

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

February 8th 2018

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

Board members in attendance were: Chairman Kevin Hayes and Commissioner Jesse James. Commissioner Ron Stephenson was not in attendance and was deemed excused.

Staff members in attendance were: Chief Jim Haverfield, Assistant Chief Bill Dane, Office Assistant Rebecca Duncan, Captain Ted Bergstrom, Firefighter Cable Hoover, Firefighter Kurt McNallie, Firefighter Ryan Scott, Firefighter Jackson Olney, Firefighter Brandon Skeith, Firefighter Dmitry Pshenichnyy, Firefighter Tyler Loring, and Chaplain Joe Cassidy.

CONSENT AGENDA

- Approval of Minutes from January 2018
- Approval of Voucher Documents (**Expense**)
 - #01073 - #01087 in the amount of \$ 12,696.42.
- Approval of Voucher Documents (**Apparatus/Equipment**)
 - #01004 - #01007 in the amount of \$ 8,234.04.
- Approval of Voucher Documents (**Land/Facilities**)
 - #01003 in the amount of \$ 720.80.
- Approval of February 2018 Payroll in the amount of \$109,875.54.
- Approval of January 2018 Financial Reports.

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

FIREFIGHTER'S REPORT

Association Report

Association President Jackson Olney updated the board on their last meeting agenda. The Association met with our Chaplains to discuss the roles of the Chaplain and what the association can do to assist them. During the meeting the association had concerns of the amount of Challenge Coins that are in stock; currently they only have 1 left. They discussed ordering more but would like to explore the option of possibly changing the design of the coin. The current status of the hat order has been finalized and belt buckles are now on order.

The Association also approved to subscribe to Fire Careers website in order to track job openings.

LOCAL REPORT

Captain Ted Bergstrom updated the board on having a proposal ready for negotiations in April.

CHIEF'S REPORT

Activity Report

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

- Activity Report for January 2018: Total Alarms 192

Chief Haverfield briefly updated the Board on GEMT & Transports; Chief Haverfield feels both companies are very knowledgeable and is very comfortable with moving forward.

AC Dane updated the Board on in-house training with hopes of having it possibly by the end of April or early May. AC Dane has introduced a new paperless system called PSTrax in order to have a tracking system in place for inventory that is accessible to staff. This new program should be up and running by the end of March beginning of April.

NEW BUSINESS

Resolution 2018-02

Chief Haverfield stated that Resolution 2018-02, Small public works rosters coincided with Lexipol 207 and is replacing Resolution 2014-02 with minor revisions relating to the RCW.

MOTION: Chairman Hayes made a motion to approve Resolution 2018-02 Small Public Works. Commissioner James seconded the motion. **Motion was approved**

Systems Design Contracts

Chief Haverfield updated the board on the Systems Design contract which is a billing service for transports and is based out of Silverdale, WA. In this contract there are two agreements that need to be address:

- Professional Services Agreement
- Business Associate Agreement

During the discussion Commissioner Hayes expressed concerns related to identity theft because at this present time we do not have a policy in place. Chief Haverfield would like to continue forward with Systems Design with board approval and have our transport billing start as early as possible as they will be billing retroactively to February 1, 2018.

MOTION: Chairman Hayes made a motion to sign the contract/agreement for EMS Billing. Commissioner James seconded the motion. **Motion was approved**

Resolution 2018-03

Authorizing EMS Service/Charge and is a replacement of Resolution 2005-02. Chief Haverfield made some changes and updated the board on how we bill our own residents versus non-resident transports. The collections process for non-residents that do not respond to the transport billing invoice with-in the 120 days for payment would then be recommended for collections.

MOTION: Chairman Hayes made a motion to sign Resolution 2018-03 Emergency Medical Services. Commissioner James seconded the motion. **Motion was approved**

UNFINISHED BUSINESS

GEMT Participation

Chief Haverfield updated the board on the amendment to the GEMT Participation.

MOTION: Chairman Hayes made a motion to sign the amendment to the professional agreement. Commissioner James seconded the motion. **Motion was approved**

Lexipol 207; Purchasing

Chief Haverfield had our Attorney review changes made to this policy and he recommends additional changes. The Attorney recommended we add a purchase authority clause. Chairman Hayes had questions on unbudgeted monies.

MOTION: Chairman Hayes made a motion approve Lexipol 207; Purchasing as submitted. Commissioner James seconded the motion. **Motion was approved**

Lexipol 1028; Personnel Complaints

Chief Haverfield made no additional changes to this policy but was brought to the board because of the reference to the anti-retaliation policy. Chief Haverfield feels we don't need this policy, in its current length and the board feels that the policy needs to be trimmed down to fit the Department's needs.

Reports from the Board/Good of the Order

The Board would like recognize Firefighter Keith Matters for his service to the Department and Community; his memory will be forever on our minds and in our hearts.

Executive Session

The Board Adjourned to Executive Session pursuant of RCW 42.30.110(g) at 8:05 P.M. for the period of 10 minutes. Chairman Hayes announced an extension of 15 min in the Executive Session and ended at 8:30 P.M.

The Regular meeting was reconvened at 8:30 P.M.

The Regular Board Meeting was Adjourn 8:30 at P.M.

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED