

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



MEETING MINUTES

April 9, 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 Andy Rorie called the meeting to order at 6:00 pm. In Attendance: Commissioner Andy Rorie, Commissioner Jeff Larsen, Commissioner Lee Boling, Chief Lonnie Rash, Assistant Chief Chris Wyrobek, L3711 President Blaine Holman, members of the District, and members of the public. District Secretary Rodgers is not in attendance due to a family illness.

INTRODUCTIONS & PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

No Comments

No comments were received via the website.

APPROVAL OF THE AGENDA

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 115532 through 115595 totaling \$201,930.61
- Electronic Payments 03/01/2024 – 03/31/2024 totaling \$553,265.72

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

A. Procedure Review Batch 2 of 3: Chief asked the board if they had anything they wanted to address prior to sending out to District members. Commissioner Larsen asked if the draft procedures with strikeout will be cleaned up in the final version. Chief Rash clarified that yes, those procedures with strike out will be cleaned up and the whole page strikeouts are more than likely programs that no longer exist, i.e. Part-time program. Chief Rash also noted that this fall we would be reviewing the Policies and verifying they are in line with the procedures at which time we would have another opportunity to make change.

Commissioner Rorie and Commissioner Boling had no issues or concerns.

NEW BUSINESS

A. Procedure Review 3 of 3: Chief Rash stated this is the next installment and no action needed tonight. He asked any comments be brought back to our next meeting.

B. 2024 Budget Placeholders and Capital Funding: Chief Rash stated that on March 26, 2024 the Board conducted a workshop regarding the budget and capital funding. After that meeting and discussions, the staff is bringing forward items to consider and provide guidance.

Chief Rash asked the board to consider allocating \$700,000.00 annually to the Capital Improvement Plan (CIP) in addition to the policy/procedure required \$128,000.00 annual contribution. The total of \$818,000.00 is forecasted to be sufficient to maintain funding for current and anticipated projects. Chief Rash stated that the \$700,000.00 annual contribution would be reviewed as part of the annual budgeting process should revenues or expenditures change year over year.

Chief Rash asked the board to consider allowing the funding of both the Station 81 painting project and Station 81 lighting project. He explained that there is currently \$70,000.00 in the approved budget for Station 81 painting. After the required quote process for the paint project and confirming the required work, the lowest bid came in at approximately \$23,000.00. The lighting project is estimated to cost the district approximately \$41,000.00 and save the amount of the cost in less than four and a half years plus add security features. Chief Rash recommended allowing staff to authorize the painting and lighting projects and not to exceed the \$70,000.00 budgeted for the painting project.

Station 85 is still in progress and the facilities committee has been meeting regularly with the architect. Final expenditure will be brought to the board for consideration at bid opening. Chief Rash asked that the board either make a motion or provide guidance to continue working toward Station 85 bid documents.

Commissioner Boling stated that there were two things that struck him in the facilities meeting. First, because of all of the work, the process is not quick. Boling stated that he expected the work to be done this summer but the project could actually not start until the fall. Commissioner Boling wanted the other commissioners to be aware that we need to be mindful of when the project starts and that the employees may be impacted through the winter. Commissioner Boling stated that he was quite pleased that there is a process where bidders can be reviews for qualifications and not just lowest bidder. He said he was reassured that we are appropriately using the tax payer dollars.

Station 81 Maintenance is still in progress and the architect is working on final costs with a recent revised architecture drawings.

Chief Rash stated that we have a quote for \$40,000.00 to reconfigure the training office into a division chief/battalion chief office. We also received a quote for the front office reconfiguration and security enhancement for under the budgeted \$25,000.00.

Chief Rash state he provided a five year snap shot for the Capital Improvement Plan. If we do the requested projects we will still continue to care forward over \$165,000.00 from year to year for one year.

Chief Rash asked that the board to consider listed projects and provide guidance to continue on budgeted projects and authorize expenditures on non-budgeted projects.

A motion was made by Commissioner Larsen and seconded by Commissioner Boling: move to approve the expenditure of \$70,000.00 for a combined project of lighting and painting at Station 81 with the lighting not to exceed \$41,000.00. The motion carried unanimously.

Commissioners discussed and came to consensus to staff to continue working on the Station 85 renovations and Station 81 maintenance facility.

A motion was made by Commissioner Larsen and seconded by Commissioner Boling: move to authorize the reconfiguration and remodel of Station 82 to add a Battalion Chief office and sleeping quarters not to exceed \$40,000.00. The motion carried unanimously.

Commissioner Larsen made a motion to approve a total of \$828,000.00 to be placed in to the capital replacement plan. Commissioner Larsen withdrew the motion.

Commissioners discussed and came to consensus to contribute \$700,000.00 plus the policy/procedure required amount of \$128,000.00 annually to the capital improvement plan and to be reviewed annually during the budget process.

Commissioner Larsen asked if we still were one FTE behind in hiring. Chief Rash noted that we have two FTE's that could be filled. As of March 30, one of our new full-time recruits has resigned to pursue the medical field. Chief Rash said that we could try to fill those in the fall but we are waiting to see if there will be a local academy or if we will need to send those to the state fire academy.

EXECUTIVE REPORT: Chief Rash-
Fire Chiefs Report was submitted in writing.

A. Strategic Plan: Staff is working on a strategic plan dashboard to track our progress for the six focus and nineteen focus areas. The dash board will be sent our regularly to the board and our members starting in July 2024.

B. Facility Update: The facilities committee continues to meet regularly. The next facilities committee meeting is April 23rd.

C. Ponderosa Ridge Development: The project of 81 homes on 17 acres on 44th avenue in the City of Spokane Valley was heard by the hearing examiner. Chief Long and Chief Rash attended the hearing. A recent project across the street on the Spokane County side was approved by the hearing examiner two weeks ago for 43 lots on 16.4 acres.

D. Office Specialist: Chief Rash advised that the district will be interviewing nine candidates on April 10th. The district received approximately 64 applications; 25 of those evaluated out as qualified and we are interviewing the top nine candidates.

E. Fire District 8 Open House: The annual open house is scheduled for Saturday May 11th from 10 a.m. to 1 p.m.

F. Members: Chief Rash congratulated Firefighters Barnett, Julian and Lengyel for completing their probationary year as of April 3, 2024. Firefighter Paramedic Blain Holman has been selected as the 2023-2024 EMS Instructor of the Year.

OPERATIONS REPORT:

A. Apparatus Update: Chief Wyrobek provided an update on two concurrent projects that the apparatus committee is working on. First, the completion of the two Pierce structure engines with a final travel back to the manufacturing plant in late May or early June. Chief Wyrobek provided the board with updated photographs of the progress. Estimated in service will be early fourth quarter 2024. The second project is the purchase of two brush engines.

ANNOUNCEMENTS AND CORRESPONDENCE:

Chief Rash reminded the board of the District 8 Open House on May 11th from 10 a.m. - 1 p.m. Chief Rash advised the board of the Spokane County EMS Awards on May 14th. If the board is interested in attending, please let us know for lunch RSVP. Also, a reminder of the Greater Spokane Chamber of Commerce First Responder recognition event on May 16th.

EXECUTIVE SESSION

None

FUTURE AGENDA ITEMS

A. Levy Funding Timeline

CLOSING REMARKS: Commissioner Boling advised he had a Washington Fire Commissioners executive board meeting on May 10th and a regular board meeting on May 20. Commissioner Boling asked that if the other commissioners had items they wanted to bring up to please contact him.

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

ADJOURNMENT

At 6:44 pm Commissioner Rorie adjourned the regular meeting.

Andrew V. Rorie, Chair
Fire District 8 Commissioner

ATTEST: Michelle Rodgers
Michelle Rodgers, District Secretary

JAR FOR
VICE CHAIR