

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

January 14th, 2016

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

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

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

Visitors in attendance were: Andrew Morford, Gerry James, Austin Warren, Rick Hjelle, and Karen Glover.

OATH OF OFFICE

The Oath of Office was administered to newly elected Commissioner Ron Stephenson and Commissioner Jesse James.

ELECTION OF OFFICERS

Chairman Hayes explained that each year there is an election of Chairman and Vice-Chair on the Board of Commissioners.

Commissioner Stephenson nominated Chairman Hayes to continue as Chairman since he has been on the board the longest. Chairman Hayes nominated Commissioner Stephenson at Vice-Chair to give Commissioner James time to catch up on current business. The Board by unanimous decision concurred with the nominations.

APPROVE PREVIOUS MEETING MINUTES

Chairman Hayes made a motion to approve the meeting minutes of December 10th, December 17th, and December 28th as presented. Commissioner Stephenson seconded the motion. Motion was approved unanimously.

FIREFIGHTER'S REPORT

Association Report

Firefighter Kevin Glover reported that Christmas House and Santa Cruise were very successful this year. 500 kids were served through Christmas House. We received many donations from the community to support Christmas House.

Local Report

Captain Dane reported that the Legislative Conference is coming up soon. Two local members will be attending. He discussed one of the issues to be discussed is firefighter job-related illness.

SECRETARY'S REPORT

Voucher Approval Document

Chairman Hayes made a motion to approve the January 2016 financial transactions as follows:

1. Voucher approval document #01001- #01027 in the amount of \$ 16,601.82 dated January 8th 2016. (Appx. A).
2. Voucher approval document #01028-#01038 in the amount of \$ 11,385.49 dated January 14th 2016.

Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Commissioner Stephenson asked about the storage shed at Station 86.

Chief Haverfield said the shed hasn't been built yet. It will be built before it's paid for. The storage shed will be used for storage of lawn mowers, fuel, and other equipment.

January 2016 Payroll

Commissioner Stephenson made a motion to approve the payroll as submitted for the month of January 2016 in the amount of \$ 94,700.18. Chairman Hayes seconded the motion. **Motion was approved unanimously.**

December 2015 Financial Reports

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

CHIEF'S REPORT

Alarm Activity

Chief Haverfield reviewed the alarm activity for 2015 in comparison to previous years. Our annual total alarms were 1952, which was an increase of 11.5% from 2014. A breakdown report by month and type of call was provided to review. There was a 17.65% (nine call increase) from 2014 for Fire calls, which includes all fire type category calls. Other percentage increases discussed were Aid/Medic calls (7.46% increase), Service Calls (28.42% increase), and BLS transports (9.49%). ALS transports decreased 4.15% and Technical Rescue calls (Swift Water) decreased 27.27% (three call decrease from 2014).

Chief Haverfield reviewed the December 2015 alarms. Out of the seven fire calls, two were residential fires. One was a mutual aid with Fire District 21 and the other occurred off the Mountain Loop Highway in district. The other five calls were single engine responses. Aid/Medic calls were at the 3rd highest for 2015. Currently, with the new program, there's no way to provide peak activity times. There is a program being developed to possibly track this information.

HQ Station Planning

Chief Haverfield reviewed what steps have been taken to date with the new station project. Chief Haverfield stated that Vicki has provided an alternative tilt-up construction approach to the main shell of the new station. The framing for the station would be metal. Vicki hasn't provided an exact amount of cost savings but did state that the overall reduction in construction costs would not equate to a million dollars in cost savings. The biggest concern that Chief Haverfield has with delaying the project is the potential increased cost due to interest rates on the bond. Our debt capacity for a bond in 2016 is currently \$ 8,076,906.00, and we don't want to entirely exhaust reserves. It's getting to be too late to pursue anything in 2016. With that said Chief Haverfield believes we are better positioned, at this point, to move forward with the bond proposal in 2018 and hope that interest rates do not have a significant increase.

Commissioner Stephenson asked if it's possible to find contractors in areas that have a weaker economy.

Chairman Hayes said we still have to follow the prevailing wage rules. He would like to see the cost savings for alternative construction before we make a decision on the project. We shouldn't use all of our debt capacity and entirely exhaust our capital facilities account.

Chief Haverfield agreed that we wouldn't use any of our emergency reserves. We could use a portion out of land/facilities to cover additional costs. He will contact Vicki to try to get exact cost savings for the station project.

Chairman Hayes stated we should put the project off, but we still need to keep the project on our radar.

Chief Haverfield said we need to decide if the station will be postponed before making any decision on the lid lift levy.

Levy Lid Lift

Chief Haverfield stated that he suggested that if we did not pursue the construction bond in 2016 that we should consider a proposal for a lid lift on our regular levy in 2016. Our current rate for the regular levy is \$ 1.37 which is \$.13 below the statutory limit. A lid lift requires a simple majority (50% plus 1) to approve the measure which would provide the district approximately \$135,000.00 additional revenue in 2017. A homeowner of a \$ 300,000 home would see an increase of \$ 39.00 per year or \$ 3.25 per month in taxes. Other options besides a levy lid lift would be a Maintenance and Operations Levy, but a lid lift levy makes the most sense in our case. The utility and labor costs have increase, and we are cutting the budget each year to make up for these increases. There's been a decline in new construction, and there haven't been as many new construction projects in the area.

Chairman Hayes agrees we should move forward with a lid lift levy for 2016.

Chief Haverfield said we need to decide if the station will be put off first before making the decision on the lid lift levy.

Chairman Hayes stated he thinks it's best if we not move forward on the new station, since we currently don't know what our cost savings will be with tilt up construction.

Commissioner Stephenson asked if we can use other architects to work on the project for cost savings.

Chairman Hayes stated Cargile Associates are not with the architect. He thinks we should move forward with the lid lift levy as long as the economy doesn't become uncertain.

Chairman Hayes made a motion to not move forward with the HQ Station for 2016 and move forward with the lid lift levy. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Chief Haverfield will research previous fire district measures and proposed the best time to run the lid lift in the 2016 election. It would be a good topic to include in the newsletter.

Training Prop Proposal

Chief Haverfield provided the proposal for the Station 86 training prop for each Commissioner to access on SharePoint. He believes we would likely be able to complete the project under a budget of \$15,000.00. The money that would be allocated to this project was from a donation from the estate of Dick and Mert Murdock in 2013 which created the current balance in the Training Fund.

UNFINISHED BUSINESS

Spartan Contract for E-07

Chief Haverfield commented that the Spartan Contract was reviewed by Brian Snure. Attorney Snure suggested some of the language be changed and Spartan complied. Brian seems to be happy with the final contract.

Chairman Hayes reviewed the contract and didn't see any issues.

Chief Haverfield said we've spoken with other mechanics in the area, and they suggested we add disc brakes at an additional cost of \$ 500.00. Based on the specification, Pierce brought up that there may be an issue with the alternator size. If we did decide to upgrade the alternator, it would be an \$800.00 upgrade. Spartan originally stated the alternator in the specs was sufficient.

Commissioner Stephenson made a motion to accept the contract for Spartan. Chairman Hayes seconded the motion. **Motion was approved unanimously.**

Chairman Hayes thanked the committee for their efforts and their time in working toward the final product.

Full-Time Firefighter Hiring Process

Chief Haverfield reviewed the hiring process to date. The District has announced to staff that a conditional offer has been given to Cable Hoover but needed the Board to approve the direction previously given to the Chief.

Chairman Hayes made a motion to offer Cable Hoover the Full-Time Firefighter position to start February 1st. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Training Prop Proposal

Chief Haverfield reviewed that last summer Captain Dane proposed the use of the funds donated from the estate of Dick and Mert Murdock be used to build a training prop. This prop will help with training and won't take up a lot of space at Station 86. He believes that a budget of \$15,000 should allow enough funds to complete the project.

Chairman Hayes agrees that it's a great idea. He commented that Captain Dane has done great with the plans and research.

Commissioner Stephenson asked if other departments will could share in the cost of the training facility. Chief Haverfield responded that we have previously tried to share costs related to training facilities and it didn't work well due to it being out of district.

Commissioner Stephenson commented that Captain Dane did a great job researching and designing the training facility plans.

Chairman Hayes made a motion to approve the training facility project with a budget of \$15,000. Commissioner James seconded the motion. **Motion was approved unanimously.**

Chairman Hayes questioned the timeline on building the training prop. Captain Dane hopes it will be completed by the end of the 1st quarter this year.

Lexipol Policy Workshop

Chief Haverfield stated that the binders have been revised and need to be updated with policy changes. He would like to focus on moving forward with the approval of these policies.

Chief Haverfield requested to setup a meeting to discuss these policies. He asked if the commissioners would be available Thursday, January 28th in the morning.

Chief Haverfield asked how much time should we give to staff to review the proposed policies. Some of the policies will impact the staff directly and others won't. Chairman Hayes suggested 2 weeks should be sufficient for staff review.

Chief Haverfield asked if we should proceed with approval at the next workshop.

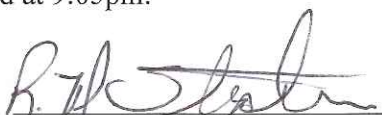
Chairman Hayes suggested that we meet and review drafted policies, then send out to staff. The Board agreed to schedule a continuation of this meeting on January 28th at 7:30am.


EXECUTIVE SESSION (RCW 42.30.110(g))

The Board adjourned to Executive Session at 8:35pm to perform an exit interview for a past employee for 30 minutes.

The regular meeting reconvened at 9:05 pm.
The regular meeting was recessed at 9:05pm.


Chairman Hayes


Commissioner Stephenson


Commissioner James