

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR MEETING

FEBRUARY 12th, 2015

The Meeting was called to order by Chairman Hayes at 7:00 p.m.

Board members in attendance were: Kevin Hayes and Bill Gillam.

Commissioner Gillett was absent from the meeting due to work commitment.

Staff members in attendance were: Chief Jim Haverfield, Office Assistant Gerry James, Firefighter Bill Dane, and Chaplain Joe Cassidy.

WELCOME VISITORS

No visitors were present.

APPROVE PREVIOUS MEETING MINUTES

Commissioner Gillam made a motion to approve the meeting minutes of the Regular Meeting of January 8th, 2015 and the Special Meeting of January 22nd 2015, as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.

FIREFIGHTER'S REPORT

Association Report

Firefighter Bill Dane provided the Association Report:

1. The Association at this time has a limited number of members.
2. The Association held a Pancake Breakfast Fundraiser jointly with Granite Falls Little League and \$360.00 was raised.

Local Report

Firefighter Bill Dane provided the Local Report:

1. He went to Olympia with members of the Washington Firefighters Council and talked to the representatives about current issues which included:
 - a. Retirement funds
 - b. Regional/City Fire Authorities
 - c. Labor & Industries – increasing protectionMet with Representative Dan Christenson.

Chairman Hayes questioned if there are bills for funding the Fire Academy.

Firefighter Dane said there are, but may be limited funding.

Chief Haverfield reported on additional bills currently before the Legislature.

SECRETARY'S REPORT

Voucher Approval Documents

Commissioner Gillam made a motion to approve the financial transactions for January 2015 and February 2015, as follows:

1. Voucher approval document #01038- #01059 in the amount of \$ 35,463.28; and
Voucher approval document #02001 - #02033 in the amount of \$ 35,185.76. (**Appx. A**).
Chairman Hayes seconded the motion. Motion was approved unanimously.

February 2015 Payroll

Chairman Hayes made a motion to approve the payroll as submitted for the month of February 2015 in the amount of \$ 85,892.90. Commissioner Gillam seconded the motion. Motion was approved unanimously.

December 2014 Financial Reports

Commissioner Gillam made a motion to approve the December 2014 Financial Reports as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.
(**Appx. B**)

CHIEF'S REPORT

(**Appx. C**)

Activity Report

The Activity Report for January 2015 was reviewed.

It was noted this month was the second busiest ever with 174 alarms. It was the most Aid/Medic calls for a single month,

CAR 87 Program

With the staffing configurations of 5 personnel that we are regularly at, the CAR 87 program has shown to have significant value. For January, we have identified 14 incidents that CAR 87 was used. It is typical that the CAR is used when the other two units are on other alarms; however, it is not limited to being last out. I will continue to monitor the usage of CAR 87 through March, which was established as our testing period. At that point the Board can determine if a more suitable vehicle is appropriate.

Fire Inspection

With persistence on behalf of the Fire District and help from the County Fire Marshal's Office, the council adopted a city ordinance allowing annual fire and life safety inspections last Wednesday. During the meeting, the council unanimously approved to conduct the inspections annually, the inspection cost passed through the city with no administrative fees added and to also include public facilities to the inspection program. This is a major accomplishment for the Fire District as we have been trying to get this implemented for a least the past two decades.

Full-Time Firefighter Candidate Pool

It was anticipated that we would have an open application period in early 2015 to test current part-time members of the fire district for the entry-level full-time candidate pool. As we discussed earlier this year, I wanted to take time to evaluate the impacts of the recent collective

bargaining agreement agreed to for years 2015-2018, as well as the impacts due to changing most part-time staff members to PERS and the State Industrial Insurance Program to make sure we could be able to financially commit to an additional firefighter for part of 2015 and beyond. After calculating the impacts on wage increases and benefits beyond 2015, the cost increases for 2016 along will be greater than our additional 1% and new construction revenues for the same period. With the current candidate pool expiring on February 12th, 2015, I recommend the Board consider extending the existing list for a minimum of 3 months.

Part-Time Firefighter Recruitment

We will kick off an orientation week next Monday with 12 candidates that have progressed through the process to date. Captain Dane will modify this work week to make sure we have a dedicated officer and consistency with the orientation process. Once the week long orientation is complete the candidates will be divided amongst the three platoons and continue through their orientation process until they are eligible for duty shifts. We will remain aggressive in our recruitment efforts and likely run an additional group of candidates through the process in mid-summer.

Background Screening

I have looked into a background screening that is nationwide. Currently, we utilize the Washington State Patrol which only provides information on Washington State. I have contacted Paladin Background Screening which is currently being utilized by other local districts. I will be utilizing them for the background screening on the new applications and would like to look into background screening on all employees every two (2) years. We also need to adopt a policy which requires District notification of any criminal activity involvement by an employee.

UNFINISHED BUSINESS

Policy 2000-09; Administrative Assistant Job Description

The Board reviewed the Administrative Assistant Job Description and noted that section 5.2 relating to the requirements of a Notary Public License should be eliminated.

Chairman Hayes made a motion to approve Policy 2000-09: Administrative Assistant Job Description with the amendment deleting Section 5.2 relating to the requirements of a Notary Public License. Commissioner Gillam seconded the motion. Motion was approved unanimously.

Employment Letter: Jennye Cooper

The Employment Letter to Jennye Cooper was reviewed by the Board. Commissioner Gillam made a motion to approve the Employment Letter to Jennye Cooper as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.

Station 87 Planning Meeting Schedule

Chief Haverfield stated he would like to schedule the Station 87 Planning Meeting when Vicki Cargile is available to attend to discuss time table for the bond levy. He will contact the Board to schedule the date when he received a schedule of her availability.

NEW BUSINESS

Resolution 2015-02: Deferred Compensation Program

Resolution 2015-02; Deferred Compensation Program with the State Department of Retirement Systems was read into the record by Chairman Hayes.

Chief Haverfield stated the fee for handling the Deferred Compensation Program through the State Department of Retirement Systems is ½% which is substantially less than the other programs we have participated in.

Chairman Hayes made a motion to approve Resolution 2015-02 as read into the record.

Commissioner Gillam seconded the motion. Motion was approved unanimously.

Tuition Reimbursement Agreement (IFSAC FF1)

The Board reviewed the Tuition Reimbursement Agreement.

Chief Haverfield reported the following applies to the agreement:

- The District will front the costs of the academy and the employee will repay monthly
- Must be employed by the District
- They will attend the academy at North Bend on weekends Friday-Sunday
- The cost for the academy is \$3105.00

Commissioner Gillam made a motion to approve the Tuition Reimbursement Agreement as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.

Full-Time Firefighter Candidate Pool Extension

This item was discussed under the Chief's Report.

Chairman Hayes made a motion to approve the extension of the Full-Time Candidate Pool list for a period of three months from this date. Commissioner Gillam seconded the motion. Motion was approved unanimously.

Board of Volunteer Firefighters Meeting

The meeting was called to order by Chairman Hayes at 8:05 p.m.

Those in attendance were:

Chairman	Kevin Hayes
Commissioner	Bill Gillam
Chief	Jim Haverfield
Secretary	Gerry James
Firefighter	Bill Dane

Invoice vouchers for the claims by Justin Hanson and Matt Hayes were presented to the Board. The record reflects that we are waiting on chart notes from Justin Hanson's physician before the claim can be sent to the BVFF. We have contacted him frequently to obtain these records. Commissioner Gillam made a motion to approve the invoices from Justin Hanson and Matt Hayes as presented. Chairman Gillam seconded the motion. Motion was approved unanimously.

The Board of Volunteer Firefighters 2014 Pension Participation Certification Form was presented to the Board for their approval.

Commissioner Gillam made a motion to approve the 2014 Pension Participation Certification Form. Chairman Hayes seconded the motion. Motion was approved unanimously.

The Board of volunteer Firefighters Meeting adjourned at 8:10 p.m. and returned to the regular meeting.

BOARD REPORT

No Board report.

Commissioner Gillam questioned the messages on this sign as some messages have continued for a long period of time.

Chief Haverfield stated the group continues to work on guidelines for messages that will be allowed on the sign and also accessing the sign.

EXECUTIVE SESSION (RCW 42.30.110(G))

The Board adjourned to Executive Session at 8:15 p.m. for a period of 10 minutes until 8:25 p.m. to discuss matters relating to personnel.

At 8:25 p.m., Chairman Hayes announced an extension of the Executive Session for ten (10) minutes until 8:35 p.m.

The meeting reconvened at 8:35 p.m. with no action taken.

The meeting was adjourned at 8:35 p.m.



Chairman Hayes

Commissioner Gillett



Commissioner Gillam