

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



MEETING MINUTES

October 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 6:00 pm. In Attendance: Commissioner Andy Rorie, Commissioner Greg Hesse, Commissioner Lee Boling, Interim Fire Chief Chris Wyrobek, Division Chief Kris Cress, District Secretary Carol Trescott, members of the District, and members of the public.

INTRODUCTIONS & PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

None

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

The following warrants and electronic transfers were approved for payment:

- Warrant Numbers 115141 through 115206 totaling \$188,922.43
- Electronic Transfers 09/01/2023 – 09/30/2023 totaling \$757,919.26

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

A. 2024 Draft Budget Review: In conformance with policy P10.02.01, Chief Wyrobek presented the Board with a revised 2024 draft budget inclusive of proposed capital projects. The Chief said the draft budget meets anticipated and contractual obligations to the labor group and contains a COLA and/or salary adjustments for non-represented staff. The draft budget provides funding for many of the items requested and discussed at the September budget workshop.

Chief Wyrobek reviewed the following adjustments made to the 2024 draft budget post-workshop: An adjustment to commissioners' salaries as a result of a stipend increase announced by the Office of Financial Management; a 6% medical, 2% dental insurance premium increase for admin staff; and, an increase in the annual facility and apparatus insurance premium. The Chief said there are placeholders in the budget for capital

expenditures and that adjustments can be made to the budget before final certification, or with a 2024 mid-year budget adjustment, if necessary.

The commissioners instructed Chief Wyrobek to move forward with 2024 budget development.

B. Capital Project Discussion: In 2022, Chief Rash began working with ZBA Architecture on several capital projects. Those projects include a Station 85 remodel, a Station 84 new build, renovation of Station 81's annex to serve as the maintenance shop, and a security reconfiguration of Station 82's administrative offices.

Chief Wyrobek said staff recently met again with the architects to review the four projects as ZBA's original drawings and cost estimates were completed last May. The Chief requested and received architecture and engineering preconstruction costs for work needed up to the bid stage on Station 81's maintenance project (not to exceed \$74,500; \$4,500 has been paid to-date), and Station 85's renovation project (not to exceed \$96,458; \$14,468 has been paid to-date). Both cost schedules include ZBA's charges to administer the projects during construction. The Chief noted that the original drawings for the maintenance shop did not include windows, power, water, sewer, secondary egress, and weight requirements for mezzanine storage.

Chief Wyrobek would like to re-engage the Facilities Committee once the projects are prioritized and funding mechanisms are in place. The Chief said costs for the two projects will exceed the \$1.2 million placeholder carried forward in the capital budget.

No contractual requirements are currently in place with the City of Spokane Valley specifying that building begin on property for the new station; payment on the land is due in 2025.

The Station 82 security reconfiguration is a much smaller project; ZBA did a walk-through of the administration offices.

Discussion followed on the maintenance shop's security, windows, secondary egress, and concrete load considerations should the annex be renovated as a maintenance facility.

Commissioner Boling asked Chief Wyrobek to move forward with the projects to a point where financial decisions are needed. He said he would like to see further study done on the concrete at Station 81 to determine if a modification of that building would be more cost effective than a new build designed specifically to serve as a maintenance shop.

Chief Wyrobek said there are currently two draft options for Station 85's renovation. He would like to present both to the Facilities Committee for their evaluation since they are the people living at the stations.

The Chief will keep the capital projects moving forward and provide progress updates to the Board.

C. 2024 Strategic Plan Draft: Chief Wyrobek presented the Board with a final version of the 2024 Strategic Plan. Bridge Group LLC assisted in the creation the plan which will be used as a guide to move the District forward in five focus areas: Fiscal Sustainability, Innovative and High Performing Organization, Community Education and Engagement, Emergency Response and Customer Service, and Asset Resource Management. Each focus area is further defined with guiding principles, action items, and a timeline for completion. The plan will aid in researching internal practices, industry best practices, visioning for the future, and prioritization of projects and programs.

The Chief asked the Board to review the plan and offered to answer any questions they had. He also thanked Chief Long for working with a graphic designer on the final layout.

A motion was made by Commissioner Hesse and seconded by Commissioner Rorie: move to adopt the 2024 Strategic Plan as presented. The motion carried unanimously.

Chief Wyrobek pointed out that two of the first three action items on the Asset Resource Management focus area are a facilities analysis and a SWOT analysis of the Maintenance Division in fiscal years 2023-2024.

NEW BUSINESS

A. LODD/SI Draft Policy and Procedure: Chief Wyrobek said the District has historically maintained an emergency point of contact, however the information obtained is minimal. A joint labor/management group consisting of Lt. Kern, FF/PM Collins, Chaplain McNally, and Chief Wyrobek, researched and developed a draft Line of Duty Death and Significant Incident (LODD/SI) Policy and Procedure. The document provides an in-depth process, preserves the Chain of Command, maintains a proper ISC framework for the ongoing incident, and provides a plan for the appropriate and timely notification of all stakeholders. Chief Wyrobek presented the draft LODD/SI Policy and Procedure to the Board for their review and comment.

The Board directed the Chief to post the draft policy and procedure for a 30-day comment period.

B. Administrative Sick Leave Buyback: The District's Executive Assistant and the Office Assistant are retiring in December 2023. The retiring members have requested to buyback a portion of their accrued sick leave as is consistent for the Fire Chief and the Assistant Fire Chief as non-represented staff. The Chief's contract language states that "Upon employee retirement from the District, the buyback will be hour for hour of their accrued sick leave up to 25%. The employee will have the buyback as a direct deposit to their District-provided VEBA account." Currently, there is no policy or procedure speaking to this matter, nor has the District had these positions retire from the organization in recent years. Chief Wyrobek provided the written request for the Board's consideration.

A motion was made by Commissioner Boling and seconded by Commissioner Hesse: to approve the request as stated.

Commissioner Rorie was in favor of the request but asked that legal be consulted before the request is approved. Chief Wyrobek will contact legal counsel and return to the Board with their recommendation.

Commissioner Boling withdrew his motion.

C. Accounting Role Updates: With the changeover in administrative staff, the creation of a Human Resource Manager position, and an updated job description for the position of Finance Manager/Executive Assistant, Chief Wyrobek said the following items need to be addressed in order to remain in compliance with District policy and procedure and banking best practices: designate the Finance Manager/Executive Assistant as the Audit Control Officer; the Fire Chief and Finance Manager/Executive Assistant as Voucher Signatories; the Fire Chief and Finance Manager/Executive Assistant with authority to approve warrants; and, add the Finance Manager/Executive Assistant and Human Resources Manager as signatories on the District's revolving bank account. The Fire Chief and Assistant Fire Chief are current signatories on the revolving fund.

A motion was made by Commissioner Hesse and seconded by Commissioner Rorie: to grant the changes to the accounting roles as presented. The motion carried unanimously.

EXECUTIVE REPORT: Chief Wyrobek

A. Finance Manager/Executive Assistant Introduction: Chief Wyrobek introduced the District's new Finance Manager/Executive Assistant, Michelle Rodgers. Ms. Rodgers has numerous years of accounting experience in the fire service and is doing an outstanding job.

B. Lateral Hire: Michael Moore will join the District on October 16th as a lateral Firefighter/EMT. Mr. Moore has been a career firefighter and captain with Timberlake Fire, has a degree in Fire Science, and was a volunteer prior to his career service.

OPERATIONS REPORT: Chief Wyrobek
None

CORRESPONDENCE
None

ANNOUNCEMENTS

EXECUTIVE SESSION
None

FUTURE AGENDA ITEMS

- A.** Board of Fire Commissioners Secretary
- B.** Custer Road Extension Blockage

ADJOURNMENT

At 6:32 pm Commissioner Boling adjourned the regular meeting.

Lee C. Boling, Chair
Fire District 8 Commissioner

ATTEST:

Carol L. Trescott, District Secretary