

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



MEETING MINUTES

June 13, 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 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

None

APPROVAL OF THE AGENDA

- Add: Executive Report, Morningside Neighborhood 4th of July

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 114880 through 114940 totaling \$172,044.34
- Electronic Transfers 05/01/2023 – 05/31/2023 totaling \$484,201.01

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. Fairchild Mutual Aid Agreement: Due to new federal regulations, the Department of Defense is requiring that all military installation mutual aid agreements be updated with a maximum five year term. All Spokane County fire departments have been asked to enter into a new agreement; SCFD8's current agreement with Fairchild AFB was signed in 1994. Chief Rash stated that after consulting with other Spokane County fire departments he presented the commissioners with a new five year mutual aid agreement between SCFD8 and Fairchild Air Force Base; the agreement has been reviewed by attorney Brian Snure. Chief Rash noted that attorney Brian Snure did state that he believes that the agreement that was written in 1994 did substantially comply

with the current presented agreement. The Chief asked that the Board approve the agreement and authorize the Fire Chief to sign it.

A motion was made by Commissioner Boling and seconded by Commissioner Hesse: Move to authorize the Fire Chief to sign a mutual aid agreement with Fairchild Air Force Base. The motion carried unanimously.

B. Surplus Equipment: Staff has identified a number of items that are no longer of need or use to the District and has recommended that the equipment be deemed surplus and disposed of as consistent with the requirements of law. The surplus equipment includes structural protection equipment and SCBAs that are obsolete due to age. Because the 2011 SCBAs were purchased with a FEMA grant and are determined to be obsolete, the District is not permitted to sell or gift the equipment to any fire service organization within the US. They can be declared as surplus and donated to a fire service organization outside of the US that does not comply with NFPA 1851 and 1981.

Chief Rash said options for disposal of the equipment are limited. It can be thrown away or given to a group that accept these types of donations and will ensure they are distributed to agencies outside of the US.

A motion was made by Commissioner Rorie and seconded by Commissioner Hesse: Move to approve Resolution 23-2 as presented. The motion carried unanimously.

C. Strategic Plan: In March, the Board of Fire Commissioners authorized a Request for Proposal (RFP) for the selection of a consultant to assist the District with a strategic plan. The District received nine proposals in response the RFP.

A group of District members reviewed and provided their input on each proposal. Chief Wyrobek drafted a staff report which defined the process used by the group and outlined how the top three firms were chosen. Chief Rash met virtually with all three consultants and recommended that the Board select Bridge Group as the lowest, most responsive proposal. He requested that the Board authorize the Fire Chief to enter into an agreement with Bridge Group for the strategic planning process at a cost not to exceed \$28,500.

A motion was made by Commissioner Rorie and seconded by Commissioner Hesse: Authorize the Fire Chief to enter into an agreement with Bridge Group not to exceed \$28,500 for strategic planning purposes. The motion carried unanimously.

D. Human Resources / EA Interview Process: Chief Rash asked the commissioners if they would like to participate in the interview process for the new Human Resources Manager and Executive Assistant-Finance. Panel interviews for the Human Resources Manager are tentatively scheduled for Tuesday, July 11th; panel interviews for the Executive Assistant-Finance are tentatively scheduled for Thursday, July 20th.

Commissioner Rorie and Commissioner Hesse expressed an interest in participating in the panel interview process. Chief Rash will confirm the dates and notify the commissioners.

E. GMP Consultants: The District will soon be advertising to fill the Executive Assistant-Finance position. Chief Rash said he has found that in the current recruitment environment it is a challenging skillset to replace. He asked the Board to consider authorizing a limited source and screening recruitment contract with GMP Consultants at a probable cost of \$3,000 and not to exceed \$6,500. The Chief is currently advertising in-house for a Human Resources Manager and has consulted with GMP on the process. He is nearing \$3,000 in advertising costs in addition to the time he has spent on this recruitment.

A motion was made by Commissioner Rorie and seconded by Commissioner Hesse: move to approve a recruitment contract with GMP Consultant at a cost not to exceed \$6,500. The motion carried unanimously.

EXECUTIVE REPORT: Chief Rash

A. Station 81 Open House: Chief Rash thanked Chief Long and all who participated in the Station 81 open house on May 13th. He said there was a great turnout from District members and from the community.

The Chief also shared that District members participated in a number of community events in the past week including a Challenger baseball game, public safety recognition of Engine 84 and Engine 85 by the Greater Spokane Valley Chamber of Commerce, and Sally's Award by Spokane Public Schools.

B. Station Inspections June 27-29: Annual station inspections will be conducted June 27, 28, and 29. The inspection process will be refined this year and directed at items that are in direct control of personnel.

C. Baltimore Property: The District has still not obtained a signed waiver from all land owners near the Baltimore Road property. If a response is now not received within 30 days the District can move forward with an uncontested filing. Chief Rash said the challenge has been that some of the land owners do not live in this area and their property is in a trust.

D. Legal Counsel Change: The District's employment legal counsel, Beth Kennar, is retiring from Summit Law Group effective June 15th. The District will continue to work with Summit Law Group labor and employment attorney, Peter Altman.

E. Crew Sense Events: All daily activities, events, and trainings are posted on the District's internal scheduling software, Crew Sense. Chief Rash encouraged the commissioners to log in to access the calendar.

F. State Auditor Office (SAO): The State Auditor's Office has begun conducting the District's 2021-2022 financial and accountability audit. Chief Rash said because the District has now exceeded a \$10 million dollar revenue and expenditure threshold it will see an annual audit from the SAO in coming years.

G. Morningside Neighborhood 4th of July: People in the Morningside neighborhood have set off fireworks at a park in their area for a number of years. Staff is proactively working with the homeowners association to educate their group on fireworks regulations. District 8 does not have legal authority to cite or stop anyone from displaying fireworks; that authority is vested with the sheriff's office.

OPERATIONS REPORT Chief WYROBEK

A. Officer-Leadership Survey: Chief WYROBEK sent out a brief survey to District officers as follow up to their leadership seminar with Echelon Front. He reported the feedback received was overwhelmingly positive with a more than 90% response. An officers meeting is scheduled for this fall and will have a focus on administrative duties.

B. New Engines Update: The Apparatus Committee traveled to the Pierce Manufacturing facility in Bradenton, FL, last week for an engine print approval. The process included a line by line comparison of the engine specifications to the engineer's drawing. A final inspection will take place in the first quarter of 2024; the delivery date is scheduled for June 2024.

Chief WYROBEK also reported that he was elected to the position of Vice Chair of the Spokane County EMS Council and will fill the remainder of the term. In 2024, the Vice Chair will move to the position of Chair.

CORRESPONDENCE

Attached

ANNOUNCEMENTS

- Fill the Boot is June 17th from 10:00 am – 2:00 pm, at 57th & Regal
- 23-01 Recruit Academy Graduation is Thursday, July 13th, at 2:30 pm, at Mead High School; one paramedic and two firefighters from District 8 will graduate
- Commissioner Boling expressed his appreciation to the crew of Engine 81 and to Chaplain McNally and Pierce for their actions on a recent incident.

EXECUTIVE SESSION

None

FUTURE AGENDA ITEMS

A. Cash and Check Receipting Procedure

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