

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



MEETING MINUTES

April 11, 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 6:00 pm. In Attendance: Commissioner Greg Hesse, Commissioner Lee Boling, Fire Chief Lonnie Rash, Assistant Chief Chris Wyrobek, District Secretary Carol Trescott, and members of the District. Commissioner Andy Rorie was in attendance via Zoom.

INTRODUCTIONS & PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

None

APPROVAL OF THE AGENDA

- Add: Correspondence, Nicholson & Associates Day Seminar
- Add: 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.

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 114723 through 114805 totaling \$202,049.28
- Electronic Transfers 03/01/2023 – 03/31/2023 totaling \$459,866.52

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

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Procedure Review 2 of 3: Seventy-two of the District's procedures were reviewed by the Procedure Committee in 2022; of those, 54 were edited. Chief Rash presented the Board with the second group of 19 procedures for their review. After the final batch of procedures are reviewed Chief Rash will combine District Policy with District procedures in order to ensure there are no conflicts between the two.

The commissioners had no comments relative to the second installment of procedures. Chief Rash will post them for a 30-day comment period.

EXECUTIVE REPORT Chief Rash

A. Strategic Plan RFP: Chief Rash sent the District's Strategic Plan RFP to 13 firms. The RFP is also posted on the District's website and was published in the Spokesman Review. To date, he has received eight inquiries from interested companies. Proposals are due May 12th.

Chief Rash said there will be a review of all proposals after they are received and the selection will be narrowed down to three vendors. The Chief asked the Board if they would like to see presentations from those three companies, or if they would like him to present them with a final recommendation.

The commissioners were in agreement that they would like Chief Rash to provide them with one final recommendation.

B. Local Travel Reimbursement Procedure: Chief Rash is researching local travel reimbursement requirements and regulations will return to the Board when his analysis is complete.

C. VFIS Risk Control Review: The District's facilities and apparatus insurance provider, VFIS, recently conducted a risk control review of the agency. The reviewer looked at demographics, training records, policies and procedures, and conducted a physical visit to Station 81 and Station 82. Chief Rash presented the Board with VFIS's final report. There were no recommendations on facilities; VFIS did recommend that the District provide an annual employee medical evaluation in order to determine a responder's ability to operate an emergency vehicle and its related tasks.

Chief Rash stated the District is working on a process with the Local to offer annual physicals for its members. He noted that federal grant applications now ask if an agency provides annual medical physicals for its employees. The standard physical available from the District's healthcare insurance provider does not meet the NFPA physical standard for federal grant applications.

Commissioner Hesse would like to see the budgetary impacts of providing annual physicals to District members.

D. Human Resources Director: Chief Rash will present the Board with a package proposal for a Human Resources Director position. He believes a dedicated HR person would provide expertise and focus in employment related issues. This position could assume the workload currently shared across staff and help to limit liability risk to the District. Organizationally, the District has grown and has not backfilled line positions with administrative staff.

Commissioner Hesse asked if the Chief has spoken with other fire agencies regarding their HR function. Chief Rash said some of the District's current bargaining comparable agencies are cities have that an HR function built in. Some are districts who provide that function with a civilian position, and one cost-shares with another agency.

E. Debris Collection Day: The District held a debris collection day on Saturday, March 25th. Turnout was slower than normal as the event has not been held several years. There was a great response from the District's volunteer members and the fulltime staff who were on duty that day. Chief Rash thanked all who helped with the event and Chief Long for organizing it. The District paid for the bins at a cost of approximately \$2,000; DNR provided the loader at no cost to the District.

F. Station 81 Open House: An open house will be held at Station 81 on Saturday, May 13th from 10:00 am to 2:00 pm.

OPERATIONS REPORT Chief WYROBEK

A. Spokane Regional Recruit Academy 23-01: The District's three new recruits are in their second week of a regional recruit academy. Chief WYROBEK thanked Chief WILKINS for his work coordinating the academy with joint agencies and for getting the cadre put together. He also thanked Chief CRESS for his work in the hiring process, as well as members of the District who assisted in interviews and the paramedic assessment center.

The academy is being held at District 9's Station 92 and is comprised of recruits from District 8, District 3, and District 9. Ryan Newcomb was selected as the District's Recruit Academy Instructor. Newcomb will be with the recruits for the 15-week academy. Graduation is July 13th.

B. Customer Care Card Data: Chief WYROBEK presented the Board with a 2022 Customer Care Card report. One hundred eighteen (20%) of the 577 cards mailed out were completed and returned and show an overwhelming positive response. Full data is included in the document along with all customer hand written comments.

CORRESPONDENCE

Attached

ANNOUNCEMENTS

- The Doris Morrison Learning Center Open House is April 22nd at 10:00 am. The center is located in the 1300 block of Henry Road. The District has been invited to attend the opening.
- Nicholson & Associates will host a class by Liz Loomis on Friday, June 2nd in Chelan. A lake cruise will follow that evening. Commissioner Boling said there will also be meetings in the future with VFIS, Nicholson & Associates and the WSRMG.
- Commissioner Boling will attend a WFCRA Regional meeting on April 14th and the WFCRA Saturday Seminar in Suquamish on April 22nd.

EXECUTIVE SESSION

At 6:25 pm, Commissioner Boling called for 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. Chief Rash, Chief WYROBEK, and Carol Trescott were in attendance. Executive Session will last ten minutes until 6:35 pm.

At 6:36 pm Commissioner Boling called the regular meeting back in session. No decisions were made in Executive Session.

FUTURE AGENDA ITEMS

- A. Mutual Aid Agreement with Spokane International Airport
- B. Procedure Review

ADJOURNMENT

At 6:37 pm Commissioner Boling adjourned the regular meeting.

Lee C. Boling, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary