

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR MEETING**

**December 10<sup>th</sup>, 2015**

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

Board members in attendance were: Chairman Hayes and Commissioner Stephenson; Commissioner Gillett arrived at 7:18p.m.

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

**WELCOME VISITORS**

Mark Shinkle with True North Emergency Equipment (Spartan), Karen Glover, Jesse James, Shawn Cassidy

**APPARATUS BID OPENING**

The bid opening for the 1500 GPM UL Rated Triple Combination Rescue Pumper was conducted at 7:01p.m.

The following is a list of bids opened by Chairman Hayes

Received 12-8-2015-Hughes Fire Equipment (Pierce)-No bid submitted at this time.

Received 12-9-2015-General Fire Apparatus (Rosenbauer)-\$484,055.00 exclusive of sales tax with exceptions noted.

Received 12-10-2015-True North Emergency Equipment (Spartan)-\$479,877.00 exclusive of sales tax with exceptions noted.

The Board agreed to direct staff to review each bid for compliance. No action was taken on the opened bids. Chairman Hayes thanked the committee to bringing us to this point and stated we have 45 days to make a final decision.

**APPROVE PREVIOUS MEETING MINUTES**

Commissioner Stephenson made a motion to approve the meeting minutes of November 13<sup>th</sup> and 25<sup>th</sup>, 2015 as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.

## **FIREFIGHTER'S REPORT**

### Association Report

Firefighter Kevin Glover stated that the Association is preparing for Christmas House on Saturday, December 12<sup>th</sup>.

Santa Cruise is scheduled for December 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>.

Chairman Hayes asked if the shopping for Christmas House was completed. It was noted that shopping was conducted on December 5<sup>th</sup> at Fred Meyers, Snohomish.

Commissioner Stephenson asked how many families does Christmas House serve and if there's been an increase in assistance needed? Do we target churches?

Karen Glover stated that the association served 550 kids last year, and there's been a slight increase. Flyers have been sent home through each school, so each student received a flyer to take home.

### Local Report

No report.

## **SECRETARY'S REPORT**

### Voucher Approval Documents

Chairman Hayes made a motion to approve the financial transactions December 2015 as follows:

1. Voucher approval document #12023- #12045 in the amount of \$ 5,639.32 dated December 4<sup>th</sup>, 2015. (**Appx. A**).  
Commissioner Stephenson seconded the motion. Motion was approved unanimously.
2. Voucher approval document #12046- #12066 in the amount of \$ 95,471.20 dated December 10<sup>th</sup>, 2015.  
Commissioner Stephenson seconded the motion. Motion was approved unanimously.

### December 2015 Payroll

Chairman Hayes made a motion to approve the payroll as submitted for the month of December 2015 in the amount of \$ 89,202.32. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

Chief Haverfield gave an overview of the financial reports for November 2015 and year to date.

### November 2015 Financial Reports

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

## **CHIEF'S REPORT**

Chief Haverfield provided an overview of the call volume for November. 196 total calls, 39 were false calls most likely related to the New World system. 7 fire calls-3 of which were mutual aid, 47 transports-utilized A68 once for transport, 11 Motor Vehicle Collisions, 11 power lines (wires) and 2 Swiftwater rescues due to flooding.

Mutual aid calls will most likely increase because of the New World system being based on proximity of units.

### **UNFINISHED BUSINESS**

#### **Policy 1056 – Personal Appearance Standards (Appx B.)**

Chief stated he sent out Policy 1056 to the staff for review and only received one response that there were no issues.

Commissioner Stephenson made a motion to accept Policy 1056 as presented. Chairman Hayes seconded the motion. Motion was approved unanimously.

#### **2016 Draft Operating Budget**

Chief Haverfield stated he posted the draft operating budget on December 9<sup>th</sup> and updated on the morning of December 10<sup>th</sup>. We had to make some changes based off finalized levy calculations the County Assessor's Office sent. The Fire levy changed to \$ 1,483,000.00  
The EMS levy changed to \$ 512,272.01.

The current format is on SharePoint. The following were changes discussed:

- FTE- An additional firefighter for 6 months was removed from the budget to cover part-time firefighter wages.
- Medical/Dental
- Labor and Industries rates are unknown at this time.
- There's a current deficit in PTE wages. When the budget was amended before, it was based off the first 6 months of 2015 and not being able to fill shifts. We are now filling most of our shifts. The current amount spent is around \$349,000 as of December.
- In 2016, we will hire a replacement for Firefighter Andrew Morford. Once we receive the psych evaluation for both firefighters, we can move forward on this process. Chief Haverfield stated he would like to change the meeting on December 17<sup>th</sup> from a Lexipol workshop to focusing on interviewing the candidates for the Full-Time Firefighter position.
- Possible change in amount for new engine. This decision could be made on December 17<sup>th</sup> as well.

Chief Haverfield asked if there were any questions on the draft operating budget.  
No comments or questions to follow.

#### **Full-Time Firefighter Hiring Process**

Chief Haverfield reviewed that there are 2 candidates for the Full-Time Firefighter position. Ideally, we would like them to start February 1<sup>st</sup>, 2016 and make a decision after the December 17<sup>th</sup> meeting.

#### **Lexipol Policy Workshop**

Based off Chief Haverfield's recommendation to move the Lexipol workshop to a later date, Chairman Hayes stated we will postpone and interview the 2 Full-Time Firefighter candidates at the December 17<sup>th</sup> meeting at 6pm. We will schedule a tentative meeting for December 28<sup>th</sup> at 7pm to wrap up the 2015 budget.

## **NEW BUSINESS**

### **Resolution 2015-08: Budget Amendments (Appx. C)**

There was no discussion on the budget amendments.

Chief Haverfield reviewed the increases and decreases in line items for the 2015 budget amendments.

#### Line Item Increases:

- Salary-Fire-PTE
- Salary-EMS-PTE
- L&I-FTE/Admin
- Pension/Life/AD&D
- Expendable Medical Supplies
- Facilities/Ground Maintenance
- Appliance/Furniture
- Office Equipment/Copier/Programming
- Insurance Package
- Electricity
- Legal Services/Consulting
- Paramedic Contract
- Communications Upgrade

#### Line Item Decreases:

- Salary-Fire-FTE
- Salary-EMS-FTE
- Salary-Overtime-FTE
- Salary-Admin. Asst.
- L&I-PTE
- Apparatus Maintenance
- Fire District Marketing
- New World Training Position

Chairman Hayes made a motion to accept the 2015 budget amendments as presented. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

### **Lexipol Policies**

Chief Haverfield stated the current policies and Lexipol policies are provided in a binder to each Commissioner. The plan would be to have each Commissioner to pick out 2-3 policies to review. The Commissioners are welcome to make any changes/suggestions to the Lexipol policies, but he would like to leave as much of the original language as possible.

Chairman Hayes recommends staff complete the review of the Emergency Vehicle Incident Prevention policies. Jim Glover, Bill Dane, and Jeff Torgerson are EVIP instructors, so they should review the policies.

Chairman Hayes said he would review Nepotism, Social Media, Computer/Email, and Photography.

Commissioner Stephenson said he would review Code of Conduct.

Chairman Hayes recommended that everyone go through the current policy and then review Lexipol policies.

Commissioner Gillett said he would review Light Duty and Off Duty Shift Response.

Chief Haverfield said he would review Public Records.

Chairman Hayes stated we will complete these in preparation for December 17.

Chief Haverfield said we will need to circulate reviewed policies to the staff.

Chairman Hayes agrees staff should be able to review before adoption.

Chief Haverfield said December 17<sup>th</sup> would be set for final draft.

Chairman Hayes made a motion to recess the meeting at 07:56 p.m.



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Chairman Hayes

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Commissioner Gillett



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Commissioner Stephenson