

# SPOKANE COUNTY FIRE PROTECTION DISTRICT NO 8

## Board of Fire Commissioners Regular Meeting



### MEETING MINUTES

December 10, 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. Commissioner Andy Rorie called the meeting to order at 6:00 pm. In Attendance: Commissioner Andy Rorie, Commissioner Jeff Larsen, Commissioner Lee C Boling, Chief Lonnie Rash, Assistant Chief Chris Wyrobek, District Secretary Michelle Rodgers, members of the District, and members of the public.

### INTRODUCTIONS & PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS

Commissioner Rorie stated no comments were received via online or on the website.

### APPROVAL OF THE AGENDA

- Add: Executive Report, 8E, Annual Awards Banquet

A motion was made by Commissioner Larsen and seconded by Commissioner Boling: 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 116039 through 116098 totaling \$229,843.60
- Electronic Payments 11/01/2024 – 11/30/2024 totaling \$570,255.07

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

### UNFINISHED BUSINESS

None

### NEW BUSINESS

**A. Probationary Member Swearing-In and Member Welcome:** Consistent with practice of swearing in members who are assigned public safety duties, Chief Rash introduced and administered the Firefighter Oath of Office to FF/EMT Lucas Miranda and FF/EMT Martina Motika-Thomas. Both new members are recent graduates of North Bend Fire Academy.

At 6:12, Chief Rash called for a 15 minute recess.

At 6:27, Commissioner Rorie called the meeting back in session.

**B. Resolution 24-04, EMS Levy Lid Lift Single Year:** Chief Rash informed the District's EMS levy rate has been reduced from \$.50 per \$1,000 of assessed property valuation to \$.29 in 2025. The EMS levy has not been restored since 2000. By restoring the levy to \$.50 per \$1,000 would generate approximately \$1.3 million in additional revenue in 2026. A single-year lid lift would begin to erode after the first year of the levy, due to the statutory 1% limit.

**C. Resolution 24-05, EMS Levy Lid Lift Multiple Year with Limit Factor:** Chief Rash explained the Multi-year lid lift would provide six years of adjusted revenue based on a formula chosen by the Board. He provided information for a multi-year EMS lid lift for six years with a limit factor tied to CPI, consistent with the current Fire levy. The Board has the option of tying it to a defined amount, a percentage, or CPI.

Chief Rash provided the information for discussion with the Board to verify if they would like to continue pursuing an EMS Levy and if so, which of the two resolutions above would they prefer to adopt. Commissioner Larsen states he would prefer the Multi-year, because he dislikes going out year after year, granted he's not certain about using CPI as the multiplier. Commissioner Rorie asked what Commissioner Larsen would suggest instead of CPI, he responded with a number such as 3% due to the variability of CPI. Commissioner Boling verified with Chief Rash the District's Fire Levy is a 6 year tied to CPI. Commissioner Larsen asked if Chief Rash could recall what the Fire Levy passed by the last time it was ran. Chief Rash stated it was 68%. Commissioner Boling stated he is in favor of the EMS Levy 6 years tied to CPI. Commissioner Rorie stated he feels the same way as Commissioner Boling and noted CPI makes sense. Commissioner Larsen agreed with the other commissioners.

A motion was made by Commissioner Boling and seconded by Commissioner Larsen: move to approve Resolution 24-05, EMS Levy Lid Lift Multiple Year with CPI as the Limited Factor. The motion carried unanimously.

A motion was made by Commissioner Larsen and seconded by Commissioner Boling: move to reject Resolution 24-04, EMS Levy Lid Lift Single Year. The motion carried unanimously.

Chief Rash stated the Levy information needs to be submitted before February for the April 22, 2025 special election.

**D. Maintenance Facility Renovation Bid Acceptance:** Chief Rash detailed on November 19, 2024 bids were opened for the Maintenance Facility Renovation. The District received 9 bids and at the bid opening Mark King with ZBA Architecture read and recorded all bids inclusive of base bids and supplemental information which was the subcontractors. The bids were noted and under your guidance staff was tasked with evaluating those bids based on lowest bid and most responsive. The evaluation committee (Chief Wyrobek, Chief Cress, and Gabe Gerhart) after evaluation the committee did make a recommendation.

As of Friday, three bidders evaluated. Also on Friday, our architect ZBA sent an email stating in reviewing the bid opening criteria, it was noted two of the bidders did not provide

the information listed in the special conditions for proper bid. The architect did then request the additional information and forwarded it on to us. One of the top three bidders provided all the information within the timeframe requested. Chief Rash asked if the District would allow late submittal information called out in the special consideration. If yes than we would need to re-review and ask for guidance in terms of lowest and most responsive, if no then the recommendation would stand. Commissioner Rorie asked if there was any legal advice on this matter, for instance if he were to get the bid tonight and then didn't because we said no the rules didn't count anymore for whatever reason, would they have grounds unless we could justify it? Chief Rash stated he does not have an answer to that question quite yet, as he does have it out for question, but cannot answer under full legal guidance where we're at. Commissioner Larsen stated he would not be in favor of the committee going through the bids again and would be in favor of the bid which was turned in on time. Commissioner Boling explained even on opening bid day, back in November there were a number of contractors who did not have the packet filled out. When, this is a 600k bid and the contractors can't submit the paperwork timely, it feels as though it could be a reflection of their work as well. Commissioner Boling is not in favor of postponing for somebody to get the bid in, unless they have called with extenuating circumstances. Commissioner Boling requested clarification of if the additional information was allowed, would the committee be re-reviewing all bids or only the three it was narrowed down to. Chief Rash answered it would be only the three top bidders.

Chief Rash has provided a snapshot of funding. The maintenance facility had funding for \$450,000 in 2025 and the estimated cost is \$670,000. This is a difference of \$230,000. Possible revenue reallocation in 2025, the firefighter medical physicals do not start until 2026, so there is \$80,000. Chief Rash noted there is currently in 2025 allocated \$100,000 in capital for a generator for STA 85 which we may be able to change or defer; leaving a balance of about \$50,000. On a very conservative estimate we would have \$250,000 cash carried forward, what that means is unexpended, not accounted for dollars in 2025. In years past, we have had roughly those numbers and usually in the February meeting we take CCF when it's final and have allocated it to the capital replacement plan. Chief Rash mentioned a DC vehicle in 2026-2027 may not need replaced which is around \$65,000. The Station 85 renovation had funding for \$1.7 million in 2025 and the estimated cost is \$2.1 million for a difference of \$400,000. On this one we won't know the actual difference until the bids are open. For possible revenue reallocations we could fund the maintenance facility and use reserves for STA 85, apply \$250,000 CCF and balance reserves. But we'd need to be specific as stated in Resolution 10.02. Another option is fund the maintenance facility and apply \$200,000 CCF and defer \$200,000 from the 2025 Capital Improvement Plan "Supplemental" contribution. This way, we would apply \$500,000, not \$700,000. Option 3 Chief Rash provided is to not fund the maintenance facility and use allocation for STA 85. The next option provided is to fund the maintenance facility and to not purchase a single brush truck in 2025 which is approx. \$570,000. And lastly, Chief Rash looked into a Spokane Public Investment Fund Loan, but it seems as though we would need to have a one million dollar loan and the interest is 2.6%.

The decision points Chief Rash is requesting of the Board are: 1. aborting the bid and allowing us to take more bids and 2. whether or not these numbers are comfortable to fund it tonight or if they would prefer to defer it to a workshop where Chief Rash could

provide additional information regarding these numbers.

Commissioner Larsen stated he would like to not extend the bidding process and is in favor of making a decision. Commissioner Rorie requested waiting for legal opinion. Commissioner Rorie agreed the Board is in agreeance, but would prefer to wait for legal.

Commissioner Rorie needs more time to review and discuss the Station 85 renovation. Commissioner Boling stated he sees all the possible funding reallocations, yet does not see where anything regarding the renovation has been trimmed down the costs. He is wanting to know if the total for the renovation including all the wants and needs? Or is there a way to only include the needs and what is that cost? Chief Rash stated for Maintenance at 81 is a very base project and thus not a lot of ways to include alternate options. In Station 85 there are 9 bid alternates ranked good, better, and best. The estimates provided today were ranked better. Thus the 2.1 million could go up or down based on the options. Commissioner Boling stated is not in favor of the option where the maintenance facility would not be funded and the money would go to Station 85 renovation. Commissioner Larsen agreed with Commissioner Boling. Commissioner Rorie asked the commissioners if they would like to have a workshop to go through the plans and discuss which way they would prefer to go.

A special meeting date of Tuesday, December 17, 2024 at 6pm both in person and zoom at Station 82 was created for the purpose of Maintenance Facility Renovation Bid Award.

Chief Rash asked if there was any interest in setting a timeframe for the Station 85 conversation, knowing once we get bids, which would be January 28<sup>th</sup>, we would open bids in that timeframe. Commissioner Rorie asked for the first part of February sometime. Chief Rash agreed as it would be after the bids and provide time to create a presentation. Commissioners decided the meeting is to be had on February 4, 2025 at 3pm.

**EXECUTIVE REPORT:** Chief Rash

**A. Strategic Plan Update:** Chief Rash explained this is currently a placeholder for future meetings because as we get into 2025 it is a priority to work for staff and an update will be provided each month.

**B. Station 85 Renovation Project:** Chief Rash noted we have submittal and final documents to the county. It will be advertised and sent out on December 16<sup>th</sup> and the walk through will be done at Station 85 on January 7<sup>th</sup> with prospective contractors. The bids will be due on or around Tuesday January 28, 2025. Chief Rash asked the commissioners if there is time on January 28<sup>th</sup> for a bid opening. It has been decided the bid opening will be at 10am on January 28, 2025 at Station 82.

**C. Personnel Changes- Retirement Notification:** Chief Rash stated we have had our first of what may be a few this year of retirement notifications. FF/EMT Paul Leforgee has put in his paperwork for retirement mid-year 2025. Chief Rash suggests hiring for that position earlier so we would be able to put the recruit in a local academy in March instead of going to the state academy. Chief Rash mentioned the commissioners will see recruitment, not for a new FTE, but for a replacement FTE.

**D. Ambulance Service Board:** Chief Rash thanked Chief Wyrobek for the work has been doing with the ASB and working through the process with the negotiations committee. We are currently nearing a tentative agreement we have with them, it needs to go through the ASB Board, make sure it's legally vetted, and then it will come to the commissioners for review as they are the final signature for us. Hopefully it will be out to the commissioners soon prior to the January meeting. Chief Wyrobek mentioned we are currently at the mercy of the legal review process. He would be able to provide highlights as well as any material changes as soon as it has been legally vetted.

**E. Annual Awards Banquet:** Chief Rash explained both firefighters and staff have had discussions regarding a possible change of venue, going to something a little less formal, keeping in mind the fire district can only pay for a member and a guest. Chief Rash as the board if they prefer the formal of the banquet or would prefer a little more informal, also we could alternate formal vs. informal every other year? Also, maybe next year a save the date would have a survey to see which the members would prefer. Commissioner Larsen stated it's the member's awards banquet and they should receive what they would prefer for their own banquet. Commissioner Boling provide a little history stating the awards banquet has been a potluck at a local high school all the way to grandeur. Chief Rash confirmed the date of the awards banquet is set for February 7<sup>th</sup>. Commissioners have stated that February 7<sup>th</sup> is not an ideal date due to Legislative Day and other obligations. Chief Rash informed the commissioners he will be in contact if we are able to change the date.

**OPERATIONS REPORT:** Chief Wyrobek

**A. Alarm Statistics:** Chief Wyrobek provided third quarter statistics to review. Chief Wyrobek compared the year to September alarm runs: total in 2023 was 3150 vs total in 2024 there have been 3178 runs. Currently the EMS calls remain flat from year to year and Fire calls have fallen below the statistically significant increase percentage.

**B. PEER Training:** Chief Wyrobek provided an update for the PEER Support Program. Currently we have nine humans and one canine unit part of the PEER Support Team. All 10 of them went through a 3-full day course taught by a Chaplain out of the Tri-Cities. This has allowed all of our members to now be trained to the level for one on one as well as a group setting for diffusing, debriefings, and check ins after certain events. Right now we are still on track to go live in the first quarter of 2025. Still working on some logistics including a list of medical providers as well as some other items are vetted prior to sharing information within the county. We have a good group of dedicated people who are very passionate about it.

**DISTRICT SECRETARY:** Michelle Rodgers

**A. SCFCA Annual Banquet Dinner Meeting January 9, 2025; RSVP by December 6**

**B. WFC/WFCA Legislative Day February 6, 2025:** Chief Rash asked the commissioners if there was any interest, Valley Commissioners do have an interest to have joint meetings with our representatives are joint. Or would they prefer to have our meetings established by Fire District 8. Commissioner Rorie has no preference and Commissioner Boling stated he felt last year went well with the joint meetings. Chief Rash

mentioned Valley did reach out and asked if we would be willing to do that. Commissioner Boling asked what the travel plans were for the day. Chief Rash had no preference, typically they had gone over the day before around midafternoon and then it depended on the meetings with potential of staying the evening. Chief Rash asked if there was any preference from the board to whether they stay one night or two nights. Commissioner Larsen is not able to attend this year and Commissioner Rorie needs to review his schedule as he too may not be able to attend. Chief Rash stated he will create a tentative schedule and then communicate directly with the commissioners for finalization.

## **ANNOUNCEMENTS AND CORRESPONDENCE**

A. None

## **EXECUTIVE SESSION**

At 7:28 pm Chief Rash requested an Executive Session for twenty 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.

Chief Rash, Assistant Chief Wyrobek, and Finance Manager Michelle Rodgers joined the commissioners in the Executive Session.

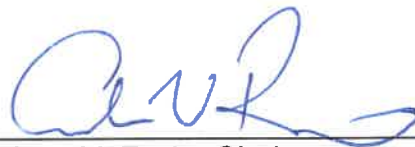
At 7:51 Commissioner Rorie called the meeting back in session. No decisions were made during Executive Session.

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

A motion was made by Commissioner Larsen and seconded by Commissioner Boling: move to adjourn the meeting. The motion carried unanimously.

At 7:52 pm Commissioner Rorie adjourned the regular meeting.



Andrew V. Rorie, Chair  
Fire District 8 Commissioner

ATTEST:



Michelle Rodgers, District Secretary