

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

July 9th, 2020

The meeting (via Zoom video conference) 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, Office Assistant Kim Macomber, Captain Jim Glover, Firefighter Britton Kinder, Firefighter Brandon Skeith, Firefighter Elizabeth Sykes, Firefighter Sally Davidson, Firefighter Tristan Keith, Firefighter Aaron Chen, and Firefighter Erin Norton.

CONSENT AGENDA

- Approval of Minutes from June 2020
- Approval of Voucher Documents #307 - #322
 - **Expense** in the amount of \$ 4,229.94
 - **Apparatus/Equipment** in the amount of \$ 25,702.13
 - **Land/Facilities** in the amount of \$ 1,109.27
- Approval of Voucher Documents #334 - #356
 - **Expense** in the amount of \$ 123,142.75
 - **Apparatus/Equipment** in the amount of \$ 1,387.83
 - **Land/Facilities** in the amount of \$ 1,830.00
- Approval of July 2020 Payroll
- June Financial Report was stricken from the Consent Agenda since they were not available

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

NEW BUSINESS

a. 2nd Quarter Budget Review

Chief Haverfield informed the Board that Medical Supplies and Maintenance (Facilities/Grounds) were both currently over the original budget amount. The district is planning to do a detailed audit of these accounts to see how they differ from previous years however Chief Haverfield feels the Facility Maintenance is over budget due to the overhead door repairs. To date the district has incurred approximately \$ 9,000 in COVID-19 related expenses which will be sought for reimbursement.

Chairman Gillett questioned whether the part-time budget would go over budget since it is already at 50%. Chief Haverfield informed the board that the district added an 8th operational position to the daily schedule that is directly related to the COVID-19 pandemic. This shift was not originally in the budget which will cause this account to likely go over budget.

b. Policy Review – 1085, 1087, 1091

Chief Haverfield updated the Board on a few minor suggested changes to the review of policy 1091 (Member Speech, Expression and Social Networking) and noted that policy 1085 (District Social Media) and 1087 (Imagery) were new policies suggested and prepared by Attorney Brian Snure.

MOTION: Chairman Gillett made a motion to adopt policies 1085, 1087,1091 as written. Commissioner Stephenson seconded the motion. **Motion was approved**

c. Office Assistant – Amendment of Employment Letter

Chief Haverfield reported to the Board that the one-year anniversary date for our Office Assistant is July 22nd. Chief Haverfield submitted a draft Amendment to the Employment Letter with a wage increase from \$18 to \$19 per hour beginning August 1st, 2020.

MOTION: Commissioner Ainley made a motion to approve the Amendment Letter for the Office Assistant. Chairman Gillett seconded the motion. **Motion was approved**

UNFINISHED BUSINESS

a. Future Station/Training Center Site Discussion

Chief Haverfield informed the Board that we are awaiting the Civil Engineer report for the water retention needs for the site along with a cost estimate for retention or infiltration.

Chief Haverfield added that he received an email from the Miller Shingle Company stating that they will likely start the installation of utilities by mid-August as outlined in the purchase and sale agreement.

The Board briefly discussed the proposal for Snohomish County Public Works for a potential lease versus sale options of a portion of the site. It was agreed that further discussion could not be held until the District identifies our space requirements and site drainage needs.

Chief Haverfield suggested that we begin to research our needs of a training facility so we can identify the site plan accordingly.

The Board agreed to have a continuation meeting to discuss Policy Review and the Training Center needs on July 30th at 3:00 p.m.

There was general discussion with Board members inquiring about call volumes and Covid-19 related sick leave, PPE, and exposures.

Commissioner James asked if the Brush Truck was finished. Chief Haverfield stated that it is in service and a request for 50% reimbursement from the DNR has been sent.

The Regular Board Meeting was Recessed at 8:40 a.m.

John Gillett, Chairman

APPROVED

Jesse James, Vice-Chair

Ron Stephenson, Commissioner

Rick Hjelle, Commissioner

Rick Ainley, Commissioner

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

July 30th, 2020

The meeting (via Zoom video conference) was reconvened by Chairman Gillett at 3:00 p.m.

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

Chief Haverfield noted that both Commissioner Stephenson and Commissioner Ainley had notified him prior to the meeting that they would likely not be in attendance.

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Kim Macomber, Captain Jeff Torgerson and Firefighter Jim Bansbach.

Guests: Brian Harris and Vicky Cargile

CONSENT AGENDA

- Approval of June Financial Reports

MOTION: Chairman Gillett made a motion to approve the June Financial Reports as presented. Commissioner Hjelle seconded the motion. **Motion was approved**

UNFINISHED BUSINESS

b. Policy Review – Lexipol 202, 203, 204, 205, 206, 210 and 212

Chief Haverfield reported that there were no significant changes to any of the policies and that they have been reviewed by staff.

MOTION: Commissioner Hjelle made a motion to approve the Policy Review as presented. Chairman Gillett seconded the motion. **Motion was approved**

c. Future Station/Training Center Site Discussion

Training Tower Discussion – After significant research of several vendors, Chief Haverfield shared an example of a layout of what he feels would best fit the needs of the District. Chief Haverfield shared example pictures of the 3rd Alarm Three-Story training tower from WHP. He added that he is not solely focused on this specific design or company however he will likely use it as a starting point for further discussion. Chief Haverfield also suggested that he would share the same information with operational staff and ask for input over the next several weeks.

Commissioner Hjelle stated that he would like Chief Haverfield to make a recommendation to the Board of what he feels is needed along with a cost estimate. In addition, Commissioner Hjelle asked if the training tower could also serve the District's hose drying needs. Chief Haverfield said that he was advised by this company that they have added hose drying capabilities to their towers in the past.

Storage Facility Discussion – Chief Haverfield shared a diagram of the storage facility. Architect Brian Harris explained the details of the design and also explained referenced the Energy Code which requires several upgrades that add to the cost of the building.

There was discussion on the size of the storage bays and the commissioners decided to take the skylights out of the design to offset future maintenance costs.

Site Plan Update – Chief Haverfield did suggest that there could be an update to the current site plan based on the footprint of the training facility.

Chief Haverfield explained to the Board that Snohomish County Public Works is waiting for a response regarding the sale or lease of a portion of the property. The Board decided to wait until the full Board is in attendance to make the final decision. Chief Haverfield asked the Board if he could let the county know that we have a good idea of our space requirements and may be ready to further discuss their request to which the Board agreed. The Board did suggest that if we decide to sell the property to the County that we require they have underground infiltration if that is the way we also proceed.

The Regular Board Meeting was adjourned at 3:52 p.m.

John Gillett, Chairman

APPROVED

Jesse James, Vice-Chair

Ron Stephenson, Commissioner

Rick Hjelle, Commissioner

Rick Ainley, Commissioner