

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

April 14th, 2016

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

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

Chairman Hayes noted that Commissioner James had a pre-arranged excused absence.

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

Visitors in attendance were: Karen Glover

CONSENT AGENDA

- Approval of Meeting Minutes for March 10th.
- Approval of voucher documents #03027-03046 in the amount of \$ 24,922.91 dated March 17th.
- Approval of voucher documents #04001-04021 in the amount of \$ 9,245.94 dated April 4th.
- Approval of voucher documents #04022-04042 in the amount of \$ 33,574.09 dated April 14th.
- Approval of March payroll in the amount of \$ 97,235.01.
- Approval of March 2016 financial reports.

Commissioner Stephenson asked about the expense for SnoPac and if the total invoice was for laptop leases.

Chief Haverfield explained the SnoPac expense is for dispatch services, laptop leases, and ESO.

Chief Haverfield explained that there was a revision to the March 10th minutes after they were uploaded to the Commissioners' folder. The revision is to change under the consent agenda "February 2015" financial reports to "February 2016" financial reports.

Chief Haverfield reviewed the financial reports for March 2016. There have not been any significant changes. There was some property taxes collected, agency deposits were normal, and the interest for the State Pool is slowly increasing.

MOTION: Chairman Hayes 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

Firefighter Jim Glover reported that the Local is going to be involved in Relay for Life again this year.

Chief's Report

Activity Report

Chief Haverfield provided a review of the activity of March. There were a total of 167 alarms. This included three fires, which included two car fires and a mutual aid residential fire with North County Regional Fire Authority. There was an increase in Aid/Medic calls from February to 103, which included one ALS transport by M46. Chief Haverfield is going to start tracking how many times M81 and M82 are out of service. Other districts don't charge due to the county wide mutual aid agreement. Motor vehicle collisions are down compared to 2015.

Policy Review

Chief Haverfield reviewed that at the March 10th Commissioner Meeting, there were select policies that were approved for staff review: 2000-06, 2000-08, and Lexipol 1024. They were released to staff on March 11th and open for comment until April 8th. No comments were received from staff.

Website

Chief Haverfield provided an update on the district's new website. He and Jenney have been working with the webmaster, Leonard Boche, to develop the new website. Content and ideas have been provided to Leonard to assist with building the website. There is still more to add to the website, but it's very close to being ready to go live. He encouraged the board to review the content to date and provide any suggestions to improve the website. He commented he has already sent it to Chairman Hayes for review. Chief Haverfield explained what the layout of the website looks like and hopes to eventually have the ability to create a quarterly newsletter.

Levy Lid Lift

Chief Haverfield stated a press release was sent out to the Mountain Loop exPress and Everett Herald. Both published the levy lid lift article and meeting information. The Everett Herald included it in their "Front Porch" section on Tuesday, April 12th. In the release, residents are invited to attend and comment on the proposal of the levy lid lift at both the April 14th and April 28th Commissioner Meetings.

Claims Management Services

Chief Haverfield and Commissioner Stephenson met with a representative from Professional Claims Intervention Services. He believes this is a valuable service that will be a cost effective to help employers reduce the costs of workers compensation premiums, complete necessary paperwork for claims, manage ongoing claims, assist with safety services, and provide on-site reviews. There will be more discussed under new business.

Training Prop

Chief Haverfield provided an update on the training prop. A-shift has been spending a considerable amount of time completing the roof props on the training containers. Captain Dane is planning to be done with the roof props project by Wednesday, April 13th. He is going to be taking a break for a couple of weeks to focus on other areas of responsibility before completing the interior of the prop. Chief Haverfield wanted to thank Captain Dane, A-shift and anyone who helped work on the project.

Chairman Hayes asked if a ribbon cutting ceremony was going to be planned.

Chief Haverfield responded the project won't be complete until the end of the 2nd quarter. It is still a focus and priority for Captain Dane.

UNFINISHED BUSINESS

Policy Adoption

Chief Haverfield explained that each commissioner should have the updated policies.

Policy 2000-06 Disciplinary Action and Discharge/Policy 2000-06 Table of Offenses and Penalties

Chief Haverfield commented that this is the policy that the district's attorney, Rich Davis made changes to. There was one change in the schedule of offenses, which reflected the number of offenses and grammar and wording revisions in sections 2.5, 3.1, 4.1, 4.4, 4.5, 4.6, 5.0, 6.0. The table of offenses and penalties will be included in Policy 2000-06.

Chairman Hayes asked about table 7.3 and suggested changing the appendix number or add it to the front for the descriptions.

Chief Haverfield explained the only part of the policy that was lacking was the table and thinks 7.3 appendix could be in the beginning, but to follow the main content. The content for the policy should be first as it will be the most important.

Chairman Hayes added the Table of Offenses should be 7.3, a List of Offenses (description). He asked about the Statement of Formal Charges.

Chief Haverfield stated this is included in the appendix as 7.1.

Chairman Hayes made changes to the order of the policy.

MOTION: Chairman Hayes made a motion to approve Policy 2000-06 Disciplinary Action and Discharge with the final revisions as noted to be transferred into Lexipol. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Policy 2000-08 Workplace Harassment/ Policy 2000-08 Administrative Procedure

Chairman Hayes asked about the Harassment Investigation Procedures.

Chief Haverfield explained this is an attachment that goes with the policy. It will be a part of it as Appendix A-Report Form. It's part of the same policy, but it didn't need to be released for review as it's part of administrative procedures.

Chairman Hayes asked if the Captains would be part of the investigation.

Commissioner Stephenson clarified if it will go into Lexipol.

Chief Haverfield said the Captain would most likely be involved with obtaining information in the beginning stages, but the Chief would be involved in the investigation. It will be in the Lexipol policy as an attachment.

MOTION: Chairman Hayes made a motion to approve Policy 2000-08 Workplace Harassment with the final revisions as noted to be transferred into Lexipol. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Policy 1024-Discriminatory Harassment

Chairman Hayes asked if Rich Davis also reviewed this policy and if he suggested any changes.

Chief Haverfield said Rich suggested that the Workplace Harassment and Discriminatory Harassment to be separate from each other.

Chairman Hayes said he reviewed this policy and only saw grammar issues. He thinks it looks good as is.

MOTION: Chairman Hayes made a motion to approve Lexipol 1024 Discriminatory Harassment with the final revisions as noted. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Policy 2000-30- Disability Compensation

Chief Haverfield review with the board that this is the policy that caused confusion with the structure and wording of the policy when received from Rich Davis. Rich suggested contacting Snohomish County Fire District 1 as their procedures are very similar. Chief Haverfield suggested leaving this policy as is and transfer over to Lexipol. Employees are able to buyback sick leave hours when they're on disability leave.

Chairman Hayes pointed out the language in the policy where it says "Light Duty".

Chief Haverfield said he will make the changes.

MOTION: Chairman Hayes made a motion to approve Policy 2000-30 Disability Compensation and transfer into Lexipol. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Chairman Hayes asked Chaplain Joe Cassidy if he's had time to review the Chaplain Policy.

Chaplain Joe Cassidy said it looks good as is, but he is going to call around to other districts. He has some Chaplain Position descriptions.

Chairman Hayes said he also reviewed the policy and has a contact that he will call as well.

Chief Haverfield said there are several big departments that have a program with no policy. A larger city may have a Chaplain policy, but it probably won't fit our needs.

Chairman Hayes commented it's for their personal protection.

Chaplain Joe Cassidy said he will call his Chaplain Instructors as well.

Levy Lid Life Discussion

Chief Haverfield stated he has contacted the attorney to prepare the resolution for the levy lid lift, prepared the ballot title, which need to be submitted by May 13th. It will need to be completed by the next meeting, April 28th. Information will be provided in preparation for the public at this meeting including speaking notes, past history and other facts such as call volumes, staffing levels. He explained that he added a disclaimer that the levy lid lift is to hire one fulltime firefighter and to cover daily operating labor expenses, such as PERS and L&I premiums. However, if there are any downturns in the economy, the money many need to cover emergency funding situations.

Commissioner Stephenson asked if there needs to be a public hearing.

Chief Haverfield said yes we need to have a public hearing that includes the reading of the resolution which includes the first reading at today's meeting.

Chairman Hayes asked for clarification of when the resolution needs to be signed and election information completed.

Chief Haverfield said May 13th.

Commissioner Stephenson asked if we can have the meeting prior to Commissioner James' surgery.

Chairman Hayes said the meeting is scheduled for April 28th.

Chief Haverfield said we have to on the 28th because a press release with that information has already been sent out and published.

Chairman Hayes waived reading of the resolution to the public due to no visitors being present.

E-07 Contingent Change Orders

Chief Haverfield reported there are several revisions for the new engine. The apparatus committee put notes together for each additional item added. These notes have been condensed and the costs have been added up. There's only one item with no charge, #18, Engine Programming Idle Speed 750RPM. He reviewed that he met with Captain Bergstrom and Firefighter Jim Glover. The Chief recommended that #68 Trim Center Dash XDuty, #69 Trim Center Dash XDuty w/Gas Cylinder Stays ,and #669 Side compartment roll up door protectors be removed. On page 6, #670 and #671, regarding the paint of the back of the truck with red and gold, the Chief recommended to delete #670 and add #671 with custom paint color to match the district's current apparatus. He explained this change will only result in at \$1400 increase with deducting the costs for the Chevron.

Chairman Hayes commented he is fine with being consistent with current apparatus color.

Chief Haverfield reviewed that the board approved a previous amount for the engine, and these changes will result in a \$10,000 increase.

Commissioner Stephenson asked about electric valves.

Firefighter Jim Glover responded saying they added electric valves, which the deck gun already has. On Engine 5, some of the firefighters have a hard time getting the 3inch valves open. He discussed this issue with an engineer with Spartan and they suggested electric. Hand wheels don't save money, and employees have had a hard time opening the current one.

Chairman Hayes asked how much we are over budget.

Chief Haverfield said we started out at 450,000 which was based on our 2009 bid, the current engine is now at \$ 550,000 but we are looking at \$ 562,000 with the current change order. It's a different market and cost of apparatus has increased.

Firefighter Jim Glover added that everything added was for ease of use and firefighter safety. They were very conscious of what they added.

Commissioner Stephenson asked if there will be future changes to the order because once in production, changes will be harder to manage.

Firefighter Jim Glover said he doesn't foresee any changes. Any added changes this time around were for the department. In the future, they won't be change orders, they will only be corrections.

Chief Haverfield reviewed the electric valves, roll out/tilt out trays take up 60% of the added costs.

Firefighter Jim Glover said that currently the rescue jacks are in a compartment and it could injury someone. Roll out trays make equipment more accessible and decreased compartment height. He commented the staff at Spartan treated the committee very well. While back there, they went over items line by line and as questions came up, their staff provided solutions and suggestions. They were also able to look at other trucks for ideas. Electric valves and roll out trays are the biggest increase.

Commissioner Stephenson asked what a New York Roof Hook is.

Firefighter Kevin Glover responded saying it's used for forcible entry and is a multi-purpose tool. He has researched the pricing on this tool, and Spartan is providing a good price.

Chairman Hayes said his biggest concern is other costs.

Firefighter Jim Glover said no one wants to make changes at mid-inspection. He added that he's disappointed in the salespeople in the past and currently, not providing accurate and helpful information.

Commissioner Stephenson asked about the door handle upgrade.

Firefighter Jim Glover responded saying that Steve Jahn and Spartan forgot there was a setup fee for the seat logos and offered to pay for chrome door handles.

Chairman Hayes says the changes look good. He understands it's for firefighter safety; other added items are great but agrees with the Chief on items not to move forward on, as listed in red on the Change Order. He's unsure about the paint color.

Chief Haverfield explained the color on the back of the truck and how it would match the other apparatus.

Firefighter Jim Glover said he appreciate being able to go back to the facility and work with the Spartan staff.

Chairman Hayes said he is trying to do the right thing for the community. He appreciates the committee and all their hard work.

Firefighter Glover says some changes were more reasonable than others. He said he wished that the salesman would've provided more ideas.

Chairman Hayes asked if there will be a backup camera.

Firefighter Glover said yes there will be a backup camera.

Commissioner Stephenson said he doesn't want to compromise life safety.

MOTION: Chairman Hayes made a motion to approve the change order for Engine 07 as discussed and agreed upon up to \$10,000+. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Chief Haverfield explained the contract time has added 30 days for signature; add five days for every day later from March 25th.

Firefighter Jim Glover said a lot of this change has to do with new production staff, adding 30 days.

Chief Haverfield said if no changes, they are held to 365 days. He said he is concerned that the days increase.

Firefighter Kevin Glover said Steve Jahn discussed this issue with Spartan, and they are willing to work with us.

Chairman Hayes said the district needs to hold them to the contract.

Chief Haverfield said we don't want to have them rush a product.

Chairman Hayes said contracts don't change after signed and recommended the Chief talk to the attorney about changes and terms.

Chief Haverfield said that's why he brought it up to gain feedback from the board.

NEW BUSINESS

Workers Compensation-Claims Management Services

Chief Haverfield reviewed that he and Commissioner Stephenson met with Mark Greenblat, a representative with Claims Management Services. The owner of this company use to manage claims for Costco and ended up starting his own company. This company would assist in cases where the claims paperwork is denied by L&I. The Chief stated that this service might be better for larger businesses due to costs. They could overall lower the experience rate.

Commissioner Stephenson added they are currently reviewing claim records to determine 2017 experience rate.

Chief Haverfield stated they provided us a price that is lower due to our employee size. They would also provide services to review the safety in the station, inspect annually, come on site if Labor and Industries shows up for an inspection, and work with the safety committee to make recommendations on policies and guide safety committee. He stated it's a valuable service, but he's hesitant with a monthly total for \$450.00, and he does like that they complete the paperwork.

Commissioner Stephenson said the district could try it for a few months and see if there's anything the district can learn from them.

Chief Haverfield said he wanted to gain feedback and thinks we should table, unless it's an absolute no. They also have nurse practitioners, physicians, and physical therapist to help with releasing employees from light duty. He learned about the program from the school district.

Chairman Hayes said he doesn't know about \$450.00 a month.

Chief Haverfield said he is a little hesitant and wants to review it more. It would help with the process claims.

Chairman Hayes said we should table it for another meeting.

Reports from the Board/ Good of the Order

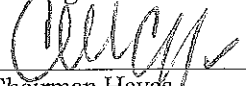
Chairman Hayes said he may be travelling to China soon for work.

Executive Session


Chairman Hayes requested an executive session pursuant to RCW 42.30.110(1) (g) to review the performance of an employee at 8:37pm. The executive session will be for 15 minutes until 8:52pm. Executive session included Chairman Hayes, Commissioner Stephenson, and Chief Haverfield.

Chairman Hayes made an announcement at 8:52pm that the executive session would be extended for 15 minutes.

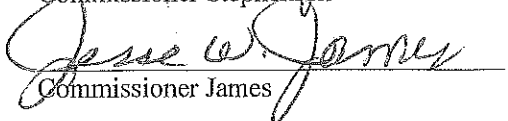
Chairman Hayes reconvened the open public meeting at 9:07 and there was no action taken. The regular meeting was recessed at 9:07 for continuation on April 28th at 7:00pm.



Chairman Hayes



Commissioner Stephenson



Commissioner James

