

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

January 11th, 2018

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

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

Staff members in attendance were: Chief Jim Haverfield, AC Bill Dane, Office Assistant Rebecca Duncan, Captain Ted Bergstrom, Firefighter Jim Glover, Firefighter Jackson Olney, Firefighter Kevin Gustafson, Firefighter Dalle, Firefighter Kevin Glover, Firefighter Sergio Carrillo and Chaplain Joe Cassidy

Visitors: Karen Glover

Business Items

Oath of Office: Commissioner Ron Stephenson was sworn in to office for the term of 6 years.

Elections- Chairman and Vice-Chairman

Commissioner James nominated Chairman Hayes to be re-elected as Chairman and Commissioner Ron Stephenson nominated James to be elected as Vice-Chairman.

MOTION: Commissioner Stephenson made a motion to re-elect Chairman Hayes to the position of Chairman. Commissioner James seconded the motion. **Motion was approved unanimously.**

MOTION: Chairman Hayes made a motion to elect Commissioner James to the position of Vice-Chairman. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

CONSENT AGENDA

- Approval of Minutes from December 2017.
 - Approval of voucher document (**Expense**)
 - #01001 - #01051 in the amount of \$ 76,495.21.
 - Approval of voucher document (**Apparatus/Equipment**)
 - #01001 in the amount of \$ 706.72

- Approval of voucher document (**Land/Facilities**)
 - #01001 in the amount of \$706.73.

Approval of January 2018 Payroll in the amount of \$128,269.58.

Approval of December 2017 Financial Reports.

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

Association Report

Firefighter Jackson Olney updated the board on the election of a new President and Vice President of the Firefighter's Association. Firefighter Jackson Olney was elected President and Firefighter Sergio Carrillo is the newly elected Vice President. Firefighter Kevin Glover remains the Secretary/Treasurer. President Olney updated the board on the finalization of the Bike Program for the 2017. There was a total of 15 bikes donated with an additional 5 bikes from Wal-Mart donated. These bikes were given out to children in need with-in our community.

Local Report

Capt. Ted Bergstrom mentioned a Labor Management meeting is scheduled for January 16th.

Chief's Report

Activity Report

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

- Activity Report for December 2017 which included a total of 198 alarms.

Chief Haverfield updated the board on the hiring/testing process for the Captains position and had 2 applicants prior to the deadline. Chief Haverfield does not foresee any issues with either candidate acquiring the qualifications and have the position filled by February 1st.

The consolidation of Snopac/Snocom is completed and will now be known as Snohomish County 911, effective January 1st.

The Ground Emergency Medical Transportation (GEMT) program is new to Washington State. This Federal Program provides supplemental payments to cover the funding gap between a provider's actual costs per transportation and the allowable amount to be received from Medicaid. Chief Haverfield recommends that we participate in this program and that we need to sign a letter of intent no later than January 31st.

Chief Haverfield updated the Board with the progress from our recent State Audit. The auditor has not completed their final report but once it is available it will be sent to all Board members for review.

Assistant Chief Dane reported on the training burn that was held on January 7th. Chief Dane also thanked the volunteers that came in to prepare breakfast for the staff and crew once the training event was completed.

New Business

Snohomish County 911 Caucus Appointment

Chief Haverfield updated the Board on the need to appoint a district member to caucus for a Board representative position. Chief Haverfield stated that the individual needed to be an elected or appointed official.

MOTION: Chairman Hayes made a motion to appoint Chief Haverfield to represent the Fire District in the caucus. Commissioner James seconded the motion. **Motion was approved unanimously.**

GEMT Participation

The Board and Chief Haverfield elected to postpone further discussion until we have more information regarding the program.

Lexipol 1029; Paid Sick Leave

Chief Haverfield noted a new State law regarding sick leave went into effect on January 1st, 2018. Currently the attorney is working on draft language for entities to follow. It was expected that the policy will be ready prior to the end of the month and ready for final review at the Boards next meeting.

Lexipol 1028; Personnel Complaints

This policy is being reviewed due its reference in Lexipol 1092.

Lexipol 207; Purchasing

Chief Haverfield has drafted a policy related to purchasing/procurement. It follows the recommendations from the State Auditor. It will be sent to the attorney for review of compliance and best practices.

Resolution 2018-01

Chairman Hayes read into record Resolution 2018-01; Firefighter Appreciation/Awards Dinner.

MOTION: Chairman Hayes made a motion to sign Resolution 2018-01 to sponsor a Firefighter Appreciation/Awards Banquet. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

BVFF Meeting:

Meeting was opened at 8:10 by Commissioner Hayes.

Chief Haverfield updated the board about a claim related to an exposure to MRSA. The exposure happened on September 22, 2017 with hospitalization from the illness on October 3rd. Chief Haverfield asked the board to approve the invoices to have the medical bills covered.

MOTION: Chairman Hayes made a motion to approve the invoice voucher for BVFF. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

BVFF Meeting Adjourned at 8:15 P.M.

Unfinished Business

Lexipol 1092; Anti-Retaliation:

Chief Haverfield noted that the attorney has reviewed the proposed changes in 1092.4 and agreed that unanimous complaints should not be allowed.

MOTION: Chairman Hayes made a motion to accept policy 1092 as amended.
Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Reports from the Board/Good of the Order

Commissioner Stephenson wanted to thank the staff for the plant that was sent to him during his current hospital stay.

Executive Session

The Board Adjourned to Executive Session pursuant of RCW 42.30.110(g) at 8:20 p.m. for the period of 10 minutes.

The regular meeting was reconvened at 8:30 p.m.

The Regular Board Meeting was recessed at 8:30 p.m. The meeting will continue at 6:00 p.m. on Monday, January 29th.

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
January 29th, 2018

The meeting was reconvened by Chairman Hayes at 6:00pm.

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

Staff members in attendance were: Chief Jim Haverfield, Assistant Chief Bill Dane, Office Assistant Rebecca Duncan, Captain Ted Bergstrom, Firefighter Jim Glover, Firefighter Dmitriy Pshenichnyy, Firefighter Brandon Skeith, Firefighter Levi Hunt, Firefighter Don Hogan, Firefighter Britton Kinder, Firefighter Colten Justice, and Chaplain Joe Cassidy

Visitors

Friends and families of Firefighter Jim Glover

Badge Pinning Ceremony

Firefighter Jim Glover was sworn in with the new rank of Captain for Snohomish County Fire Protection District #17.

Following the badge pinning ceremony Chairman Hayes called a 20-minute recess at 6:05 p.m. The meeting was reconvened at 6:25 p.m.

Consent Agenda

- Approval of Voucher Documents (**Expense**)
 - #01052 - #01062 in the amount of \$ 30,065.07.
 - #01063 - #01072 in the amount of \$ 5,110.09.
- Approval of Voucher document (**Apparatus/Equipment**)
 - #01002 in the amount of \$ 482.60.
 - #01003 in the amount of \$ 280.00.
- Approval of Voucher Documents (**Land/Facilities**)
 - #01002 in the amount of \$ 280.00.

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

Unfinished Business

GEMT Participation

Chief Haverfield discussed the GEMT participation in our last meeting and since then a lot more information has been made available. Currently Chief Haverfield needs authorization to submit the participation agreement to the Health Care Authority.

MOTION: Chairman Hayes made a motion to direct Chief Haverfield to submit the participation agreements as discussed. Commissioner Stephenson seconded the motion.
Motion was approved unanimously.

Full Time Firefighter Candidate Pool

Chief Haverfield discussed the proposed changes to policy 1001. Chairman Hayes suggested that with these proposed changes he felt the policy should not be changed again anytime soon.

MOTION: Chairman Hayes made a motion to approve the suggested changes to Policy 1001. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Lexipol 1029; Paid Sick Leave

Chief Haverfield suggested that the policy references all the requirements in the new state law and has been reviewed by the attorney. A possible MOU may be executed with the bargaining group regarding excess leave.

MOTION: Chairman Hayes made a motion to adopt Policy 1029 as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Lexipol 1028; Personnel Complaints

Chief Haverfield received feedback from staff on this policy. Minor concerned with a couple reference terms in this policy. Chairman Hayes and the board would like more time to read over the policy and give their input.

Lexipol 207; Purchasing

Chief Haverfield is still waiting for feedback from the attorney regarding this policy.

New Business

BVFF Meeting

The meeting was called to order by Chairman Hayes at 7:07 p.m.

Chief Haverfield referenced the MRSA claim from the previous meeting and noted that these were additional invoice vouchers from the same employee.

MOTION: Chairman Hayes made a motion to approve the 4 additional invoice vouchers for an on the job illness. Commissioner Stephenson seconded the motion. **Motion was approved**

BVFF meeting was adjourned at 7:11 p.m.

Chief Haverfield noted that Lake Stevens Fire has informed it's billing agency subscribers of their plans to terminate the agreement following 90 days. Chief Haverfield will research options for transport billing services and likely have documentation available for the next regular meeting for consideration.

The Regular Board Meeting was Adjourn at 7:16 P.M.

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED