

**SPOKANE COUNTY FIRE PROTECTION DISTRICT NO 8
Board of Fire Commissioners Regular Meeting**



MEETING MINUTES

January 10, 2023, 6:00 pm

CALL TO ORDER & INTRODUCTIONS

A regular meeting of the Board of Fire Commissioners was held at Station 82 and accessible on Zoom. Chair Lee Boling called the meeting to order at 6:02 pm. In Attendance: Commissioner Andy Rorie, Commissioner Greg Hesse, Commissioner Lee Boling, Fire Chief Lonnie Rash, Assistant Chief Chris Wyrobek, District Secretary Carol Trescott, and members of the District.

INTRODUCTIONS / PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Blaine Holman, President of Local 3711, thanked the District for working with the Local on a lateral hiring MOU. He stated the MOU was done collaboratively and right.

APPROVAL OF THE AGENDA

- Executive Session may include discussion of New Business, Item B, MOU-FF/EMT and FF/Paramedic Lateral Hiring.
- Executive Report, add Item E, Upcoming Travel and Meetings.
- Add Operations Report by Chief Wyrobek

A motion was made by Commissioner Hesse 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 transfers were approved for payment:

- Warrant Numbers 114514 through 114580 totaling \$227,146.60
- Electronic Transfers 12/01/2022 – 12/31/2022 totaling \$402,664.69.

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Position Reclassification and Position Description Update: During the 2022 salary survey for non-represented staff, Chief Rash found that the Administrative Assistant's position description had not been updated since 2005. He reviewed the current duties required of that position and amended the job description in order to be consistent with the current functions as well as the District's comparable agencies. Chief Rash also reclassified the Administrative Assistant position to that of an Executive Assistant. In addition, he updated the Board of Fire Commissioner's District Secretary

position description. This will allow for a separation of duties if both positions are not held by the same person.

Chief Rash provided the Board with Procedure 10.03.07 which addresses how the District defines job descriptions, as well as a copy of the current Administrative Assistant and District Secretary position descriptions and the proposed Executive Assistant and District Secretary position descriptions.

The commissioners had no comment or changes to make to the revised position descriptions.

B. MOU – FF/EMT and FF/Paramedic Lateral Hiring: Chief Rash said the District recently lost two fulltime firefighter/paramedics for personal and/or professional reasons. Due to the current hiring environment, the District has been working collaboratively with Local 3711 to broaden recruitment strategies. He presented the Board with a draft MOU which will allow the employment of lateral (experienced) Firefighter/EMTs and Firefighter/Paramedics. The lateral hires would begin within a salary and benefit range based on their previous experience. Chief Rash feels this will allow the District to reduce the time and expense associated with initial recruit training. The MOU has been reviewed by legal counsel.

The Board tabled the item for discussion during Executive Session.

EXECUTIVE REPORT Chief Rash

A. Baltimore Road Property: Legal counsel has prepared a letter for Baltimore Road area homeowners and Chief Rash will return to the Board in February with more information.

B. Station Design Conference: The Station Design Conference is in St. Louis, MO, in May of this year. Chief Rash said it may be an opportunity for the District to look at ideas and trends for renovating or replacing fire stations.

C. M & O Levy Update: Two community meetings are scheduled to provide information to the community and answer questions on the upcoming Maintenance and Operations Levy request. The first meeting will be Thursday, January 19th at Station 82; the second is scheduled for Tuesday, February 2nd, at Station 82. Both meetings will also be accessible on Zoom. Chief Rash also provided the Board with a copy of an M&O flyer that will be mailed prior to ballot mailing around January 26th. Postings will also go out through social media.

D. Governance Survey: The Board reviewed the results of the recent employee Governance Survey. Chief Rash said this is the first post-Covid survey and it provides a lot of good information as well as an opportunity to do better in the future.

Commissioner Boling asked if there were comments included with the survey. Chief Rash will send the comments to the commissioners electronically.

E. Travel and Meetings: Legislative Day is Friday, February 17, 2023. Commissioner Boling, Commissioner Rorie, and Chief Rash will attend. Staff has secured appointments with legislators from the 4th and 9th Districts.

Northwest Leadership Seminar is March 1-3, 2023 in Portland, OR; travel day is February 28th. Commissioner Rorie will drive to Portland; Commissioner Boling and Commissioner Hesse will travel by air.

Spokane County Fire Commissioners Association Annual Dinner Meeting is January 12, 2023, at the Longhorn BBQ. Commissioner Boling and Commissioner Hesse will attend.

The District's Annual Awards Banquet is Friday, February 3, 2023, at CenterPlace in Spokane Valley. Commissioner Boling and Commissioner Rorie will attend; Commissioner Hesse is unable to attend.

OPERATIONS REPORT Chief Wyrobek

A. The District saw an increase in responses in 2022; final numbers will be available next month.

The District's four probationary members all passed their 11th month final evaluation. The four are on probation until mid-February, however their testing requirements are complete with scores above 90%. Chief Wyrobek thanked the membership for their hard work assisting the probationary members, the officers who helped them prepare, as well as Chief Long, Chief Cress, and Chief Wilkins for evaluating the four.

The extrication tools project is finalized and complete; the extrication cadre and Chief Wilkins did an outstanding job getting folks trained, and Gabe and the officers did an excellent job reconfiguring the engines to mount the tools. All equipment is now in service.

There may be an opportunity to look at joint recruitment efforts in order to expand the candidate pool county-wide. Nearly all departments that have paid staff are hiring this year. The District has received over 250 applications for current openings; many of those have applied in the past and are from approximately six different states. Valley Fire expanded their search a little wider and received applicants from about 15 states. Some agencies in the state are paying applicants per diem and for their testing costs. That strategy has produced some results but maybe not what was expected.

CORRESPONDENCE

None

ANNOUNCEMENTS

- Spokane County Fire Commissioner Association annual banquet is Thursday, January 12, 2023 at Longhorn BBQ.
- WFCA/WFC Legislative Day is Friday, February 17, 2023
- Commissioner Boling will attend WFCA meetings on January 11th and January 21st, 2023.

EXECUTIVE SESSION

At 6:30 pm, Commissioner Boling adjourned the regular meeting for Executive Session:

- Per 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; and,
- 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.

Commissioner Boling said Executive Session is anticipated to last 15 minutes; the regular meeting will resume at 6:45 pm.

Chief Rash, Chief Wyrobek, and Carol Trescott joined the Board in Executive Session.

At 6:45 pm, Commissioner Boling extended Executive Session for five minutes.

At 6:50 pm, Commissioner Boling extended Executive Session for five minutes.

At 6:55 pm, Commissioner Boling extended Executive Session for five minutes.

At 7:01 pm, Commissioner Boling called the regular meeting back in session.

New Business, Item 6B, MOU – FF/EMT and FF/Paramedic Lateral Hiring will be tabled until the next regular meeting.

FUTURE AGENDA ITEMS

- A. Board of Fire Commissioner Travel Reimbursement
- B. Procedure Review

ADJOURNMENT

At 7:02 pm Commissioner Boling adjourned the regular meeting.

Lee C. Boling, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary