

Spokane County Fire Protection District 8

MINUTES

Board of Fire Commissioners Regular Meeting

November 10, 2020
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 6:01 pm by Chair Greg Hesse. In Attendance: Commissioner Andy Rorie, Commissioner Lee Boling, Commissioner Greg Hesse, Fire Chief Tony Nielsen, Assistant Fire Chief Lonnie Rash, Division Chief J. Wilkins, Division Chief Chris Wyrobek, Division Chief Marty Long, Gabe Gerhart, and District Secretary Carol Trescott.

INTRODUCTIONS

APPROVAL OF THE AGENDA

Add: New Business, D, Fire Chief Retirement

Add: Executive Report, C, Fall/Winter Newsletter

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

APPROVAL OF THE CONSENT AGENDA

The following warrants and electronic payment are approved for payment:

- Warrant Numbers 112577 through 112646 Totaling \$249,558.71
- Electronic Payments 10/01/2020 – 010/31/2020 Totaling \$410,015.68

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

UNFINISHED BUSINESS:

None

NEW BUSINESS

A. 2021 Budget and Public Hearing: Chief Nielsen presented the final 2021 Expense Plan, 2021 projected revenues, and a review of the budget process.

Commissioner Hesse opened the Public Meeting to receive 2021 revenue projections.

Chief Nielsen said Spokane County determined the District's assessed value to be \$3,877,121,588; and, new construction to be \$100,731,310. Based on those figures, taxes for the District's Fire Levy are projected to be \$4,295,082; taxes for the EMS levy are projected to be \$1,418,990; the M&O

Special Levy will be \$1,719,217; taxes from new construction are projected to be \$165,240, and, taxes for state assessed property are projected to be \$4,712. Total 2021 projected revenue is \$7,603,241.

Hearing no questions on 2021 revenue projections, Commissioner Hesse closed the public hearing.

Chief Nielsen identified highlights of the 2021 budget which include an election placeholder; all labor contractual obligations met; funding to support the Capital Replacement Plan; the addition of three new positions in order to strengthen station coverage and reduce overtime; support for member health and safety; improvements in the Training, EMS, and Fire Prevention and Education Divisions, as well as funding for equipment and capital upgrades - many of which were deferred from 2020 because of COVID.

Chief Nielsen summarized the 2021 balanced budget with General Fund Expenditures and Revenue each at \$8,159,778. Of those revenues, \$7,603,241 are from taxes; \$70,000 is miscellaneous revenue; \$132,612 is Local 3711's healthcare contribution; \$142,000 is from the Capital Replacement Fund for apparatus and staff vehicles; and \$211,925 is from the Capital Replacement/Annexation Fund for capital projects.

The 2021 Reserve Fund beginning balance is projected to be \$735,680. Interest in 2021 is estimated to be \$10,000. The Reserve Fund Contingency Budget to cover unanticipated professional services, unemployment and L&I claims is \$45,000. If the District were to expend the budgeted \$45,000, Chief Nielsen projects the 2021 end-of-year balance will be \$690,679.

A Motion was made by Commissioner Rorie and seconded by Commissioner Boling: **Move to adopt the 2021 balanced budget as presented.** The Motion carried unanimously.

A Motion was made by Commissioner Rorie and seconded by Commissioner Boling: **Move to adopt the 2021 contingency budget as presented.** The Motion carried unanimously.

A Motion was made by Commissioner Rorie and seconded by Commissioner Boling: **Move to adopt Resolution 20-03, Authorizing an Increase in the District's Tax Levy from the Previous Year (Fire) as presented.** The Motion carried unanimously.

A Motion was made by Commissioner Rorie and seconded by Commissioner Hesse: **Move to adopt Resolution 20-04, Authorizing an Increase in the District's Tax Levy from the Previous Year (EMS) as presented.** The Motion carried unanimously.

A Motion was made by Commissioner Rorie and seconded by Commissioner Boling: **Move to adopt Resolution 20-05, Substantial Need Resolution as presented.** The Motion carried unanimously.

B. Policies/Procedures Review: Chief Nielsen presented the Board with two draft procedures as recommended by Brian Snure during the fall Snure Seminar.

A Motion was made by Commissioner Boling and seconded by Commissioner Rorie: **Move to adopt the electronic signatures procedure as presented.** The Motion carried unanimously.

A Motion was made by Commissioner Boling and seconded by Commissioner Rorie: **Move to adopt the commissioner compensation procedure as presented.** The Motion carried unanimously.

Chief Nielsen will post both procedures for a 30-day review period.

C. CCC Reserve Funding Distribution: After legal review by Brian Snure, it was determined that the Interlocal with the City of Spokane's former Combined Communication Center allows for its reserve funds to be disbursed back to each agency that contributed to the Center's reserves. The Fire Communications Advisory Board met and agreed that the figures provided by the City of Spokane were accurate. Fire District 8's estimated share of the reserve fund is \$118,732. With the Board's direction, Chief Nielsen said he will request those funds from the City of Spokane. He and staff determined the monies should be earmarked for future communications, dispatch, or EMS expenses.

A Motion was made by Commissioner Hesse and seconded by Commissioner Rorie: **Move to request the CCC's reserve funds from the City of Spokane and earmark those monies for future communication expenses.** The Motion carried unanimously.

D. Fire Chief Retirement: Chief Nielsen requested that the Board permit him to continue his service with the District until January 15, 2021 and permit him to take annual leave from January 1st through January 15th.

The Board approved Chief Nielsen's request to extend his retirement date to January 15, 2021.

EXECUTIVE REPORT: Chief Nielsen

A. COVID-19 Update: The District's Safe Start document was revised once again to push back a move to Phase 3 by an additional four weeks. The Daily Directive was lightly revised; to-date the District has had 184 exposures; 52 confirmed cases; and has nine cluster facilities. Staff will be submitting a request to Spokane County for CARES Act funding to cover the cost of supplies and equipment needed during the COVID emergency. Chief Nielsen and/or Chief Rash will be in attendance at Monday's county commissioners meeting to support the \$250,000 request. The county treasurer earlier extended the deadline for second half tax collections to December 31st; the District has received 89% of expected tax revenue to-date. The Department of Labor and Industries (L&I) has distributed specific COVID standards for firefighters. Staff has reviewed those standards and confirmed we meet or exceed all of L&I's recommendations at this time.

B. Station 82 Backup Generator: Chief Rash reported the generator is up and running. Startup and testing was facilitated by Gabe Gerhart, the District's Maintenance Technician. The final step is the pump hook up to fuel the engines. The generator works well and powers the entire station with a less than ten second transfer.

C. Fall/Winter Newsletter: Chief Nielsen shared a copy of the District's fall/winter newsletter; a copy was also emailed to the commissioners.

EXECUTIVE SESSION

At 6:32 pm Commissioner Hesse the Board, Chief Nielsen, and Chief Rash entered into Executive Session per RCW 42.30.110(1)(g) To evaluate the qualifications of an applicant for public

employment or to review the performance of a public employee. Executive Session is anticipated to last 20 minutes.

At 6:56 pm Commissioner Hesse called the regular meeting back in session.

CORRESPONDENCE

Attached

FUTURE AGENDA ITEMS

- Policies/Procedures
- Fire Chief Contract
- Executive Session to evaluate the qualifications of an applicant for public employment with the three commissioners

PUBLIC COMMENTS

None

ANNOUNCEMENTS

None

ADJOURNMENT

At 6:57 pm Commissioner Hesse adjourned the regular meeting.

Gregory A. Hesse, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary