

# SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

## BOARD OF COMMISSIONERS

### REGULAR BOARD MEETING

OCTOBER 13<sup>th</sup>, 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, Office Assistant Gerry James, Captain Jeff Torgerson, Firefighter Jim Glover, Firefighter Kevin Glover, Firefighter Cable Hoover and Firefighter Collin Nash.

No visitors were in attendance.

#### CONSENT AGENDA

- Approval of Meeting Minutes for September 8<sup>th</sup>, 2016 and September 22<sup>nd</sup>, 2016.
- Approval of voucher documents #09043 - #09062 in the amount of \$ 23,170.02.
- Approval of voucher documents #10001 - #10025 in the amount of \$ 29,819.43.
- Approval of October payroll in the amount of \$ 95,726.47.
- Approval of September 2016 financial reports.

**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 Collin Nash provided the report which included:

1. Stated he is now the Association President.
2. The Association has been reformed and want to become more active in the following areas:
  - a. Improving attendance
  - b. Training and allotment for the training (suggesting expanding their training budget or eliminating the year waiting period)
  - c. Policy input
  - d. Retention of part-time firefighters which included ideas of NTN testing contributions.
  - e. Association functionality

Chief Haverfield stated training is the highest priority on his list. He added that there are other ideas that could be considered relating to employee retention such as offering a volunteer incentive plan.

Chairman Hayes stated there may be other solutions to employee retention and that money may not be the only motivator.

Firefighter Nash stated a different direction may be needed but the dollars are important for the training expenses.

Commissioner James questioned if we could provide the training funds sooner than one (1) year.

Chairman Hayes stated the probationary period is needed.

Firefighter Torgerson stated we need to make our department look attractive right out of school for recruits.

Commissioner Stephenson questioned if we have looked at comparables from other Departments that have been successful in recruitment and retention.

Chief Haverfield stated we need to stay one (1) step ahead on the recruitment. He further added he does not feel the training funds have been or will be used extensively by the part-time firefighters.

Chairman Hayes stated these items need further discussion and should be scheduled under New Business at the next meeting.

Firefighter Kevin Glover reported on the following:

1. Railroad Days Funding was not as successful as in the past.
2. The fundraiser at Playa Bonita will be held on November 5<sup>th</sup>, 2016.

### **Local Report**

Firefighter Jim Glover reported on the following:

1. Captain Dane has stepped down as president. The following are the new officers:  
Captain Bergstrom is President;  
Firefighter Scott is Vice President.
2. \$1500.00 was raised for MDA on Railroad Days.

### **Chief's Report**

#### *Activity Report*

Chief Haverfield provided an overview of the emergency calls for September. The total alarms were 193 in September 2016.

The following items from the Chief's Report will be reviewed under Unfinished Business and New Business:

*Future Station Site Tree Removal*

*Position Vacancy*

*Future Operational/Administrative Position*

### **UNFINISHED BUSINESS**

#### **Policy Review**

##### *Policy 336 Safe Haven for Newborns*

Chief Haverfield reviewed with the Board that the only issue to revolve on this policy was the Trauma ID Bands. The appropriate signs and paperwork will be at each station.

**MOTION:** Chairman Hayes made a motion to approve Policy 336 as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

##### *Policy 1018*

The Board provided input on this draft policy before it was released to staff for review.

##### *Policy 210*

Commissioner James questioned the word practicable. This will be removed or revised.

Policies 202, 210, 214, 348, 504, 634 and 1018 will be presented to staff for their review and comment. Comments will be requested by November 7<sup>th</sup>. These policies will be scheduled on the agenda of the meeting of November 10.

### **Career Firefighter Hiring Process (1001) DRAFT**

#### *Career Firefighter Hiring Process Policy 1001*

Chief Haverfield reviewed with the Board the number of candidates that is preferred. He reviewed the comments from staff and noted that the Association suggested the following:

1 – 10 Current part-time

11 – 15 Outside candidates

Chief Haverfield said he is all for giving preference to our part time staff and they receive an additional 10 points in the scoring.

Commissioner James questioned the number of candidates the Chief would prefer on the list.

Chief Haverfield said ideally he would like to see at least 15.

Chairman Hayes stated we need to be consistent and consider the attrition rate.

This draft policy will be scheduled on the next agenda for further discussion.

### **Future Station Site Tree Removal**

Chief Haverfield reported we received the report from the Arborist last week which identified two (2) of the nine (9) trees having some issue. Tree 101 had a frost crack near the base of the trunk with a decay pocket below the codominant stems. This tree has been identified of having severe consequences should it fail with the likelihood of failure of possible. Tree 109 has root decay with significant consequences with failure and a likelihood of failure of probable.

Chief Haverfield said he has spoken with two tree service companies, one of which was hesitant to remove the tree and the other with an estimate of \$2,500.00. He also spoke with Alan Munn, a local contractor, who would take the trees down, remove the tree limbs and stumps and grade the area for the value of the timber.

Chief Haverfield said he would need to work with the attorney to get an Agreement prepared prior to the work and he would also contact the neighboring property owners to advise them of the direction we are taking.

**MOTION:** Chairman Hayes made a motion to direct Chief Haverfield to work with the local contractor to arrange to have the trees removed.

Commissioner James seconded the motion. **Motion was approved unanimously.**

### **NEW BUSINESS**

#### **Vacant Administrative Assistant Position**

Chief Haverfield reported we currently have a vacancy in the Administrative Assistant Position. This position is being filled in a part-time basis by a previous employee. The Chief said he would recommend that this position begin part-time (approximately 12 hours per week) with the possibility of growing into more by perhaps adding public education at a later date.

#### **Future Operational Administrative Position**

Chief Haverfield said this is a position he feels is needed for our department and would best serve our needs. This would be a weekday position at 40 hours per week. This position could assist with training; public education, safety, and other needed areas.

Commissioner Stephenson questioned if we could integrate the Administration Position and the Operational Administrative Position.

Chief Haverfield said he would prefer the positions being separate.

Chairman Hays stated our first priority is for the Office Assistant replacement.

**Authorizing/Sign Updated Signature Cards-Coastal Community Bank**

The Board approved and signed the Updated Signature Cards with Coastal Community Bank adding Gerry James as a signer on the account.

**REPORTS FROM THE BOARD/GOOD OF THE ORDER**

Commissioner James stated he would not be present for the meeting of October 31<sup>st</sup>, 2016. No other Board reports.

**EXECUTIVE SESSION RCW 42.30.110(g)**

The Board adjourned to Executive Session pursuant to RCW 42.30.110(g) to discuss employment issues at 8:31 p.m. The executive session will be for 10 minutes until 8:41 p.m.

Chairman Hayes reconvened the open public meeting at 8:41p.m.

The regular meeting was recessed at 8:41 pm for continuation on October 31<sup>st</sup>, 2016, at 8:00 a.m.

**The Regular Board Meeting was recessed at 8:41 pm.**

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Chairman Hayes

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Commissioner Stephenson

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Commissioner James

**APPROVED**

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**  
**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING (Continuation)**  
**OCTOBER 31<sup>st</sup>, 2016**

The Meeting was reconvened by Chairman Hayes at 7:00 a.m.

Board members in attendance were: Chairman Hayes and Commissioner Stephenson

Staff members in attendance were: Chief Jim Haverfield. Captain Jeff Torgerson and Firefighter Cable Hoover arrived later in the meeting.

Visitors in attendance were:

**CONSENT AGENDA**

- Approval of voucher documents #10026 - 10034 in the amount of \$ 4,252.15.

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

**UNFINISHED BUSINESS**

**Part-Time Office Assistant Position**

Chief Haverfield reviewed the job description and job announcement previously sent out to the Board for review. It is intended that this position begin with a work period of 12 hours per week and a hourly rate of \$14 to \$18 per hour depending on education and experience. It was agreed that the position announcement would be posted to our website, on social media and hard copies posted at City Hall, Library and Post Office.

**MOTION:** Chairman Hayes made a motion directing Chief Haverfield to proceed with the release of the position announcement for Part-Time Office Assistant. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

**PTE Training and Education Policy**

Chief Haverfield provided the Board with the current policy related to the part-time training allowance funding. In addition Chief Haverfield discussed the idea of our agency hosting specific training opportunities in-house like we've done in the past. This would open classes to all staff regardless of length of service and/or allotted training funds. The Board agreed that this would be a good first approach to the part-time member's suggestion on expanding training opportunities and the Board also suggested that they did not want to make changes to the current policy at this time.

Also discussed was the idea from the part-time staff about covering the National Testing Network annual exam fee of \$50 for staff employed at least 1 year. Chief Haverfield commented that he didn't believe this was enough of an incentive to retain current staff. Chief Haverfield did suggest that he would be

interested in investing in the preparation of part-time staff to better their skills at resume writing and interviewing for other full-time positions. He believed this could be a better recruitment/retention tool if we were to show success in helping our part-time employee's in obtaining full-time positions.

### **Employment of Full-Time Firefighters Policy**

Chief Haverfield stated that the district needs to have an updated full-time hiring list and with the ongoing discussion regarding draft changes to this policy he recommended we use the current district policy to create a new hiring list. Chief Haverfield did recommend that the Board consider reducing the length of service requirement from 12 months to 6 months for this testing process only.

**MOTION:** Chairman Hayes made a motion to create an addendum to Policy 1001 reducing the qualification for testing purposes from 1-year to 6-months of service for this testing cycle only. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

### **Future FTE Administrative Position**

The Board discussed the draft job description that Chief Haverfield had previously emailed out. Discussion began with the title of the position and whether it should be Assistant Chief versus Deputy Chief of Training as stated in the current draft job description. Additionally the Board discussed whether this position should have the authority to administer discipline and/or conduct regular performance reviews of subordinate officers. Further discussion was tabled until Chief Haverfield conducts a financial study to make sure the district's finances can maintain the added position long term.

### **NEW BUSINESS**

At the suggestion of Chief Haverfield the Board agreed to hold the annual public hearing related to the adoption of the 2017 tax certification at the November 10<sup>th</sup> regular meeting.

The Board adjourned to Executive Session pursuant to RCW 42.30.110(g) to discuss employment issues at 8:22 p.m. The executive session was called for 15 minutes until 8:47 p.m.

Chairman Hayes reconvened the open public meeting at 8:47 p.m.

**The Regular Board Meeting was adjourned at 8:48 p.m.**

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Chairman Hayes

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Commissioner Stephenson

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Commissioner James

**APPROVED**