

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



MEETING MINUTES

May 9, 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 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: Executive Report, Draft 2022 Annual and Deployment Report

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 114806 through 114879 totaling \$248,164.72
- Electronic Transfers 04/01/2023 – 04/31/2023 totaling \$483,628.15

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 3 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 final group of 14 procedures for their review.

The commissioners had no comments relative to the final installment of procedures. Chief Rash will post the 14 procedures for a 30-day member comment period.

B. Human Resources Manager: Chief Rash provided the Board with a staff report and assessment of the District's critical need to add a human resources (HR) manager

position. He said an HR manager would provide leadership and vision for many critical functions including recruitment, retention, onboarding, benefits, policies and procedures, FLMA and PFML compliance, and labor negotiations. Those duties are currently distributed among several others in the District. Chief Rash asked the Board to consider funding the new HR position in 2023 with a target hire date of August 15th. The District's executive assistant will retire at the end of this year and the addition of a HR manager will narrow the focus of recruitment for that position.

The HR manager's salary range would be \$86,500 - \$93,500, plus approximately \$18,195 in benefits. The 2023 budget impact is approximately \$34,898 and would be funded from administrative salaries.

Commissioner Rorie was in support of adding a human resources manager position and felt the hiring process should begin soon in order to execute crossover with personnel who are leaving the District.

Commissioner Hesse appreciated Chief Rash's salary range study with comparable agencies. He felt an HR position is needed for the growing agency and said he was one-hundred percent in favor of a human resources manager position.

Commissioner Boling said he is also one-hundred percent in favor of the position. He questioned the need to add an office at Station 82 and asked if one of the division chiefs could be moved to Station 81 in order to open space at Station 82.

Commissioner Boling also referenced the district secretary position, how those duties were and are currently performed, and the way the Board may wish to delegate that work in the future. He felt there was a high probability that one of the three administrative positions could also function as the district secretary. Commissioner Boling said he would like to see a member of the Board present at the panel interview process. He found that historically district secretaries have been either an attorney, a board member, an administrative individual within the organization, or a chief. He did not find an agency where a district secretary was a separate position.

Chief Rash said he believes staff could find space for an HR person to work at Station 82 as discussions advance regarding shift alignment with the division chiefs. He said the 2023 expense plan includes \$8,000 for front office security at Station 82.

A motion was made by Commissioner Hesse and seconded by Commissioner Rorie: Move to approve funding in the 2023 budget for a human resources manager by August 15th. The motion carried unanimously.

Commissioner Rorie clarified that the Board approved funding for the HR manager position but not funding to hire an outside recruiting firm to complete that process.

Chief Rash said the consultant's initial proposal of \$27,000 was for two executive position searches, however, the recruiter recently provided an updated proposal at a substantially lower cost. That firm would charge \$7,500 for their expertise and recruitment services for a source profile for the human resources position; it would charge an additional \$6,500 for an executive assistant search. Chief Rash said the cost

for the District to advertise, recruit, and conduct background checks for the position internally would be \$4,000. He stated the benefit of using a recruiting firm is that they know where to recruit for government-specific positions.

Commissioner Boling said the District has done well recruiting in the past and that unless there is an issue he would like to see recruitment done internally if possible.

C. WSRMG Excess Liability: Nicholson & Associates confirmed that they will continue to service as the insurance broker for the Washington State Risk Management Group (WSRMG). WSRMG is discussing whether or not to increase the group's excess liability coverage and they have asked each member agency to vote. If an agency votes "Yes", should the increase be 4 million / 8 million, or 5 million / 10 million? The District's current excess liability coverage is 1 million / 3 million.

Commissioner Boling said the purpose of a risk management group is to reduce premiums for all participants by excluding high-risk agencies. He said anytime a participant leaves the group it costs the remaining members more as premiums are based off the number of participating agencies. Excess liability coverage specifically addresses errors and omissions. The District currently pays approximately \$54,000 annually for all insurance coverage. An increase to 4M/8M in excess liability coverage would be an increase of approximately \$3,600 annually; an increase to 5M/10M would be an annual increase of approximately \$4,300. The coverage increase must be offered to the group as a whole and cannot be offered to individual agencies.

The commissioners each voted "Yes" to increase the excess liability coverage and that the increase should be 5 million / 10 million.

A motion was made by Commissioner Boling and seconded by Commissioner Hesse: To increase the District's excess liability insurance coverage with a vote of Yes, and to increase coverage to 5 million / 10 million as offered by Washington Risk Management Group. The motion carried unanimously.

EXECUTIVE REPORT Chief Rash

A. Strategic Plan RFP: Strategic Plan RFPs are due on Friday, May 12th. A review group is being assembled and recommendations will be presented to the Board at the June regular meeting.

B. SREC – City of Spokane Fire: After a three month delay by the Spokane City Council, Spokane Fire Department is now in SREC. The City Council wanted a voting position on the SREC board; however, that is not allowed by the original charter. There is both a city administrator position and a fire chief voting position on the board. Spokane City Council will be advocating to the county commissioners for a change in the bylaws.

C. Customer Satisfaction Survey QR Code: A Quick Response (QR) code reader was added to the Customer Satisfaction Survey cards which allows customers easy access to an electronic version of the survey.

D. NWLS Portland 2024: Chief Rash asked the Board if they still found value in attending the Northwest Leadership Seminar in Portland, or if they would like to attend a different event in 2024 such as the Center for Public Safety Excellence conference.

Commissioner Hesse felt the 2024 NWLS speakers looked good.

Commissioner Boling said he would like to keep an open mind.

E. Meeting Location Rotation: Chief Rash asked the commissioners if they would like to move their regular meetings from Station 82 to the other stations.

Commissioner Hesse and Commissioner Rorie had no preference.

Commissioner Boling said he was good either way. The reason behind rotating meeting locations was to have better public turnout but he said that has not been the case. Attendance seems to be related more to topic than by location.

F. Draft 2022 Annual & Deployment Report: Chief Rash provided the Board with copies of the draft 2022 Annual Report and Deployment Report. He asked that the commissioner provide him with feedback on the report.

OPERATIONS REPORT Chief WYROBEK

A. All Officer Meeting: Chief WYROBEK reported that the District engaged the services of Echelon Front to provide an in-person seminar for all of its officers. Echelon Front's mission is to educate, train, mentor, and empower leaders in organizations; the instructor, Jason Gardner, is a highly decorated Navy Seal commander. Chief WYROBEK said Mr. Gardner did an outstanding job delivering Echelon's message in conjunction with the District's Mission, Vision, and Values. He has received very positive feedback from the officers and others in the District have also expressed an interest in the training.

CORRESPONDENCE

Attached

ANNOUNCEMENTS

- WFCA Seminar is June 2nd and 3rd in Chelan.
- Station 81's Open House is Saturday, May 13, from 10:00 am to 2:00 pm
- Candidate Filing week is May 15th – 19th
- SCFCA Meeting is Thursday, May 11, at NOAA, and is hosted by District 11.

EXECUTIVE SESSION

None

FUTURE AGENDA ITEMS

- A.** Surplus Property
- B.** Strategic Plan

ADJOURNMENT

At 6:58 pm Commissioner Boling adjourned the regular meeting.

Lee C. Boling, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary