

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR MEETING

October 8th, 2015

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

Board members in attendance were: Chairman Hayes and Commissioner Gillett. Commissioner Stephenson was unaccounted for.

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Captain Bill Dane, Captain Jeff Torgerson, Firefighter Ted Bergstrom, Firefighter Kevin Glover, Firefighter Nick Karstetter, and Chaplain Joe Cassidy.

WELCOME VISITORS

No Visitors

APPROVE PREVIOUS MEETING MINUTES

Commissioner Gillett made a motion to approve the meeting minutes of September 10th and October 1st as presented. Chairman Hayes seconded the motion.

FIREFIGHTER'S REPORT

Association Report

Firefighters Nick Karstetter and Kevin Glover stated Railroad Days was another success. The Association raised around \$1000.

Local Report

Captain Dane reiterated that Railroad Days was a success. We had many volunteers to help out at the food booth and to help with Fill the Boot for MDA. Fill the Boot raised around \$2000. The bake sale items went fast, Chief Haverfield had a successful horseshoe tournament, and Jennye had a public education activity for kids to participate in. It was also very nice to see that we were in the beginning of the parade this year along with the Sheriff's Office.

SECRETARY'S REPORT

Voucher Approval Documents

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

1. Voucher approval document #10001- #10017 amended total amount of \$ 5,328.90. (Appx. A).
Commissioner Gillett seconded the motion. Motion was approved unanimously.
2. Voucher approval document #10018- #10038 in the amount of \$ 21,817.67.
Commissioner Gillett seconded the motion. Motion was approved unanimously.

Chairman Hayes asked about the bay door repair. Chief Haverfield stated it was backed into at Station 86. The safety committee is conducting an accident investigation which is routine for any type of accident.

Commissioner Gillett asked about the radio system for \$5000. Chief Haverfield stated it's for the new vehicle. It's the same radio system that the Chief's vehicle is equipped with. It has the capability to be used in areas where 800MHz is not accessible.

October 2015 Payroll

Commissioner Gillett made a motion to approve the payroll as submitted for the month of October 2015 in the amount of \$ 98,020.82. Chairman Hayes seconded the motion. Motion was approved unanimously.

September 2015 Financial Reports

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

Chief Haverfield reviewed the financial reports for September. The transactions listed were normal including vouchers and benefits/payroll.

CHIEF'S REPORT

(Appx. C)

Activity Report

Chief Haverfield reviewed the calls year to date. There were 171 emergency calls in September. The majority were EMS calls. There was an increase in basic life support (BLS) and advanced life support (ALS) emergency calls. Illegal burning calls were the highest in August. There were no mutual aid calls for September, but we did provide mutual aid 7 times and were cancelled 3 times.

Fire Engine Update

Chief Haverfield reviewed what steps have been taken so far for plans regarding the new fire engine. Three manufactures have provided proposals off the national bid. He believes if we go to competitive bid that they may come down in price and will be the most beneficial for the district. Spartan has added more options to their plans and will be writing the specs that will be transferrable to any manufacture. Customer service is another important factor, and the sales representative for Spartan has been very responsive.

Chairman Hayes stated he's been very impressed with Rosenbauer, however, he is very leery of a manufacturer writing the specs for the engine.

Chief Haverfield responded that he's spoken with the sales rep about not eliminating other manufactures from the competitive bid process based on the plans for the engine.

Unbudgeted Items

Chief Haverfield discussed the unbudgeted items he proposed to the board at the last meeting.

- Shed for Station 86-We have narrowed the sheds down to a Tuff Shed or an Aurora Shed. There's about a \$1000 difference in price based on the two manufactures. Chief Haverfield plans to visit both businesses with Jim Glover to look at the quality of the sheds.
- Website-Monroe and North County Fire Authority use the same website designer and are very happy with his services. The Chief has tried to contact him on pricing, but hasn't been able to get pricing.
- Engraver-This could be an item that is a cost share between districts. It's probably going to be around \$5000, but we haven't confirmed pricing yet.

Commissioner Gillett asked how much do we spend approximately on having a business do the engraving for us.

Captain Dane stated probably around \$200 a year annually, but he'd have to look into it.

Training Prop

Chief Haverfield stated Captain Dane did some research on what is required from Snohomish County if a training prop were built. Snohomish County states that the building has to be under 400sq ft. and not used for human habitation. It will need to be setup away from the curb.

Narcan

The District implemented the Narcan procedure on September 24th. It's already been administered on an emergency call once.

Group Photo

The group photo will take place October 11th at 4p.m. Individuals who would like an individual photo should arrive at 3pm. The photo will be taken on the backside of GFHS.

New World

New World is set to go live on the 27th at 5a.m. There will be an incident management team to oversee the process.

Fire Commissioners Conference and Snure Seminar

Chief Haverfield reminded the Commissioners that the Commissioner's Conference and Snure Seminar are coming up on October 19-22nd.

UNFINISHED BUSINESS

Future HQ Station Planning

Chief Haverfield reviewed what he reported at the last meeting on the new station. The cuts proposed from Brian and Vicki is around \$1 million. However, this includes the reduction of an apparatus bay. Without cutting the apparatus bay, it doesn't save too much. Vicki emailed the Chief stating that prices are going to keep going up, and we may be in the same situation if we delay the project. We don't have the debt capacity at this time and can't cut out a bay.

Chairman Hayes stated that continuing to operate in the current station is a big fear to him. He reiterated that the current debt capacity is \$8 million, what is the project total? Chief Haverfield responded the project is 9.3 million.

Chairman Hayes asked if we can build the square footage and not finish it.

Chief Haverfield responded it's not going to save much, maybe around \$20,000. It would not save us close to 1.3 million like we need to. He's fine with downsizing the offices and other locations.

Commissioner Gillett asked how much we have secured with the architect. Chief Haverfield stated around \$70,000.

Commissioner Gillett added that we've never considered selling the current station and if there's a different type of construction that would be cheaper.

Chief Haverfield responded that Station 86 was around 1 million to build using the materials that we did. It is, however, a smaller square footage than the project for Station 87.

Commissioner Gillett commented that it sounds like the plans for the new Station 87 were designed using materials the district can't afford.

Chairman Hayes said he visited a station in Florida that had a nice layout for \$8 million.

Chief Haverfield said we could setup a workshop with Brian and Vicki to discuss all our options and ideas. Chairman Hayes responded that we need to meet with them and look at how our plans could change to reduce costs.

Lexipol Policy Manual

Chief Haverfield said that we will use the Lexipol Policy Manual and complete it between Jenney, Captain Dane, himself, and possibly other officers. We will commit to getting the project completed and could have it done by the end of 2016.

Chairman Hayes reiterated that the district has been involved with Lexipol for several years. He requested a schedule, a plan to complete it, and will help as needed.

Chief Haverfield responded we will need commissioner feedback at times and the new board members need to be committed to helping this process as well.

Chairman Hayes said he will be committed and bring new commissioners on board to help with the process.

Full-Time Officers Policy

Chief Haverfield provided a copy of the changes in the Full-Time Officers Policy at an earlier date. He made two additional edits after it was reviewed by full-time staff.

Chairman Hayes made a motion to approve the changes with the annotated changes to the Full-Time Officers Policy as presented. Commissioner Gillett seconded the motion.

Ice Machine Proposal

Chief Haverfield discussed the ice machine as one of the unbudgeted items proposed at the last meeting. Captain Dane has been requesting quotes from different businesses. He found a unit that has a discounted price of \$2400 that could be a unit that has a dent or scratch. He has requested to know why it's been discounted. If it's a dent/scratch, then it shouldn't be a problem. It would be purchased on a purchase order and under warranty.

Chairman Hayes asked if there's any work that needs to be done to get the ice machine installed. Chief Haverfield stated we may need to have drainage for it.

There was additional discussion if the ice machine included a filter and if the ice would be used for drinking. Captain Dane wasn't sure if the price quoted would include a filter and would request this information. Chairman Hayes recommended that it have a filter.

Chairman Hayes made a motion to approve the purchase of an ice machine and filter not to exceed \$3000. Commissioner Gillett seconded the motion.

Board of Volunteer Firefighters Meeting

The Board of Volunteer Firefighters Meeting was called to order by Chairman Hayes at 8:05p.m.

Those in attendance were:

Chairman	Kevin Hayes
Commissioner	John Gillett
Chief	Jim Haverfield
Secretary	Jennye Cooper

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

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

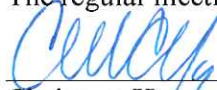
EXECUTIVE SESSION (RCW 42.30.110(g))

The Board adjourned to Executive Session at 8:10 p.m. to discuss matters relating to labor and personnel.

At 8:20 p.m., there was a 10 minute extension of the executive session.

The Board returned to Regular Session at 8:30 p.m.

The regular meeting was adjourned at 8:30 p.m.



Chairman Hayes



Commissioner Gillett



Commissioner Stephenson

