

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR MEETING

June 29th, 2015

The Meeting was called to order by Chairman Hayes at 5:57 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 Andrew Morford, Firefighter Jim Glover, and Firefighter Ryan Scott.

WELCOME VISITORS

No visitors were present.

CAPITAL BUDGET REVIEW

Chief Haverfield stated that in 2014 changes were made to the 2014 budget but never adopted. It might be a good idea to make changes to the current year's budget and adopt the budget as decided.

Chief Haverfield went over the current capital budget as schedule for the next 5-10 years.

Apparatus/Equipment Fund

The following revisions were discussed and will be reflected in future budget schedules:

- The engine replacement schedule for 2016 was increased from \$400,000 to \$450,000 to reflect current markets for fire engines. The apparatus planning team believes this is a more manageable number based off what other fire departments replacement expenses have been. Engine 5 will need to be replaced in 2023. The budget was suggested to change to \$550,000.
- Radios will be upgraded in 2019. \$200,000 should be a good amount to update to newer radios.
- The current staff vehicle budgeted for 2015 could be more than what is included in the budget and end up being around \$42,000.
- The staff vehicle scheduled for 2019 should be changed to \$47,000.
- The ambulance scheduled for replacement in 2017 was moved to 2020. There were several upgrades to an ambulance this year.

Commissioner Gillett suggested that the budget for the engine in 2023 should be adjusted by 3% each year to reflect any increased costs by 2023.

Chief Haverfield explained the \$550,000 budgeted in 2023 is a recent change and reflects an increase in costs around 3% per year. He explained that there's a 4% increase each year in bunker gear, SCBA, and hoses.

Land/Facilities Fund

Chief Haverfield explained transport revenues are currently divided 50/50 between apparatus and land/facilities accounts. However, if we intend to run a bond for the new station, using some of the funds we have in land/facilities, which is what it has always been intended for, then this will change the amount of funds deposited in the land/facilities account after the station is built. There wouldn't be a need to continue to deposit 50% of the transport revenues in the land/facilities account; it could be 25% or less after new station is built to take care of repairs.

Repairs/upkeep included in the current budget was discussed.

Chief Haverfield explained currently scheduled for 2015 for planning the new station are permits, consulting fees, and a phase 2 building design.

Commissioner Stephenson stated we need to have public meetings to discuss the new station plans.

Chief Haverfield stated we have plans to work on that, but he will also meet with civic groups and the firefighters will also promote the project. With the current plan, we will take utilize the \$800,000 from this account towards the project. The goal is to reduce costs for current station plans. After 2018, fund in the land/facilities account will go towards upkeep on the stations. At this time there are no foreseen needs of a third station with Station 81 and 68 so close to our district.

Chairman Hayes questioned is \$40,000 was enough to cover a bond campaign organized by Liz Loomis and if there's plans to have an open house. He suggested we increase the campaign budget amount to \$50,000 in 2016.

Leave Buyout

Chief Haverfield stated there are no changes with the current schedule. This account only pays for employees who retiree with any accumulated vacation leave.

Commissioner Gillett said this \$35,000 covers about 4 employees who retire.

Chief Haverfield commented \$35,000 is not a huge amount but if we have employees who retire around the same time, this fund will help.

Emergency Reserve

Chief Haverfield explained the emergency reserve budget has been increased to \$560,000.

Commissioner Stephenson asked if the Emergency Reserve account was separate from the amounts in the other capital accounts.

Chief Haverfield explained that due to a 44% loss in 2012 of assessed valuation, this fund helped make up for the difference in the loss of tax revenue. The intent of this fund was to cover payroll in an emergency situation. No additional funds are being transferred in this account at this time, only interest.

Chief Haverfield stated he will make the necessary and recommended changes and bring back changes to the budget schedules for the board to approve.

2ND QUARTER BUDGET REVIEW

Chief Haverfield stated that most line item numbers are at 50%, which being half way through the year means we're right on schedule.

As previously discussed, PERS and L&I have impacted the budget.

There was a review of the current 2015 budget cycle expense accounts.

- There was an increase in overtime for full time employees and sick leave during flu season. Chief Haverfield suggested amending the overtime for Fire/EMS accounts to cover overtime throughout the end of the year. He has brought in an additional fulltime firefighter to staff for 4th of July with the anticipation that it will be a very active 4th. Overtime only accounts for 3% of budget.
- New line item numbers were created to reflect the hiring a fulltime administrative assistant. Benefits have been broken down in budget amendments.
- New line item numbers were created to reflect PERS (Public Employees Retirement System) and L&I that the administrative assistant and some part time firefighters are being transitioned over to. There are some part time firefighters that want to maintain membership with Board of Volunteer Firefighters. An additional line item was created to cover audit fees from the 2014 audit that the auditor's office billed us for in 2015.
- Appliances/Furniture was used this year to cover a water heater and dryer for Station 86.
- Line items for Bunker Gear/PPE, Uniforms, Postage, Medical Exams, and Office Equipment Maintenance were discussed as their expenses were higher than normal. Increase in staffing has impacted the Bunker Gear/PPE, Uniforms, and Medical Exams accounts. Envelopes were just purchased for the year for postage.
- Medical/Dental coverage expenses were lower than anticipated.

POLICY 2000-18 EMPLOYMENT OF FULLTIME FIREFIGHTER

Chief Haverfield went over proposed changes to policy 2000-18.

- Chief Haverfield explained the current policy states in 1.2.1 that the applicant must pass the National Testing Network test with a combined score of at least 70%, when there are several parts of the test. He has made proposed amendments to the policy to reflect the passing of each section of the test and remove combined score language.
- In addition he has proposed in 1.2.2 that the passing of the CPAT be a condition of employment in addition to a background check.
- Language was changed in 1.2.3 and Chief Haverfield is currently looking into the veteran's preference of the hiring process and what criteria must be met to fall under the veteran's preference category.

Commissioner Stephenson said usually this preference is awarded based on time served and honorable discharge. The American Legion should be able to assist, if needed.

Chief Haverfield said he would research the veteran's preference and bring back any suggested changes to the policy.

- 1.2.5—current language states the top 3 applicants will earn a Chief's Interview. The proposed change is to include the top 1/3 of applicants. The more candidates to interview, the better.

Chairman Hayes is supportive of this change with the minimum number of applicants being 3 and the maximum number of applicants being 5 for the Chief's Interview.

- There was discussion about what occurs if employees from part time ranks do not qualify based on the policy.

Chairman Hayes questioned what about a policy for outside applicants if members of the part time ranks don't qualify.

Chief Haverfield said it's stated in the policy that an outside search would then occur if there's no part time member who qualifies.

Chairman Hayes and Commissioner Gillett both stated that the current policy states in 1.0 Employment of Full Time Firefighters from Part-Time Ranks. Commissioner Gillett said if we have to go outside of the district to hire, then the policy should be different and specific to Full-Time Firefighters from outside Fire District 17.

Chief Haverfield stated we can make changed to remove Part Time Ranks language from policy to make it universal for both situations.

- Chief Haverfield made a proposed change for the current candidate pool list to remain active for 12-24 months.

Tuition Reimbursement

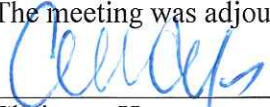
Chief Haverfield explained we have a part-time firefighter who was hired at Seattle Fire. The district paid for this training at the fire academy, and he was set up for \$200 deductions each month from his pay check. This individual still has the intent on paying back the expenses for attending the fire academy but has requested to setup a payment plan. He may not have current funds to pay all \$2800 back all at one time.

Chairman Hayes commented he thinks this is a great gesture from this employee and is fine with setting up a payment plan.

Chief Haverfield asked what a reasonable time for payment to be paid by—the end of the year?

Chairman Hayes responded not necessarily but what type of payment plan has he or the district planned on setting up. He thinks we can be flexible and open based on the employee can afford.

The meeting was adjourned at 7:10.



Chairman Hayes



Commissioner Gillett



Commissioner Stephenson