

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**  
**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING**  
**NOVEMBER 10<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, Office Assistant Gerry James, Captain Ted Bergstrom, Firefighter Jim Glover, Firefighter Kevin Glover, Firefighter Cable Hoover, Firefighter Ryan Scott, Firefighter Carlos Manzanares, Firefighter Jackson Olney, and Firefighter Collin Nash.

**VISITORS:**

Present as visitors were Karen Glover and a guest with Firefighter Collin Nash.

**PUBLIC HEARING – 2017 TAX CERTIFICATION**

The Public Hearing on the 2017 Tax Certification was opened for Public Comment at 7:00 P.M. No public comment was received.

The Public Hearing was closed at 7:01 P.M.

**CONSENT AGENDA**

- Approval of Meeting Minutes for October 13<sup>th</sup>, 2016 and October 31<sup>st</sup>, 2016.
- Approval of voucher document #11001 - #11038 in amount of \$ 35,951.60.
- Approval of November payroll in the amount of \$ 94,476.74.
- Approval of October 2016 financial reports.

**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 Collin Nash provided the report for the following:

1. Setting up a second meeting of the Association.
2. Pleased with the new hiring list/process.

Chief Haverfield reported at the last meeting discussion was held about the training proposal. No change has been made to the policy but we are currently trying to host classes at our department taught by outside instructors. All of our employees would be eligible to attend the training at our department. We are also partnering with Snohomish and Lake Stevens to bring more to our department.

Chief Haverfield reported we will need to create an eligibility list as discussed at the last meeting.

Firefighter Glover reported on the following:

1. \$1,600.00 was raised at the fundraiser at Playa Bonita to benefit Christmas House. At the dinner, the firefighters were questioned about donating online as many do not carry cash.

Chairman Hayes questioned about setting up the system prior to next year, so those that are interested can donate online.

### **Local Report**

Captain Bergstrom reported on the following:

1. The annual dinner for the Local will be held next week.
2. Christmas House is planned for December 10<sup>th</sup>, 2016.
3. Interested in scheduling Labor/Management Meetings after the first of the year.

### **Chief's Report**

#### *Activity Report*

Chief Haverfield provided an overview of the emergency calls for October 2016. The total alarms were 161 in October.

The following items from the Chief's Report will be reviewed under Unfinished Business and New Business:

*Future Station Site Tree Concern*  
*Office Assistant Position Vacancy*  
*2017 Tax Certification*

New report items include:

#### *Group Photo*

The yearly group photo will be held on November 20<sup>th</sup>.

#### *2016 Annual Banquet*

The 2016 Annual Banquet proposed dates are January 20<sup>th</sup> or 21<sup>st</sup>, 2017. The Board determined they will host the 2016 Annual Banquet on Saturday, January 21<sup>st</sup>, 2017, at Glen Eagle.

### **UNFINISHED BUSINESS**

#### **Policy Review**

##### *Policy 202, Emergency Action Plan and Fire Prevention Plan*

Chief Haverfield reviewed with the Board that there are no changes recommended on this policy.

MOTION: Chairman Hayes made a motion to approve Policy 202 as presented.  
Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

##### *Policy 210, Liability Claims*

Chief Haverfield reviewed with the Board in Section 210.4 the wording "within" to be changed to "with".

MOTION: Commissioner Stephenson made a motion to approve Policy 210 as presented with changes.  
Commissioner James seconded the motion. **Motion was approved unanimously.**

##### *Policy 214, Administrative Communications*

Chief Haverfield reviewed with the Board that there are no changes recommended on this policy.

MOTION: Commissioner Stephenson made a motion to approve Policy 214 as presented.  
Chairman Hayes seconded the motion. **Motion was approved unanimously.**

*Policy 348, Disposition of Valuables*

Chief Haverfield reviewed with the Board the proposed changes to Section 348.3:

1. Inventory and document the patient valuables; and
2. Secure the items in a place as designated by the Fire Chief.

MOTION: Commissioner James made a motion to approve Policy 348 as presented with changes. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

*Policy 504, Patient Refusal of Pre-Hospital Care*

Chief Haverfield reviewed with the Board Section 504.3 (f) that the wording “base hospital” shall be changed to “Medical Control”.

MOTION: Chairman Hayes made a motion to approve Policy 504 as presented with changes. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

*Policy 634, Fire Training*

Chief Haverfield reviewed with the Board the proposed changes which included:

1. Section 634.3 adding” Incident Command Systems (ICS)”; and
2. Section 634.3.2 Water Supply is left as is.

MOTION: Commissioner Stephenson made a motion to approve Policy 634 as presented with changes. Commissioner James seconded the motion. **Motion was approved unanimously.**

*Policy 1018, Reporting for Duty*

Chief Haverfield reviewed with the Board the proposed changes which included:

1. Section 1018.3 adding punctual “in uniform”; and
2. Section 1018.8 adding: “The shift officer with whom the contact had been made must immediately enter the absence or tardiness into the district’s electronic scheduling program.”

MOTION: Commissioner Stephenson made a motion to approve Policy 1018 as presented with changes. Commissioner James seconded the motion. **Motion was approved unanimously.**

**Future Station Site Tree Removal**

Chief Haverfield reviewed with the Board the discussions with Al Munn regarding the tree, limbs and stump removal and he has since changed his mind regarding the offer he provided us earlier. He is now unsure that he can remove the tree limbs, stumps, and grade the site for the value of the timber without losing money. Chief Haverfield said he will be contacting other logging contractors to get an idea if they are able/willing to provide the same work for the value of the timber from the site. He will be speaking with Triple E Logging in the near future.

## **NEW BUSINESS**

### **Office Assistant Position Update**

Chief Haverfield reviewed with the Board the information on the Office Assistant position vacancy. The electronic application is online on our website and to date seven (7) applications have been received. He hoped to have the process completed and an individual employed sometime in December, however, with all the processes, background reviews and the holiday season it may be safe to project an employment date in early 2017.

Chief Haverfield questioned if the Board wanted to be involved in the review process and they stated they would like to be involved.

Chief Haverfield discussed the need to finalize the budget for next year and requested the Board to schedule a second meeting for November. The Meeting will be held on Tuesday, November 22<sup>nd</sup>, 2017, at 4:00 p.m.

### **Policy 2000-35**

Chief Haverfield reviewed with the Board the discussion from the last meeting regarding the future FTE Administrative Position. In addition, Chief Haverfield reviewed financial projections for the period of 2017-2021 for this position and the Office Assistant including potential wage increases during this time. Further discussion was tabled until the next meeting.

### **Resolution 2016-05**

Resolution 2016-05, A Resolution authorizing a Tax Increase for the EMS Levy, was read into the record by Chairman Hayes. This Resolution requests an amount of \$550,569.88 be levied for the EMS Levy for 2017 which is an increase of \$4,881.97 or 0.953% over 2017.

**MOTION:** Chairman Hayes made a motion to approve Resolution 2016-05 as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

### **Resolution 2016-06, Tax Certification**

Resolution 2016-06, A Resolution requesting a Levy for the year of 2017 for Snohomish County Fire Protection District No. 17 in the amount of \$2,461,218.69, was presented to the Board. This amount includes the Regular Levy in the amount of \$1,910,648.81 and the EMS Levy in the amount of \$550,569.88. Chief Haverfield stated that the amounts listed on this Tax Certification are inflated by 5% each due to uncertified numbers from the Snohomish County Assessor. The actual expected 2017 tax collection for the Regular Levy is \$ 1,819,665.53 and the EMS Levy is \$ 524,352.27.

**MOTION:** Chairman Hayes made a motion to approve Resolution 2016-06 as presented, levying a tax in the amount of \$2,461,218.69. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

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

Commissioner James thanked all the Firefighters that participated in the Playa Bonita Fundraiser and all those that attended.

Chief Haverfield reported on a response by our Department to a boating incident at King Lake. Although sadly there was one (1) fatality at this accident, two (2) others were saved thanks to quick action by members of our department.

**EXECUTIVE SESSION RCW 42.30.110(g)**

The Board adjourned to Executive Session pursuant to RCW 42.30.110(g) to discuss employment issues at 8:16 p.m. The executive session will be for 25 minutes until 8:41 p.m.

Chairman Hayes reconvened the open public meeting at 8:41 p.m.

The regular meeting was recessed at 8:41 p.m. for continuation on November 22, 2016, at 4:00 p.m.

**The Regular Board Meeting was recessed at 8:41 pm.**

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**Chairman Hayes**

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**Commissioner Stephenson**

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**Commissioner James**

**APPROVED**

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**  
**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING**  
**NOVEMBER 22<sup>nd</sup>, 2016**

The Meeting was reconvened by Chairman Hayes at 4:00 p.m.

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

Staff members in attendance: Chief Jim Haverfield, Office Assistant Gerry James, Captain Bill Dane, Firefighter Jim Glover, Firefighter Kurt McNallie, Firefighter Kevin Glover and Firefighter Cable Hoover.

**VISITORS:** No visitors were present for the meeting.

**CONSENT AGENDA**

- Approval of voucher documents #11039 - #11050 in the amount of \$ 11,699.99.

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

**UNFINISHED BUSINESS**

**Future Station Site Tree Removal**

Chief Haverfield reviewed with the Board the information he received from the logging companies he met with last week. Loric Logging no longer has the equipment to proceed with the project. Triple E Logging is available but uncertain that the original proposal would be adequate.

Chief Haverfield stated he recommends we propose a 50/50 proposal with Triple E with 50% of the value of the (9) trees going to the logging company and we utilize the remaining 50% for limb removal, leaving the stumps and underbrush at this time. The Board directed Chief Haverfield to try and negotiate a proposal that is best for District.

**Office Assistant Position**

Chief Haverfield reviewed with the Board that we received eight (8) applications for this position.

Discussion and review of the applications will be completed in Executive Session.

A recommendation on how to proceed will be provided after the Executive Session.

**Policy 2000-35; Job Description (Draft)**

This item will be discussed further in Executive Session.

**NEW BUSINESS**

No new business.

**EXECUTIVE SESSION RCW 42.30.110(g)**

The Board adjourned to Executive Session pursuant to RCW 42.30.110(g) to discuss employment issues at 4:10 p.m. The Executive Session will be for 60 minutes until 5:10 p.m.

The Board announced they would be extending the Executive Session for an additional 10 minutes until 5:20 p.m.

Chairman Hayes reconvened the open public meeting at 5:20 p.m.

The Board stated of the candidates that have applied, they will move forward with four (4) candidates. The interviews will be scheduled in a Special Meeting to be held on November 29<sup>th</sup> or November 30<sup>th</sup>, 2016, depending on the availability of the applicants. A notice for the meeting date and time will posted according to the open public meetings act.

Chief Haverfield stated he is waiting on the wages and benefits for the office administration position to complete the budget. A possible second meeting in December may be required to complete the budget adoption. The budget amendments may be presented at the meeting of December 8<sup>th</sup>, 2016. The board tentatively set a second meeting for December 15<sup>th</sup>.

**MOTION:** Chairman Hayes made a motion to adjourn the meeting. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

**The Regular Board Meeting was recessed at 5:35 p.m.**

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**Chairman Hayes**

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**Commissioner Stephenson**

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**Commissioner James**

**APPROVED**

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**  
**BOARD OF COMMISSIONERS**  
**SPECIAL BOARD MEETING**  
**NOVEMBER 30<sup>th</sup>, 2016**

The Special Meeting was called to order by Chairman Hayes at 7:45 a.m.

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

Staff members in attendance were: Chief Jim Haverfield and Office Assistant Gerry James.

The Board adjourned to Executive Session pursuant to RCW 42.30.110(g) at 7:45 a.m. to conduct interview of candidates for employment.

The Board adjourned the Executive Session at 10:50 a.m.

The Board recommended the Chief meet again with the top two (2) finalists for a second interview to determine the best fit for our department.

**The Special Board Meeting adjourned at 10:50 a.m.**

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**Chairman Hayes**

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**Commissioner Stephenson**

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**Commissioner James**

**APPROVED**