

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**February 13<sup>th</sup>, 2020**

The meeting was called to order by Chairman Gillett at 8:00 a.m.

Board members in attendance were: Chairman John Gillett, Vice-Chair Jesse James, Commissioner Ron Stephenson, Commissioner Rick Hjelle and Commissioner Rick Ainley.

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Kim Macomber, Captain Ted Bergstrom, Captain Jim Glover, Firefighter Kevin Glover, Firefighter Cassandra Waite, Firefighter Henry Blankenship, Firefighter Maddie Wood, Firefighter Steven Ohm, Firefighter Alec Holland, Firefighter Elizabeth Sykes and Chaplain Joe Cassidy.

**CONSENT AGENDA**

- Approval of Minutes from January 2020
- Approval of Voucher Documents # 61 - # 96
  - **Expense** in the amount of \$ 27,699.06
  - **Apparatus/Equipment** in the amount of \$ 1,536.74
  - **Land/Facilities** in the amount of \$ 1,006.87
- Approval of February 2020 Payroll
- Approval of January 2020 Financial Reports

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

**ASSOCIATION REPORT**

Firefighter Kevin Glover reported that at the last Firefighter's Association meeting, Tristan Keith was elected Vice-President. The other officers remained the same with Kevin Gustafson as President, Kevin Glover as Secretary/Treasurer and Don Hogan as Sergeant of Arms.

**LOCAL REPORT**

Captain Ted Bergstrom reported that the public records request for personal information of Firefighters through the Washington State Department of Retirement Systems was still being monitored. It was hopeful that the legislature would address these types of requests during this legislative session.

## **CHIEF'S REPORT**

### *Activity Report*

Chief Haverfield provided the board with the activity report that included:

- Activity Report for January 2020: Total alarms-170.

Chief Haverfield reported to the board that he has been meeting with 7 other agencies within North Snohomish and Skagit County to discuss the possibility of a fleet Mechanic that would be administered through a consortium arrangement. Currently, Darrington Fire would serve as the lead employer. Chief Haverfield stated that at this point the discussions are preliminary since there are several hurdles that would need to be addressed. Chief Haverfield explained that some of the biggest challenges to date that are being discussed are the travel time of the mechanic and the concern of any clock hours not being filled by utilization of an agency. The consortium is discussing a travel allotment of 30 minutes to make it fair for all agencies. Chief Haverfield stated that the 8 agencies have met with the director of Fleet Services division of Puget Sound Regional Fire Authority who runs a similar type of program and has provided valuation knowledge about moving forward.

Chief Haverfield discussed some of the benefits to the consortium including:

- The mechanic travels to us, we do not need to take two people out of service to take a vehicle in for maintenance/repair.
- The hourly rate is below \$100.00 per hour, in the first year, which is lower than the market rate.
- The mechanic is EVT Certified.

Commissioner Stephenson inquired as to who would oversee the consortium. Chief Haverfield explained that the consortium is governed by the Chief of each agency however the group would also elect a chair for 2 years to help with any conflicts or concerns.

Chairman Gillett asked what the timeline is for the consortium. Chief Haverfield stated that they are hoping for the 3<sup>rd</sup> quarter of this year. If there is a need before that, the current mechanic arrangement will still fill the need.

Chief Haverfield reported that we will be submitting a Regional Assistance to Firefighter Grant with Marysville Fire District and Snohomish County Fire District 21 for Self-Contained Breathing Apparatus (SCBA's). Chief Haverfield explained that the FY2019 AFG application period is open through March 13<sup>th</sup>, 2020. He added that our current SCBA inventory is of the 2007 edition of NFPA 1981 standard with a manufactures date of May 2008 making us eligible for a high priority of replacement.

Chief Haverfield stated that he is hoping to include a fill station and RIT packs as well in the grant but it was unsure at this point due to the current total request.

Chief Haverfield reported that on February 12<sup>th</sup>, we were called to a motor vehicle collision which turned out to be more of a technical rescue. On scene Chief Dane had incident command

and Captain Torgerson oversaw extrication. Chief Haverfield stated that everything was set up perfectly and he could not be happier with how C-Shift and Chief Dane handled the extrication of the patient.

Assistant Chief Dane reported on the following:

- The pump trailer was delivered last Friday.
- The exercise equipment is scheduled to arrive at Station 86 within the next week.
- The radio for the new pickup has been ordered through SNOCOM.
- The first week of March there will be an orientation for new members. Another day shift has been added to make sure there are shifts available for all part-time staff.
- Assistant Chief Dane is very happy with the level of training offered by the Captains and shifts. They have been training every day.

Commissioner Stephenson asked about the lease potential with Snohomish County Public Works at our Gun Club Road site. Chief Haverfield reported that he met with representatives from county and waiting to hear back from them.

Commissioner Hjelle asked Assistant Chief Dane about the availability of our personnel attending the National Fire Academy and/or if any scholarship opportunities are available. Assistant Chief Dane said that he will investigate the availability.

## **NEW BUSINESS**

### **a. Laptop Lease Agreement**

Chief Haverfield explained that this agreement will allow for six (6) MDT's which includes one additional unit over our previous lease agreement. The cost to cover the lease has been budgeted from the Capital account. Chief Haverfield stated that he is seeking approval to move forward as the SNOCOM Board meets next week and will approve the agreement as well.

**MOTION:** Commissioner Stephenson made a motion to approve and sign the Laptop Lease Agreement as read. Commissioner Ainley seconded the motion.  
**Motion was approved unanimously.**

### **b. Slide-In Brush Tank**

Chief Haverfield reported that in late January we received the 2020 Volunteer Fire Assistance Grant from the Department of Natural Resources (DNR) and the United States Forest Service (USFS). Chief Haverfield explained that the grant is a 50% match with our grant award total of \$11,461.35. Chief Haverfield added that of the proposals we received for the slide-in brush tanks we elected to proceed with the Cascade Fire Equipment (CFE 200) which was recommended to us by the agencies that have significant experience in the wildland business. Chief Haverfield stated that at this time if we were to have the unit installed in our pickup truck it would be scheduled for late August however, we will likely elect to have the unit shipped to our location and have it installed locally. If the order is placed this week, the ship date will be June 29<sup>th</sup>. Chief

Haverfield finished by stating that the shipping costs would be \$750.00 however, we will not incur the installation charge of \$1,050.00.

Commissioner Stephenson asked if the cost for the brush tank was budgeted for. Chief Haverfield informed the board that it is in the budget. Chief Haverfield added that the district would need to purchase additional hose. Chief Haverfield explained that through an additional grant offered by the Department of Natural Resources that the district would be able to purchase hose and other supplies at reduced cost.

**MOTION:** Commissioner James made a motion to approve the purchase of a Slide-In Brush Tank from Cascade Fire Equipment. Commissioner Hjelle seconded the motion.  
**Motion was approved unanimously.**

### **c. Apparatus Replacement Schedule**

Chief Haverfield reported that the current apparatus replacement schedule was implemented in 2013. Chief Haverfield explained that we are putting more miles on our ambulances and wearing them out quicker than was previously addressed and the 8-year cycle of adding a new fire engine seems to be very aggressive and could be extended by several years per unit.

Commissioner Hjelle asked if they should discuss potentially purchasing another new ambulance. Chief Haverfield supported the idea of having further discussion regarding purchasing an additional ambulance. Chief Haverfield stated that at this time the district could staff a total of 4 ambulances per day. Assistant Chief Dane agreed that having a solid fleet of 4 ambulances would be a good move from an operation view.

It was suggested and agreed to hold a workshop later in the month to further discuss the Gun Club Site buildout as well as updating the apparatus replacement schedule. The Board agreed to schedule the workshop for Thursday, February 27<sup>th</sup> at 2:00 p.m., to include the architect and project manager if they are available.

Commissioner James asked whether a new hiring list has been established. Chief Haverfield reported that the testing process will be established, and a new list will likely be available before the expiration of the current eligibility list.

## **UNFINISHED BUSINESS**

### **Reports from the Board/Good of the Order**

Commissioner Hjelle asked if there was an alternative to printing out all the paperwork needed by the Board of Commissioners. Chairman Gillett agreed that the amount of material printed for each board member was excessive and suggested that if a commissioner wants the paperwork printed, they can print it at home.

Firefighter Jim Glover stated that he appreciated the District adding the date/time of the Commissioner Meeting to the Electronic Reader Board and also thanked the District for the recent Firefighter Appreciation Dinner.

**The Regular Board Meeting was recessed at 9:10 a.m.**

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**John Gillett, Chairman**

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**Jesse James, Vice-Chair**

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**Ron Stephenson, Commissioner**

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**Rick Hjelle, Commissioner**

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**Rick Ainley, Commissioner**

***APPROVED***

# **SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

## **BOARD OF COMMISSIONERS**

### **BOARD WORKSHOP**

**February 27<sup>th</sup>, 2020**

The meeting was reconvened by Chairman Gillett at 2:00 p.m.

Board members in attendance were: Chairman John Gillett, Vice-Chair Jesse James, Commissioner Ron Stephenson, Commissioner Rick Hjelle and Commissioner Rick Ainley.

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Kim Macomber, Captain Jim Glover, Firefighter Justin Gniot.

Visitors: Architect Brian Harris and Project Manager Vicki Cargile

#### **SITE DEVELOPMENT**

- Chief Haverfield reported that the goal is to get the lease agreement with Snohomish County Public Works completed over the next few months. A lease to purchase option could be discussed later if we so choose.
- Chief Haverfield stated that a site plan, site utility installation, storage facility (shop) and training tower would be his priorities at this time. Chief Haverfield explained that he would like to do as many improvements as we can at this time to make a future bond less expensive for the taxpayers.
- Chief Haverfield suggested that his goal would be to be permit ready for the shop and training tower by the end of 2020.
- Additionally, it was suggested that at this point the construction of a new fire station would take place in 4-5 years however there are many drivers that could expedite or extend this timeline.

#### **APPARATUS REPLACEMENT GUIDELINE**

- Chief Haverfield reiterated discussion from previous meetings that there has been an increase in mileage on the ambulances due to an escalation in medical incidents and EMS transports.
- Chief Haverfield stated that he thinks tender replacement could be changed from 25 years to 25-30 years since it is limited in annual mileage.
- A recommendation for replacing ambulances sooner than previous identified and extending the life of fire engines was discussed.
- Staff vehicles should stay on the 10-year replacement schedule but Chief Haverfield suggested that utility vehicles could possibly be extended to a 15-year replacement.

**The Board Workshop was adjourned at 4:00 p.m.**

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**John Gillett, Chairman**

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**Jesse James, Vice-Chair**

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**Ron Stephenson, Commissioner**

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**Rick Hjelle, Commissioner**

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**Rick Ainley, Commissioner**

**APPROVED**