

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

February 23rd, 2016

The Meeting was reconvened by Chairman Hayes at 7:00 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.

Visitors in attendance were: No visitors

CONSENT AGENDA

- Approval of voucher documents #02032 - #02054 in the amount of \$4 37,234.85.

Commissioner Stephenson asked what the charges from Callback Staffing are for.

Chief Haverfield responded that it's the program used for staffing, and it's working out very well.

Commissioner James asked about the charge for the new engine.

Chief Haverfield explained that this is an 80% prepayment for the engine which reduces the total cost of the apparatus by 2%.

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

UNFINISHED BUSINESS

Options List E-07

Chief Haverfield explained he planned to have this available at the last Commissioner's meeting, but it wasn't ready until the day after the meeting. He explained that the options list includes what was listed in the original specifications for the engine. It shows the items that were included for the bid, and it's standard for Spartan to include additional options of add on items.

Chief Haverfield reviewed the options list and discussed possible add on items for Engine 07.

Options to consider adding:

- Performance bond
- Custom logos on the seat backs

- Lettering to the hose flap
- Intercom system
- Prepayment discount
- Disc brakes
- HVAC climate control system

Chief Haverfield explained the intercom system has two options, wireless or hardwired. He explained there are pros and cons for both types of systems. In the past, the engines have always had wired headsets with a portable radio for the engineer.

Chairman Hayes responded saying the custom logos in the seat backs and lettering on the hose flaps were fine to add on, and there are benefits of adding the HVAC climate control system, but he thinks the intercom system should be wired. He explained wireless could cause issues such as frequency interference and potential misplacement of the headsets. He asked what would be the cost of headset replacement.

Chief Haverfield added wireless could also be an issue in the future for battery replacement. It's a \$1,200 upgrade from wired to wireless system for both the engineer and officer to have wireless headsets. There will be a plug at the pump panel for the engineer to use on scene.

Chairman Hayes suggested we should go with wired headsets.

Chief Haverfield reminded the board that the engine committee will be leaving on March 7th and gone for 3 nights.

Lexipol Policy Adoption

Policy 356 Traffic Collisions

Chief Haverfield reviewed that this policy has been discussed in past meetings to determine when the safety committee should be involved in the investigation of incidents involving district owned apparatus. He advised that language should be added to ensure there's an understanding that the safety committee wouldn't be involved if there's a severe injury or fatality. This language should also include that law enforcement and the insurance company will complete their own investigation and eventually lead back to the district for disciplinary actions, if found needed. There should be an investigation to determine if each individual incident is preventable or non-preventable. Once the language is included, then it can be adopted and revised at a later date once there's a better understanding if within the insurance pool, a committee be formed that would handle an investigation for larger, more severe incidents. Chief Haverfield asked if the commissioners would like him or have the insurance company draft this language for the policy.

Chairman Hayes offered to draft this section of the policy.

Commissioner Stephenson reiterated that law enforcement would do a separate investigation.

Chief Haverfield said yes, the insurance company also stated this and that this part of the policy is being over thought.

Policy 1086 Driver's License Requirements

Chief Haverfield said as discussed in previous meetings, stronger language needs to be added for self-reporting of driving infractions.

Commissioner Stephenson asked about the definition of aggressive driving.

Chairman Hayes said aggressive driving is classified as road rage or reckless driving.

Policy 2000-08 Workplace Harassment

Lexipol Policy 1024 Discriminatory Harassment

Chief Haverfield stated the district currently has a strong policy on reporting, definitions, and investigation. Lexipol has federal/state laws within its like policy, which are good to have, but can't be revised. However, changes can be made to best practices. Chief Haverfield recommended that this policy be reviewed by the attorney.

Chairman Hayes said he supports the idea of having the attorney review the policy.

Policy 2000-06 Disciplinary Action

Chief Haverfield stated that if there's any proposed changes to the policy, then it needs to also go through labor for agreement. This policy has previously been mutually agreed upon with labor, and he would not recommend any changes at this time. He would like to add offenses/penalties as outlined in the current policy to the Lexipol policy. However, there was a chart that was put together with the current policy that provides a description of the process for offenses. He asked the board to take time to review the current policy and provide any feedback.

Policy 2000-15 Compensable Time

Chief Haverfield explained this policy was formed back in 2007 when there was training issues. If there's any changes suggested, then it needs to go through labor for agreement. He asked the board to review the current policy and doesn't recommend any changes at this time.

Policy 2000-21 Assignment of Overtime

Chief Haverfield stated that the current policy and Lexipol policy should be separate. The separate policies cover different topics of overtime.

Commissioner Stephenson asked if the labor group assigns overtime.

Chief Haverfield responded saying overtime assignment is based on a revolving list which in his opinion isn't the fairest way. He's been discussing the assignment of overtime with Captain Dane. The labor group is reviewing this now.

Commissioner James asked how often is overtime assigned.

Chief Haverfield said last year when there was low staffing, overtime was used frequently. We had to use overtime shifts twice this past month to fill shifts. He asked the board to review the policy and suggest any changes, if necessary.

Policy 2000-27 Fire Department Chaplains

Operating Procedures #022033 Fire Department Chaplains

Chief Haverfield stated he has been researching other agencies' policies for Chaplain Programs. The current policy the district has for Chaplains' is very brief and doesn't state qualifications needed. There are some changes the district can make to this policy to add additional information. The Chaplain Program policies of other agencies include the qualification that an individual must be Ordained however he doesn't think this should be required. The Snohomish County Chiefs have been discussing the possibility of organizing an Association of Chaplains for Snohomish County, which would be a division of the County Chiefs. The Chiefs are also discussing that all Chaplains should have thorough background checks.

Chairman Hayes agreed that Chaplains should have a background check, provide identification, and there should be set guidelines of qualifications for candidates to meet.

Chief Haverfield said there is an Assistant Pastor from the Father's House that wants to become a Chaplain, and it would be nice to have set qualifications/training for him when he applies.

Chairman Hayes said we may need to reconsider the title "Chaplain".

Chief Haverfield said there are different programs throughout the area and some programs are probably 50/50 with Ordained members of the church. He reviewed how the current policy states that a Chaplain can be a Minister, Priest, or Clergy member within the community.

Chairman Hayes said that a Chaplain represents the district and there needs to be further review of this policy to include minimum qualifications and identification requirements.

Commissioner Stephenson said the military requires Chaplains to be Ordained Ministers.

Chief Haverfield added that the district could require a letter of recommendation from the minister/pastor of the church they belong to.

Chief Haverfield will continue to look at other agencies' policies and recommend any changes.

Policy 2000-30 Disability Compensation and Sick Leave Supplement

Chief Haverfield said this policy was created in 2004, and he isn't sure if this policy is still necessary or even valid. It references RCWs that could've been revised over the years. There needs to be a written procedure for these situations, and he recommended the attorney review this policy.

Chairman Hayes agreed that the attorney should review this policy and it may be outdated with the RCWs that are included.

Policy 3000-01 Budget Preparation and Adoption Lexipol Policy 219
Policy 3000-05 Emergency Reserve Account Lexipol Policy 221

Chief Haverfield said he has reviewed both policies and made recommended changes marked in red on the policies.

Chairman Hayes asked if these policies could be combined into one policy.

Chief Haverfield said these policies are two separate procedures—one for the annual budget and the other for the Emergency Reserve account.

Chairman Hayes said he is fine with the changes.

Chief Haverfield said with the adoption of these policies in Lexipol, they will change to the following policy numbers:

Policy 3000-01 Budget Preparation and Adoption Lexipol Policy 219
Policy 3000-05 Emergency Reserve Account Lexipol Policy 221

MOTION: Chairman Hayes made a motion to approve the changes as presented for Policy 3000-01 Budget Preparation and Adoption and transfer to Lexipol Policy 219 and Policy 3000-05 Emergency Reserve Account and transfer to Lexipol Policy 221. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Policy 5000-03 Use of District Vehicles for Outside Training
Policy 2000-02 Use of District Owned Vehicles for Outside Training and Travel Reimbursement

Lexipol Policy 707

Chief Haverfield reviewed both of these policies and they are almost the same identical policy. 2000-02 was the previous policy and the corresponding Lexipol Policy would be 707.

Chairman Hayes said he is fine with suspending 5000-03 and transferring policy 2000-02 to Lexipol as 707.

MOTION: Chairman Hayes made a motion to approve policy 2000-02 Use of District Owned Vehicles for Outside Training and Travel Reimbursement and transfer to Lexipol Policy 707. Commissioner James seconded the motion. **Motion was approved unanimously.**

Policy 6000-02, 6000-03, 6000-04, 6000-05 HIPAA Policies
Lexipol 500, 618, 806, 1068


Chief Haverfield stated the HIPAA policies are going to take some time to review and draft. He hasn't spent a lot of time reviewing the policies that are in Lexipol, but he would like to make as minimal changes to the Lexipol policy as long as there isn't any missing information from the current policies.

Chairman Hayes said currently there are forms included with the HIPAA policies, and Lexipol doesn't include these forms. He would like the Chief to review the current policies and compare

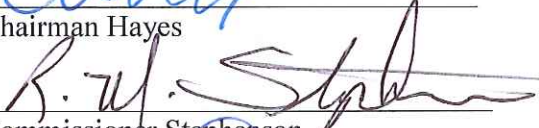
with the Lexipol policies and bring these back to the board to review any changes, if needed. If the forms need to be included, then the district should include these forms with the Lexipol policies.

Chief Haverfield said if the goal is to have all of these policies ready by the second meeting in March, then it would give staff ten days for review. He will continue to work on the policies and work on the getting the Lexipol policies completed.

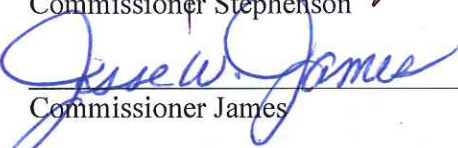
The regular meeting was adjourned at 7:57am.



Chairman Hayes



Commissioner Stephenson



Commissioner James