

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

June 8th, 2017

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

Board members in attendance were: Chairman Hayes and Commissioner Stephenson

Staff members in attendance were: Chief Jim Haverfield, Office Assistant Rebecca Duncan, Firefighter Colin Nash, Firefighter Kory Herman, Firefighter Jim Glover, Firefighter Dmitriy Pshenichnyy, and Firefighter Brandon Skeith.

CONSENT AGENDA

- Approval of the meeting minutes for May 2017.
- Approval of voucher document (**Expense**)
 - #05028- #05042 in the amount of \$9992.81
 - #06001- #06030 in the amount of \$103955.89
- Approval of voucher document (**Land/Facilities**) #06001 in the amount of \$386.54
- Approval of voucher document (**Apparatus/Equipment**)
 - #05001- #05003 in the amount of \$2707.27
 - #06001- #06008 in the amount of \$ \$187,101.34
- Approval of June 2017 payroll in the amount of \$98,729.63

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

FIREFIGHTER'S REPORT

Association Report

Firefighter Colin Nash reported that on May 13th the firefighter's association volunteered with Aldon's Army 5k which consisted of; Firefighter Nash, Firefighter Levi Hunt, Firefighter Kevin Gustafson, Firefighter Tyler Loring, and Firefighter Don Hogan, which helped raise donations for the Hemispherectomy Foundation. Chief Haverfield was appreciative on how well our firefighters are representing the Fire District within the community.

Firefighter Colin Nash reported that the association awarded the Mike Vier Memorial scholarship to four (4) graduating seniors at Granite Falls High School on May 30th, 2017 in the amount of \$750.00 per student.

Firefighter Colin Nash also reported that the Leadership 3 class held on June 3rd - 4th was again well attended with participation of sixteen (16) members of our fire district and twenty-one (21) total in attendance.

Chief Haverfield added that additional classes will likely be offered in the fall.

Firefighter Nash made reference to a CPR in progress call the crew responded to but unfortunately they were not able to revive the patient. The following day members of the department paid a personal visit to the family to offer any assistance that they may need and gave the family contact information for the district.

Chairman Hayes appreciated the outreach from the department members to the grieving family. The Board extended their gratitude for representing our Fire District in such a positive manner. Chairman Hayes also thanked the association for reaching out to him during his own time of illness.

Local Report

No report

CHIEF'S REPORT

Activity Report

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

- Activity Report for May 2017

Chief Haverfield updated the Board that Office Assistant Rebecca Duncan completed her instructor training for Safe Sitter and that two classes have been scheduled for June 27th- 28th and July 25th-26th.

UNFINISHED BUSINESS

Lexipol 1001-Employment of Full-Time Firefighter's

Chief Haverfield stated that after speaking with the Captains they were able to make needed revisions to the testing portion of this policy. Several key points Chief Haverfield pointed out regarding the *Employment of Full-Time Firefighter* policy were:

- The application process
- Current/active members of the district to receive preference points based on longevity/training.
- Active Duty/Reserves to keep preference status

MOTION: Chairman Hayes made a motion to approve Lexipol 1001 with noted changes. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Lexipol 1202- Position of Assistant Chief

Chief Haverfield mentioned that this draft policy had been tabled until Lexipol 1001 was adopted. A brief discussion ensued however the Board agreed to keep this item on the agenda for future consideration.

Future HQ Station Planning

Chief Haverfield and Vicki have spoken with TCA on the feasibility of using our current property located on S. Granite Ave. and Cascade Ave. Brian from TCA feels that we would be required to build a two story building, we would lose the training tower and we would not be able to incorporate the drive thru bays. Brian has suggested that he would be able to conduct the feasibility (site plans) for the district's current property at S. Granite and Cascade Ave. for an amount not to exceed \$2500.00. The Board asked if Brian would be available to meet with the Board and interested staff to discuss his findings of feasibility.

MOTION: Commissioner Stephenson made a motion to approve and amount not to exceed \$3000.00 which includes a meeting with Brian Harris following the feasibility study. Chairman Hayes seconded the motion. **Motion was approved unanimously.**

NEW BUSINESS

Station 86 Upgrades

The planned upgrades are moving along as planned. The crews completed the raised flower beds at the end of April. The pressure washing and exterior painting was completed this week with interior paint scheduled for the week of June 19th. The next planned upgrade to be completed will be the removal of epoxy from the apparatus bay floor an application of colored concrete sealer to be followed up by a clear coat. Chief Haverfield hopes to have updated bids from interested contractors at our next meeting.

E-07 Liquidate Damages

Chief Haverfield received an email from Steve Jan, our sales representative from True North Emergency Vehicles, who has requested consideration of reducing the total number of days of the late delivery penalties that were assessed by the Fire District. Steve is requesting that the Fire District consider waiving the additional 13 days, at the cost of \$1,300.00, in which they had the fire engine in their possession in order to conduct pre-delivery inspection, up fit work, and completion of post-delivery warranty items. Chief Haverfield noted that a total of 66 penalty days will be assessed between Spartan and True North.

MOTION: Chairman Hayes made a motion to waive the additional 13 penalty days in the amount of \$1,300.00. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

REPORTS FROM THE BOARD/GOOD OF THE ORDER

No report

EXECUTIVE SESSION RCW 42.30.110(g)

Chairman Hayes requested an Executive Session pursuant to RCW 42.30.110 (g) to review the performance of a public employee at 8:40 p.m. for fifteen (15) minutes. At 8:55 p.m. Chairman Hayes extended the executive session for an additional ten (10) minutes.

The regular meeting reconvened at 9:05 p.m. Chairman Hayes noted that the executive session was conducted to review the performance of Office Assistant Rebecca Duncan for her past five (5) months of employment. Chairman Hayes also noted that the employment agreement for Office Assistant Duncan calls for regular performance reviews which includes review of her hourly wage comparable to her position duties.

MOTION: Chairman Hayes made a motion to increase the hourly rate of pay for Office Assistant Rebecca Duncan to \$18 per hour effective June 1st, 2017. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

The meeting was **recessed** at 9:07 p.m. The meeting will **reconvene** on June 22nd at 7:00 p.m.

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

June 22nd, 2017

The meeting was reconvened by Chairman Hayes at 7:00pm.

Board members in attendance were: Chairman Hayes, Commissioner Stephenson, and Commissioner Jesse James.

Staff members in attendance were: Chief Jim Haverfield, Office Assistant Rebecca Duncan, Capt. Jeff Torgerson, and Firefighter Kevin Glover

VISITORS:

CONSENT AGENDA

- Approval of voucher document (**Expense**) in the amount of \$ 8,593.16.
- Approval of voucher document (**Land and Facilities**) in the amount of \$ 2,923.57.
- Approval of voucher document (**Apparatus/Equipment**) in the amount of \$ 2,646.43

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

UNFINISHED BUSINESS

Lexipol 1202- Chief Haverfield mentioned after a brief discussion with the Board, to adopt the policy and hold onto until we are ready to hire the position. Chairman Jesse James felt that we should adopt the policy as it stands and amend if needed. Chief Haverfield stated he feels budget wise that we could go forward with the hiring process but would feel safer waiting to see if the EMS levy lid lift is successful.

MOTION: Commissioner James made a motion to adopt Lexipol Policy 1202 as is and amend when needed. Commissioner Stephenson seconded the motion. Commission James and Stephenson voting Yea. Chairman Hayes voting Nay. **Motion was approved 2 to 1.**

Station 86 Floor Upgrade- Chief Haverfield currently has two bids for the floor upgrade at Station 86; Division 9 and Crystal Soda Blast. Division 9 and Crystal Soda Blast have references on their workmanship to provide. Division 9 presented with their bids, pictures of current jobs, and recommends using "roll out" belts so chains will not ruin the floors. Chief Haverfield stated to look in to buying the belting for the floors at a later date. The Board requested references of local area jobs conducted by Division 9 to see the finished product.

2017 EMS Levy Lid Lift- Chief Haverfield mentioned that in order to go forward with a lid lift the Board needed to make a decision tonight so that a press release can get out as well as scheduling two meetings for public comment and get the resolution drafted by the end of the month.

MOTION: Commissioner James made a motion to direct Chief Haverfield to have the attorney prepare the necessary documents for an EMS Levy Lid Lift. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Future HQ Station Planning- Chief Haverfield presented the current plans for review by the Board. The Board was concerned as to why Brian did not utilize our current station into his plans. The Board requested a meeting in order to ask questions for their concerns on this site.

EXECUTIVE SESSION RCW 42.30.110(G)

Chairman Hayes requested an Executive Session pursuant to RCW 42.30.110 (g) at 8:13 p.m. for a period of 15 minutes.

The regular meeting was reconvened at 8:30 p.m. The meeting was adjourned at 8:30 p.m..

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

SPECIAL BOARD MEETING

June 27th, 2017

The meeting was called to order by Chairman Hayes at 6:00pm.

Board members in attendance were: Chairman Hayes, Commissioner Stephenson, and Commissioner Jesse James.

Staff members in attendance were: Chief Jim Haverfield, Office Assistant Rebecca Duncan, Capt. Bill Dane, Firefighter Jim Glover, Firefighter Rick Ainley, Firefighter Ryan Scott, Captain Ted Bergstrom, Firefighter Josh Anderson, Firefighter Carlos Manzanares, Firefighter Jim Bansbach, Firefighter Don Hogan, Firefighter Kurt McNallie, Firefighter Kevin Gustafson and Chaplain Joe Cassidy.

VISITORS:

TCA Architect Brian Harris arrived at 6:05 p.m.

Vic Associates Project Coordinator Vicki Cargile arrived at 6:40 p.m.

Both Harris and Cargile were late due to traffic problems.

UNFINISHED BUSINESS

Future HQ Station Planning

Chairman Hayes began the meeting referencing the three (3) alternative site plans created by Architect Brian Harris using the downtown property currently owned and occupied by the District.

Each Board member provided input as to their thoughts to the three alternative site plans.

Upon the arrival of Architect Brian Harris the board questioned the pros/cons for the site plan scheme A, B and C. Other questions were raised with Harris regarding the utilization of Galena for the frontage of a new HQ fire station which Harris had doubts about.

Discussion and questions continued about the utilization of the property owned by the Fire District in the downtown location and both Harris and Cargile agreed that with the alley separating the parcels and the slope of the grade that the downtown site was not favorable for a new HQ fire station.

Chairman Hayes asked staff for input which introduced the following questions/comments:

- Is there other property within the city's core that would be better suited for a HQ fire station than our current site? Additionally has the District recently inquired with Miller Shingle regarding any of their real estate previously discussed?
- Can the station be downsized with the possibility of future consolidation with another agency?
- Can the proposed station be downsized by eliminating offices and moving Admin to its own location?
- The East Galena site may not be suitable for a training tower since it is within a residential neighborhood.

The Board did agree that Commissioner James and Chief Haverfield would approach Miller Shingle one last time to inquire about potential future station sites.

There being no further discussion regarding the future HQ fire station the meeting was adjourned at 7:16 p.m.

Chairman Hayes

Commissioner Stephenson

Commissioner James