

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR MEETING

November 13th, 2015

The Meeting was called to order by Chairman Hayes at 6:30 a.m.

Board members in attendance were: Chairman Hayes, Commissioner Stephenson was in attendance via a conference call. Commissioner Gillett had an excused absence.

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Lieutenant Jim Glover, Captain Bill Dane, and Firefighter Kevin Glover.

WELCOME VISITORS

No Visitors

APPROVE PREVIOUS MEETING MINUTES

Commissioner Stephenson had technical issues accessing the minutes from the previous meetings. Approval of meeting minutes were tabled until the next meeting.

FIREFIGHTER'S REPORT

Association Report

Captain Dane mentioned that Christmas House is coming up on December 12th. Due to construction at Playa Bonita, the fiesta fundraiser won't be until January when construction is completed.

Local Report

Captain Dane stated that Firefighter Andrew Morford has left for a full-time firefighter position at Bellevue Fire.

SECRETARY'S REPORT

Voucher Approval Documents

Commissioner Stephenson had issues accessing the vouchers. Chief Haverfield stated that vouchers will be held off until the next meeting.

November 2015 Payroll

Chairman Hayes made a motion to approve the payroll as submitted for the month of November 2015 in the amount of \$ 93,212.63. Commissioner Stephenson seconded the motion.

October 2015 Financial Reports

Chairman Hayes made a motion to approve the October 2015 Financial Reports as presented. Commissioner Stephenson seconded the motion.

(Appx. B)

Chief Haverfield explained that this report includes tax collection.

CHIEF'S REPORT

(Appx. C)

Activity Report

Chief Haverfield stated October was an average month with 152 calls.

Fire Engine Update

Chief Haverfield reported the draft bid specifications have been received and will provide an update.

Training Prop

Captain Dane has been working on planning the training prop. This will most likely be revisited after the beginning of the year.

Lexipol

Chief Haverfield reviewed the current progress on Lexipol. There is progress being made on the project and Captain Dane worked on several of these policies while on light duty. There are 12 policies that have been identified of needing to be merged with our current content and the Lexipol content. Some policies that are in place need to be suspended. Other policies, such as the Emergency Vehicles Operation will need to be broken down into several policies. We can compare Lexipol policies with what policies we currently have in place.

Chairman Hayes commented we should setup a workshop to draft templates for policies.

Chief Haverfield responded that we could proceed with setting up workshops, if the commissioners want to be involved in that part of the process. The goal is to have a major part of this project completed by the end of 2016. Once the budget and engine specifications are complete, we will focus back on this project.

Chairman Hayes asked when the policy date is assigned.

Chief Haverfield said a date can't be assigned until the policy has been approved by the Commissioners.

FTE Hiring Process

Chief Haverfield stated that Firefighter Andrew Morford left to Bellevue Fire. He is planning to continue using the eligibility list that is currently established to send the top 4 through background checks, psych evaluation, CPAT, and medical exam. He is holding off until November 16th when the CPAT results are due. One firefighter on this list is going through the hiring process at Shoreline Fire.

UNFINISHED BUSINESS

Fire Engine Specifications

As mentioned, Chief Haverfield stated that the specifications on the fire engine have been reviewed and discussed. He reviewed that the EMS cabinets and chevron striping were added,

Chief Haverfield stated the committee has planned the building of the engine, and they will be there for the final inspection. He will have the bid specifications changed to include a 90 day notice.

Chairman Hayes made a motion to approve the bid specifications with information included about advanced notice on preconstruction. Commissioner Stephenson seconded the motion.

Future HQ Station Planning

Chief Haverfield said he received an email from Vicki Cargile (VIC Associates) that they are working another contractor that utilizes tilt up construction. This may reduce the costs of building a new station significantly.

Lexipol Policy Manual

Chief Haverfield stated we can discuss Lexipol at the next meeting and discuss if a workshop is needed.

Chairman Hayes added he thinks a workshop may be good to setup to have the Commissioners involved in the policy setup process.

Chief Haverfield responded that he thinks it will be beneficial and will keep on the agenda for the next meeting.

Station 86 Storage Shed Proposal

Chief Haverfield reviewed that he has visited both sites and narrowed down to two vendors: Tuff Shed and Aurora Sheds. Lieutenant Glover made recommended changes and suggestions for the shed after visiting the site. Aurora Sheds is including upgraded hardware and waived delivery charges. Without paint, the total is \$5,126. Tuff Shed came out to \$6,100. Aurora Sheds seems to have better quality.

Commissioner Stephenson asked about the warranties.

Chief Haverfield said the roof on the Tuff Shed is 35 years and 30 for Aurora Sheds. He wasn't sure what the warranty states exactly. Aurora Sheds has provided great customer service from the very beginning when Captain Dane visited their site. They gave a 5% discount and stated they would make sure to measure the door to ensure lawn mowers and other equipment will fit through the door.

Chairman Hayes made a motion to approve the purchase of a storage shed for \$5,126. Commissioner Stephenson seconded the motion.

NEW BUSINESS

Policy 1056—Personal Appearance Standards

Chairman Hayes stated the approval of Policy 1056-Personal Appearance Standards will be postponed until the next meeting.

November 25th meeting will be the next meeting for the public hearing in regards to the budget at 6pm.

while the 3rd rear seat was removed. There was a concern the color, but this will be figured out in prebuild.

Commissioner Stephenson asked if the new engine will look like the current unit.

Chief Haverfield confirmed that this is the intent. We will have designs before the prebuild.

Commissioner Stephenson mentioned he thought there were other districts with new engines.

Chief Haverfield responded that there are several districts with new engines. We will come up with a design that will fit our needs and meet NFPA standards.

Chief Haverfield continued to review the specifications. The original specifications of the engine were based on the Sparten warranty, and that was changed to make the process more competitive. Three trips are included in the specifications for about \$ 1,750 through Sparten. This would include the prebuild, middle construction, and final inspection. He has spoken with vendors and both said the preconstruction is the most important, and the least is the middle construction. Travel includes transportation, meals, and lodging. The vendors stated it's very difficult to try to include the travel into the engine costs at a later date. It's better to include in the bid process.

Commissioner Stephenson asked what if we changed to sending two representatives back for the process.

Chief Haverfield responded we could change this to two members of the committee for the process, but each member of the committee contributed to the project individually. They have worked together on their own time, no overtime. He suggests that all three committee members be sent back for preconstruction, two for middle construction, and two for the final construction. We can research and save money on airfare to possibly reduce the costs.

Chairman Hayes added that he is fine with leaving the specs as is with the trips if we can shop for our own trips, but we need to ask the manufacture for enough notice.

Chief Haverfield said we need to finalize the specifications today. Prices will go up after the beginning of the year, and he will ask how we can incorporate the notice of preconstruction trip.

Chairman Hayes commented we should be able to get at least 90 days. Let's plan on sending back three for preconstruction, two for middle construction, and two for final inspection with the manufacture giving us 90 days' notice.

Lieutenant Glover stated we should be provided a schedule of the process.

Chief Haverfield stated he is going to schedule the bids to be open at our next regular meeting on December 10th at 7pm. If there is a lack of quorum, the Board will be able to postpone to a later date. Proposal form should include delivery but exclude sales tax.

Commissioner Stephenson asked if Lieutenant Glover and others will know the engine well.

UNFINISHED BUSINESS

Policy 1056 – Personal Appearance Standards

Chief Haverfield stated that he sent out a copy of the Personal Appearance Standards previously and included our current policy. The Lexipol policy covers tattoos, piercings, and facial hair.

Commissioner Gillett asked if the changes that are suggested in the policy sent to the Commissioners are what are stated in our current policy.

Chief Haverfield responded that the changes reflect our current policy, but he would like to include more on tattoos and piercings.

Commissioner Stephenson asked what the current policy is on tattoos.

Chief Haverfield stated we currently don't have any language in our current policy to cover tattoos.

Chairman Hayes agrees that there should be a section to cover tattoos.

Chief Haverfield stated he would like to use the Lexipol policy, which would also cover piercings. Our current policy already covers facial hair and hair, but he would like to incorporate tattoos and jewelry, including considering ring wearing. He stated he would continue to work on the policy and bring back to the board for approval.

Lexipol Policy Manual Update

Chief Haverfield reiterated that at the previous meeting there was discussion of scheduling workshops to discuss and work through Lexipol policies.

Chairman Hayes asked when would be a good time to hold the workshop.

Chief Haverfield said that most of the business for 2015 will be completed by December 15th. We could still hold a workshop this year. We are working on merging current policies with Lexipol policies.

There was discussion of scheduling a workshop for December 17th at 6:00p.m for Lexipol. Drafted policies will be sent to the commissioners.

NEW BUSINESS

Resolution 2015-04; Authorizing a Substantial Need Resolution

Chairman Hayes made a motion to approve Resolution 2015-04; authorizing a Substantial Need Resolution. Commissioner Gillett seconded the motion. Motion was approved unanimously.

Resolution 2015-05; Authorizing a Tax Increase in the Regular Levy

Commissioner Gillett made a motion to approve Resolution 2015-05; authorizing a Tax Increase in the Regular Levy. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

Resolution 2015-06; Authorizing a Tax Increase in the EMS Levy

Chairman Hayes made a motion to approve Resolution 2015-06; authorizing a Tax Increase in the EMS Levy. Commissioner Gillett seconded the motion. Motion was approved unanimously.

Resolution 2015-07; 2015 Tax Certification

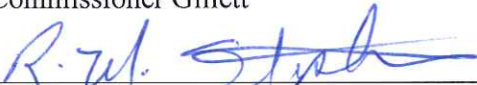
Chairman Hayes made a motion to approve Resolution 2015-07; authorizing a Substantial Need Resolution. Commissioner Gillett seconded the motion. Motion was approved unanimously.

Chairman Hayes made a motion to adjourn the meeting at 6:36p.m.



Chairman Hayes

Commissioner Gillett



Commissioner Stephenson