

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

January 28th, 2016

The Meeting was called to order by Chairman Hayes at 7:30 a.m.

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

Staff members in attendance were: Chief Jim Haverfield and Administrative Assistant Jennye Cooper.

SECRETARY'S REPORT

Voucher Approval Document

Commissioner Stephenson made a motion to approve the January and February 2016 financial transactions as follows:

1. Voucher approval document #01039- #01045 in the amount of \$ 20,491.30 dated January 22nd, 2016. (Appx. A).
2. Voucher approval document #02001-02016 in the amount of \$ 12,133.09 dated January 28th, 2016.

Chairman Hayes seconded the motion. **Motion was approved unanimously.**

NEW BUSINESS

2016 Capital Fund Budget Review

Chief Haverfield explained that he has provided the 2015-2025 Capital Budgets for review as well as the proposed 2016-2026 Capital Fund Budgets for consideration. Chief Haverfield provided an overview of each Capital Account Budget:

Apparatus/Equipment Capital Fund

Chief Haverfield discussed apparatus/equipment and the purpose of this fund. This fund is used for communication equipment upgrades, SCBA replacement, bunker gear (4-5 sets per year), fire hose, and apparatus replacement. Bunker gear and fire hose replacement alternate each year on a replacement schedule. Apparatus and staff vehicles are on an established replacement schedule. Last year, in 2015 we ended the year with a \$130,000 surplus from the Expense Account that was transferred to the apparatus/equipment account. The starting balance for 2016 was higher due to the carry over, but we also projected the engine to be around \$450,000, but had to increase the budget to \$550,000. Other changes were for 2023, the engine replacement was changed to \$650,000 to incorporate rising costs.

Land/Facilities Capital Fund

Due to the decision to delay the bond until 2018 for the new station, the land/facilities fund has been revised. We will still add 50% of ambulance billing revenue into this account to cover costs of building the new station until 2017. By 2020, assuming we've moved forward with a new station, the account balance will be around \$37,000.

Leave Buyout

Leave buyout is used for employees who retire and may have accumulated vacation time. There's a high probability that we will see two employees retire within the next three to five years.

Emergency Reserve

Currently the Emergency Reserve is capped at \$560,000, but we should consider increasing it due to rising costs of labor, goods and utilities.

The Board discussed raising the fund limit to \$600,000 to incorporate rising costs of labor.

Chairman Hayes stated we should look at the current union contract and incorporate escalation of labor costs over a period of time and incorporate this within the reserve.

Chief Haverfield stated he would prepare a resolution for the board to increase the limit at the next regular meeting.

Commissioner Stephenson mentioned we should also consider the costs of L & I since we've had a rising costs in this area.

Chief Haverfield responded saying L&I provides rates annually, so it's hard to predict what the expenses will be from L&I.

UNFINISHED BUSINESS

Policy Amendment Review

Records Management-Policy 800

Chief Haverfield explained that the current adopted policy transfers to two policies in Lexipol. He incorporated language in the Lexipol policy to protect against long-term possession of training/employee records for the Officers.

Chairman Hayes asked if we have a records retention matrix or schedule to add with the policy. He recently created a records retention matrix for his employer.

Chief Haverfield said we do currently have a schedule per the Washington State Archives. We have to follow what is listed in their schedule for local government agencies.

Commissioner James asked what it meant by the Program Manager listed within the policy. Chief Haverfield stated that this is the Health and Safety Officer, currently Captain Jeff Torgerson and Training Officer, Captain Bill Dane.

Chairman Hayes said he would like to have a matrix in the policy. Chief Haverfield said he would look into providing a matrix.

Release of Records-Policy 802

Commissioner Stephenson asked who the current records manager for the Fire District is. Chief Haverfield stated he is the current records manager, but planned to appoint Administrative Assistant Cooper in the near future.

Chairman Hayes asked if there's training available for this. There was further discussion of training.

Commissioner James asked if we are going to approve each policy before it goes out to staff. Chief Haverfield said we will send it out to staff and then approve them after we give a chance for staff to review.

Conduct and Behavior-Policy 1026

Chief Haverfield suggested a change to the language in the second paragraph under 1026.3 to read "all members shall adhere to the following:"

Chairman Hayes stated that he would like to see all references in Lexipol policies to be changed from "should" to "shall". The Board agreed with this recommendation.

Chief Haverfield added additional language on the 2nd page to read "Members must be respectful.....". He also suggested that he has incorporated the value statements from the current district policy into the preface of Lexipol.

Chairman Hayes suggested a change in 1026.12 to cover district members participating in Association fundraiser's/business.

Emergency Recall- Policy 1020

Chief Haverfield said the current policy adopted was previously negotiated so he didn't make many changes. He did want to make sure that staff understood that there's not an expectation to respond to district calls if not within the district or available.

Temporary Modified Duty-Policy 1066

Chief Haverfield stated he made a change to the Lexipol policy to change the length of light duty to a maximum of three months, if work is available. Each case would be reviewed to determine if work is available.

Nepotism and Conflicting Relationships-Policy 1089

Chairman Hayes commented that conflict of interest, which is our current policy and conflicting relationships are two different issues. He suggested that conflict of interest should stand alone.

Chief Haverfield said he can create a separate policy for Nepotism in Lexipol.

Chairman Hayes agreed that it'd be best for Nepotism to be one policy in itself, and have Conflict of Interest in its own policy as well.

Chief Haverfield said we can copy our current conflict of interest policy into Lexipol as is.

Chairman Hayes reviewed what Lexipol had in their Nepotism policy, and he added a waiver for the Fire Chief in 1089.3.3.

Chief Haverfield reviewed that the policy is to protect the family so as two family members aren't working at the same time. He also added that we should define non-union personnel, change the formatting in 1089.3, and that 1 and 2 under 1.2.a should be removed. The Board concurred with these recommendations.

Electronic Mail- Policy 212

Chairman Hayes reviewed the original policy covering this area among other technology policies, and suggested that they should all be broken down and separate. Electronic mail should not be used for personal reasons for best practice.

Chief Haverfield referred to Information Technology Use in 708.3 Privacy. There is no language in Electronic Mail-212 to cover that the District can review and access files/documents/emails at any time in this policy. He suggested we replace 212.02 and replace it with the current language outlined in 6.0 in our current policy 2000-31.

Chairman Hayes added 708.2 added a statement for District computer use.

Chief Haverfield said members are allowed to use District computers to seek training opportunities and full-time work opportunities.

Photography and Electronic Imaging- Policy 718

Chairman Hayes added some language from our current policy into the Lexipol policy.

Member Speech, Expression, and Social Networking-Policy 1091

There was mutual agreement among the Board of Commissioners and Chief Haverfield that this policy can stay as is.

Emergency Response-Policy 302

Chief Haverfield discussed that he broke down the current emergency response policy into 6 different categories to make it easier for staff to review.

Chairman Hayes reviewed the revisions to Policy 302 and said the changes looked fine.

Traffic Collisions-Policy 356

Chairman Hayes expressed his concern with the wording in this policy. If there's accident reviews being done by the safety committee that means it could be union employees investigating other union/association employees. He doesn't agree that the internal safety committee should be involved in Level III incidents as outlined in the proposed policy.

Commissioner Stephenson asked if the state has guidelines we can follow for collision investigations/reviews.

Chairman Hayes suggested that if the district is involved in a Level III collision as classified in the policy that we should have outside agencies/entity do the investigation.

Chief Haverfield added that the Snohomish County Sheriff's Office or State Patrol would do their own investigations in most Level III collisions.

Chairman Hayes thinks that the safety committee should be involved in investigating incidents minor in nature but not have the district safety committee investigating Level II or Level III incidents, where serious injury or death is involved.

Chairman Hayes asked Chief Haverfield to check with other Chiefs/Districts and see if a regional task force is, or could be formed for this purpose.

Chief Haverfield stated that on Level II situations, in some cases the investigation could be completed internally. He provided examples where outside agencies are not necessary to be involved.

Chairman Hayes said that incidents involving a private operated vehicle should be added Level II incidents.

Chief Haverfield added that there should be a dollar threshold to categorize incidents in Level II.

Chairman Hayes responded saying he doesn't think there needs to be a dollar threshold, but to add that each case is discretionary per the Fire Chief. An outside investigation doesn't need to be conducted in cases where we know we are at fault.

Commissioner Stephenson added that there's more of a legal risk if an outside investigation isn't conducted. He asked if the County has procedures in place.

Chief Haverfield said he will check with other Chiefs in the area that are within our insurance pool and also check with our insurance company. The responding law enforcement agency will complete its own investigation.

Chairman Hayes commented that Policy 356 needs to be discussed and researched more before being sent to staff for review.

Fire Equipment Driver/Operator

Chairman Hayes commented within this proposed policy it seems that an annual certification seems too frequent.

Chief Haverfield responded that the EVIP training program includes two ways to recertify. One way is to recertify annually, the other way is to complete the entire training every three years. They only need EVIP to drive an ambulance if they're driving code. Drive time is tracked for all non-emergency response driving.

Apparatus/Vehicle Backing-912

Chairman Hayes reviewed that the language be changed from "should" to "shall". He said the last sentence under 912.2 in Best Practice where it states "Back the apparatus without the aid of a spotter should only be used in emergency situations".

Chief Haverfield said we may have a case where they don't have a backer and provided an example during an emergency response where there may not be a backer available.

Chairman Hayes said he is fine with leaving that sentence in the policy as long as it can be strengthened. He suggested adding ambulances only.

Chief Haverfield agreed that the language could read "ambulances only in emergency situations", and brought up a case of patient abandonment.

Chairman Hayes agreed that if patient care is compromised, then an ambulance backer is not necessary, but a 360 walk around of the vehicle needs to be completed.

Chief Haverfield said there may be cases where an Officer is left with the engine and needs a backer. Would he have to wait until staff is available to assist with backing? We need to consider situations that may come up. It would be best to send this policy to staff and gain any feedback on this issue.

Chairman Hayes commented he doesn't believe we should add exceptions to the policy. The only exception should be if patient care is abandoned.

Vehicle Safety Belts- Policy 922

Chairman Hayes commented he is fine with the wording in this policy.

Commissioner Stephenson and Commissioner James agreed. There was no further discussion of this policy.

Driver License Requirements-Policy 1086

Chairman Hayes reviewed this policy and thinks that it should state under *Best Practice* that an annual requirement/verification of each employee's driver's license is needed.

Commissioner Stephenson asked is a driver is required to have a CDL. Chief Haverfield responded stating that fire districts are exempt from this requirement.

To Chairman Hayes previous recommendation Chief Haverfield suggested that the district requires driver's license verification annually during the EVIP recertification process.

Chief Haverfield discussed that requiring a driving record costs per employee. There is language in the policy about employee reporting any convictions on their driving record. Stronger language could be added to the proposed policy.

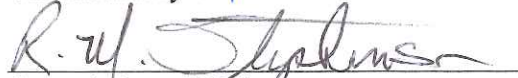
Chief Haverfield asked the commissioners if we should hold all the vehicle operation policies until they are all complete and ready for staff review.

Chairman Hayes said we should send out the policies that are agreed upon and send them out to staff. There was agreement on four of the six policies under vehicle operations, so four are ready to be sent to staff, and we will continue to work on the two policies that still need revisions.

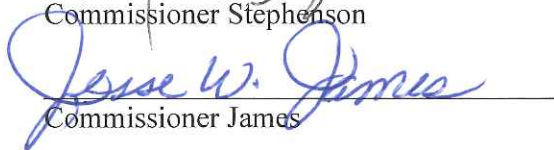
The regular meeting was adjourned at 9:29am.



Chairman Hayes



Commissioner Stephenson



Commissioner James