

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**June 9<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 Kevin Glover, Captain Jeff Torgerson, and Firefighter Rick Ainley.

Visitors in attendance were: Karen Glover

**CONSENT AGENDA**

- Approval of Meeting Minutes for May 12<sup>th</sup>, 2016.
- Approval of voucher documents #06001-06027 in the amount of \$ 20,075.17.
- Approval of voucher documents #06028-06052 in the amount of \$ 36,406.12.
- Approval of June payroll in the amount of \$ 95,552.10.
- Approval of May 2016 financial reports.

Chief Haverfield provided an update on the financial reports. He stated that the tax distribution ended up with 50% collected at the end of April and the interest for both the State and County Pools are remaining around the same interest rate.

**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**

No Report.

**Local Report**

No Report.

**Chief's Report**

*Activity Report*

Chief Haverfield reviewed there were 166 total calls for May. There were 105 aid calls, which is a little higher than normal. Transports were about average for the month and ALS calls went up for May. There were 27 False/Canceled calls. False/Canceled could be for no patient found at location or calls for smoke in the area, when none could be found on arrival. Mutual aid transports and calls increased. Chief Haverfield explained if there's a unit in process of a transport, and there's a patient who is in need a transport, then we will call for a mutual aid transport to keep at least one unit in service within the district.

He also stated he has been tracking walk-in patients to Stations 86 and 87. There were 11 total, with one resident who called in route to Station 86 from Getchell.

## **UNFINISHED BUSINESS**

### **Policy Adoption**

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

Chief Haverfield stated the changes in this policy have been reviewed. The only revision to this policy was the total dollar amount damage to district vehicles/property. It conflicts with the drug/alcohol policy, where it states the dollar amount threshold is \$1500, when this policy says \$1000.

Chairman Hayes stated there's an RCW that says \$1000 damage needs to be reported to law enforcement. He stated that he narrowed down the levels of collision/reporting and eliminated Level 3. Level 2 would include a law enforcement investigation and a parallel safety committee investigation.

Chief Haverfield reviewed the past discussion of the driver's license reporting requirement policy and stated we needed stronger language on reporting. He reviewed that the Board agreed at the last meeting the language was strong enough, but he added that each member's driver's license shall be verified annually.

Commissioner Stephenson suggested we check the status of each employee's driver's license on their birthdays.

Chairman Hayes said it's a good idea to check for revocation. The original content under Level 3 was moved to Level 2. The district's Safety Officer would investigate with the Safety Committee in addition to a law enforcement investigation.

It was mutually agreed Policy 356 was ready be sent to staff for review.

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

Chief Haverfield said this was a difficult policy to work on with the Department of Health requirements, but he discovered that the Snohomish County EMS Office has a written policy to cover this area. The policy references to send patient care reports to the EMS Office, but they already have access to all of the reports. The policy also states the policy must be locked within 24 hours, however, county protocol says 75 minutes. He will send this out to staff as long as the Board agrees it's ready for review.

Chairman Hayes said he is okay with this policy to be sent for staff review.

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

Chief Haverfield said this policy references federal laws/information related to HIPAA. He didn't make changes. He does have a question on the PHI form referenced in the policy that we currently do not have. He doesn't know if law enforcement has access or should have access. Currently, he's not going to change anything on this policy and isn't sure if it needs to be sent out to staff because it's only referencing training information.

Chairman Hayes said we need to obtain a PHI form or delete language completely.

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

Chief Haverfield made the suggested changes based off past discussion in reference to this policy. He is confused with the reference to the colleges.

Commissioner Stephenson said it would be better to remove the reference to colleges.  
Chief Haverfield said he will review the RCW.

#### *5. Policy 1068 Release of HIPAA-Protected Information*

Chief Haverfield started the policy; however, Lexipol left a lot of the areas within this policy to fill in.

Chairman Hayes has information from the state that may help with completing this policy. It's more related to line of duty deaths. This policy should be sent to the attorney for review. This form would need to be completed if the requestor is not the spouse or immediate family.

Chief Haverfield said it can be risky when dealing with deceased family members. Brian Snure is out of town right now, but he will send it to Rich Davis.

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

Chief Haverfield researched and finally found where he can obtain Trauma ID Bands. He received a call back from the local office and they weren't sure. However, he found out it's included with the forms. He will change the policy once the paperwork is received with the Trauma ID Bands.

Chairman Hayes suggested this policy be tabled until we receive more information.

Chief Haverfield said within this policy is referenced Policy 346, which is why it's included in the current batch of policies. There are a lot of references to ALS service, which in a case where a newborn is brought to the fire station, we would call for an ALS evaluation. If the baby looks healthy, we probably wouldn't need medics.

Chairman Hayes said it might be a good idea to send the Trauma ID Band information to Lexipol.

#### *7. Policy 1044 Physical Fitness*

Chief Haverfield reviewed this policy and removed information about the fitness club, trainers, and current practice.

The Board unanimously agreed this policy was ready for review.

#### *8. Policy 346 Child Abuse Reporting*

Chief Haverfield said the structure of this policy in Lexipol required changes.

Chairman Hayes asked if it's the duty of an off duty member to report child abuse cases. He suggested that this be looked into.

Chief Haverfield said he thinks it's probably not required, however, he will look into it. He will send this policy out to review and research the obligation to report.

Commissioner Stephenson said if it doesn't designate whether or not it's the duty of off duty members, then they should report it.

#### *9. Policy 1100 Facility Security*

Chief Haverfield said the title should include Apparatus Security. There are no current policies in place to cover this area. He removed information referencing admin/fire prevention areas, but added information to cover staff offices. He added language to cover partially blocking bay doors, added security of Knox Box and ASA keys. He asked if we should leave the section referencing Knox keys or use the separate policy in Lexipol.

Chairman Hayes said he's okay with leaving the section about partially blocking bay doors as is.

Chief Haverfield said it happens, but very rarely, such as if they're loading hose.

Chairman Hayes said he is okay with the policy as presented and fine with it being distributed to staff.

#### *10. Assignment of Overtime*

Chief Haverfield stated the Local is working on a plan for distribution of overtime. There are certain instances where some full time staff receives more overtime than others, for example, with swiftwater.

Chairman Hayes asked how often the overtime list is revised.

Chief Haverfield said that it's revised annually, but is on a rotating basis, based on assignments of overtime.

Firefighter Jim Glover said they are working on a way to track overtime assignments with Crew Sense.

#### **Murry Memorial Bench**

Chief Haverfield said the Murry family attended a Commissioner Meeting last year and the Board was receptive to having the family donating a park bench in the park at Station 87. The Board requested to receive a proposal of a location and a description of the bench. The family brought the trees that are in the park from somewhere back east. One of the trees has already been taken down, and the other is leaning.

Commissioner Stephenson asked who is going to be responsible for maintenance.

Chief Haverfield said it would be up to the family to maintain.

Chairman Hayes says the proposal would be fine; however, we need to be honest that it will be susceptible to vandalism.

Commissioner James asked if the district is purchasing the bench.

Chief Haverfield said no, the family is donating it to the park in memory of their family member.

#### **Levy Lid Lift Update**

Chief Haverfield said he found two volunteers for the pro committee for the levy lid lift. No one joined on the con committee. The FAQ card draft has been sent to the Commissioners. It may get revised. However, the most recent version sent out to the Commissioners includes updated pictures.

Chairman Hayes asked if the most recent card sent is the most up to date card.

Chief Haverfield said yes, the FAQ card will arrive around the same date as the primary ballots, around July 14<sup>th</sup>. Newsletters will be sent out on July 21. He suggested, as discussed in the last meeting, to have a backup plan to have an explanatory statement and a resolution approved for August to run the levy again

in the November General Election, if the levy doesn't pass during the Primary Election. He mentioned we also received the ballot title, which included a reference to EMS within the title. Liz Loomis sent Chief Haverfield an email stating it was interesting that a levy being run for the fire levy was referenced with EMS in the title. He expressed his concern running a levy for the district at the same time as the sales tax increase for Public Safety, specifically for law enforcement, so he wants to have a statement and resolution prepared, if needed.

Commissioner Stephenson commented that it's too bad we can't change the title of the ballot.

Chief Haverfield said the County decides what to name the ballot title.

### **NEW BUSINESS**

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

Chief Haverfield reviewed that he received a letter and spoke with Chairman Hayes, Commissioner Stephenson and Commissioner James regarding the trees on the new property. He discussed the current layout of the property and where the trees are located. He explained he thought we could have the trees taken down, have the branches hauled away and stumps removed all within the cost of the value of the timber, which likely would be removed once we begin to build on the property. After speaking with the logging contractor who is currently removing trees from the adjacent property he advised the Chief that each tree would contain at least two loads of limbs to be removed from our site at a cost of approximately \$700 per truck trip and stump removal would be very expensive as well. Around the property are a duplex and a house. The duplex owner stated if there's a concern that the trees could fall down, then remove them, however, if the trees are healthy then leave them. The duplex owner would like to maintain their current privacy. The homeowner would like the trees removed due to fear of the trees falling down. Chief Haverfield said he contacted the attorney, and he said there's no liability if there are no known defects in the trees.

Chairman Hayes stated if there's no risk with the current trees, then we should leave them as is. It's going to cost the district money to remove the trees and we may decide later not to develop on this property and sell it to find another piece of property. If we hire an arborist and they report that the trees are danger trees, then we are liable to act. He said he doesn't think we need to move forward with tree removal.

**MOTION:** Chairman Hayes made a motion to not take action with tree removal at the new property site. Commissioner Stephenson seconded the motion. **Motion passed 2 in favor and 1 opposed.** Commissioner James opposed the motion.

Commissioner James said we probably won't get the tree removal any cheaper at a later date.

Chief Haverfield said with there being a delay in the new station to be built, there's a conflict with the neighbor who doesn't want the trees removed.

#### *July Meeting Schedule*

Chief Haverfield said the currently scheduled Commissioner Meeting for July is July 14<sup>th</sup>, and he will be on vacation. He requested that we meet on the 12<sup>th</sup> at 7pm. We will have to post a notice since it's not falling on the regular scheduled meeting date.

The Board unanimously approved the meeting date to be moved to July 12<sup>th</sup> at 7pm.

Commissioner James asked if we need to have a 2<sup>nd</sup> meeting in June.

Chief Haverfield said we will discuss this further in good of the order.

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

Commissioner James said he attended the seminar in Chelan. There was a section on administration employee retention. There were a lot of good ideas, but he was hoping it would be focused on firefighter retention.

Chief Haverfield also attended the seminar and said there were a lot of labor laws he learned about, and there was a good turnout of people at the seminar.

Chief Haverfield asked if we needed to have discussion about a 2<sup>nd</sup> meeting for June. There isn't much to discuss that would generate a 2<sup>nd</sup> meeting. The Sno-Isle Commissioners and Fire Chiefs will meet jointly this month at Lake Roesigner at 7pm.

It was decided there wasn't enough discussion topics to generate a 2<sup>nd</sup> meeting in June.

### **Executive Session**

Chairman Hayes requested an executive session pursuant to RCW 42.30.110(g) to review the employment qualifications and performance evaluation of a public employee at 8:15pm. The executive session will be for 15 minutes until 8:30pm.

Executive session included Chairman Hayes, Commissioner Stephenson, Commissioner James, and Chief Haverfield.

Chairman Hayes announced at 8:30pm that the regular open public meeting will reconvene and they recommended employing Kevin Glover as a full-time firefighter starting July 1<sup>st</sup>.

### **The Regular Board Meeting was adjourned at 8:31.**

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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.*