

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



**MEETING MINUTES**

February 13, 2024, 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**

Commissioner Boling, thanked crew members Jeff Higgins and Shayne Hanson for a fantastic job in responding to a recent incident involving a close personal friend. The wife of said patient also wanted to express how thankful she was for the care provided by our members.

No comments were received via the website.

**APPROVAL OF THE AGENDA**

- No changes made.

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 115403 through 115469 totaling \$282,394.55
- Electronic Payments 1/01/2023 – 1/31/2023 totaling \$534,238.11

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. None

**NEW BUSINESS**

A. Selection of Board Chair and Vice-Chair:

A motion was made by Commissioner Boling and seconded by Commissioner Larsen: move to approve Commissioner Rorie as Chair and Commissioner Larsen as Vice-Chair. The motion carried unanimously.

**B. Procedure Review Batch 1 of 3:** Chief Rash noted that each year the District reviews all the procedures and there were ninety recommended procedure changes. The procedures are reviewed in three installments and the first batch includes fifty seven procedures. If the commissioners have no comments, they will be sent to the membership for a thirty day review and then forwarded to the commissioners for approval. Commissioner Boling ask to be table until the next meeting as the commissioners had not had time to complete the review. Chief Rash will bring back with the next batch to review.

**C. Surplus Equipment:** Chief Rash asked for authorization to dispose of the identified surplus by staff. Chief Rash recommendation is to donate SCBA to Washington State Council of Firefighters Benevolent Fund. Surplus items not designated as SCBA or PPE would be direct purchase through submitted bids. Chief Rash asking for the adoption of Resolution 24-01 Authorizing the Sale of Public Property under Chapter 39.33 RCW.

A motion was made by Commissioner Larsen and seconded by Commissioner Rorie: move to donate SCBA and sell Apparatus through the Adoption of Resolution 24-01. The motion carried unanimously.

**EXECUTIVE REPORT:** Chief Rash

**A. Firefighter Paramedic/Firefighter EMT Hiring:** Chief Rash noted that six positions were offered; five paramedics and one EMT. However, Due to not being able to satisfy the pre-employment criteria, will only have a total of five candidates in the recruit academy. Candidates will start employment on March 4, 2024. Chief Rash stated that the sixth position will not be filled due to timing issues. The District has offered Lt. Mertens the position of Recruit Instructor. The Regional Fire Academy will be April 1.

Commissioner Boling asked for clarification regarding the sixth position not being filled at this time; Chief Rash confirmed "at this time".

**B. Capital Projects Update:** Chief Rash stated that following the Strategic Plan Workshop he met with the architects and the "new" worst case scenario on Station 85 renovation, with accessory office space during construction is \$1,727,840.00. This number will change based on determination of finishes prior to bid documents being prepared. The next step will be to assemble the facilities committee to work through the options for finishes and minor configuration changes. The District was awaiting core sample and testing or the floor at the proposed maintenance facility to be returned. The report is back and indicates and confirmed by the manufacturer that the four (4) post apparatus lifts can be used for our needs. The revised cost estimate for the proposed maintenance facility is \$280,000, not including lifts. This number will change based on minor configuration changes prior to bid documents being prepared. The next step will be to assemble the facilities committee to work through minor configuration changes. Chief Rash asked for direction to proceed as true numbers cannot be received until the

bid process occurs. He would like to proceed with the facility committee to determine which project the District will move on to the Board for approval. Commissioner Boling asked they consider the comments made during the Strategic Plan Workshop regarding adding on to the building vs drilling under the building. Commissioner Boling wants third party to evaluate what is the best benefit and not necessarily the cheapest.

**C. SCBA Compressor:** Chief Rash noted the SCBA compressor has been ordered. Chief Rash stated there is no requirement for an emergency resolution or bid waiver as the purchase is through our relationship and participation in the NPPGOV purchasing cooperative and a letter affirming this opinion was written by Brian Snure and in compliance with RCW52.14.120 Bid Law. Chief Rash estimated the cost at \$80,000.00 with a delivery date of 2 1/2 to 3 months.

**D. Ambulance Service Board:** Chief Rash informed the Board that ASB has decided to enter into negotiations with AMR for ambulance transport. Chief Rash noted a negotiations committee has been formed and formal strategy and discussion will be at the next ASB meeting on February 14, 2024.

**E. Office Assistant Position:** Chief Rash stated that Staff has completed the needs analysis and determined this position needs to be filled. Chief Rash noted the change to the position will be to add duties as the social media coordinator, tasked with creating simple content and coordinating routine posts for social media and website.

**F. Commissioner Business Cards:** Chief Rash inquired if there was an interest in having Commissioner business cards. Chief Rash commented he recently found cards were helpful at our legislative day functions. Commissioners were in favor of business cards requesting personal cell phones and work email be printed on the cards.

**G. Commissioner Report:** Chief Rash asked if there was any interest in having this added to the agenda. Commissioners consensus was no, not at this time.

**H. Community Building/Development Projects:** Chief Rash brought awareness to the Board the Bella Terra Gardens project at 4319 E 24th Lane. Chief Rash stated there are specific development requirements imposed by Spokane County to ensure appropriate access and egress. Chief Long is the point of contact.

Chief Rash noted the District is ready to engage Spokane Building and Planning after their reorganization to address our thoughts on the Custer Road/ 65th. Chief Rash asked if there was an interest in participating in the meetings. Commissioner Larsen showed interest. Chief Rash will keep Commissioner Larsen apprised of meeting dates.

#### **OPERATIONS REPORT:** Chief Wyrobek

**A. 2023 Year End Responses:** Assistant Chief Wyrobek reported we were down seventy-two calls over last year with total calls at 4176. Assistant Chief Wyrobek thanked Captain Hebden who was in attendance for the work in generating this report.

**B. Division Chief Transition:** Assistant Chief Wyrobek noted this transition is ongoing and has had positive feedback. Assistant Chief Wyrobek stated the intent for ride a-long with other agencies to occur as part of the task book.

**C. Officer Training with District 3:** Assistant Chief Wyrobek explained that the District hosted Fire Officer Training on January 24<sup>th</sup> with District 3 officers in attendance as well. Assistant Chief Wyrobek noted training was provided by Summit Law an employment labor law attorney. Assistant Chief Wyrobek wanted to thank the Board and Chief for supporting the company officer training.

## **ANNOUNCEMENTS AND CORRESPONDENCE**

**A. WFCAs Spokane/Chelan Seminars:** Chief Rash reminded the Board of March 2<sup>nd</sup> in Airway Heights is the WFCAs Spring Seminar and the Chelan Conference is June 1<sup>st</sup>. Commissioner Boling noted rooms are held May 30<sup>th</sup> – June 2<sup>nd</sup>. WSRM is meeting May 31<sup>st</sup> with mandatory attendance.

**B. NW Leadership Seminar:** Chief Rash noted NWLS is March 5<sup>th</sup> departure at 12:50PM and return March 8<sup>th</sup> at 6:15PM. Chief Rash stated attendees are Rash, Wyrobek, Commissioner Boling, Commissioner Larsen, Commissioner Rorie, Lt Parker, FF/PM Holman, and FF/PM Collins.

**C. OHS Thank You Card:** Chief Rash commented that OHS sent the District a Christmas card/Thank you for our business; they provided the hearing test services.

Commissioner Boling asked L3711 President Holman to share with the Board the cancer screening information that was ongoing and open to all personnel and their families. L3711 President Holman provided details regarding United Diagnostic Screening Cancer Screening that was in process.

## **EXECUTIVE SESSION**

At 6:37 pm the Board went into Executive Session for fifteen minutes until 6:54 pm 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.

Fire Chief Rash invited Assistant Chief Wyrobek and Human Resources Manager Klocko into the executive session.

No decisions were made.

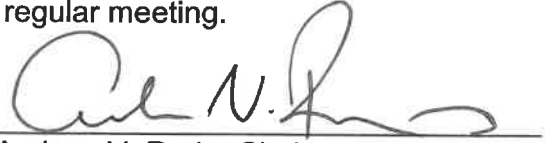
## **FUTURE AGENDA ITEMS**

**A. Procedure Review**

Chief Rash commented the District will need to review procedures so they align with the District policies.

**ADJOURNMENT**

At 6:56 pm Commissioner Boling adjourned the regular meeting.



Andrew V. Rorie, Chair  
Fire District 8 Commissioner

ATTEST:



Michelle Rodgers, District Secretary