

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR MEETING

June 11th, 2015

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

Board members in attendance were: Kevin Hayes and Ron Stephenson

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Firefighter Andrew Morford, and Firefighter Kurt McNallie.

WELCOME VISITORS

No visitors were present.

APPROVE PREVIOUS MEETING MINUTES

Commissioner Stephenson made a motion to approve the meeting minutes of May 14th and 27th as presented with the exception of a correction in the spelling of his name. Chairman Hayes seconded the motion. Motion was approved unanimously.

FIREFIGHTER'S REPORT

Association Report

Chief Haverfield provided the report for the association.

The Firefighter Association is partnering with Granite Falls Physical Therapy to develop a team for Relay for Life. The team name is "Fire and Ice". Relay for Life will be held on July 18th this year.

Nick Karstetter has been appointed as the President of the Firefighter's Association. He was in the process of being hired at Everett Police Department, but was not selected at this time. He will be staying with Fire District 17 and remain in position as President of the Association.

Local Report

1. No report.

SECRETARY'S REPORT

Voucher Approval Documents

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

1. Voucher approval document #05021- #05039 in the amount of \$ 32,971.63. (**Appx. A**).
Commissioner Stephenson seconded the motion. Motion was approved unanimously.

2. Voucher approval document #06001- #06026 in the amount of \$ 91,773.36.
Commissioner Stephenson seconded the motion. Motion was approved unanimously.

Chairman Hayes asked how the electronic message board is working.

Chief Haverfield explained there is a committee formed which includes the school district and the City of Granite Falls. The Snohomish County Sheriff's Office may have future involvement with this process as well. Chief Haverfield commented he is getting more familiar with the process and is starting to schedule messages on the board.

Chief Haverfield commented the first set of vouchers in June is a higher amount due to the paramedic contract with Lake Stevens Fire, which accounts for 29% of the EMS Levy.

June 2015 Payroll

Chairman Hayes made a motion to approve the payroll as submitted for the month of June 2015 in the amount of \$ 91,807.76. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

April 2015 Tax Distribution

Chairman Hayes made a motion to approve the April 2015 Tax Distribution and Monthly Activity Report as presented. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

May 2015 Financial Reports

Chairman Hayes made a motion to approve the May 2015 Financial Reports as presented. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

(Appx. B)

CHIEF'S REPORT

(Appx. C)

Activity Report

Chief Haverfield explained the May activity report is average for the year. There was a high number of service calls for the month and this could be for a number of reasons. False alarms or downgraded calls may be later classified as a "service call", which would result in a higher number of service calls. A year to date activity report was also presented to the Board of Commissioners.

Chief Haverfield explained that he has been working on putting together a schedule that shows average response times. However, with the new program that is being used, these numbers are not accurate enough to present. If A-86 and A-87 were dispatched to a call, but A-86 was handling the hospital transports for the day, the program automatically uses A-86 response time to the location, even though A-87 could have arrived on scene much earlier than A-86. The goal is always to arrive on the location within 8 minutes. This goal is less possible when being dispatched to Lake Roesigner, which is considered automatic aid. This can also increase the average response times.

New World

June 9th was supposed to be the “go-live” date for New World. However, this has been postponed until sometime later this year. A date has yet to be determined as they are working on the issues with the system. After three unsuccessful load tests it was determined that there were still some outstanding issues that need to be resolved to ensure the system could perform at peak capacity. The team put together for New World believes it will successfully address the issue encountered which will allow the program to be rescheduled to go-live later this year.

Staff Vehicle Addition

Chief Haverfield explained he has done research on the current state bid for vehicles and most are not available anymore. The only three that are still available for state bid are the Ford Escape, Ford Explorer, and Jeep Patriot. The quote on the Ford Escape which includes tax and deliver is \$ 26,616.89. The Ford Explorer quote was \$28,814.30 and \$ 32,378.45 depending on available options. If the intention is to add a Mobile Data Computer in the vehicle, he would recommend the Ford Explorer for an additional staff car. He also believes we could get by without the XLT Trim Level Upgrade which includes several additional features but most importantly a reverse sensing system. The Board has already approved \$40,000.00 in the 2015 Operating Budget to add this staff vehicle.

Full-Time Entry-Level Testing Process

Chief Haverfield gave an update on the full-time entry level testing. The testing notice was posted and the application deadline was June 11th at 3pm. There were 8 applicants who qualified for the process. There were many who have already completed the FireTEAM testing. June 24th is the deadline for applicants who have not completed the FireTEAM Assessment. This entire process should be completed by the August meeting.

Narcan Administration

Karen Glover had previously brought up the use of Narcan for BLS providers at the last meeting due to Snohomish County having the highest level of drug overdoses in the State of Washington. Chief Haverfield checked with MSA Keith Terry and he said it is a BLS practice and will incorporate it in the 3rd quarter training with full implementation by the 4th quarter.

Chairman Hayes thanks Karen Glover for bringing this issue to the attention of the Board.

Capital Improvement Budgets

Chief Haverfield stated he would like to setup a meeting to review the capital improvement budgets for 2015. Revenues for transports are increasing to levels near \$200,000 a year. He would like to setup a meeting to go over the capital budget and 2nd half of 2015 budget.

Chairman Hayes and Commissioner Stephenson discussed having the meeting on June 29th at 6pm before having the meeting with Vicki Cargile (VIC Associates) and Brian Harris (TCA) in regards to planning the new station.

Chief Haverfield stated he will have the budgets ready by June 25th or 26th.

July Meeting Date

Chief Haverfield stated he is scheduled to be on vacation July 9th which is during the week of the regularly scheduled meeting. If the Board is available he asked the meeting be rescheduled for the week of July 13th- 17th.

Public Education Events

Monday, June 15th the Fire District is hosting the annual Bike Safety Rodeo from 10:00 a.m. until 1:00 p.m. at the Granite Falls Middle School. This event is in coordination with the kickoff of the Granite Falls Summer Lunch Program which runs throughout the summer. Flyers were sent home with students at both elementary schools on the Bike Rodeo and Summer Camp.

The District will also be offering SafeSitter, which is a nationally recognized program that provides babysitting skills to participants ages 11-14. This is a very sought after course since we are one of only a small handful of agencies in Western Washington and the only agency in Snohomish County who offers this program. The first class for this summer is set for June 29th and 30th. Additional opportunities will be offered throughout the summer. The class scheduled for June is nearly full with only advertisement through the Granite Falls School District website. If the classes do not fill up with students living within the Fire District 17 boundaries, then out of district students are allowed to participate in the class.

Administrative Assistant Jennye Cooper is now serving as the secretary for the Snohomish County Fire Prevention Association. This organization is made up of fire marshals and public educators from Snohomish County. Currently, there are only 2 educators left in Snohomish County with Fire Districts.

UNFINISHED BUSINESS

Future HQ Station Planning

Chief Haverfield went over what has been completed in the planning stage to date for the future station. Recently, we've met with Jim Nelson with D.A Davidson to discuss debt capacity and the bond process. The next step is to meet again with Vicki Cargile (VIC Associates) and Brian Harris (TCA) to see if there's a possibility to see if the station can be built in stages and work on a strategy. The station design itself has been downsized and the site preparation alone is over 1 million dollars, which includes a retention pond.

Chairman Hayes questioned if the site preparation could be done with savings and run a bond with remaining construction expenditures. He stated with all the preparation to date, he still wants to move forward with the plan and see if the public will approve the bond.

Chief Haverfield discussed the current debt capacity and believes that with the 10% assumed assessed value increase for next year, that the debt capacity would most likely fall in the \$8 million range, right around where we need to be. With this plan, construction would start 2017 and the 1 million dollars discussed for preparation work could stay in savings.

Commissioner Stephenson questioned if the work needs to be bid out.

Chief Haverfield stated our current plans have not been bid yet. He discussed what could be done to reduce estimated costs. Fuel pump can be eliminated from the project, training center phased in, and possibly leave storage areas unfinished within the station and do this work ourselves.

Chairman Hayes stated instead of reviewing plans again to reduce costs, he would like to pursue a planning session with Vicki and see what our options are.

Chief Haverfield said he would contact Vicki and Brian to see if they're available for a planning session for June 29th.

Utility Vehicle Addition

Chairman Hayes commented that the utility vehicle is already in the budget and under budget and supports moving forward with the purchase of a new utility vehicle. Chairman Hayes made a motion to approve purchase of utility vehicle. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

NEW BUSINESS

July Meeting Date

Due to Chief Haverfield's vacation in July, discussed in the Chief's Report, Chief Haverfield has requested to move the meeting date to July 16th.

Chairman Hayes and Commissioner Stephenson said moving the date to July 16th at 7:00p.m would work for their schedules. Chairman Hayes made a motion to reschedule the July Regular Board of Commissioners Meeting to July 16th at 7:00p.m. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

BOARD REPORT

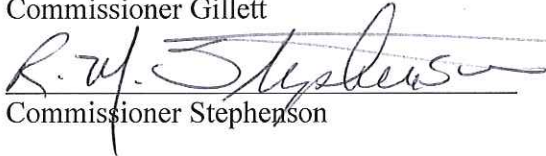
No Report

The meeting was recessed until June 29th for the budget review and planning session.



Chairman Hayes

Commissioner Gillett



Commissioner Stephenson