS

None

ANNOUNCEMENTS

None

ADJOURNMENT

At 6:42 pm Commissioner Hesse adjourned the regular meeting.

Gregory A. Hesse, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary