

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

May 12th, 2016

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

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

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Firefighter Kevin Glover, Firefighter Jim Glover, Firefighter Colin Nash, Captain Bill Dane, and Firefighter Jennifer Turner.

Visitors in attendance were: Karen Glover

CONSENT AGENDA

- Approval of Meeting Minutes for April 14th and April 28th.
- Approval of voucher documents #05016 - #05047 in the amount of \$ 37,643.32 dated May 12th.
- Approval of March payroll in the amount of \$ 95,482.79.
- Approval of April 2016 financial reports.

Chairman Hayes asked about the Bickford and towing invoices.

Chief Haverfield said the towing invoice from Dick's Towing is for A6. The Bickford invoice is for A5 that broke down last Thursday in Marysville.

Commissioner Stephenson asked about the tractor rental from Glen's.

Chief Haverfield said it was for the new station property. The district usually rents a tractor twice a year to mow the property. However, this year it may need to be done three times.

Chief Haverfield provided an overview of the April 2016 financial reports. He noted that taxes were due April 30th and they may not always reflect in April reports. Currently, 47% is showing for April, but additional taxes collected will most likely show in May. Interest is going up slightly for the County Pool, down slightly for the State Pool.

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

FIREFIGHTER'S REPORT

Association Report

No report.

Local Report

No report.

Chairman Hayes said the training prop at Station 86 is looking great.

Captain Dane said he recently ordered the doors for the prop.

Chairman Hayes asked if any other departments have been interested in using it.

Captain Dane said he hasn't heard of any interest.

Chief's Report

Activity Report

Chief Haverfield provided an activity report for April 2016. The total alarms for April was 144 compared to 137 for 2015. There were 4 fire type calls: 2 were residential fires, one with Snohomish District #4 and the other was with Lake Stevens Fire. One was a propane truck fire and the other fire call was a gas leak inside the building.

There were 93 medical calls: 57 BLS transports, which is average and 10 ALS, which is low. Service calls were at 8. The district provided mutual aid 6 times and received mutual aid 3 times.

Chairman Hayes said it seems that service calls are increasing.

Chief Haverfield said yes, in addition to outdoor burning calls. It's hard to determine the main causes of service calls because there are different types including electrical wires down, patient assists, etc.

UNFINISHED BUSINESS

Policy Adoption

1. Emergency Vehicle Operations: Traffic Collisions

Chief Haverfield reviewed that we tabled this policy due to the levels of vehicle collisions procedures. However, it still needs to be reviewed.

Commissioner Stephenson said that there were 3 levels of collisions to review information for and determine who shall handle each level.

Chief Haverfield said that in the past we discussed that law enforcement and the insurance would do its own investigation. There was also discussion about forming a committee. He discussed this with other Chiefs, and they said it would be difficult to form. He also contacted the insurance company and they said it's probably being overthought.

Commissioner Stephenson said there will be an investigation completed anyway by law enforcement, which are trained in that area.

Chief Haverfield added that law enforcement would probably be involved at level 2, if there are certain injuries. Law enforcement won't investigate if there are minor injuries. The district needed to determine when to investigate.

Chairman Hayes said that any collision needs law enforcement investigation. He thinks that level 2 and 3 should be grouped together. It's a conflict of interest to complete investigation from within the district at these levels. Any damage over \$1500 should be investigated outside. The County Sheriff would send their personnel to perform investigation.

Chief Haverfield said the \$1500 is the threshold in the drug and alcohol policy. However, \$1500 is not a lot of damage. The \$1500 was specified as non-district property.

Commissioner Stephenson said the district needs to investigate internal property claims too.

Chairman Hayes said they can discuss this policy later regarding property damage caused by an employee to district property.

Chief Haverfield asked Chairman Hayes if he would be interested in drafting additional language.

Chairman Hayes said he can make draft recommendations to the policy.

2. Emergency Vehicle Operations: Driver's License Requirements

Chief Haverfield said the policy also needed stronger language on self-reporting on vehicle infractions and collisions. He stated the district already confirms valid driver's licenses; however, the employee should notify their supervisor of any changes on their driver's license status. He added that this policy is very close to completion.

Chairman Hayes asked for clarification what else needed to be worked on in the policy.

Chief Haverfield said to confirm annually and strengthen language on self-reporting.

Chairman Hayes reread the paragraph and suggested, in his opinion, that it was very clear for confirming annually and self-reporting.

3. HIPAA

Chief Haverfield states he's still working on the HIPAA policies.

Chairman Hayes said it's a lot to go through and understands it will take some time.

4. Smoking and Tobacco Use

Chief Haverfield said that this policy was discussed at the last meeting. There was discussion that it should not be used on district property or apparatus. He asked the board if the intent is to eliminate for health reasons or keep it out of the public view.

Commissioner Stephenson said he thinks, even in the culture we're in, that it's a public image issue. The district should also have it for health reasons as well.

Chief Haverfield said some departments don't allow smoking or chewing on-duty or off-duty.

Chairman Hayes said what employees do on their off time is fine. However, while on duty, it's a public image and health issue. He added that the policy should include vaping. He has no problem the way it's currently written and thinks it is okay to use chewing tobacco while on fire calls.

Chief Haverfield said he thinks the language should state that it has to be out of the public eye and that using chewing tobacco during fires or mowing the lawn in the park or station property is fine.

Commissioner Stephenson asked what happens when there's a case where someone is chewing tobacco when they "think" they're out of public view.

Chief Haverfield said he's looking for a reconsideration of the policy language to say "out of the public view". He doesn't see any harm in the park or on fire calls.

Commissioner James asked if there's been a recent issue.

Chief Haverfield said not recently, but there was several years ago.

Firefighter Jim Glover asked whether or not the firefighters will be allowed to comment on this policy.

Chairman Hayes said we are seeking to agree on a win/win situation. He thinks the language restricting use on apparatus and district property is fine.

Chief Haverfield said the policy should include "or in the view of the public".

Chairman Hayes said it should also include vaping.

Firefighter Jim Glover asked if the new station property located across the street from the library or the park is considered in the public eye.

Chairman Hayes said we're looking for common ground for this policy.

Chief Haverfield said "in the public eye" would be considered where public interaction is going to be high.

Commissioner Stephenson said if the discretion is violated, then it will be completely eliminated.

Chairman Hayes asked to table this policy for discussion now and wait to see revisions.

5. Safe Haven for Newborns

Chief Haverfield said he needed to reread this policy, but he would like to leave it as is, if possible.

Chairman Hayes said we discussed this policy briefly. He asked if we have adequate signage and suggested we have a sign near the back door.

Chief Haverfield said we don't carry Trauma ID Bands anymore on the aid units.

Captain Dane said we may be able to get supplies from Safe Haven.

Chief Haverfield all signs are posted appropriately at the front door.

Chairman Hayes said the only question with this policy is the ID Band.

Chief Haverfield said we can use medical tape.

Chairman Hayes said he thinks it looks good as is with the exception of the ID Band. He said it can be discussed and reviewed at the next meeting.

6. Physical Fitness

Chief Haverfield said he hasn't spent much time on this policy as it's in the bargaining agreement.

Chairman Hayes said the local should also review it.

Chief Haverfield said he will review it also.

7. Facility Security

Chief Haverfield stated he has wanted this policy in place for a while. Apparatus bays and vehicles are left open in the station. The new ambulances have locks and the new engine will also have locks. This policy will need a lot of thought.

Chairman Hayes said he wrote these policies for his department and will send them over to Chief Haverfield.

Chief Haverfield said it doesn't address storage of Knox box keys. If the Knox box keys are misplaced or stolen, then the district would have to replace the boxes throughout the district. Chairman Hayes asked how many Knox boxes there are in the district.

Chief Haverfield estimated around 20-30.

Chairman Hayes asked if there's lockboxes in the engines.

Chief Haverfield said yes there are lockboxes. He also stated Chairman Hayes' policies may have other ideas.

Chairman Hayes said these policies should not only address apparatus security but also employee security.

Levy Lid Lift Discussion

Chief Haverfield said he's been following the county's public safety ordinance proposing a sales tax of 0.2% to fund public safety efforts. The proposed ordinance was originally identified as an increase in funding for criminal justice and fire protection services. However, this tax would not impact fire districts throughout the county. Chief Haverfield and several other chiefs made a statement about the proposed tax and Rikki King published it in the Herald. Several Chiefs wrote letters to the County Executive and Council recommending the Sheriff amend the ordinance to drop the reference of fire protection. After receiving feedback from several fire chiefs, the County Council passed the ordinance eliminating the reference to fire protection. This tax will run on the August 2nd primary ballot. Chief Haverfield stated the Levy Lid Lift is set to also run on August 2nd, which makes him have some concern about voters voting on an additional sales tax and a small increase in property taxes. He suggested that the Board consider adopting an additional resolution for the general levy for a lid lift levy should the district fall short on the primary.

Chairman Hayes said that the public safety ordinance was discussed at the Sno-Isle Meeting. He thinks the name and description is very misleading. There was discussion among the commissioners to discuss the misleading information with the Sheriff. He thinks the name being "Public Safety" is misleading. He added the difference needs to be addressed between public safety and fire departments.

Chief Haverfield said it will be included in the newsletter. The county ordinance is going to allow 60% of the tax to go to the county and 40% to the cities. The cities don't have to spend the tax money for public safety.

Chairman Hayes also said that the Sheriff's Office needs the tax increase. The other topic brought up at the Sno-Isle Meeting was the response to slumbers and the procedures to handle these types of calls. He asked how the staff determines if the scene is safe.

Chief Haverfield said dispatch determines and the staff typically will stage if there's any hint of there being a risk.

Chairman Hayes said we need to make sure our staff is safe.

Chief Haverfield said he also made sure that a pro/con committee was assembled for the levy. There were two people who submitted interest for the pro committee for the levy.

Commissioner Stephenson asked what their responsibility was.

Chief Haverfield said they can write statements in favor of the levy and send it in to be included in the voter's pamphlet.

Executive Session

Chairman Hayes requested an executive session pursuant to RCW 42.30.110(g) to review the employment qualifications and performance evaluation of a public employee at 8:00pm. The executive session will be for 30 minutes until 8:30pm.

Executive session included Chairman Hayes, Commissioner Stephenson, Commissioner James, and Chief Haverfield.

Chairman Hayes announced at 8:30 that the regular open public meeting will reconvene and no action will be taken.

NEW BUSINESS

Staffing Recommendation

Chief Haverfield reviewed that before 2015, the district struggled with staffing. 2016 has started off really well; however, we've lost 8 people, 5 who were more senior personnel. To date, there are 21 part time firefighters, with the possibility of losing 2 more members bringing the total down to 19. This amount isn't as bad as 2014. However, if the district loses more part time firefighters, then staffing may struggle. We will have 7 new candidates, and by mid-July approximately 6 will be ready for shifts. The district is losing many part time firefighters to full time employment. If the lid lift is successful, he ran some numbers for an employee to start July 1st and the total cost would be \$35,000 for 6 months. The average shifts not filled each month are between 9-10 shifts, which is around \$28,000 at a part time employee rate. If the levy doesn't pass, we would be able to fund this position through 2017 by making some major revisions to the annual operating budget.

Chairman Hayes asked between July 1st and January 1st, how many hours per month.

Chief Haverfield said with ten 24hour shifts for full time employee at 240 and 144 hours as part time. There's a difference of around 100 hours.

Chairman Hayes asked if we move the hiring date from January to June, with 100 hours difference, how much it is going to cost.

Chief Haverfield said around \$21,000 at \$13-\$14/hr rate for part time.

Chairman Hayes asked what the new hire rate was for full-time.

Chief Haverfield said the new hire rate is around \$70,000 for a new employee. There will be a 2% wage increase in 2017, with annual step increases per contract.

Chairman Hayes suggested that if we propose to change the hiring date from January to July, then he wants to make sure we can guarantee employment for this firefighter moving forward. He stated he doesn't want to hire someone for 6 months to find out that we can't keep them due to budget constraints.

Commissioner Stephenson stated he thinks the levy lid lift will pass.

Chairman Hayes said we need to prepare and think the worst case scenario, where it doesn't pass.

Chief Haverfield suggested that the district will be able to fund this position for at least calendar year 2017 but if the economy does regress then we can't guarantee anyone employment.

Commissioner Stephenson felt it was important to hire this additional full time firefighter before January 1st.

Commissioner Stephenson asked if by hiring this position, if it will cut hours for part time employees.

Chief Haverfield said yes, the full time position will take up shifts however with the reduction of part-time employees that individual's would not see a reduction to their current allotment of hours.

MOTION: Chairman Hayes made a motion to approve an additional full time firefighter position to start on July 1st. Commissioner James seconded the motion. **Motion was approved unanimously.**

Reports from the Board/ Good of the Order

Chairman Hayes welcomed Commissioner James back. He discussed the public safety tax and issues with emergency calls related to slumpers.

Chief Haverfield said we should have a second meeting in May to discuss policy reviews and employment.

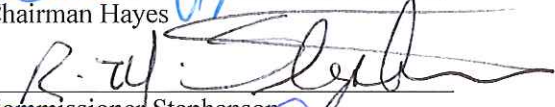
Chairman Hayes and Commissioner Stephenson said the 26th would work for them.

Chief Haverfield suggested Wednesday, May 25th at 7:00pm.

The board confirmed that Wednesday, May 25th at 7:00pm would work for their schedules

The Regular Board Meeting was recessed at 8:50pm until May 25th at 7:00pm


Chairman Hayes


Commissioner Stephenson


Commissioner James

The recessed meeting to be held on Wednesday, May 25th was cancelled due to a lack of business to be conducted.