

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR MEETING

September 10th, 2015

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

Board members in attendance were: Chairman Hayes, Commissioner Gillett, and Commissioner Stephenson.

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Lieutenant Glover, Firefighter Bergstrom, Firefighter Skeith, Firefighter Hanson, and Firefighter Nash.

WELCOME VISITORS

Karen Glover

APPROVE PREVIOUS MEETING MINUTES

Commissioner Gillett made a motion to approve the meeting minutes of August 13th as presented. Commissioner Stephenson seconded the motion. Chairman Hayes abstained due to not being in attendance of this meeting.

FIREFIGHTER'S REPORT

Association Report

Lieutenant Glover stated the Firefighter's Association is preparing for Railroad Days and MDA Fill the Boot.

Local Report

Firefighter Bergstrom said the Local is assisting the Association with Railroad Days and preparing for a MDA Fill the Boot fundraiser on the same day.

SECRETARY'S REPORT

Voucher Approval Documents

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

Chief Haverfield stated the vouchers dated from 8/12/2015 have been amended to change an invoice total from \$35 to \$195 for Trizetto Provider Solutions to pay the remainder of the year for ambulance billing claim service.

1. Voucher approval document #08020- #08051 amended total amount of \$ 34,485.26.
(Appx. A).
Commissioner Gillett seconded the motion. Motion was approved unanimously.
2. Voucher approval document #09001- #09018 in the amount of \$ 17,884.59.
Commissioner Gillett seconded the motion. Motion was approved unanimously.
3. Voucher approval document #09019- #09044 in the amount of \$ 57,146.21.
Commissioner Gillett seconded the motion. Motion was approved unanimously.

Chairman Hayes asked about the new desktop computer that was purchased.
Chief Haverfield explained that the desktop computer in the radio room crashed and needed to be replaced.

Chairman Hayes asked what the firefighter training was for through Washington State Patrol.
Chief Haverfield explained this is a reimbursable expens for Firefighters Manzanares and Browning.

September 2015 Payroll

Chairman Hayes made a motion to approve the payroll as submitted for the month of September 2015 in the amount of \$ 94,224.09. Commissioner Gillett seconded the motion. Motion was approved unanimously.

August 2015 Financial Reports

Chairman Hayes made a motion to approve the August 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 went over the activity report for August. There were 189 calls for the month of August which is likely an all-time high. The main contributor of calls was the day of the windstorm. There was 31 calls total on this day. All of Snohomish County was hit with an increase in calls on this day, and SNOPAC ended up going to a Level 2. There has been discussion with SNOPAC to send a Chief Officer/Zone representative to assist with high traffic dispatch situations.

There was discussion of what the District's plan is for disaster preparedness.

Chief Haverfield reported that a plan is in place for major disasters. In addition an operating guideline will be drafted to designate a FOC/EOC within our agency which can sort through and prioritize a large volume of alarms for our district.

Chief Haverfield continued with his report on the activity report for August. There was one residential fire and one mutual aid fire with Fire District #21. Aid and medic calls were down for August. However, there was an increase in service calls due to the windstorm.

Fire Engine Update

Chief Haverfield discussed the new fire engine plans. The apparatus design committee has finished its work with the three vendors: Rosenbauer, Pierce and Spartan and are now only waiting on final drawings and specifications. All three have suggested using one of the nationally bid pricing tools versus going through the formal bid process, but it might be better for us to go out for competitive bid, which may take more of our time. The proposal from Rosenbauer came in at \$453,290.00, which we thought Rosenbauer would be the most affordable and practical for the district. We may have to look at increasing the budget to \$500,000.00, but Chief Haverfield will know more by the next meeting.

Future Fire Station Planning

Chief Haverfield stated he hasn't heard from Vicki but Brian was going to be out of the office until September 1st. Vicki and Brian were supposed to meet in August to discuss what could be done to lower the costs of the new fire station. They ended up not being able to meet to discuss this. Chief Haverfield stated we've looked at the plans several times and scaled back the plans, and he doesn't want to continue to downscale the station. We are running out of time to run a bond in 2016, and it might be better to wait to see what the economy does.

Chairman Hayes agrees that reducing space isn't the answer. There is the potential that codes could change if we wait on building a new fire station, which again, could increase our costs. We could always be right below the debt capacity even if we do wait. There is a possibility we could sell the land, since that's where most of our expenses would go to, and then look for a different property.

Chief Haverfield commented if we decide to sell the land, then we would need to find a location that isn't in a busy part of town. He will wait to hear from Vicki and bring any information to the Board next month.

Automatic Defibrillators

Captain Dane has been requesting quotes for AEDs. He is looking at units that are compatible with the units that the medics use for Lake Stevens Fire. He is working on requesting quotes from Physio Control, Cardiac Science, and Phillips.

Station 86 Storage Shed

Purchasing a storage shed for Station 86 has been in the budget and research has been done to find a quality shed that will fit the district's needs. We've looked into several sheds including sheds from Tuff Shed, Global Industries, Lowes, and Home Depot. Chief Haverfield believes that a Tuff Shed with the dimensions of 12'x12' or 10'x14' would fit our needs best. The price range for these buildings is \$ 3,900 - \$ 4,680 which includes onsite construction and paint. Chief Haverfield will do a little more research and bring back the information to approve for the next meeting.

A-06 Ambulance

Chief Haverfield recapped A-06 had a blown motor and went in for repair. Bickford motors replaced the motor under warranty.

Commissioner Stephenson asked if we found out if the warranty will carry over to the newly replaced motor.

Chief Haverfield will look into this.

Staffing

Chief Haverfield said we are still good on staffing. The only downfall right now is we have a lot of new firefighters who are not yet engine operators. We have a full schedule for October, but we are short on operators. The new recruits are currently going through training to become operators.

Commissioner Stephenson asked what the requirements to become an operator are.

Chief Haverfield stated they must take the EVIP (Emergency Vehicle Incident Prevention) course and document drive time, typically we don't allow anyone with under one year experience to become a driver/operator.

WFOA Conference/Snure Seminar

Chief Haverfield mentioned there is training coming up in October if anyone wants to go. This is a great networking opportunity and good for new commissioners. There will be more training in 2016.

Annual Photo

Currently, we are looking at the end of September to take the annual photo. The two dates being considered are September 26th in the morning or September 27th in the evening.

NEW BUSINESS

2016 Draft Operating Budget

Chief Haverfield explained the meeting for the 2016 budget was canceled due to not having the appropriate financial numbers for 2016. He is still waiting on a few projections for next year to have a fully drafted budget. He wants to see what the 2015 budget looks like after the 3rd quarter review to see what next year's projections will be. There is the possibility to discontinue the Lexipol policy manual for next year, and we could just borrow policies from other districts. This would save us money in the budget. There will be an increase for labor for 2016, and if we decided to delay the station a few more years, we could consider a lid lift levy for next year to raise the levy rate to \$1.50.

Commissioner Stephenson stated we need to look at the potential increase in population in our area in the next few years as well.

Full-Time Officers Policy

Chief Haverfield presented changes to the policy to the Board. There have been changes throughout the policy, but mainly changes to required training. He is encouraging that this individual has IFSAC Officer Level 1 & 2, Blue card training or state training. He asked the board to review the revisions to the policy and bring back any concerns at the next meeting.

Chairman Hayes requested that this be an agenda item at the next meeting to approve the policy revisions.

Board of Volunteer Firefighters Meeting

The Board of Volunteer Firefighters Meeting was called to order by Chairman Hayes at 8:15 p.m.

Those in attendance were:

Chairman
Commissioner
Chief
Secretary

Kevin Hayes
John Gillet and Ron Stephenson
Jim Haverfield
Jennye Cooper

Commissioner Gillett made a motion to approve invoices for Firefighter Hanson and Firefighter Hayes. Chairman Hayes seconded the motion. Motion was approved unanimously.

The meeting was adjourned at 8:16 p.m.

The regular meeting was adjourned at 8:16 p.m.



Chairman Hayes



Commissioner Gillett

Commissioner Stephenson

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

SPECIAL MEETING

October 1st, 2015

The Meeting was called to order by Chairman Hayes at 6:00 p.m.

Board members in attendance were: Chairman Hayes, Commissioner Gillett, and Commissioner Stephenson.

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Firefighter Bergstrom, and Captain Dane.

WELCOME VISITORS

No Visitors

NEW BUSINESS

2015 3rd Quarter Budget Review

Chief Haverfield reviewed the budget for the 3rd quarter. He discussed the line items that will carry over into the next year and which line items will end in a deficit.

The medical supplies line item was discussed as there were changes in equipment carried on the aid units. The costs for this year are most likely an exception and will remain around its normal expenditures of \$11,000 in future years.

Medical exams for new part-paid employees were used more this year due to turn over in staff.

Chief Haverfield stated with the amount of carryover into next year's budget, there are a few items/supplies he'd like to look into purchasing in 2015 for station improvements. There was discussion about the following:

- Website Improvement-enhance the current website to make more user-friendly and interactive.
- Commercial Ice Machine-Captain Dane has researched prices for a machine.
- Shed for storage at Station 86-Captain Dane and Chief Haverfield have both looked into pricing and quality of sheds, and currently the one that fits our needs the best is an Aurora Shed or Tuff Shed which are both out of Marysville. The price range currently is \$ 2,700 - \$ 6,100.
- Engraver for name passports, nametags, and other materials. This could be a shared cost item with other fire districts.
- Training Prop-There is a fund for training that currently holds \$34,000. Captain Dane has put together drawings and plans for a prop for crews to train and practice forcible entry and ventilation. It would be stored at Station 86 and be a temporary structure in the parking lot.

Captain Dane explained that we built a prop with Getchell in the past and have had little use out of it because it's stored at Getchell's Fire Station. In order for firefighters to use this prop, they'd have to go out of district, which isn't an option. The district has had successful history with props, and the proposed prop would be used for many years. It would allow for firefighters to increase their training hours. The cost range for materials would be around \$5,500, Chief Haverfield suggested that with labor and additional supplies he would be comfortable with a budget of around \$10,000-\$12,000.

Commissioner Gillett asked if there's grant funding for this type of training prop.

Chief Haverfield responded that he believes it needs to be a fixed structure in order to receive grant funding.

Commissioner Hayes explained it's a great idea, but there needs to be more planning and research with Snohomish County to ensure we're following property line procedures and to determine the total costs of the project.

2016 Operating Budget Review

Chief Haverfield presented the Board with the 2016 Draft Operating Budget. He explained there will probably be a carryover of \$102,000 from 2015. His goal is to still hire a full-time firefighter in 2016.

Chief Haverfield explained the 2016 Draft Operating Budget and reviewed changes in line items.

- Capital Improvements costs are \$543,386.86. 2016 is a bunker gear replacement year, so instead of hose, some bunker gear sets will be replaced. The new fire engine will be purchased in 2016, and for technology we need to purchase a backup hard drive for the server.
- Labor Costs are \$1,524,813.34 or 76.38% of the budget.
- Operation Costs are \$214,314.81 or 10.74% of the budget.
- Professional Services are \$280,090.75 or 14.03% of the budget.

There was discussion if the district should continue with the Lexipol Policy Manual. Chairman Hayes suggested this be an action item at the next meeting to determine if the district is going to continue to subscribe to Lexipol.

Station 87 Headquarters Station

Chief Haverfield and Commissioner Stephenson met with Vicki and Brian who proposed reductions to the station plans to find savings in the building costs. The reductions ranged from \$700,000-\$900,000. Vicki and Brian proposed sq. footage reductions in offices and the exercise room. The heavier cuts to reduce costs were eliminating the mezzanine for storage and a bay. With all the deductions they proposed, including the bay, it was around \$900,000. The current station plans without reductions have already been reduced.

Chief Haverfield explained the assessed value will increase 8% in 2016, and the cost of the station is around 9.3 million with a 3% escalator.

There was discussion of the following related to the Headquarters Station:

- Construction costs are currently high as the market is turning around.
- Partial construction is not an option.
- Assessed value is not at the correct amount that the district needs to be at.
- As previously discussed, it might be a better option to postpone a new station.

There will be further discussion at the next meeting.

The special meeting was adjourned at 07:27 p.m.



Chairman Hayes



Commissioner Gillett

Commissioner Stephenson