

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**September 8<sup>th</sup>, 2016**

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

Board members in attendance were: Chairman Hayes and Commissioner James. Chairman Hayes commented that Commissioner Stephenson has an excused absence from this meeting.

Staff members in attendance were: Chief Jim Haverfield, Administrative Assistant Jennye Cooper, Firefighter Ryan Scott, Captain Ted Bergstrom, Firefighter Jim Glover, and Firefighter Cable Hoover.

Visitors in attendance were:

**CONSENT AGENDA**

- Approval of Meeting Minutes for August 11<sup>th</sup>, 2016
- Approval of voucher documents #08026-08041 in the amount of \$ 22,838.60.
- Approval of voucher documents #09001-09021 in the amount of \$ 7,459.33.
- Approval of September payroll in the amount of \$ 95,009.42.
- Approval of August 2016 financial reports.

Commissioner James asked about the expenses for Granite Falls Hardware and wondered if it was all for the training prop at Station 86.

Chief Haverfield said no, and there's a better detailed description of purchases on the detail page.

Chairman Hayes asked about the windows on the prop.

Chief Haverfield said all they have left is paint and dividers. Captain Dane can provide a tour when it's all finished.

Chief Haverfield provided an update on the financial reports. The incoming property taxes are normal, approximately 51% of both levies have been collected, expenses listed are normal, and there was no movement in the interest rates. He added that he did complete a transfer of invested money from the state pool to the county pool to obtain a better interest rate.

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

Chief Haverfield reviewed the consent agenda process with the Commissioners.

**FIREFIGHTER'S REPORT**

**Association Report**

Captain Bergstrom reported that the Association is holding a meeting tonight, September 8<sup>th</sup>.

Firefighter Jim Glover added that Railroad Days is coming up on Saturday, October 1<sup>st</sup>.

**Local Report**

No report.

## **Chief's Report**

### *Activity Report*

Chief Haverfield provided an overview of the emergency calls for August. The total alarms were 179 in August. August 2015 had 189 calls. There were a total of 115 Aid/Medic calls, 78 BLS transports, 18 ALS transports. There was one mutual aid residential fire, one brush fire, one fire single response, and two gas leaks outside. Outdoor burning was low this month at 12 total calls. There were 14 False/Canceled, 14 mutual aid calls, and three calls which we received mutual aid.

### *Part Time Duty Program Policy*

Chief Haverfield reviewed that at the last meeting, he suggested changes to the Part-Time Duty Policy, mainly focusing on changing the compensation aspect of the policy. The intention of these suggested changes in section 1007.6.2 were to be adopted as of January 1<sup>st</sup>, 2017. He believes that this may have been overlooked as the minutes do not reflect this intent. He suggested to the Board that they make an amendment to the previous motion to clarify this from the meeting. He will discuss this further under unfinished business.

### *Policy Review*

Chief Haverfield said there are three policies from the last two batches of policies that remain in draft format. He suggested to the Board that Policy 632 Training Records is ready to be adopted. He is still waiting on information on the Safe Haven for Newborns policy and whether or not ID bands are available. Policy 1100 Facility and Apparatus Security is currently being researched by A-shift to obtain quotes on motion activated laser sensors for the apparatus bay doors. They received one quote for \$2,088.00, which would include bay one and two, however there would be one bell for all the openings and not include bay three.

### *2017 Draft Budget*

Chief Haverfield said he uploaded the draft 2017 budget and sent it out to the Commissioners. There is a detailed description of line item numbers, five-year spending averages, and the proposed draft budget. The format has changed from years past.

### *Trees Located at New Station Property.*

Chief Haverfield requested to discuss the trees at the new property under new business. He received a letter from a neighboring property owner in regards to the trees, and he wanted to bring it to the Board to review.

### *Station 86 Improvements*

Chief Haverfield provided an update on the Station 86 improvements. C-shift has been working on the list of needed improvements and moving forward on different jobs. The projects included carpet, paint, parking lot repairs, and bay floor improvements. The County Public Works filled the cracks in the parking lot and will seal and paint the line in the near future. The inside painting won't be completed until 2017. The bids came in for painting and the quotes varied in price. A scope of work will need to be written for the painting projects. The carpets were cleaned yesterday. The bay floor improvements are going to cost between \$16,000-17,000. He is waiting to receive a quote with stripes. Station 87 was done for about \$10,000-12,000; however, the company didn't have experience with fire station flooring. The companies that have provided quotes for Station 86 are reputable companies.

Commissioner James asked if the floor was cracking at Station 86.

Chief Haverfield said no.

Firefighter Jim Glover said there's just significant wear on the flooring.

## **UNFINISHED BUSINESS**

### **Policy Adoption**

#### *Policy 1007 Part Time Duty Program*

Chief Haverfield reviewed with the Board that the revisions to this policy were to take effect on January 1, 2017. This policy was approved at the last meeting; however, the motion needs to be revised to reflect January 1, 2017.

Chairman Hayes said we may need to change the policy itself for the effective date January 1, 2017.

Chief Haverfield said the intent was for the wage increase to be effective on January 1, 2017.

Chairman Hayes asked for the policy to include the increase and the intended effective date.

Chief Haverfield reviewed that this proposal changed the pay scale, length of service requirements and hourly change based on hours worked per month. The new pay scale will include \$11 for Candidates and EMT only, \$12 for entry-level firefighter, \$13 for Firefighter 2<sup>nd</sup> class with IFSAC Firefighter II or 24 months of continuous service, \$14 for Firefighter 1<sup>st</sup> class after 24 months of continuous service with Firefighter II and Driver/Operator qualified. He said we may need to suspend the policy today in reference to the 1007.6.2 section

**MOTION:** Chairman Hayes made a motion to suspend Policy 1007 Part Time Duty Program effective immediately with intention to make it effective January 1, 2017.  
Commissioner James seconded the motion. **Motion was approved unanimously.**

#### *Policy 336-Safe Haven for Newborns*

Chief Haverfield said he received an email from the headquarters for Safe Haven for Newborns, and they had heard from an agency that Trauma ID Bands are not used anymore. The person he has been in contact with reached out to the head of Safe Haven for Newborns, and they were going to discuss it in a meeting. He should know by the next meeting the status of this policy.

#### *Policy 632 Training Records*

Chief Haverfield said this policy was on hold to review the retention schedules. He contacted the WA Secretary of State, as the tables for retention schedules for fire districts are unclear. The contact sent back a table and suggested to use our best judgement. Most of the retention schedules referenced six years, however, there was one that referenced four years. They suggested keeping the record for the longest period, if it applies to more than one section in the retention schedule.

Chairman Hayes clarified that the policy is correct, to keep training records on file for six years.

Chief Haverfield said yes. There was a reference on the retention schedule for hazardous materials training, which was 30-50 years, but six years is correct.

**MOTION:** Chairman Hayes made a motion to approve Policy 632 Training Records.  
Commissioner James seconded the motion. **Motion was approved unanimously.**

*Policy 1100 Facility and Apparatus Security*

Chief Haverfield reviewed that the language was removed for visitors taking photographs inside the fire station

Chief Haverfield recommended adoption of the policy and will could amend before next summer. We will need to make revisions and bring back to the next meeting.

*Career Firefighter Hiring Process Policy 1001*

Chief Haverfield said he received four comments—three in writing and one verbal. He emailed the comments to the Commissioners for review. The Association is meeting tonight, and he so far hasn't received a lot of feedback. His recommendation would be to table this policy until further feedback comes in. One comment said it may hurt recruitment; however, he believes that many new hires don't know that the district currently hires from within. There is an advantage to hire within, but he is also concerned about the size of the pool.

Chairman Hayes said the Board's concern is that the pool is too small.

Chief Haverfield said they have fifteen candidates that tested prior to the last test. The most recent testing process only had eight eligible candidates.

Commissioner James said the pool doesn't need to be that big.

Chief Haverfield said the recent testing process started with eight candidates and the current list is down to the bottom three.

Commissioner James said he would rather have people hired here that want to stay here.

Chairman Hayes said not many among the new generation stay with their department for their entire career.

Chief Haverfield said they still have people who would like to stay within their career here, but there are also people that will leave if they have the opportunity. It's rare to hire from within the community anymore. Many have community pride, but they learn it when they start working here.

Chairman Hayes said this revision gives us flexibility to hire out and seek for other candidates with qualifications.

Chief Haverfield said he's thought about this a lot, and many part-time employees want a career in the fire service. It will have some effects on part-time employees initially, but in the long-term he doesn't think it will have a long term effect. One suggestion was to keep the testing process inside the district if we can achieve a set benchmark of qualified candidates. If it falls below the established benchmark then outside applicants could be sought.

Firefighter Jim Glover said testing now would change the number of candidates because there are more qualified candidates than a year ago. If the testing is offered annually, then it opens it up to other staff as they meet the qualifications.

Glover also stated that it's a good idea to have a trigger number, where if not enough candidates test, then it can be opened to outside candidates. Our current applicant pool are testing everywhere, and their goal is to get hired full-time. The pool will go down as people get hired.

Chairman Hayes said he doesn't want to rush this policy. There needs to be a healthy discussion, and we need qualified people.

Commissioner James said it's a matter of wording the policy. It could state at least ten candidates before we test outside.

Chairman Hayes said he doesn't want to policy to be a math equation.

Chief Haverfield said Captain Dane makes it clear that when we hire new candidates that their chance of getting hired here is very small.

Chairman Hayes said to table this policy for now until we hear from the Association. Meet with staff and have flexibility.

### **NEW BUSINESS**

#### **2017 Budget**

Chief Haverfield reviewed with the Board that this is the first draft of the 2017 budget. He provided a description of the line item numbers and a five year average for each line item. As he reviewed the budget, he stated that category six and eight are wages/benefits and there are two sections to show 50% in Fire and 50% in EMS. They are about the same amounts. Once the Board has a chance to review, we can schedule a meeting to review the budget in depth. The ambulance billing is always reimbursed at the end of the year. He then reviewed that with the increase to \$1.50 from the recent levy and the unexpected increase in assessed value, there will be an increase in taxes collected above what was initially anticipated. If we decide not to take this additional amount, then it becomes banked capacity. In years past, we dedicated transfers to capital accounts to add revenue to these accounts.

#### **Trees at New Station Property**

Chief Haverfield read the letter from the property owner next to the station property. They have requested an arborist to evaluate the health of the trees. He read the attorney's email that was previously received regarding the liability to the District. We have already informed the property owner that we believe the trees to be healthy.

Chairman Hayes said if we pay for an arborist, then they may determine the trees may have to be taken down or we may not. We may still have to work it out.

Chairman Hayes said if we knew they were diseased, then we would take the trees down. He said we should call an arborist to evaluate.

**MOTION:** Chairman Hayes made a motion to allow Chief Haverfield to spend up to \$500 for an arborist to evaluate the trees at the new station property.  
Commissioner James seconded the motion. **Motion was approved unanimously.**

Chief Haverfield said he will research and find an arborist and bring the issue back to the Board.

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

No reports from the Board.

Chairman Hayes requested an executive session pursuant to RCW 42.30.110(1) (g) to discuss personnel issues at 8:04pm. The executive session will be for 15 minutes until 8:24pm.

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

Chairman Hayes reconvened the open public meeting at 8:24pm and there was no action taken. The regular meeting was recessed at 8:25pm for continuation on September 22<sup>nd</sup> at 7pm.

**The Regular Board Meeting was recessed at 8:25pm.**

\_\_\_\_\_  
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**

**(CONTINUATION)**

**September 22<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, Captain Ted Bergstrom, Captain Bill Dane, Firefighter Jim Glover, Firefighter Kevin Glover, Firefighter Colin Nash, and Chaplain Joe Cassidy.

Visitors in attendance were: Connor Liias

**CONSENT AGENDA**

- Approval of voucher documents #09022-09042 in the amount of \$ 31,362.72.

Commissioner Stephenson asked if the carpet cleaning was for Station 86. Chief Haverfield confirmed yes, it was part of the station improvements.

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

**UNFINISHED BUSINESS**

**Policy Adoption**

*Policy 1007 Part Time Duty Program*

Chief Haverfield stated that this policy was reviewed in August, and there were minor revisions to the policy such as an increase in compensation, class rank changes, and the hourly clause was removed. The intent was to adopt the proposed changes to this policy for January 1, 2017. At the last Commissioner meeting, the policy was suspended until the revision could be made to add the date of adoption for the wage increases. The change has been included under section 1007.6.2 and is highlighted in the policy.

**MOTION:** Chairman Hayes made a motion to approve Policy 1007 Part Time Duty Program with changes as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

*Policy 1100 Facility and Apparatus Security*

Chief Haverfield said he has made the changes to this policy. There was discussion about the overhead bay doors, adding locks to apparatus, and security beams to the doors. He said that summer is over and he'd like to adopt this policy and allow staff to make suggestions on summer weather conditions over the next several months.

Commissioner James asked if this was both stations.

Chief Haverfield said yes, this would be for both stations. He also mentioned the language restricting photography has been removed.

Chairman Hayes asked if the intent would be to readdress this policy as the warmer weather approaches.

Chief Haverfield said that he doesn't want to wait until next season, but would ask for feedback from staff over the next several months regarding warm weather procedures.

Commissioner Stephenson said this gives time for staff to adjust. He asked if the staff will be allowed to open the door a little.

Chief Haverfield said that is what the staff is currently doing.

**MOTION:** Chairman Hayes made a motion to approve Policy 1100 Facility and Apparatus Security with changes as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

#### *2017 Draft Operating Budget Review*

Chief Haverfield said the 2017 draft budget has been available for review on SharePoint. He has also added an explanation of line item numbers. With several senior firefighters leaving, labor is now down to 72.28% of the budget. He has broken the budget up differently. Section 2 in the budget represents revenues transferred. For 5-6 years, the district hasn't conducted transfers. He explained expenses associated with ambulance billing has always been transferred back into the expense account. It's the Board's discretion to take the full \$1.50. He has includes new tables, chairs, and carpet for the classroom at Station 87for 2017. There are potential changes to occur with the 2017 budget.

Chairman Hayes asked the Chief to go over the changes.

Chief Haverfield said the budget for labor has solid numbers. He showed a 5 year forecast, but it's predictable.

Commissioner James asked about fire district marketing.

Chief Haverfield explained this is for the annual newsletter which has been the regular practice of the District.

Commissioner Stephenson said the summary is good of the line item numbers.

Chief Haverfield said the website line item is a new line item for the new website. Captain Dane and Jennye are working on creating a recruitment postcard. He has also considered contacting the auditor to have an audit completed every two years. Sections 6 and 8 of the budget are split 50/50, although some supplies may differ to fall under the Fire or EMS Levies. New supplies have been added to the disaster preparedness program. Technical Rescue is for Swiftwater and Special Operations is the agreement with Snohomish County Tech Rescue Team. The Paramedic Contract with Lake Stevens Fire is 29% of the EMS Levy.

Chairman Hayes asked if the 800 MHz, SERS, is going up annually.

Chief Haverfield said yes. The 800 MHz system will be obsolete by 2020.

Chairman Hayes asked if the potential SnoPac/SnoCom merge will increase costs and if there's been discussion about this at the Chief's level.

Chief Haverfield said there's not much information available. SnoCom is hesitant. All of their cities have to approve, and there's discussion that one city may not agree with the merge. SERS is currently represented by a few large cities within the county.

Commissioner James asked if there's enough money dedicated to the training budget.

Chief Haverfield said he has added additional funds for the training budget. OSB for the training prop is very expensive.

Chief Haverfield continued to review the budget line item numbers:

- Website Development/Maintenance is a new line item number with \$2500.
- Software is a new line item number for Callback Staffing, BARS, and ESO with \$5612.50.
- Communication Equipment Maintenance/Replacement have merged into one line item number and increased by \$1000.
- Pre-employment services have historically been medical exams, but this will now include medical exams and background checks.
- Annual Dispatching Assessment from SnoPac went up due to increase in call volume.
- SERS Operation is for the radio system.
- SnoPac ePCR is for the costs per report.
- Training has been broken up into supplies/equipment, software, training/education for full-time employees, and training/education for part-time employees. The software for training now tracks the training per employee.
- Disaster preparedness supplies have increased by \$150.
- Appliance/Furniture has increased \$4000 to purchase chairs/tables.
- Fuel has decreased slightly.
- Risk Management Insurance is going to increase approximately 5% each year.
- Apparatus Maintenance/Repair has been increased by \$2000. The district had to purchase tires for Tender 87 and Engine 87. These costs will be around \$6700. These types of expenses are unpredictable.

Chief Haverfield explained that the district always tries to have a carryover of about 50% to cover costs in the beginning of the year. There is a big jump in carryover as the assessed value has given the district an increase. He said he will review the budget with the commissioners in future meetings.

## **NEW BUSINESS**

### *2017 Draft Capital Budget Review*

Chief Haverfield reviewed the draft capital budget. He mentioned he is reviewing the capital budgets early this year. All of the amounts are projected.

The transports are deposited 50/50 in Apparatus/Equipment and Land/Facilities The improvements for apparatus/equipment will increase to \$190,000 by 2018. The escalator for investment interest is .75%. The remaining balance for the new engine will be paid in 2017.

Bunker gear replacement: has always been alternated every other year. There are NFPA standards and WAC guidelines that we need to follow. With the aging bunker gear we have, we are spending more

money on service, and may just need to replace the gear. The funding may not be used every year, but he's recommending to budget for 5 sets of gear to be replaced annually. He has funded it for the next 10 years and this may give us spare sets of gear.

Hose Replacement: Chief Haverfield said he believes that every other year is still okay to replace hose. An adjustment to this replacement plan can be revised later.

Extrication Tools: The current tools on the engine are from 1997. Many agencies are now using battery operated tools. It will be around \$45,000. If we make these changes to the new engine, we could save around \$7100, and put that towards the new equipment. He asked the staff what equipment they think may need replacement and received a response that it may be a good time to replace the rescue tools for extrication with battery operated tools.

Commissioner James asked if the battery replacements were expensive. Firefighter Kevin Glover said it depends on the manufacturer.

In 2022, Chief Haverfield has included \$175,000 to replace SCBAs.

Chairman Hayes asked if this was for everything.

Chief Haverfield said yes, however, the district could apply for an AFG grant to cover SCBA replacement.

Chairman Hayes suggested replacing SCBA's on a rotating basis.

Chief Haverfield said North County agencies applies for regional grants. Marysville and Arlington are on the same replacement plan as us. The equipment we have currently has all been phased in at the same time, so it'd be difficult to replace on a rotating basis.

Chief Haverfield reviewed the technology upgrades. He's increased this budget 3% each year. He plans to add the capital budget discussions to future meeting agendas for further review. There were no other changes to the capital budget.

#### *Engine 7 Change Order*

Chief Haverfield said he has been pushing Steve Jahn for a date; however, they've been having production issues. They are already 30 days behind schedule. If we take out the hydraulic reels for E7 for the extrication tools now, it will result in a \$7100 reduction. Hydraulic reels won't be needed for battery operated extrication tools; if that's the direction the district decides to go.

Chairman Hayes said he supports the decision from staff to move to battery operated extrication equipment. He said to move forward with changing the contract.

**MOTION:** Chairman Hayes made a motion to approve the Change Order for the new engine to remove hydraulic reels. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

#### *Policy Manual*

Chief Haverfield said he provided updated policies with recommended changes. Jennye started a cash receipting policy, but he needs more time to work on it. He suggested reviewing all the policies, with the exception of the first policy.

*Appreciation Dinner*

Chief Haverfield said historically, the district usually has the appreciation dinner in February/March. He’s received a suggestion from a staff member to hold the dinner in early-mid December. Not too close to Christmas, but to be able to celebrate with the current staff in the same year.

Following further discussion it was agreed that December is a busy month for the Department as we annually conduct Christmas House and the Santa Cruise.

Chief Haverfield said we will look at January 7<sup>th</sup>. Chairman Hayes said we don’t want to be distracted from community events.

**Executive Session**

Chairman Hayes requested an executive session pursuant to RCW 42.30.110(1) (g) to discuss personnel issues at 8:00pm. The executive session will be for 20 minutes until 8:20pm.

Executive session included Chairman Hayes, Commissioner James, Commissioner Stephenson, and Chief Haverfield. Chairman Hayes reconvened the open public meeting at 8:24pm. No action was taken.

Commissioner James said that the property fronting the Mountain Loop Highway is for sale by Miller Shingle. Chief Haverfield said the district asked about this property in the past, and that they never responded to our requests. Multiple letters had been sent as well as face to face discussions with personnel from their company.

Captain Dane said he has stepped down as Local 3918 President at of October 1<sup>st</sup>. Captain Ted Bergstrom is now the President.

Chairman Hayes thanked Captain Dane for his service as President and said it was a pleasure to work with him.

**The Regular Board Meeting was adjourned at 8:29pm.**

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Chairman Hayes

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Commissioner Stephenson

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Commissioner James

