

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

February 11th, 2016

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

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, Captain Jeff Torgerson, Firefighter Jim Glover, and Chaplain Joe Cassidy.

Visitors in attendance were: No visitors

CONSENT AGENDA

Chief Haverfield explained how a consent agenda approves all of the items listed with a motion and a seconded motion. There can still be discussion about items listed on the consent agenda.

- Approval of Meeting Minutes for January 14th and January 28th.
- Approval of voucher documents #02017-02031 in the amount of \$11,635.17.
- Approval of February payroll in the amount of \$98,111.03.
- Approval of January 2015 financial reports.

Commissioner Stephenson asked about the financial reports and the expenses on the report listed in red.

Chief Haverfield explained that items listed in red are expenses that have already been covered for January. He mentioned the State Pool interest rate went up from .10 to .38. The County Pool interest still remains the same interest rate.

MOTION: Commissioner James made a motion to approve the consent agenda as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

FIREFIGHTER'S REPORT

Association Report

No report.

Local Report

Two of the local members attended legislative day in Olympia.

Chief's Report

Chief Haverfield provided an overview of the monthly alarm activity for January.

Chief Haverfield stated he was planning to provide a Fire Engine Options List, but Spartan didn't send it to him in time to present at the meeting. The sales representative, Steve Jahn was stuck in a snow storm on the east coast, and couldn't get it to us. The proposed budget for the new engine includes tax and licensing; however, additional equipment and tools will not be included in the price. It should be in service by 2017.

UNFINISHED BUSINESS

Options List E-07

The options list for E-07 was not available to present at the meeting.

Lexipol Policy Adoption

Chief Haverfield reviewed that the policies have been sent out to staff and were included on SharePoint. Three staff members responded included Firefighter Jim Glover, Captain Torgerson, and Captain Dane. Firefighter J. Glover also agreed "should" needs to be changed to "shall" throughout the policies. Captain Torgerson and Captain Dane said they all look fine.

Chief Haverfield reviewed the changes for each policy as agreed upon in previous meetings.

The following policies were reviewed as requiring further changes or approved as is with changes:

Policies not requiring any additional changes:

800: Public Records Management
802: Release of Public Records
1020: Emergency Recall
1066: Temporary Modified Duty
708: Information Technology Use
718: Photography and Electronic Imaging
1091: Member Speech and Social Networking
302: Emergency Response
600: Fire Equipment Driver/Operator
922: Vehicle Safety Belts

Policies requiring changes:

1026: Employee Code of Conduct and Behavior
1089: Nepotism and Conflicting Relationships
212: Electronic Mail
912: Apparatus/Vehicle Backing

The policies requiring changes were reviewed with changes outlined:

1026: Employee Conduct and Behavior

- Language to change from “should” to “shall”.
- Stronger guidelines were added under 1026.3 Professional Conduct for “Best Practice”.
- The statement “All members must be respectful and conform to the right to privacy and confidentiality laws and statues protecting those we serve” was added under section 1026.4.
- An additional statement for exceptions for association donations was added under 1026.11 under Gifts and Gratuities.

1089: Nepotism and Conflicting Relationships

- Changes were made to include language from our current policy in the Lexipol policy.
- Section 1089.3.a.1 and 1089.3.a.2 were removed from the Lexipol policy.
- A description for non-union personnel is defined in more detail.

212: Electronic Mail

- The Lexipol section for Best Practice was removed from 212.2 and language from the current Electronic Mail policy was added. This change includes the right for the district to review, access, and disclose contents of any files or documents on a district owned computer.

912: Apparatus/Vehicle Backing

- Language was added to include that personnel shall use spotters for emergency situations. If there is a case that would jeopardize patient care, then the driver shall perform a 360 walk around of the ambulance to ensure there are no obstacles. Backing a fire apparatus requires a backer at all times.

MOTION: Chairman Hayes made a motion to approve the changes in each policy as presented. Commissioner Stephenson seconded the motion.
Motion was approved unanimously.

Chief Haverfield said we can discuss additional Lexipol policies more in detail by scheduling an additional meeting for February or discuss them at a March meeting. He mentioned we still have two driving policies to discuss and approve. He contacted the insurance company in regards to the issue of level 2-3 type incidents involving apparatus incidents such as collisions and discussed who would be responsible to investigate less serious to more serious incidents. The insurance company thought there may be too much thought going into this issue on deciding how an incident falls under a certain level. The insurance company would do their own investigation in addition to State Patrol/Sheriff's Office. We can bring this issue up at the next risk management pool meeting that is coming up in April.

Chief Haverfield continued saying as of now, smaller incidents should be investigated by the safety committee. More serious incidents should be investigated by an outside agency including law enforcement as well as a group appointed by the risk management pool but there could be also be a fee associated with this proposal.

Chairman Hayes thanked the members who provided feedback on the policies sent out to staff.

Commissioner Stephenson said employee discipline regarding a vehicle incident would be held internally, but asked if the overall investigation would be investigated outside of the district.

Chief Haverfield stated that is correct. He asked if we want to table this issue until the next meeting.

Chairman Hayes agreed that we should table this issue for now and discuss this further with the risk management pool members.

Levy Lid Lift Discussion

Chief Haverfield suggested that with the station bond being postponed, he has discussed the possibility of a levy lid lift. Chief Haverfield has been considering the best time to run the levy and researched other comparable districts that ran similar levies. He presented information to the board on levies that passed in other districts. Based on his research, he recommends we run the levy in the primary election on August 2nd. May 13th is the deadline to submit a resolution to have a measure on the primary ballot.

Chief Haverfield discussed having Liz Loomis (LLPA) assist the district with this levy as well as the annual newsletter. He suggested the district set a limit for the services provided by Liz similar to the budget that was for the permanent levy of not exceed \$20,000. LLPA previously has assisted with news releases, PowerPoint presentations, and sent out information through the mail for the permanent levy.

Commissioner Stephenson said if the district is going to move forward with a levy lid lift, he would like to proceed the correct way and have the assistance from LLPA.

Commissioner James asked if the district is only considering a lid lift levy at this time.

Chief Haverfield said at this time the district is only looking to run a lid lift levy. He stated the capital accounts are well funded. In 2012, when the economy was weaker, we did have to borrow \$100,000 from the emergency reserve account to include in the annual operating budget.

Chairman Hayes stated he would like to move forward and have Liz Loomis Public Affairs assistance in promoting the levy. He stated we should continue with the discussion on the levy and work towards running the levy on the primary in August. Chairman Hayes gave Chief Haverfield the authorization to contact Liz Loomis to acquire a written proposal including a scope of work.

Chief Haverfield reviewed that the levy lid lift would help the district maintain and recuperate staffing levels. With the increase in operating cost, the district continues to have to cut the budget annually, and wages and labor costs continue to increase.

2016 Capital Fund Budgets

Chief Haverfield reviewed the discussion from the last meeting regarding the capital accounts and projections of future funds in each capital account.

Chief Haverfield stated when the last Commissioner Meeting was held at Station 86, he noticed some work and repairs that needed to be address. The station is 15 years old, and there are minor repairs to be worked on. C-shift made a list of maintenance that needs to be taken care of at the station.

Chief Haverfield outlined the following projects that need to be addressed: carpet replaced in the day room, kitchen table needs to be replaced, walls painted, tile floors redone, shampoo the carpets in the sleeping quarters, roof and gutters cleaned, cracks in the parking lot patched, and the bay floor.

He reviewed the district has around \$11,000 for facility maintenance in the capital budget. He suggested we could either adopt the capital budgets as they currently are and amend the budgets later this year should the repairs to station 86 exceed the current line item amount.

Chairman Hayes asked if the district has received any bids or estimates for the work discussed.

Chief Haverfield stated that this discussion about repairs and upgrades to station 86 is fairly new so the district hasn't received any estimates on the projects.

Chairman Hayes suggested we not add any additional funds now and amend the budget later this year. He said we should pursue costs for bids.

Chief Haverfield also added that transports revenues may be higher this year with the increase in transports.

Chairman Hayes asked if it might be better to just replace the carpeting in the sleeping quarters.

Chief Haverfield responded saying that they don't need to be replaced, just cleaned.

Commissioner Stephenson asked that each project be prioritized in the order it should be completed in. He suggested the painting should come first.

Chairman Hayes reiterated that we should keep the budget as is and get estimated costs for the projects.

Motion: Chairman Hayes made a motion to approve the capital budgets as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Resolution 2016-01

Chairman Hayes read aloud the resolution to increase the Emergency Reserve Account amount to \$600,000.

MOTION: Chairman Hayes made a motion to approve Resolution 2016-01 to increase the Emergency Reserve Account to \$600,000. Commissioner James seconded the motion.

Motion was approved unanimously.

NEW BUSINESS

Chief Haverfield said the containers for the training prop had arrived and the current plan is to finish the interior of the shed and paint the exterior.

ILA Purchasing—Pierce County Fire District 21

Chief Haverfield explained that PCFD #21 is looking to purchase a new fire engine from Spartan. They would like to use the same purchasing agreement that the district was provided for Engine 07 and have requested an Interlocal Agreement to “piggy back” onto our bid. He stated we have done this before with other districts, and PCFD #21 has provided an ILA drafted from their attorney.

MOTION: Chairman Hayes made a motion to allow Chief Haverfield to sign the ILA with Pierce County Fire District 21. Commissioner Stephenson seconded the motion.

Motion was approved unanimously.

GOOD OF THE ORDER

Commissioner Stephenson said growth is coming to the City of Granite Falls. The city is currently discussing to expand the sewer lines to Burn Rd for 80 new housing units that would be built on the Smith property. In addition 327 homes plan to be constructed on the old thoroughbred farm.

Chairman Hayes stated that we should schedule an addition meeting this month for February 23rd at 7:00am at Station 87.

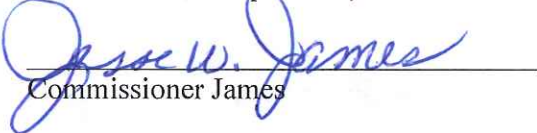
The regular meeting was recessed at 7:57pm.



Chairman Hayes



Commissioner Stephenson



Commissioner James