

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**December 12<sup>th</sup>, 2019**

The meeting was called to order by Chairman Hayes at 8:00 a.m.

Board members in attendance were: Chairman Kevin Hayes, Vice-Chair Ron Stephenson, Commissioner Jesse James, Commissioner Rick Hjelle and Commissioner John Gillett.

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Kim Macomber, Captain Jim Glover, Captain Ted Bergstrom, Firefighter Kevin Glover, Firefighter Levi Hunt, Firefighter Aaron Trumbull, Firefighter Maggie Matthews, Firefighter Alec Holland and Firefighter Rachel Wood.

Visitor: Rick Ainley

**CONSENT AGENDA**

- Approval of Meeting Minutes from November 2019
- Approval of Voucher Documents #649 - #713
  - **Expense** in the amount of \$ 150,121.72
  - **Apparatus/Equipment** in the amount of \$ 141,948.47
  - **Land/Facilities** in the amount of \$ 922.95
- Approval of December 2019 Payroll
- Approval of November 2019 Financial Reports

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

**ASSOCIATION REPORT**

Firefighter Kevin Glover reported that the shopping trip for Christmas House was very successful. The Association is now preparing for Christmas House that will be held on December 14<sup>th</sup>. The Association is also getting ready for the annual Santa Cruise which will be held during the evening of December 19<sup>th</sup> -22<sup>nd</sup>.

**LOCAL REPORT**

Captain Ted Bergstrom thanked Commissioner Kevin Hayes for his service and wished him a safe trip to his new home in Texas.

## **CHIEF'S REPORT**

### *Activity Report*

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

- Activity Report for November 2019: Total alarms-159.

Chief Haverfield reported on the following:

- The powered cots and power stair chairs have been installed and are in service.
- Four new recruits are working through our orientation program and starting shifts.
- The furnace at Station 87 (Bay 2) needs to be replaced. The cost will be \$5,200.00 with tax and should be installed within one and a half weeks.
- U-10 is currently in Darrington and the lighting package will be completed by the end of this week.
- Christmas House will be held this Saturday December 14<sup>th</sup>.
- Santa Cruise has been extended one night to include Suncrest Farms and will take place December 19<sup>th</sup> – 22<sup>nd</sup>.

Assistant Chief Dane reported that the design team has finished their work on the new ambulance and are waiting for a bid, the build timeline once a contract is signed is 240 days.

Assistant Chief Dane stated that everything is going well, and he is looking forward to 2020.

## **NEW BUSINESS**

### **HGAC Interlocal Purchasing Agreement**

Chief Haverfield explained that the HGAC Interlocal Purchasing Agreement would allow the district to use a pool of vendors to get the best purchase price on equipment. Chief Haverfield stated that he planned to discuss the purchasing agreement with Brian Snure prior to usage but would like authorization to sign the agreement.

**MOTION:** Vice-Chair Stephenson made a motion to approve and sign the HGAC Interlocal Purchasing Agreement. Commissioner James seconded the motion. **Motion was approved**

### **Resolution 2019-13.**

Chief Haverfield reviewed the federally funded GEMT program to the Board. Chief Haverfield stated that the district has received \$725,605.21 in transport receipts for state fiscal year 2017 and 2018. Chief Haverfield recommended that the interim GEMT settlement payment made for SFY 2017 and 2018 be redirected for the future training facility to be built on the Gun Club Road property.

**MOTION:** Chairman Hayes made a motion to approve and sign Resolution 2019-13 as read. Commissioner James seconded the motion. **Motion was approved unanimously.**

### **Election of Officers (2020)**

Commissioner James nominated Commissioner Hjelle as Chairman of the Board for 2020. Commissioner Hjelle respectfully declined the nomination stating that he would like to just lend his experience to the board as a Commissioner at this time and mostly catch up as he has been retired from the organization for close to 10 years. Commissioner James withdrew his nomination of Rick Hjelle for Chairman.

Vice-Chair Stephenson nominated Commissioner Gillett as Chairman. Commissioner Gillett accepted the nomination.

**MOTION:** Vice-Chair Stephenson made a motion to elect Commissioner Gillett as Chairman for 2020. Chairman Hayes seconded the motion. **Motion was approved unanimously.**

### **Commissioner Hjelle nominated Commissioner James as Vice-Chairman.**

**MOTION:** Commissioner Hjelle made a motion to elect Commissioner James as Vice-Chairman for 2020. Commissioner Gillett seconded the motion. **Motion was approved unanimously.**

### **UNFINISHED BUSINESS**

Chief Haverfield stated that he was hopeful to adopt a budget at today's meeting, however the district will need to pay one final batch of invoices prior to the end of the calendar year. Chief Haverfield added that one more Commissioner meeting will likely be needed to approve the final batch of vouchers and adopt the 2020 Budget Authorization.

Chief Haverfield reported that the district is looking into purchasing a Stairmaster for Station 86.

Firefighter Hunt added that the Angel of the Winds is holding 10 rooms on January 25<sup>th</sup> for the night of the Appreciation Banquet. The rooms will be available at a discounted rate of \$159.00 for anyone who is interested.

### **Reports from the Board/Good of the Order**

Commissioner Gillett reported that his employer had a silent auction at their recent Christmas Party and used our props to fill the boot for MDA. They were able to raise \$ 2,700.00 for the Muscular Dystrophy Association. Commissioner Gillett thanked the district for the use of the boots.

Vice-Chair Stephenson thanked Chairman Hayes for 12 years of service and presented him with an axe plaque engraved with his name and time of service.

Chief Haverfield thanked Chairman Hayes for 12 years of service as well and wished him the best with his move and new home.

Chairman Hayes thanked everyone for the opportunity and friendships and stated that it has been an honor to serve the District and its residents.

**The regular meeting was recessed at 8:52 a.m. until 2:30 p.m. on Thursday, December 19<sup>th</sup>.**

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**Kevin Hayes, Chairman**

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**Ron Stephenson, Vice-Chair**



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**Jesse James, Commissioner**

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**Rick Hjelle, Commissioner**

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**John Gillett, Commissioner**

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**December 19th, 2019**

The meeting was called to order by Chairman Gillett at 2:30 p.m.

Board members in attendance were: Chairman John Gillett, Vice-Chair Jesse James, Commissioner Ron Stephenson and Commissioner Rick Hjelle.

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Firefighter Levi Hunt, Firefighter Maggie Matthews, Firefighter Britton Kinder, Firefighter Kevin Glover, Captain Ted Bergstrom, Firefighter Erin Norton and Candidate James Yeley.

**CONSENT AGENDA**

- Approval of Voucher Documents #714 - #728
  - **Expense** in the amount of \$ 3,975.85
  - **Apparatus/Equipment** in the amount of \$ 9,981.64

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

**UNFINISHED BUSINESS**

**Resolution 2019-14**

Chairman Gillett introduced Resolution 2019-14, a Resolution adopting the 2020 Budget Authorization.

**MOTION:** Vice-Chair James made a motion to approve and sign Resolution 2019-14 as presented. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

**Policy 1007 – Part-Time Duty Program**

Chief Haverfield reported that the policy includes most recommended changes from admin and staff, which recently changed the holiday hours for Thanksgiving and Christmas to full 24-hour shifts. The Board did discuss changing the terminology about staffing/scheduling to a separate policy in the future.

**MOTION:** Commissioner Stephenson made a motion to Policy 1007 as presented. Chairman Gillett seconded the motion. **Motion was approved unanimously.**

## **NEW BUSINESS**

### **Budget Surplus**

Chief Haverfield reported that with all expenses paid and planned for through December 31, 2019 the district would carry a budget surplus of \$90,000.00. Chief Haverfield recommended that the budget surplus be evenly divided between the Leave Buyout and Emergency Reserve Accounts.

**MOTION:** Commissioner Stephenson made a motion to transfer \$45,000 to the Leave Buyout and \$45,000 to the Emergency Reserve Accounts as proposed. Vice-Chairman James seconded the motion. **Motion was approved unanimously.**

### **Resolution 2019-15**

Chairman Gillett introduced Resolution 2019-15, a Resolution to designate revenue from transport billing receipts to the Apparatus/Equipment Account and Land/Facilities Account replacing Resolution 2010-07.

The Board discussed the desire to adequately fund the Apparatus/Equipment Account first as addressed annually in the corresponding budget with the remaining balance dedicated to future facilities.

**MOTION:** Commissioner Hjelle made a motion to approve and sign Resolution 2019-15 as presented. Commissioner James seconded the motion. **Motion was approved unanimously.**

Chairman Gillett requested that the next regular meeting, scheduled for January 9<sup>th</sup>, 2020, be delayed from its 8:00 a.m. start time until 3:30 p.m. the same afternoon due to a work conflict. The Board members concurred that the time change was acceptable and the Chair requested that notices be posted accordingly.

Assistant Chief Dane requested to purchase a Stairmaster that had been budgeted within the recently adopted 2020 budgets.

**MOTION:** Vice-Chairman James made a motion to approve the purchase of a new Stairmaster as requested by Assistant Chief Dane. Commissioner Gillett seconded the motion. **Motion was approved unanimously.**

Chief Haverfield advised the Board of the upcoming 2020 Saturday Seminar Series hosted by the Washington Fire Commissioners Association. The Saturday Seminar to be held on April 4<sup>th</sup> in Suquamish will be tailored to newly elected, appointed and experienced Commissioners, Chiefs and Secretaries.

The regular meeting was adjourned at 2:59 p.m.

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**John Gillett, Chairman**

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**Jesse James, Vice-Chair**

**APPROVED**

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**Ron Stephenson, Commissioner**

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**Rick Hjelle, Commissioner**

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**Kevin Hayes, Commissioner**