

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**May 14<sup>th</sup>, 2015**

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

Board members in attendance were: Kevin Hayes, John Gillet and Ron Stephenson

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Firefighter Jim Glover, Firefighter Bill Dane, Firefighter Ted Bergstrom, Firefighter Matt Hayes, and Firefighter Hanson.

**WELCOME VISITORS**

Visitors present were Karen Glover and Hogan Family.

**ELECTION OF OFFICERS**

Chairman Hayes administered the Oath of Office for Commissioner Ron Stephenson.

**APPROVE PREVIOUS MEETING MINUTES**

Commissioner John Gillett made a motion to approve the meeting minutes of April 13<sup>th</sup>, 2015 and April 23<sup>rd</sup> as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.

**FIREFIGHTER'S REPORT**

Association Report

Firefighter Bill Dane provided the Association Report:

1. Kevin Glover has held an Association Meeting where a new president was elected. Nick Karstetter was elected as the Association President. He is currently in the process of going through the hiring process at Everett Police Department, so there's a possibility he may be leaving the district in future months. Currently, the Associations have a president and secretary elected.

Local Report

Firefighter Ted Bergstrom provided the Local Report:

1. Members attended an ombudsmen training relating to on/off duty health, fitness, and nutrition earlier this month. Included in this training were the topics of sleep apnea and the importance of getting this diagnosed and treated. Ted Bergstrom and Ryan Scott attended this training that was provided by the Washington State Council of Firefighters in Eastern Washington.

## SECRETARY'S REPORT

### Voucher Approval Documents

Chairman Hayes made a motion to approve the financial transactions for April 2015 and May 2015 as follows:

1. Voucher approval document #04027- #04048 in the amount of \$ 23,537.89. (**Appx. A**). Commissioner Gillett seconded the motion. Motion was approved unanimously.
2. Voucher approval document #05001- #05020 in the amount of \$ 11,442.71. Commissioner Gillett seconded the motion. Motion was approved unanimously.

Chief Haverfield commented that the clothes dryer at Station 86 was replaced and the aid units switched over to epinephrine kits and is discontinuing use of epi-pens. Switching to epi-kits will reduce costs.

### May 2015 Payroll

Commissioner Gillett made a motion to approve the payroll as submitted for the month of May 2015 in the amount of \$ 88,449.04. Chairman Hayes seconded the motion. Motion was approved unanimously.

### April 2015 Financial Reports

Commissioner Gillett made a motion to approve the April 2015 Financial Reports as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.  
(**Appx. B**)

## CHIEF'S REPORT

### (**Appx. C**)

### Activity Report

Year to date and during the month of April the calls have been standard. There were 3 fire residential fire calls, 1 was an electrical fire caused by a fish tank, 1 was a mutual aid fire with Lake Stevens with the victim having 3<sup>rd</sup> degree burns, and the other was a kitchen fire caused by a cutting board left on the stove. During the month of April there were 54 BLS transports with 1 conducted by Fire District 22, 19 ALS transports, and 24 non-transports. Motor vehicle collisions have increased for 2015 but were down in the month of April. False fire alarms have decreased from 2014.

### New World

New World has been a county-wide, multi-jurisdiction project being planned for the last 8 years. There have been several "go-live" dates, however due to many setbacks in the development of the program; these dates keep getting pushed further into the future. There has been a push for New World to go live this year and the date is set for June 9<sup>th</sup>. The first load test of New World was conducted on Thursday, May 7<sup>th</sup>. During training and previous testing the system peaked at about 150 users but the recent load test exceeded 250. Mobile users, during the load test, experienced performance issues while the other systems seemed to perform normal. There are additional load tests scheduled for the 20<sup>th</sup> and 27<sup>th</sup>. There will be an Incident Management Team in place prior to go-live and will remain in place until it is verified that the system is performing to its expectations. Should the system encounter any major problems at go-live I have to assume they will revert all agencies back to our current CAD software. The worst case scenario is the MDCs will go down; however radios will still work for communication.

### Apparatus Replacement

A committee has been developed and was given written objectives with the final goal of having a formal recommendation for an additional fire engine to the district by September 1st, 2015. Firefighter Jim Glover is the project coordinator on this project. There has been many fire agencies within Snohomish County who have either recently purchased or are purchasing new fire apparatus which makes for good comparisons of the available manufacturers. The 2014 Apparatus Capital Budget allocated \$ 400,000.00 for the additional engine however I believe that number should be increased to \$ 450,000.00 to allow for tax, delivery and a very small amount of cost overruns. It is anticipated that the bid for the new fire engine would be awarded prior to the end of 2015 and delivered in late 2016.

### HQ Station Planning

Following our last station planning meeting when we met with Vicki Cargile of VIC Associates, we evaluated the square foot cost of similar projects and discussed our next step which was to determine our debt capacity versus our project estimate. Having been informed about the non-binding engagement letter by Jim Nelson of D.A. Davidson I asked Attorney Rich Davis to review and provide direction on this new rule implemented by the SEC. After speaking with a bond attorney Rich felt comfortable with the non-binding engagement letter and suggested that the letter is harmless and doesn't carry any financial risk other than out of pocket reimbursements which were highly unlikely. I also spoke with the bond attorney, Cynthia Weed, on Tuesday and am confident that seeking the advice and guidance of Jim Nelson is the correct direction for the District at this time.

## **UNFINISHED BUSINESS**

### Entry-Level Hiring List Extension

Chief Haverfield explained that the current list for full time firefighter expires as of May 14<sup>th</sup>. The hiring list was already extended this year from February to May. The plan was to hire a full time firefighter in 2015, but due to the PERS and Labor and Industries Insurance enrollment this has made the plan of hiring a firefighter in 2015 not possible. Labor and Industries insurance costs \$1.77/hr per employee and PERS at 9.2% of total wages. There is a great potential that the district will have an assessed value increase, which will increase the potential to hire in 2016. Initially we had 15 part-time members who had tested but are the rate we are losing the members to full time employment in other departments and the general workforce this list at the end of the year could be closer to a total of 5 members. There is a benefit to having the list as we do need a plan in place if we lose our fulltime members to retirement or other fire districts, which has occurred 3 times in the last year. Letting this list expire with the unknown of turnover, puts the district in a time crunch in the event we do lose a member. Chief Haverfield proposed we move the expiration date of the hiring list to the end of 2015.

Chairman Hayes commented that even though there was the intent to hire in 2015 the unforeseen expenses of PERS and L & I eliminated the possibility for this year. He doesn't want to give part time personnel false hope by extending the list.

Commissioner Gillett questioned what the liability is if we retest now and form a list off the testing.

Chief Haverfield commented time is the biggest constraint of the testing process. It takes the assistance from the Captains, Lieutenants, and Chief to work on this process.

Chairman Hayes asked for the staff's opinion on the current hiring list.

Firefighter Bill Dane commented he sees a benefit in having a list and moving forward with testing because there's always a chance of someone retiring or being hired out by another fire district. The district should always have a running list.

Commissioner Ron Stephenson asked what the costs are to run the testing and have a running list.

Chief Haverfield estimated the cost between \$35-40. Chief Haverfield commented that there have not been as many opportunities for hiring in the past but within the last few years with the way we have lost full-time employees, that there have been more opportunities than in his time at the district.

Chairman Hayes commented although he doesn't want to give false hope to any of the part time personnel, he is in favor of retesting.

Chief Haverfield added that due to the list expiring today there needs to be action to extend the test and work on forming another opportunity for testing. He requested to extend the current list 2-3 months and work on the testing process during that time. If the testing is completed sooner than the 3 month extension the Board could approve it and supersede the current list.

Chairman Hayes made a motion to extend the current hiring list 3 months and work on providing another opportunity for members to retest. Commissioner John Gillett seconded the motion. Motion was approved unanimously.

#### Future HQ Station Planning

Chief Haverfield stated that we need to move forward with plans on the future HQ Station. In order to do so, we need to set a date with Vicki Cargile and the Bond Agent, Jim Nelson to discuss the potential to run a bond in 2016. The Board agreed on May 27<sup>th</sup> at 6:00pm as the potential date for this meeting.

#### NEW BUSINESS

##### Non-Binding Engagement Letter; D.A. Davidson

The Commissioners reviewed the Non-Binding Engagement Letter provided by D.A. Davidson, which does not require any commitment currently. The services may cost up to \$3500, which is below what was figured for these services.

Commissioner John Gillett made a motion to approve the Non-Binding Engagement Letter as presented. Commissioner Ron Stephenson seconded the motion. Motion was approved unanimously.

### Utility Vehicle Addition

Chief Haverfield stated that we have been utilizing the pickup for single firefighter responses but due to increased trainings in the County there have been conflicts with usage of vehicles. The pickup can be used for trainings but then there is not a CAR 87 available for response. Jennye will be doing public education at the local schools and attending meetings throughout the county and has had to use her personal vehicle for a meeting earlier this week. We do have a mileage reimbursement program for use of personal vehicles and members track their mileage for reimbursement, however, should we research on purchasing an additional vehicle. Chief Haverfield has checked with Lake Stevens Fire and Arlington Rural and they do not currently have extra vehicles not in use. Chief Haverfield believed the current state bid for utility type vehicles range from \$18,000-\$28,000.

The Board advised Chief Haverfield to look for what options are available and report back on pricing for an additional staff vehicle.

### Board of Volunteer Firefighters Meeting

The Board of Volunteer Firefighters Meeting was called to order by Chairman Hayes at 7:59 p.m.

Chairman Hayes made a motion to approve invoice for Firefighter Hanson. Commissioner Ron Stephenson seconded the motion. Motion was approved unanimously.

The meeting was adjourned at 8:02 p.m.

### **BOARD REPORT**

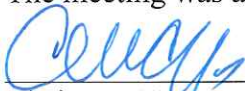
Chairman Hayes welcomed Ron Stephenson to the Board of Commissioner for Fire District #17.

Karen Glover commented that the Firefighter's Association will be hosting a Zumba event on May 30<sup>th</sup> from 12-1:30 at Station 87 to raise money for the Fire and Ice Team for Relay for Life.

Karen also questioned if, when, the fire district will implement the use of Narcan for drug overdoses. Snohomish County has the highest rate of drug overdoses in the State of Washington.

Chairman Hayes asked Chief Haverfield to look into the possibility of adding Narcan to our units.

The meeting was adjourned at 8:06 p.m.

  
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Chairman Hayes

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Commissioner Gillett

  
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Commissioner Stephenson