

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



MEETING MINUTES

January 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 6:00 pm. In Attendance: Commissioner Andy Rorie, Commissioner Jeff Larsen, Commissioner Lee Boling, Chief and Interim Board Secretary Lonnie Rash, Assistant Chief Chris WYROBEK, Finance Manager Michelle Rodgers, L3711 President Blaine Holman, members of the District, and members of the public.

INTRODUCTIONS & PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

L3711 President, Blaine Holman, thanked the District for their continued work on the Division Chief MOU. He recognized that it has been a lot of work on both sides and appreciates all the work the District has been doing.

No comments were received via the website.

APPROVAL OF THE AGENDA

- Add: Executive Report, 8E, Capital Expenditures
- Add: Announcements and Correspondence, 10B, Spokane County Fire Commissioner's Banquet

A motion was made by Commissioner Rorie and seconded by Commissioner Larsen: 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 115335 through 115399 totaling \$201,306.35
- Electronic Payments 12/01/2023 – 12/31/2023 totaling \$505,321.90

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

UNFINISHED BUSINESS

A. District Secretary Position (Possible Appointment and Swearing-In): Chief Rash explained that at the last BoFC meeting, the Board requested legal to review the ability to appoint the Finance Manager/Executive Assistant Michelle Rodgers to the District Secretary position in regards to compensation outside of regular duty hours.

Attorney Brian Snure responded with this:

I am unclear how separately compensating for these positions if held by the same person will work as employees cannot volunteer to provide similar services for the same employer.

I do not think the Executive Assistant could volunteer to provide Board Secretary duties as I think the two positions overlap and are too similar to consider different.

Chief Rash noted that Snure does recognize that we could draft the job descriptions to be mutually exclusive but he thinks because both involve administrative type duties, we would run high risk of losing any future challenge.

Chief Rash stated that he had shared this with FM/EA Michelle Rodgers and that she was acceptable with receiving flex time as compensation for those hours outside her regular assigned duties as well as for any training she may be required to attend. Chief Rash further noted that this would be evaluated to insure what those impacts are to the District.

A motion was made by Commissioner Larsen and seconded by Commissioner Rorie: move to appoint the Michelle Rodgers as the Board Secretary utilizing flex time as compensation for work done outside of duty hours. The motion carried unanimously.

SWEARING IN OF DISTRICT SECRETARY MICHELLE RODGERS

Commissioner Boling administered the District Secretary Oath of Office to Finance Manager Michelle Rodgers.

B. MOU- Division Chief Work Schedule: Chief Rash said that this is a continuation and he wanted to provide an update. Legal is reviewing and have not received a response back. When it is received Chief Rash will meet with the local and then bring back to the board for approval. Chief Rash explained that there are some time frames the District would like to meet and asked that the board be open to a special meeting.

Commissioner Boling tabled the motion pending notification from Chief Rash.

NEW BUSINESS

A. Fire Commissioner's Political Activity: Commissioner Boling discussed the possibility of all the commissioners attending more community events. He feels that this is a benefit to both the commissioners and the community so long as no decisions are being made.

Chief Rash stated that previously he was not aware of what events the commissioners were interested in attending. Moving forward, Chief Rash will extend all pertinent invites to the commissioners.

Commissioner Boling further noted that training is not limited to one individual and not required to get pre-approval.

B. Washington Risk Management Group Member Activity: Commissioner Boling brought attention to a recent notification regarding Mason County 12 and the investigation that is occurring regarding the misplacement of \$200,000. The board resigned and have a completely new board. Commissioner Boling wanted it know that SCFD#8 is aware.

C. Assistant Fire Chief Contract: Chief Rash requested in an interest to ensure continuity of staffing that the BoFC's consider renewal of Assistant Chief Wyrobek's contract for a five year term with no change in compensation. He further noted that the language is reflective of the Assistant Chief assigned 820 shifts but not required to be in the rotation, however would be required to take the shift as needed.

Commissioner Rorie asked for clarification on the rotation determination; Chief Rash explained that while it is not defined, an obligation exists for the Chief and Assistant Chief to fill the role as needed.

A motion was made by Commissioner Larsen and seconded by Commissioner Rorie: move to accept Assistant Chief Wyrobek contract. The motion carried unanimously.

EXECUTIVE REPORT: Chief Rash

A. Firefighter Hiring: Chief Rash advised he had extended job offers to five paramedics that met the criteria; passing the oral and assessment processes. Four are local to WA and one is from CA. He is currently deliberating on the sixth position. The regional fire academy will start on March 6th.

B. Ambulance Service Board: Chief Rash noted that Spokane Valley Fire Department had given written notice of their intent to leave ASB effective June 2024 as well as SCFD#4 expressing verbally, their intent AMR provide separate services to them leaving the ASB. Chief Rash stated that he will continue to monitor the situation as additional information comes from Chief Wyrobek. Chief Rash asked to take a few minutes in executive session under RCW 42.30.140 to provide additional information to the board.

C. SCFD 8 Annual Member Recognition: The Awards Banquet will be on Friday February 2nd, 2024 at 6:00 pm social and 7:00 pm start at Center Place. Chief Rash thanked staff for their involvement in the banquets preparation.

D. Strategic Planning Workshop: Chief Rash wanted to confirm availability of the board Tuesday, January 16th to briefly review the Strategic Plan, Budget, and Capital Plan. It was confirmed for January 16th at 4:30 pm.

E. Capital Expenditures: Chief Rash reported of the catastrophic failure of the District's SCBA air compressor that is 24 years old. It was scheduled for replacement this year; however it will need to be moved up. Currently, it is being determined whether or not it is considered emergent to meet sole source purchasing rules. At which time he will bring back to the board for approval.

Chief Rash notified the board of the upcoming pre-budgeted payment of \$289,899.00 for the Pierce chassis.

OPERATIONS REPORT: Chief WYROBEK noted that year-end numbers just came in but he would have a report for the board at the next meeting.

ANNOUNCEMENTS AND CORRESPONDENCE

A. Legislative Day 2024

Chief Rash confirmed commissioner attendance and noted that they may be joined by Valley Fire and SCFD#4 during the meeting sessions. Schedule is not confirmed yet.

Commissioner Boling noted they will be in the Helen Summers Building with a continental breakfast.

B. Spokane County Fire Commissioner's Banquet

Commissioner Boling stated the Spokane County Fire Commissioner's Banquet is on January 10th. Commissioner Larsen and Chief Rash will also be in attendance. He further extended an invitation to FM/EA Rodgers to the event as well as those events attended by the Commissioners.

EXECUTIVE SESSION

At 6:43 pm the Board went into Executive Session for seventeen minutes until 7:00 pm and extended for five minutes until 7:05 pm 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 invited Fire Chief Rash and Assistant Chief WYROBEK into the executive session.

At 7:00 pm, Commissioner Boling announced the need for an additional five minutes or until 7:05 pm.

At 7:07 pm, Commissioner Boling called the meeting back in session. No decisions were made during Executive Session.

FUTURE AGENDA ITEMS

A. Policy Review Workshop

Chief Rash commented that this is a placeholder following the Strategic Plan Workshop to review District policies.

Commissioner Boling noted that when we have a new board member they are to receive a Board of Fire Commissioners Rules of Procedure. He asked that we review this process as well. Commissioner Rash will address.

CLOSING REMARKS: Commissioner Boling asked Commissioner Larsen how his first day was and gave his congratulations.

Commissioner Rorie congratulated Commissioner Larsen and District Secretary Rodgers for their official starts in their new roles.

ADJOURNMENT

At 7:09 pm Commissioner Boling adjourned the regular meeting.



Lee C. Boling, Chair
Fire District 8 Commissioner

ATTEST:


Michelle Rodgers, District Secretary