

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**March 9<sup>th</sup>, 2017**

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

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

Staff members in attendance were: Chief Jim Haverfield, Office Assistant Rebecca Duncan, Capt. Ted Bergstrom, Firefighter Ryan Scott, Firefighter Michael Collier, Firefighter Issac Johnson, and Chaplain Joe Cassidy

**CONSENT AGENDA**

- Approval of the meeting minutes for February 2017.
- Approval of voucher document (Expense) #03301-#03016 in the amount of \$ 5,624.44
- Approval of voucher document (Land and Facilities) #03001 in the amount of \$ 1,350.04
- Approval of March 2017 payroll in the amount of \$ 99,569.00.
- Approval of February 2017 Financial Reports.

**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 by Association.

**Local Report**

No report by Association.

**CHIEF'S REPORT**

*Activity Report*

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

- Activity Report for February 2017

*E-06/A-06 Update*

E-06 is scheduled to have the engine replaced and the original estimation of completion was to be no less than a full work week; however Chief Haverfield estimates that the return will most likely be the following week.

A-06 has been returned from the frame shop and all necessary parts have been received by the body shop. The estimated time for completion is towards the end of March.

E-07 Updates from Spartan Motors on the progress have been lacking on the new fire engine; however, Chief Haverfield felt a mid-trip inspection was unnecessary and our build team could obtain photographs that aided in seeing the progress. The Build Team, that consists of all three members will be flying down on Tuesday, March 28<sup>th</sup> and returning Friday, March 31<sup>st</sup> for final inspection. The delivery of the apparatus to our station should immediately follow the final inspection.

#### *Future HQ Station Planning*

Chief Haverfield has been in contact with Vickie Cargile, (Project Coordinator), Jim Nelson (DA Davison; bonding Co.) and Liz Loomis (PR firm) to start the process on our Bond. In speaking with them both Vickie and Jim suggested that they would contact Brian Harris (TCA) to acquire any additional information on the construction market and any additional increases. Chief Haverfield will be looking into doing a Newsletter and to focus on the prelims of running the Bond.

#### **UNFINISHED BUSINESS**

##### Lexipol Policy Review:

Several policies have been reviewed and was determined to keep the policies intact as much as possible. After further discussion with the Commissioners and Chief Haverfield in regards to the policy of Work Place Violence/Carrying Weapons on Duty, the Commissioners and Chief Haverfield felt further review is needed and to discuss at a future Board meeting.

**MOTION:** Chairman Hayes made a motion to adopt Policy 610; Hazard Communication Program Training- Motion was second by Commissioner James. **Motion was approved unanimously.**

**MOTION:** Chairman Hayes made a motion to adopt Policy 924; Fire Station Safety with two noted changes. Motion was second by Commissioner James. **Motion was approved unanimously.**

**MOTION:** Chairman Hayes made a motion to adopt Policy 930; PPE'S, with noted changes. Motion was second by Commissioner James. **Motion was approved unanimously.**

**MOTION:** Chairman Hayes made a motion to adopt Policy 934; Hazard Communication as submitted. Motion was second by Commissioner James. **Motion was approved unanimously.**

**MOTION:** Chairman Hayes made a motion to adopt Policy 1000; Recruiting and Retention as submitted. Motion was seconded by Commissioner James. **Motion was approved unanimously.**

**MOTION:** Chairman Hayes made a motion to adopt Policy 1036; Personnel Records as submitted. Motion was seconded by Commissioner James. **Motion was approved unanimously.**

#### *Entry Level testing process*

Lexipol Policy 1001- Suggested changes to the section #5 to make sure qualified candidates do not drop off the hiring list and leave preference points, giving equal employment opportunities for applicants and district members.

**NEW BUSINESS**

*BVFF*

PT FF Connor Liias was injured on the job and was sent to be seen at a medical facility by Capt. Torgerson. FF Liias is not covered through PER's or L&I; however, he is covered under the Board of Volunteer Fire Fighters.

**MOTION:** Chairman Hayes made a motion to approve the voucher for \$ 238.00 Motion was second by Commissioner Jesse James. **Motion was approved unanimously.**

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

Trees have been removed and they are working on limb removal but due to the weather creating the grounds to be too wet, there were concerns for their safety, and once the grounds dry out they will complete the job.

**The Regular Board Meeting was adjourned at 8:00 p.m. The next regular meeting will be held on April 13th at 7:00 P.M.**

---

**Chairman Hayes**

---

**Commissioner Stephenson**

---

**Commissioner James**

**APPROVED**