

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

## **BOARD OF COMMISSIONERS**

### **REGULAR BOARD MEETING**

**July 12<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, Administrative Assistant Jennye Cooper, Firefighter Jim Glover, Firefighter Cable Hoover, and Firefighter Colin Nash.

Visitors in attendance were: No Visitors.

#### **CONSENT AGENDA**

- Approval of Meeting Minutes for June 9<sup>th</sup>, 2016.
- Approval of voucher documents #07001-07023 in the amount of \$ 84,516.28.
- Approval of voucher documents #07024-07050 in the amount of \$ 37,974.21.
- Approval of July payroll in the amount of \$ 98,096.34.
- Approval of June 2016 financial reports.

Chairman Hayes asked about the purchase through Dell and if we had a computer that stopped working. Chief Haverfield said the computer in the radio room needed replacement. Chairman Hayes asked if the hard drive was destroyed on the computer. Chief Haverfield said he didn't know but would find out.

Chief Haverfield said the vouchers are higher this month due to the payment for the paramedic contract. It's approximately 50% of the contract paid for 6 months. Commissioner James asked about the payment for 6 months. Chief Haverfield explained that the district doesn't receive the full tax report until December for the second half of the year, and this is when the district pays the second half of the paramedic contract.

**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 Jim Glover said that the Firefighter's Association is going to be holding their annual food fundraiser booth for Show N' Shine on August 6<sup>th</sup>.

##### **Local Report**

Firefighter Jim Glover reported that Captain Dane attended the Washington Association of Firefighters Conference. He will also be going to the IAFF Conference in Las Vegas later this year. Firefighter Jim Glover also welcomed their newest member, Kevin Glover.

## **Chief's Report**

### *Activity Report*

Chief Haverfield reviewed the emergency calls activity report for the month. There were a total of 150 calls, down from 172 in 2015 this time last year. This month included 2 structure fires. Both were mutual aid fires. One was located in Arlington Heights area in Jordan Trails and the other was the commercial fire in Everett. There were 2 responses classified as Brush Fires, however, when the crew arrived on scene it was determined they were burn piles.

### *Lexipol Update*

Chief Haverfield stated that the policies currently adopted have been incorporated into 3<sup>rd</sup> quarter training. The email was sent to all staff for instructions on how to login.

### *Digital Signatures*

Chief Haverfield reviewed that he sent out an email earlier in June to request digital signatures for the monthly meeting minutes to allow us to post 'cleaner' copies on our website. Currently, the minutes are being scanned onto the website and the quality is poor. He would like to have digital signatures to be able to make a copy of the minutes that are more legible on the website.

There was further discussion on how to create digital signatures.

Chairman Hayes suggested a watermark or a stamp to be used in Adobe that states the original minutes are on file and approved and upload the electronic copy of the minutes to the website with this stamp.

### *Public Education Budget and Administrative Assistant Jennye Cooper's Training*

Chief Haverfield reviewed that Administrative Assistant Jennye Cooper put together a budget for the remaining months of 2016 for public education and her training, as requested by the Commissioners.

Chairman Hayes said to proceed with the training.

### *City of Granite Falls*

Chief Haverfield stated that Brent Kirk, city administrator with the City of Granite Falls and him recently discussed the zoning of the new property and what the adjacent neighbors to the property may be planning. There's been past discussion of possibly selling this property. The district currently has \$524,000 invested in the property including purchase of the property. There's \$105,000 invested with TCA, the architect, and the attorney that will still be useful and the district wouldn't lose money on this investment. Chief Haverfield suggested if the district is going to look at selling the property, then the district needs to make arrangements to have another property available as backup.

Commissioner James asked how much property does Station 86 have at 163<sup>rd</sup>.

Chief Haverfield said he doesn't know for sure and he will check on the Snohomish County Assessor's Website. The new property has 2.4 acres. There's property near the Subway off Jordan Rd, but he's not sure if it's all wetlands or not.

Commissioner James asked if the current station is safe for an earthquake and if improvements could be made on the current station.

Chief Haverfield said the district has had studies completed on the station and engineers that have advised the district not to invest in the current station. Seismic upgrades have been previously completed to tie the walls into the roof. Before this was done, the walls would have caved in and the roof fell through in an earthquake, however, now the walls should all tip to one side or the other.

### *Vacation*

Chief Haverfield reminded the Commissioners that he will be on vacation until Friday, July 22<sup>nd</sup>.

## **UNFINISHED BUSINESS**

### **Policy Adoption**

#### *1. Policy 356 Traffic Collisions*

Chief Haverfield provided an overview of suggested changes from staff. The first suggestion was to change section 356.3 to read the following: that any collision must be reported to either the shift officer or the fire chief versus notifying the shift officer and the fire chief. Chief Haverfield appreciated this comment, but he decided this change would contradict the 2nd paragraph, and he believes it is necessary for the Fire Chief to know about all accidents when they happen not at a later date/time.

In addition there was a suggested change to 356.5 to include notification to the Board of Commissioners for both Level I & II type collisions. He said that he doesn't believe Level I need to be reported to the Commissioners. For example, there was a firefighter who made minor contact with a telephone pole last week with a backer and there was almost no damage, and he didn't feel that the Commissioners needed to be notified.

Chairman Hayes said it would be nice to just be informed about incidents.

The changes suggested were not made to this policy.

**MOTION:** Chairman Hayes made a motion to approve Policy 356: Traffic Collisions without making any of the suggested changes. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Chief Haverfield stated that he really appreciated the comments from staff for the policies released. He takes everyone's comments into consideration.

Chairman Hayes suggested that the chief go back to the employees and discuss their comments on the policies and discuss why or why not changes were made to the policies.

#### *2. Policy 1086 Driver's License Requirements*

Chief Haverfield discussed the comments on this policy. There was a recommended change for 1086.3- that all drivers should have EVIP even if they have a CDL. He explained that each employee will still need to complete EVIP to become a driver. He suggested that this change not be made.

Chairman Hayes commented on a recent legislative discussion on the current WAC for CDL licenses, and it was not approved due to costs of obtaining a CDL license.

**MOTION:** Chairman Hayes made a motion to approve Policy 1086: Driver's License Requirements in its current draft as presented to staff for review. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

#### *3. Policy 500 Patient Care Reports*

Chief Haverfield said the only comment on this policy was on 500.1.1- to include EHR to the definitions. This is the new term for patient care reports. He also sent this to the MSO at Fire District 7, Scott Dorsey, who also added comments. He changed the language from where it says to leave a copy of the report for the Coroner's Office to fax to the Coroner's Office since we don't have the ability to print a report on scene, but we can fax it over if there's a WIFI connection.

Chairman Hayes asked about ALS Provider access.

Chief Haverfield said the on scene crews are able to give the ALS Providers access by providing a code for the medics. He also stated he didn't make all the recommended changes from MSO Dorsey.

Chairman Hayes said the language within the policy needs to be changed from "should" to "shall".

Chief Haverfield said most of the language is "shall" already.

Chairman Hayes requested this policy be tabled for review until the next meeting to consider all recommended changes.

#### *4. Policy 618 Health Insurance Portability and Accountability Act Training (HIPAA)*

Chief Haverfield said there were no comments on this policy. He had no recommended changes.

**MOTION:** Chairman Hayes made a motion to approve Policy 618 Health Insurance Portability and Accountability Act Training (HIPAA) in its current draft as presented to staff for review. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

#### *5. Policy 1052 Smoke and Tobacco Use*

Chief Haverfield said this policy was the most controversial. Comments ranged from the language in the policy is written as if we're trying to prohibit use and also is repetitive. It was commented that there could be confusion with staff on when the appropriate use for tobacco products would be. Another individual recommended to remove "on duty" in the first paragraph.

Chairman Hayes asked about off duty. The reason we added "on duty" was to stop on duty use at inappropriate times and places.

Chief Haverfield suggested that he received comments that the district should completely prohibit tobacco products while on-duty.

Commissioner Stephenson said it's about public perception.

Chief Haverfield said it's going to get abused. He did have one comment that was against prohibiting tobacco on shift and highlighted that it is a legal activity.

Commissioner Stephenson provided a scenario where an employee may be using a tobacco product and a member of the public sees this act.

Commissioner Stephenson said it is a legal activity, but it comes down to appropriate discretion. Chief Haverfield said again that he felt the policy would get abused. He said the reason he focused on chewing tobacco was because he doesn't know of anyone who smokes currently, but he does have several crew members who use chewing tobacco and may not be responsible with it.

Chairman Hayes said we've been very flexible with this policy, however, it keeps creating ongoing concerns. He stated he's almost ready to say no to use on duty at all, but he also has taken into consideration that nicotine is addictive and not sure how difficult it would be for employees to go 24, sometimes 48 hours without chew. There's currently an unwritten rule. He asked how closely it's followed.

Firefighter Jim Glover said there were smokers in the past. It would be fine if the staff members who do chew would be courteous to others on staff and not leave their tobacco waste around the station.

Chairman Hayes said he is inclined to say no to use on duty at all. He stated the district should notify employees to let them know tobacco use will not be allowed on shift and requested the Chief reach out to health partners.

Firefighter Jim Glover said when Fire District 1 enacted the policy to prohibit tobacco use, they also assisted staff with obtaining services to help with them quitting.

Chief Haverfield said he was more concerned with smoking as its more visual.

Chairman Hayes said vaping and smoking is more visual, however, chewing has the same appearance when tobacco users have to spit.

*6. Policy 1068 Release of HIPAA-Protected Information*

Chief Haverfield said he was advised to talk to the attorney on this policy. He said it creates an administrative nightmare to have this policy.

Chairman Hayes said we don't need to have this policy in place.

*7. Policy 336 Safe Haven for Newborns*

Chief Haverfield said he is still working on this policy and just spoke with the organization that would provide the Trauma ID Bands. Once he receives them, the policy will be ready.

Commissioner Stephenson said he saw where legislation was passed on newborn abandonment, where they had boxes to leave newborns in at fire stations.

Administrative Assistant Jennye Cooper said she saw this on the news, but it was in a different state.

Chief Haverfield said the laws in Washington are much stricter, and the child must be left with a specific person.

*8. Policy 1044 Physical Fitness*

There were no comments on this policy.

**MOTION:** Chairman Hayes made a motion to approve Policy 1044 Physical Fitness in its current draft as presented to staff for review. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

*9. Policy 346 Child Abuse Reporting*

Chief Haverfield clarified language on a written report. He added notification to law enforcement or DSHS needs to be completed within 48 hours.

**MOTION:** Chairman Hayes made a motion to approve Policy 346 Child Abuse Reporting with the current changes. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

*Policy 1100 Facility and Apparatus Security*

Chief Haverfield said there were a few comments on this policy. He read the following comment: *It is not practical to have a staff member standby a unit if it is parked in our own parking lot, we could be training*

*inside the classroom, on a call or we could be at the school. We may need to see what the cost to put locks on the engines and tender is if we want to secure apparatus at all times.*

Chairman Hayes asked if we've looked into locks for all apparatus.

Chief Haverfield said most of the units (ambulances) have locks, except A5. Locks could be expensive for this unit, and he said we've been having issues with this unit being out of service.

Chairman Hayes asked Chief Haverfield to look into locks for all apparatus.

Chief Haverfield read the next comment: *It states visitors should not be allowed to take photographs, electronic images or other recordings while inside a fire station, unless it is essential to the purpose of the visit. Almost all groups that visit the fire station for a tour takes a photo to share with the children's families.* He suggested this should be altered or eliminated to allow for photographs of pre-arranged tours.

Chairman Hayes said we should table this comment and reconfigure some different language for this part of the policy.

Chief Haverfield read the last comment: *Any thought given to how to cool the apparatus bays during the summer months? There is A/C in the rest of the building but the bays get very uncomfortable to work in and they are not always occupied.*

Chief Haverfield said it does discuss this on warmer days in the policy, however, it gets very uncomfortable in the apparatus bays when its warm outside.

Chairman Hayes said that employees must be in the immediate area based on the policy if the doors are open.

Chief Haverfield said the best time to cool down the station is the morning. It says someone needs to be in the apparatus bay, but this is not always the case.

Commissioner Stephenson asked if there are fans in the station.

Firefighter Jim Glover said there are fans in the 2<sup>nd</sup> bay. He said they will open up the doors sometimes half way for ventilation, but they try to keep the engine bay door shut with all the tools in that area.

Chairman Hayes asked how many times a year is weather a factor in the bay doors being open.

Chief Haverfield said even in the 70s it gets uncomfortable in the apparatus bays.

Commissioner Stephenson asked if there's any way to allow for cooling with the doors open.

Chairman Hayes said we could add infrared security beams to alert when someone crosses them into the bays.

Chief Haverfield asked if these are low voltage.

Chairman Hayes said yes.

Firefighter Glover said they try to make sure the doors are shut, especially with Jennye being in the front office.

Chairman Hayes said that brings up a new point and may want to consider a glass partition in her office and locked doors.

Chairman Hayes said to table this policy for now and look into some infrared alarm beams on the apparatus doors and back door.

Chief Haverfield reviewed that at the last meeting he gave the Commissioners a new manual. He has since made changes and suggestions for the new policies and asked the Board if they had time to review the policies or if they wanted to take additional time and review them at the next meeting.

Chairman Hayes said to send the policies out to staff and discuss at the meeting in August.

Commissioner Stephenson asked which sections.

Chief Haverfield said read through each policy and add any comments.

### **Resolution 2016-03**

Chairman Hayes explained that Resolution 2016-03 is only provisional if the lid lift levy needs to move to the November election, if it doesn't pass in the Primary Election.

Chief Haverfield stated his only concern with the Primary Election is that the Public Safety Tax is running at the same time. There's no time to submit a resolution if the levy fails on August 2<sup>nd</sup> because the resolution is due for the November election on August 2<sup>nd</sup>.

Commissioner Stephenson said he liked the talking points on the FAQ card being sent out.

Chief Haverfield mentioned the resolution was drafted by the attorney.

### **Full-Time Eligibility List**

Chief Haverfield stated there has been brief discussion on the full-time eligibility list. It expires in February 2017, and the current list is down to 3 candidates. He recommended that the list be terminated and plan for a retest within the next few months. He also stated there needs to be discussion about allowing outside personnel to test.

Chairman Hayes asked when we would retest.

Chief Haverfield said possibly in September but not later than the end of 2016.

Chairman Hayes asked about the 18 month test cycle.

Chief Haverfield said that there have been revisions on the timeline of the testing list. In the past, we had a 1 year testing cycle, and the problem with this timeline is it takes a lot of time to put together a test. If we contracted out, it would be easier, but it's nice to see the practical skills of the candidates testing. The current list needs to be terminated.

Commissioner James asked if we needed a motion to terminate the current list.

Chief Haverfield said no, we just need to have a further plan for the next meeting.

There was a short recess at 8:27. The meeting was reconvened at 8:34

## NEW BUSINESS

### *Employment Agreement Amendment*

Chairman Hayes reviewed that at the last meeting the Commissioners discussed the Chief's employment agreement as well as comparable wages of the Fire Chief in similar sized departments in executive session. The Board directed the Fire Chief to have the attorney draft an amendment to his employment agreement based on these discussions.

The employment agreement states that the Fire Chief will receive a 3% salary increase effective January 1, 2017 with a cost of living adjustment of 2.5% in 2017 and a cost of living increase in 2018 of 2%.

**MOTION:** Chairman Hayes made a motion to approve Amendment to Employment Agreement for Chief Haverfield dated July 12, 2016. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

### *2<sup>nd</sup> Quarter Budget Review*

Chief Haverfield said he typically provides a quarterly update on the budget, with the exception of the 1<sup>st</sup> quarter. The budget includes any larger purchases that were already agreed upon. He said he would need to transfer money around into different line item numbers.

- Part-time Firefighter Wages: There's approximately \$169,000 left in this line item #. He said that many of the shifts were full in the beginning of the year. There were at least 10 shifts not filled in July.
- LEOFF, Medical/Dental, FICA: It will all be adjusted with adding the new employee. FICA was most likely not calculated correctly for the 2016 budget with not knowing who is going to switch over to PERS/Labor & Industries.

Chairman Hayes said he understands LEOFF and Medical/Dental increasing with hiring Kevin and Cable, impacting LEOFF and Labor & Industries. He also said he understands the FICA budget as well.

Chief Haverfield explained how he budgets for Part-time Firefighters by taking 3.33 per shift to budget for wages. He's discussed with staff on spending and being conservative. With not filling some shifts, this may help make up for the budget at the end of the year.

- Bunker Gear/PPE: Chief Haverfield mentioned he's been hesitant to follow NFPA standards for bunker gear. However, he has since learned about contaminants and feels it's justified to spend more in this line item. He expects \$ 3,000 - \$ 4,000 more in this line item to be spent.

Chairman Hayes asked if the replacement cycle on bunker gear is 10 years.

Chief Haverfield said yes. It comes out of the capital account. He recommended buying bunker gear every year, rather than every other year.

- Uniforms/Clothing: The Chief reviewed that Captain Dane just did a large order of shirts and sweatshirts for \$2,200.
- Firefighter Training: 9% left. There's software for training, 24/7 Fire. This can be moved elsewhere for training.
- IT Support: Chief Haverfield said it's a little below than normal, but we will have to move expenses around based on a more accurate line item.

- SCBA Maintenance: Chief Haverfield said he usually keeps this line item # lower because the air packs were newer, requiring less maintenance. Since the air packs were put into service in 2008 and aging, they will require more maintenance and costs are going to increase. Captain Bergstrom is planning to do flow testing and other maintenance on the SCBA's in the near future.
- Fire District Marketing: Chief Haverfield said this is for the PR Campaign for the Lid Lift Levy with Liz Loomis Public Affairs. He anticipates approximately \$6,100 in additional charges to this line item #.
- Dues/Subscriptions: Chief Haverfield said it's 11% over budget.

Commissioner Stephenson asked about the Office Equipment/Copier/Programming. Chief Haverfield said he wasn't sure what is in this line item # to cause it to go over budget. He also mentioned that Apparatus Maintenance and Fuel are lower at this point in the year. The paramedic contract is always higher with the 1<sup>st</sup> payment and lower with the second payment. He will have a 3<sup>rd</sup> quarter budget update prepared later this year with budget amendment recommendations.

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

Chief Haverfield said he will have a public meeting on July 26<sup>th</sup> at 7pm for the Levy Lid Lift. The FAQ Card and Newsletters will be sent out to the community this week and next week.

**The Regular Board Meeting was adjourned at 8:53pm.**

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Chairman Hayes

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Commissioner Stephenson

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Commissioner James

**APPROVED**

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