

AGENDA

Commissioners Meeting
May 10, 2023
7:00 P.M.

1. Approval of Minutes
2. Recognitions
Shane Dunn - Firefighter Badge
3. Staff Reports
4. Financial Report
5. Volunteer Association Report
6. Old Business:
 - a. **Citizen Advisory Committee**
 - b. **Policy Review:**
Personnel #20-31R - Personnel Work
Personnel #20-32 - Participation/Charitable Events
 - c. **Workshop**
7. New Business:
 - a. **Resolution #23-3: Meeting Time Change**
8. Approval of Vouchers & Payroll
9. Citizen Participation
10. Executive Session

MEETINGS ARE NOW OPEN TO "IN PERSON" ATTENDANCE OR CAN BE ATTENDED VIA ZOOM:
IN PERSON ATTENDANCE:

ADMINISTRATION BUILDING, 10 S. PRESLEY DR., CHENEY

ZOOM LINK:

Meeting ID: 844 9123 7146

Call-in option 1 (253)-215 8782

COMMISSIONERS MEETING

April 12th, 2023

This meeting was called to order at 7:00 P.M. Commissioner Colby, Marsh, Harris, Cody, Bill, Deb, Taryn, Keith, John Goodwin, Shawn Mashtare and his family Becky, Carter and Lily, and Kyle Cordill, were present. Aaron Bollar called in remotely to attend. The Agenda and Zoom call in information were posted on our website prior to the meeting for the public. Minutes from the 03/08/2023 meeting were read and approved.

RECOGNITION:

Shaun Mashtare – Completion of FF Taskbook.

STAFF REPORTS:

See attached notes.

Keith: Annuals complete, Tablet mounts in apparatus, Converted valves, 320 chevron striping, and Daily work orders.

Cody: Update on Broadband pilot, Handtevy app, Ambulance Service Board, SREC, DNR & HB1168, IMT Teams, SAFER grant application submission, and Critical Incident Stress Management Meeting.

FINANCIAL REPORT:

Financial report was reviewed.

VOLUNTEER ASSOCIATION REPORT:

Fisherman's Breakfast – April 22nd, 4am – Noon.

OLD BUSINESS:

- a. Citizen Advisory Committee – Email will go out next week, want all members at first orientation.
- b. Policy Adoption:
 - a. Motion made to approve Personnel #20-39 – Peer Support Program, seconded and passed.
- c. Policy Review:
 - a. Motion made to eliminate Personnel #20-29 – Inactive Reserve Volunteer, seconded and passed.
 - b. Motion made to eliminate Personnel #20-30 – Cellular Phone Agreement, seconded and passed.

NEW BUSINESS:

- a. Motion made to approve Resolution #23-2 – Lid Lift, seconded and passed.
- b. Sharon – Work session scheduled for May 17th, 1:00 – 3:30 to discuss the south.
For awareness – Railroad, PFOS, May Newsletter, and Moran Prairie history.
- d. Cody – Sensus data shows we are the fastest growing county in WA. We are 31% of the county and are growing at twice the county rate.

APPROVAL OF VOUCHERS & PAYROLL:

Motion was made to approve Payroll Warrants #33064 through #33077 totaling \$2,382.78, Payables Warrants #32992 totaling \$1650.00, #32993 through #33063 totaling \$341,984.63 and #33078 through #33080 totaling \$3,622.07, and DD11374 through DD11497 totaling \$175,089.38, seconded and passed.

CITIZEN PARTICIPATION:

Bill Jr. asked for a list of Citizen Advisory members and an update on EMS Levy which we will not run in 2023.

EXECUTIVE SESSION:

An executive session was called at 8:40 P.M. to discuss personnel issues pursuant to RCW 42.30.110 paragraph (g) to last 30 minutes. At 9:10 it was extended 10 minutes. At 9:20, Regular session reconvened. Motion was made to change the start time of future Commissioner Meetings to 6:00pm, seconded and passed. A Resolution will be proposed at the next meeting. As there was no further business, the meeting adjourned at 9:21 P.M.

Spokane County Fire District #3

By: _____
Sharon Colby, Chairperson

By: _____
Taryn Bare, Administrative Assistant

STAFF REPORTS – 5/10/2023

Bill, Ryan, Joe, Alex, Dennis:

Operations:

- Continuing to work on building out and updating SOGs.
 - o Alarm Systems
 - o Salvage
 - o Overhaul
 - o Elevator Entrapment
- Extractors AFG Grant ordered and enroute
- Employee Evaluation
- Assisted with the development of a Spokane County Fire Danger Operating Plan
- Station Officer outreach.
- Expecting to put new SCBA's in-service this month

Fire:

- Wildfire
 - o Wildland Annual Refresher underway
 - o Dedicate standby mobilization crew organization started for June-Oct.
 - o Wildfire severity staffing schedule to start in July
 - o Mobilization Meeting
 - o Pack Test
- SCBA In-service training makeup day completed.
- West Plains Recruit Academy is underway.
- Spring Wildland Academy starts
- Updating IQS for wildland season.
- Regional Career Academy into week 6.
- Annual Fit for Duty

Safety Committee:

- Monthly Safety Briefing May 1st
- Updating station safety boards and continuing to build out monthly safety briefings.

EMS:

- Spokane County Trauma and EMS Council purchased a new APP called HandTevy. This APP provides EMS personnel easy access to medication dosing calculations per county EMS protocol.
- Multiple EMT students have passed the National EMT Test.
- Recertification process for 15 EMTs this month.

BC's and Duty Crews

- Help out daily with all items above.
- EMS Inventory
- Preparing for Hose Testing
- Firefighter Personal Goal Review

Aaron, Dustin, Tom, Dan

Fire Marshal/Plan Review

- Application and Plan review in process for Douglas Commerce Park building #11.
- Pre-Application meeting with Clearwater Seed (Hayford Rd) for an expansion of their facility.
- Action Materials (Westbow) is beginning construction, highly visible from I90.
- Pre-Application meeting with PSE (Grove Rd) for an additional building at their facility.
- Short Plat for 57th and Dowdy. 58 new home sites.

Fire Prevention

- Upcoming CPR class for our community sometime the end of the month
- Wildfire Ready Neighbors (WRN) Kick Off Event. This was a huge success, DNR stated that it was the most attended event they have hosted yet.
 - o Property Assessments from this event should start coming in within the next week.
 - o Contract for WRN is just shy of \$23k. That covers our time conducting property assessments as well as tablets for assessments, clean green dumpsters and 200 free address signs for our customers.
- Fireworks permits are beginning to come in. This includes retail stands as well as fireworks displays.

IT/Computer

- Continuing to bring station computers online and update systems as needed.
- Continue keeping all station computers functioning including WIFI

Recruitment and Retention

- Tom attended a 3 day online Social Media Summit for first responders. He brought back a lot of great ideas and resources for the district's social media. There were representatives from all over the country, some with very unique social media pages.
- Tom is continuing to attend the state and local recruitment group meetings. They are working on a group recruitment pamphlet for a large number of Spokane agencies.

Key Boxes/Knox

- Got all three Knox Med Vaults (for our controlled drugs) programmed and up and running. They are located in E33, E311, and the BC office.
- Working on getting the Key Secure installed and programmed, we still have 2 more to install in the engines.
- Working with Cheney Fire to explore the possibility of combining our Knox programs.

Facilities/Maintenance

- Installed upper and lower cabinets, counter top, and backsplash tile in copy room
- Repaired safety eyes on garage doors at station 311
- Installed new ice maker at station 31
- Repaired exhaust vent at station 31
- Converted bench lights to LED in station 31 shop

- Replaced weather stripping on garage door at station 33
- Replaced toilet at station 32
- Built rope reel for tech trailer
- Dug out drainage ditch for floor drain at station 312
- Repaired vacuum at station 31
- Removed and piled rocks at Thomas Mallen property in preparation for summer mowing
- New counter tops installed at station 33
- New sink and dishwasher installed at station 33
- Placed bait boxes at all stations for rodent control
- Unplugged and cleaned floor drain in apparatus bay at station 37
- Installed med-vault in Battalion Chief's office at station 31
- ST36 first draft of plans was completed. Made some adjustments and sent back for modifications.

Barry, Keith:

- Still adding toolboxes and more lighting on the attack trucks.
- Keith installed power jacks for tablets on all the trucks.
- Lots of daily work orders.
- Feeling better every day and life is good!

Policy #20-31 Revised

April 10, 2013

Personnel

Exempt Command Personnel (Response Chief)

Exempt Personnel will work a typical work week. They will also work a Response Chief rotation coverage per Procedure #80-10.

The emergency response priorities are:

1. To oversee that calls get covered
2. To insure units are available to run additional calls. (Backfill/District Coverage)
3. That the snow is cleared to provide access and parking for the responders and public to get to the station
4. Equipment (both rolling stock and support equipment) is back in service and prepared for the next incident. (trucks, air bottles, saws, ems, etc)
5. Notify others if things in their specialty need attention.

Duty Officer Personnel Shifts:

Duty Officer will work 12 hours at night on Monday through Friday, and 24 hours on Saturday through Sunday and holidays.

Shifts will be scheduled in 12 hour segments. Shift times are per Procedure #80-10.

The emergency response priorities are:

1. To run/manage calls first
2. To insure units are available to run additional calls. (Backfill/District Coverage)
3. That the snow is cleared to provide access and parking for the responders and public to get to the station
4. Equipment (both rolling stock and support equipment) is back in service and prepared for the next incident. (trucks, air bottles, saws, ems, etc)
5. Notify others if things in their specialty need attention.

By: Howard Marsh Jr.
Commissioner

By: Ron McKinley
Commissioner

By: Sharon J Colby
Commissioner

Policy No. 20-32

March 14, 2012

PERSONNEL

Participation in Charitable Events.

The Fire District and its personnel are often requested to participate in local and regional fundraisers and community events either through donations, use of resources or other participation by District employees and volunteers. As a municipal corporation, the Fire District is restricted by the Washington State Constitution's prohibition on the gifting of public funds. See Article 8, Section 7. However, The Board of Commissioners has determined that participation in certain events and support of community organizations is important to the organizational effectiveness of the Fire District. The community relations benefits received by the District provide a corresponding benefit to the Fire District. The District's participation in such events and the conditions imposed on personnel that wish to participate shall be governed by the following policies:

Organizational Effectiveness. The District shall only allow use of District resources if the participation promotes Organizational Effectiveness. Organizational Effectiveness relates to the Fire District's mission of providing fire protection, fire prevention, fire suppression and emergency medical services. Activities that enhance or augment the District's ability to perform its mission by educating the public, promoting a positive perception of the District or enhancing the job-related skills of District personnel will be deemed to be organizationally effective.

De Minimis Use of Resources. The District shall only allow use of District resources when the use of District resources is de minimis. In order for a use of District resources to be considered de minimis, the use must be of minimal cost, not interfere with the performance of the District mission, be brief in frequency and duration, not disrupt the activities of other employees and not compromise the security or integrity of District information.

The following non-exclusive list of resource uses are declared to be de minimis uses. The list is intended to provide examples, rather than be an exhaustive list:

Use of personal protective equipment to participate in local or regional events that promote health and training of employees, while providing a positive public outreach for the District, such as the Columbia Tower Stair Climb.

Personnel Participation. The Board for Volunteer Firefighters and Reserve Officers has notified the District that the relief provisions of the Volunteer Relief and Pension System will not apply to injuries incurred when personnel are engaged in charitable events and

fundraisers. Recognizing this limitation, personnel may participate in such events consistent with the following:

Personnel may participate when off duty and without the use of District resources without restriction.

Personnel that wish to participate using District resources may do so, provided that the personnel sign the release form attached to this policy as Exhibit A, provided that the use of District resources is consistent with this policy and provided that the use is approved in advance by the Chief or the Chief's designee. Personnel using District resources to participate in charitable events recognize that they do so at the sole risk of the personnel and the District assumes no responsibility for such participation.

By: Ron McKinley
Ron McKinley, Chairman

By: Sharon J. Colby
Sharon Colby, Commissioner

By: Howard Marsh, Jr.
Howard Marsh, Jr, Commissioner

SPOKANE COUNTY FIRE PROTECTION DISTRICT NO. 3

RESOLUTION NO. 23-3

RESOLUTION CHANGING REGULAR MEETING SCHEDULE

Background. The regular monthly meetings of the Board of Commissioners of the District are currently scheduled to be held at 10 S Presley Dr, Cheney, WA. 99004 on the second Wednesday of each month at 7:00 p.m.

The Board of Commissioners has determined that the regular monthly meeting schedule should be changed.

Resolution. NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Spokane County Fire District No. 3 hereby adopts the following regular meeting schedule change effective June 1, 2023.

Regular Meetings will be held at 10 S Presley Dr, Cheney, WA. 99004 on the second Wednesday of each month at 6:00 p.m.

Adoption. ADOPTED at a regular meeting of the Spokane County Fire Protection District No. 3 Board of Commissioners on the 10th day of May, 2023 the following Commissioners being present and voting:

Commissioner

Commissioner

Commissioner

Secretary