

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



MEETING MINUTES

September 12, 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, Interim Chief Chris Wyrobek, Division Chief Marty Long, District Secretary Carol Trescott, members of the District, and members of the public.

INTRODUCTIONS & PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

None

APPROVAL OF THE AGENDA

- Add: Unfinished Business: Budget Workshop
- Add: Recess following the Oath of Office ceremony
- Move: Executive Session to follow recess

A motion was made by Commissioner Rorie and seconded by Commissioner Hesse: 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 115076 through 115140 totaling \$179,957.08
- Electronic Transfers 08/01/2023 – 08/31/2023 totaling \$540,176.54

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

A. Budget Workshop: Chief Wyrobek confirmed the date of the 2024 Budget Workshop as September 21st, 6:00 pm, at Station 82.

NEW BUSINESS

A. New Member Swearing-in Ceremony: Consistent with practice of swearing in members who are assigned public safety duties, Chief Wyrobek introduced and administered the Firefighter Oath of Office to Firefighter/Paramedic Nathan Barnett, Firefighter/EMT Kaden Julian, and Firefighter/EMT Mark Lengyel.

At 6:07 pm, Commissioner Boling called for a 15 minute recess.

At 6:23 pm, Commissioner Boling called the regular meeting back in session and the Board and Chief Wyrobek adjourned to Executive Session for 20 minutes 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 announced that the regular meeting will resume at 6:43 pm.

At 6:45 Commissioner Boling extended Executive Session for ten minutes.

At 6:55 Commissioner Boling called the regular meeting back in session.

L3711 MOU – 820 Shift Coverage: Chief Wyrobek stated the standard schedule for 820 rotation is five personnel; however, because of Chief Rash's retirement, the number of qualified 820 officers has been reduced to four personnel. Per the Supervisor's Contract, when a Division Chief fills an additional 820 shift it becomes a change in their schedule and therefore is a mandatory subject of bargaining. Chief Wyrobek said management and L3711 entered into discussions and have drafted an MOU designed to bridge the short-termed gap created by the Fire Chief's vacancy. The draft MOU provides a stipend for Division Chiefs when they work an 820 shift during this vacancy that is outside of their regular schedule. Chief Wyrobek said this will provide continuous 820 coverage for our citizens and our members; in addition it also provides a document of coverage with a process for mandatory callback which the District does not currently have. The MOU was reviewed and approved by legal counsel.

Chief Wyrobek said the District has initiated an 820 out-of-class training option and task book as a long-term solution for 820 vacancy coverage.

A motion was made by Commissioner Rorie and seconded by Hesse: move to approve the MOU with Local 3711 for 820 shift coverage. The motion carried unanimously.

EXECUTIVE REPORT: Chief Wyrobek

A. Interim Fire Chief Transition: The Interim Fire Chief transition is going well and staff is assisting where able. There has been a reallocation of duties and a new Areas of Responsibility chart was sent out to the membership. Chief Wyrobek said he has established a 30, 60, and 90-day framework in effort to ensure nothing is missed.

B. Strategic Plan: The Board received a draft of the District's new Strategic Plan. The Strategic Plan was developed as a result of the stakeholder meetings, surveys, and a leadership meeting. The draft document contains text for review and edit and will be sent to graphic design once the content is approved.

C. Ambulance Service Board (ASB): Spokane Valley Fire (SVFD) confirmed they will withdraw from the Ambulance Service Board when the current contract expires on June 1, 2024. SVFD generates approximately half of the call volume of ASB members and their exit will have an impact on the agreement. Chief Wyrobek has been

appointed to serve on a subcommittee in preparations for negotiations of a new contract.

D. Executive Assistant/Finance Manager: Recruitment process is complete and an employment offer was made to and accepted by Michelle Rodgers. Ms. Rodgers has 17 years of administrative and finance experience with Spokane Valley Fire and will begin on September 18th.

E. Human Resources Manager: Chief Wyrobek introduced and welcomed the District's new Human Resources Manager, Danny Klocko. Mr. Klocko started employment on September 5th.

F. State Audit and Rate Increase: The Board received a copy of the 2021-2022 Financial and Accountability Audit Reports as drafted by the State Auditor's Office (SAO). On September 5th, the SAO conducted an exit conference with Commissioner Boling, Chief Wyrobek, and Carol Trescott in attendance. Chief Wyrobek reported that the District received another clean audit.

The SAO notified the District of a rate increase for their services in 2024.

G. Website Presentation: Chief Long provided an overview and presentation of the District's redesigned website.

A motion was made by Commissioner Boling and seconded by Commissioner Rorie: move to approve the District's new website design. The motion carried unanimously.

OPERATIONS REPORT: Chief Wyrobek

A. Wildfire Responses: Within the last month, District members responded to multiple fires within and outside of the District and with auto aid and mutual aid partners. Chief Wyrobek said crews continue to perform at a high level and respond quickly to upgrade alarm responses when the scene dictates. They work collaboratively among themselves and with other agencies to mitigate fire for the public. Chief Wyrobek thanked the crews who responded, those who came in voluntarily and on on callback, and those who came in and staffed stations while the other crews were on the fire line. Chief Wyrobek said he has received thanks from a number of fire service organizations in the county.

CORRESPONDENCE

A. Eymann Thank You for fire response.

ANNOUNCEMENTS

- A.** SCFCA meeting is Thursday, September 14th, 7:00 pm, at Spokane Valley Fire Department Maintenance Shop.
- B.** SCFD8 will host the next SCFCA meeting on November 9th at Station 81. SCFD3 Fire Chief Rohrbach will provide an update on the Gray fire.

EXECUTIVE SESSION

Above

FUTURE AGENDA ITEMS

- A. Retirement Recognition
- B. District Secretary

ADJOURNMENT

At 7:07 pm Commissioner Boling adjourned the regular meeting.

Lee C. Boling, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary