

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR MEETING

MARCH 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 Firefighter Ryan Scott who arrived later in the meeting.

New Part-Time Firefighters Brandon Skeith and Theresa Tozier were introduced to the Board.

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 February 12th, 2015, as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.

FIREFIGHTER'S REPORT

Association Report

No report.

Local Report

No report.

SECRETARY'S REPORT

Voucher Approval Documents

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

1. Voucher approval document #02034 - #02054 in the amount of \$ 27,976.35; and
Voucher approval document #03001 - #03026 in the amount of \$ 44,126.01. (**Appx. A**).
- Chairman Hayes seconded the motion. Motion was approved unanimously.

March 2015 Payroll

Commissioner Gillam made a motion to approve the payroll as submitted for the month of March 2015 in the amount of \$ 85,606.43. Chairman Hayes seconded the motion. Motion was approved unanimously.

January 2015 Financial Reports

Commissioner Gillam made a motion to approve the January 2015 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 February 2015 was reviewed.

Admin. Position (Cooper)

Jennye Cooper was to begin work as our Administrative Assistant on Wednesday, April 1st. With the unexpected passing of Lake Stevens Fire Marshal Robert Marshall a significant void has been created for the public education program at Lake Stevens Fire. Jennye had pre-arranged for Robert to continue the school visits including risk watch, CPR training and other related public education events, however, with her departure and Robert's passing there is no one left to conduct the scheduled interaction. Jennye has asked if she could continue in some capacity with LSF through the month of April. After contemplating the issue I don't see any problem if we delay Jennye's start date with Fire District 17 until either the end of April or more preferably May 11th. I plan to have this discussion with LSF next Tuesday to work out details of having Jennye working with Gerry during the morning hours of Monday through Thursday during April. We would utilize our current agreement for reimbursement to LSF for her time committed to our district.

Apparatus Replacement

Looking forward to 2016 we have scheduled to add a fire engine to our fleet and place E-05 in reserve status. Knowing the length of time it takes us to put an apparatus committee together and allow adequate time to get the committee to a point where they can make a recommendation we should begin the process very soon. The current guideline for pumper apparatus is 16 years of front line serve followed by 8 years of reserve status. The current make up of our pumpers are E-05 (2002) and E-06 (2008) by adding an engine in 2016 keeps us on course with our replacement objective.

The Board recommended moving forward with forming the committee.

April's Board Meeting

Chief Haverfield stated he will be out of town on our next regularly scheduled meeting of April 9th.

The Board agreed to move the meeting to April 13th.

Robert Marshal Service

The funeral service for Lake Stevens Fire Marshal Robert Marshall will be held on Saturday at 1:00 p.m. Fire District 17 will be helping Lake Stevens with coverage during the service.

Part-Time Employee Program

We still have 10 employees in the Part-Time Employee Program.

1. Two (2) are attending the Firefighter 1 Academy at North Bend.
2. One (1) is attending EMT School.

Haz Mat Ops

Haz Mat Ops Training will be held at our Station for two (2) weekends in March.

UNFINISHED BUSINESS

Jennye Cooper Employment

This item was reported on under Chief's Report.

Chief Haverfield stated if the Board is in agreement we will need to void the current Agreement and make arrangements with Lake Stevens Fire. Jennye will be on vacation the first week of May so it would make more sense to have her start here full time on May 11th. She will also be here mornings during April.

The Board stated they are in agreement with this adjustment to Jennye's schedule. The current contract will need to be voided and a new contract prepared.

Station 87 Planning Meeting Schedule

Chief Haverfield stated he will be talking to Vicki Cargile to set up a schedule for a Planning Meeting and also would like a representative from TCA to attend.

The firefighters that have previously served on the Board are Bill Dane and Jim Glover. Also Joe Cassidy had been on the Board.

Commissioner Gillam questioned if Liz Loomis would have an opinion as to when the best time to run the Bond Levy would be.

The Planning Meeting is scheduled for Thursday, March 19th, at 6:00 p.m.

NEW BUSINESS

MOU – Industrial Insurance Contribution

This item will be tabled until after Executive Session.

Firefighter Ryan Scott arrived at this time.

Board of Volunteer Firefighters Meeting

The meeting was called to order by Chairman Hayes at 7:35 p.m.

Those in attendance were:

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

Invoice vouchers for the claim by Justin Hanson were presented to the Board...

The Board questioned how the injury occurred.

Commissioner Gillam made a motion to approve the invoice vouches in the amount of \$1,090.25. Chairman Hayes seconded the motion. Motion was approved unanimously. The Board of Volunteer Firefighters Meeting adjourned at 7:48 p.m. and returned to the regular meeting.

BOARD REPORT

Chairman Hayes reported on the loss of Lake Stevens Fire Marshal Robert Marshall and recognized his many contributions to the Fire Services.

Commissioner Gillam reported he will be leaving Washington and has accepted employment in Tennessee in approximately 1.5 months. This will create a vacancy on the Board.

EXECUTIVE SESSION (RCW 42.30.110(G))

The Board adjourned to Executive Session at 7:48p.m for a period of 12 minutes until 8:00 p.m. to discuss matters relating to personnel.

At 8:00 p.m., Chairman Hayes announced an extension of the Executive Session for five (5) minutes until 8:05 p.m.

The meeting reconvened at 8:05 p.m.


Chairman Hayes made a motion to approve the MOU – Industrial Insurance Contribution as presented. Commissioner Gillam seconded the motion. Motion was approved unanimously.

The meeting was adjourned at 8:07 p.m.



Chairman Hayes

Commissioner Gillett



Commissioner Gillam