

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

August 11th, 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 Jim Glover, Firefighter Cable Hoover, Firefighter Kevin Glover, and Captain Jeff Torgerson.

Visitors in attendance were: Karen Glover

CONSENT AGENDA

- Approval of Meeting Minutes for July 12th, 2016
- Approval of voucher documents #07051-07068 in the amount of \$5,579.27.
- Approval of voucher documents #08001-08025 in the amount of \$26,372.27.
- Approval of August payroll in the amount of \$94,377.08.
- Approval of July 2016 financial reports.

Chairman Hayes questioned the invoice for repairs to Aid 5.

Jim Glover said it was an EGR valve issue. It went from Bickford and later to Kane Equipment. The oil cooler and EGR valve were previously replaced however the most recent repairs consisted of the intake being replaced.

Chief Haverfield said in reference to the July 2016 financial reports that interest went up slightly.

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

FIREFIGHTER'S REPORT

Association Report

Firefighter Kevin Glover provided an update on Show and Shine. The association fundraiser for Christmas House sold out of most of the food and raised around \$1600.

Local Report

No Report

Chief's Report

Activity Report

Chief Haverfield reviewed there was 188 total calls in July, which he believes is one of the highest months of calls. There were 120 Aid/Medic calls, 76 BLS transports, 16 ALS, and 34 non-transports. There were 12 service calls and 11 outdoor burning calls.

Levy Lid Lift

Chief Haverfield stated that as of Tuesday, August 9th at 5pm, the levy lid lift was passing by 63.72%. The district had submitted a provisional resolution for the November election in case the levy didn't pass in the primary election. Chairman Hayes and Chief Haverfield worked on the letter to withdraw the request for the provisional ballot measure in November. With the successful passage of the levy, he is currently working on a draft for the 2017 operations budget. He plans to meet with staff to discuss next year's budget and possible purchases next year. He is closely watching this year's budget and thanked everyone.

Banking Changes

Chief Haverfield said that Bank of America notified the district that they would be terminating our transport revenue account as of September 22nd. He said the best option for the transition of this account was to establish a new transport revenue account with Coastal Community Bank. In addition, the district currently has a checking account with Key Bank that requires two signatures. It makes the most sense, in order to save on monthly fees, to terminate the account with Key Bank and open a separate checking account with Coastal Community Bank. Resolutions 2016-04 and 2016-05 have been created for the Board's consideration to allow this transition prior to September 22nd. There are currently no monthly fees with Bank of America.

Policy Review

Chief Haverfield mentioned that in addition to the current policy review, he has added a draft policy of Lexipol 1001 Career Firefighter Hiring Process. This policy will require discussion and input from the Board and staff before final consideration. This policy was not on SharePoint, as it will require further discussion. He suggested voiding the current hiring list and starting over at some point in the near future. He has also included Lexipol 1007, Part-Time Duty Program, which has some minor revisions to be more comparable with other departments with compensation.

UNFINISHED BUSINESS

Policy Adoption

Chief Haverfield said he is waiting to receive more information on the Safe Haven for Newborns policy, and Patient Care Reports was updated with no changes and only one question.

Firefighter Jim Glover said he has been on vacation and hasn't reviewed the policies.

Chief Haverfield read off the policy titles.

1. *Policy 500 Patient Care Reports*

Chief Haverfield suggested that the policy had been "cleaned up" at the request of the Board and placed in final draft form since the last meeting.

MOTION: Chairman Hayes made a motion to approve Policy 500 Patient Care Reports as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

2. *Policy 1052 Smoke and Tobacco Use*

Chief Haverfield provided an update on his research with assistance for tobacco. He called Fire District #1 to find out about their tobacco use policy. It can't be used on duty. They screen all incoming candidates for tobacco, but don't enforce it after employment. He researched tobacco cessation with the insurance company which only covers full-time employees through the district's health insurance. He wasn't able to easily find a program that would support part-time employees but believed something would be available.

Commissioner Stephenson said there's nothing worse than having a policy and not enforcing it. Chief Haverfield said they can't use tobacco on duty but it's not enforced outside of working. He doesn't know if there are certain employees that are grandfathered in.

Chairman Hayes said he believes there should be no tobacco use on duty.

Chief Haverfield said that they should give the staff time to prepare and assist part-time staff with a program.

Commissioner Stephenson said we all agree that phasing it in is the best approach. Phase in by January 2017.

Chief Haverfield asked the Board how to approach phasing in the policy.

Chairman Hayes said we need to approve the policy and work towards enforcement in January 2017.

Chief Haverfield asked if we start enforcing on apparatus and in the station.

Chairman Hayes said yes.

Commissioner Stephenson asked if other fire departments restrict tobacco use.

Chief Haverfield said he doesn't know.

Commissioner Stephenson said many facilities/workplaces don't allow on site, on breaks they can leave the facility. We wouldn't be doing anything extraordinary, and it's to benefit health.

Commissioner James said it's hard to make this change. The County has a policy, but they don't enforce it.

Chairman Hayes said we don't want to adopt and not enforce the policy.

Commissioner Stephenson said we should have a corrective action plan.

Chief Haverfield said this is covered in a separate policy.

Chairman Hayes said we have been very honest and open with this policy, and he thinks it's the right thing to do.

Commissioner Stephenson asked the staff in the meeting if the policy will be a problem with them.

Firefighter Jim Glover said it won't be to him because he doesn't smoke/chew tobacco but believes it is the correct way to proceed.

Captain Torgerson said it's going to be a problem for some staff.

MOTION: Chairman Hayes made a motion to approve Policy 1052 Smoke and Tobacco Use to begin in January 2017, and tobacco use in the apparatus and facilities to be prohibited effective immediately. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Karen Glover said there may be assistance through the American Lung Association for any part-time employee needing help.

3. *Facility and Apparatus Security*

Chief Haverfield reviewed the changes in this policy. He removed the language restricting photographs, and staff will monitor use. He has research adding locks to E6. He doesn't see the value in adding locks to E5. We haven't had any issues with apparatus in our own parking lot. He also discussed that A-Shift has been researching laser beams for the bay doors. They are currently working on obtaining quotes.

Commissioner James asked about the lighting in the back parking lot.

Chief Haverfield said it's pretty good towards the station, about halfway down the lot is lit. It's darker towards the street.

Chairman Hayes said we will table this policy for now to wait for additional information from staff.

4. *Policy 100 Fire Service Authority*

Chairman Hayes said he is good with the changes.

MOTION: Chairman Hayes made a motion to approve Policy 100 Fire Service Authority. Commissioner James seconded the motion. **Motion was approved unanimously.**

5. *Policy 106 Policy Manual*

Chairman Hayes reviewed this policy. He requested to change the "governing board" to Board of Commissioners.

Chief Haverfield said that was language as drafted by Lexipol, but he will change it as directed.

Chairman Hayes said other than that, he is good with the changes.

MOTION: Chairman Hayes made a motion to approve Policy 106 Policy Manual with the changes requested. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

6. *Policy 200 Organizational Structure*

Chairman Hayes asked if there were any comments.

Chief Haverfield said that these are administrative policies, so we may not receive any comments.

Commissioner Stephenson asked about the Public Education Division language and if Administrative Assistant, Jennye Cooper was okay with that.

Chairman Hayes read the Public Education Division language aloud.

Administrative Assistant Jennye Cooper said she was fine with the language.

MOTION: Chairman Hayes made a motion to approve Policy 200 Organizational Structure. Commissioner James seconded the motion. **Motion was approved unanimously.**

7. *Policy 204 District Directives*

Chairman Hayes said the only change was "the".

MOTION: Chairman Hayes made a motion to approve Policy 204 District Directives. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

8. *Policy 206 Training Policy*

MOTION: Commissioner Stephenson made a motion to approve Policy 206 Training Policy. Chairman Hayes seconded the motion. **Motion was approved unanimously.**

Changes were marked in red.

9. *Policy 354 Adult Abuse*

Chief Haverfield said that the RCW for Adult Abuse doesn't say whether employees have to report on/off duty. It may be different from child to adult.

MOTION: Chairman Hayes made a motion to approve Policy 354 Adult Abuse. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

10. *Policy 632 Training Records*

Chairman Hayes asked if the Chief researched if this policy is the same as our records retention. Chief Haverfield said no, Lexipol should have it correct as they review all laws and retention periods.

Chairman Hayes asked if we use records retention schedules.

Chief Haverfield said it's whatever the state auditor's office has adopted.

Chairman Hayes said to table this policy for now and verify retention schedules.

11. *Policy 1070 Return to Work*

Chief Haverfield said he only received one question on the doctor's release, referring to 1070.4 Fitness for Duty section of the policy. The question was if an employee would have to see an occupational doctor and a primary doctor. He said it will depend on the situation and is case by case.

Chairman Hayes suggested adding that for clarification.

Chief Haverfield said it's in the policy. Most cases they will see an occupational doctor.

Captain Torgerson asked if the policy is stating an employee can't see their primary doctor.

Chief Haverfield said in most cases if a member is on duty and an injury occurs, they will go to the occupational doctor.

MOTION: Chairman Hayes made a motion to approve Policy 1070 Return to Work. Commissioner James seconded the motion. **Motion was approved unanimously.**

12. *Policy 1001 Career Firefighter Hiring Process*

Chief Haverfield stated he took the district's current policy and included language to what he believed would be best for our current staff and department. This policy is currently a draft, and he has added content based on past conversations. He added in the policy that the district will provide preference points for current part-time firefighters for the full-time testing process, if it's decided to offer outside testing. Part-time firefighters must have one full year of continuous service. At Step II of the testing process, if this process is passed, all FD17 active members passing the FireTEAM assessment and 1/3 of outside candidates up to a maximum of 10 will make it to the application process. At Step III of the process, candidate would be required to participate in the manipulative skills and oral board process. Step IV adds the points in each step of the process to a 100 point scale and also adds two points for qualifying FD17 active members who are currently serving the department as driver/operator and three points for qualifying FD17 active members for IFSAC Firefighter II certification.

Chairman Hayes asked at Step II, if the background check includes the driving record.

Chief Haverfield said we can, but in the Driver's License policy it states if there's any violations, the employee is subject to discipline. It could be added.

Chairman Hayes said we can keep it as a reference in the Driver's License policy. He asked if this has been released to staff.

Chief Haverfield said he hasn't sent it to staff yet because he didn't want to cause any issues moving forward if we decide not to make these changes.

Commissioner James said he has issues with language for qualifications of aliens in the US.

Chief Haverfield said it may fall under a federal law.

Chairman Hayes said he understands the issues. We've discussed this in the past and may have to consider testing outside applicants to increase the size of our hiring pool.

Chief Haverfield said the advantage from hiring our own part-time members is that we have background of their ability and work ethic, whereas you wouldn't get that from hiring a non-department candidate.

Chairman Hayes said he believe that the district could eventually run out of candidates or that the pool could become so small that it wouldn't be to our advantage to test only our own members. Commissioner Stephenson said he agrees with the Chief.

Firefighter Jim Glover asked if we could add a provisional clause within the policy that states if there's not enough qualified candidates, then look outside.

Chairman Hayes mentioned the costs with running a test.

Firefighter Jim Glover said the current staff is hopeful for a potential opportunity, but outside hiring may reduce that.

Commissioner Stephenson mentioned there will be an incentive for the current part-time staff.

Captain Torgerson said it will not be perceived as that. Staff will think they will have to compete with outside candidates.

Chief Haverfield said there's the possibility they go through the testing steps and find there are no qualified candidates to hire within, and may have to resort to hiring outside anyways. The provisional statement may send the same message to staff.

Firefighter Jim Glover stated if that happens then the district isn't doing a good job preparing staff with training. We are already finding ourselves as the "#2 department", where part-time firefighters work at other departments and prioritize their work schedules at other departments vs. prioritizing working here. Making this change will make working here less important, and there will be less dedication here.

Firefighter Jim Glover suggested adding a provision that if no qualified applicants are found in the current process then outside applicants could be sought.

Chairman Hayes said this makes it so it's not restricting to one pool of candidates. It's an idea to be more flexible.

Chief Haverfield stated that he would much rather hire someone who has experience working with our agency and understands the district however the candidate pool is shrinking with so many larger agencies currently hiring firefighters.

Commissioner James asked if increase in pay would help.

Chief Haverfield stated most of the candidates on the hiring list have been hired full-time or have decided to leave the department prior to its expiration.

Firefighter Jim Glover said most of the part-time staff are looking to get hired. It's going to be a morale issue if this change is made. Many of the other agencies hire from within which makes those part-time firefighters prioritize other departments.

Chairman Hayes said we don't want to hire someone just because they're on the list as they may not be the best fit for our department. We also don't want to duplicate efforts on testing.

Firefighter Glover said we may have to test more. Jim suggested that we invest in our current staff which may mean having to duplicate the testing process.

Chairman Hayes stated that this issue wasn't meant to be resolved in a single day and suggested that it be tabled for further discussion.

Chairman Hayes asked the Chief to send an email to staff regarding this subject and ask for input of ways to make improvements to our current testing process.

Commissioner Stephenson suggested to focus on the extra points for current members.

Commissioner James believes it would be best to give our part-time firefighters first priority.

Chairman Hayes said it gives them incentive with additional points for service as well as certifications.

NEW BUSINESS

Resolution 2016-04

Chairman Hayes read the purpose of this resolution to establish transport revenue account with Coastal Community Bank.

MOTION: Commissioner Stephenson made a motion to approve Resolution 2016-04.
Chairman Hayes seconded the motion. **Motion was approved unanimously.**

Resolution 2016-05

Chairman Hayes read the purpose of this resolution to establish an immediate expenditure checking account with Coastal Community Bank

MOTION: Commissioner Stephenson made a motion to approve Resolution 2016-05.
Chairman Hayes seconded the motion. **Motion was approved unanimously.**

Policy 1007 Part Time Duty Program

Chief Haverfield said this policy has been cleaned up, references to Lieutenants have been changed to Captains, and a reference to CallBack Staffing has been added.

Firefighter Jim Glover suggested changing the title to “shift officer”.

Chief Haverfield said eligibility and wages have been updated. He took away the pay grade for employees working over the 96 hours for 12 hour employees and 144 hours for 24 hour employees. He stated people who want extra hours will work. He also added he wanted to be comparable to other departments. He changed the requirements for a first class firefighter to 24 consecutive months. He changed the language to reflect compensation rates will be changed for shift beginning the 1st of each month following the benchmarks of 12 or 24 months. The employee is responsible for notifying payroll.

MOTION: Commissioner James made a motion to approve Policy 1007 Part Time Duty Program. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

2017 Budget

Chief Haverfield said typically we schedule a meeting to review the draft budget. He is working on making a detail of each line item number that includes a 5 year spending average. The Chief will provide this information to the Board prior to review as it shouldn’t take as long to go through the budget. In the past he has spoken to staff to determine what is needed in their budget to cover costs for following year, but hasn’t done that recently with the economy being poor. He will start talking to staff again to find out their needs.

Chairman Hayes suggested meeting with everyone and it can be discussed on September 8th. Chief Haverfield said that should work fine.

REPORTS FROM THE BOARD/GOOD OF THE ORDER

No Report

The Regular Board Meeting was adjourned at 8:35pm.

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED

Original copies of minutes signed by the Board of Commissioners are on file.