

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**February 14<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, Commissioner Jesse James and Commissioner Ron Stephenson.

Staff members in attendance were: Chief Jim Haverfield, Assistant Chief Bill Dane, Office Assistant Rebecca Duncan, Captain Jim Glover, Captain Ted Bergstrom, Firefighter Britton Kinder and Firefighter Cassandra Waite.

**CONSENT AGENDA**

- Approval of Minutes from January 2019
- Approval of Voucher Documents (**Expense**)
  - # 090201001 - # 090201032 in the amount of \$ 47,195.45.
- Approval of Voucher Documents (**Apparatus & Equipment**)
  - # 090202001 in the amount of \$ 710.75.
- Approval of Voucher Documents (**Land & Facilities**)
  - # 090203001- # 090203003 in the amount of \$ 4,427.41.
- Approval of February 2019 Payroll.
- Approval of January 2019 Financial Reports.

**MOTION:** Chairman Hayes made a motion to approve the Consent Agenda. Commissioner Stephenson seconded the motion. **Motion was approved**

*Association Report*

No Report

*Local Report*

Captain Bergstrom and Firefighter Ryan Scott attended Legislative Day at the State Capital and spoke with local Representatives on health-related concerns of Firefighters.

*Chief's Report*

Activity Report

Total Alarms- 181

Chief Haverfield updated the board on the new Insurance Protection Class that was improved from a PC5 to PC3 for citizens residing within the city limits. Portions of the Fire District in unincorporated Snohomish County improved from a PC5 to PC4. The new ratings become

effective May 1, 2019. The District will provide a more widespread campaign in April letting the community members know about the improved insurance rating.

Chief Haverfield briefly discussed Fire District 23 to the board. District 23 cannot effectively answer their EMS alarms within their District. Chief Haverfield was going to attend their meeting which was to be hold on February 13<sup>th</sup> but the meeting was cancelled. Chairman Hayes will attend the rescheduled meeting with Chief Haverfield.

Miller Shingle has asked to amend the Real Estate Purchase and Sales Agreement that is relating to the placement of the water main.

Levy Lid Lift- Chief Haverfield updated the board on the ballot resolution due dates for both the Primary and General Elections of 2019.

Increase in the Number of Fire Commissioners- As per pervious discussions in the past Chief Haverfield discussed with the board once again about increasing the board members. RCW 52.14.015 and 52.14.020 both outline the process needed to increase the Board of Fire Commissioners from three to five.

Camano Island Pump Trailer- Assistant Chief Dane updated the board on discussions he had with Camano Island and made arrangements for our District to Utilize the CIFR's pump trailer. A simple rental agreement was provided with no fee imposed. We would be required to make any repairs or restore damage while the trailer was in our possession.

Assistant Chief Dane updated the board on the Security upgrades as well as our hiring process. Assistant Chief Dane is also working with our local Schools and Police Department on Mass Shooter drills.

## **NEW BUSINESS**

Fire District 23 EMS Assistance- Chief Haverfield and Chairman Hayes will attend their next scheduled meeting to hear what they have to say. We will need to know what it is they need but we will not be entering into any negotiations.

Entry-Level Eligibility List Extension- The current eligibility pool for entry-level firefighter is good until April 12<sup>th</sup>, 2019; however, with no anticipation of any positions available until January 1<sup>st</sup>, 2020, Chief Haverfield would like the board to consider extending the current list through the fall of 2019.

Increase in Number of Fire Commissioners- As discussed to increase the number of Commissioners from three to five we would need to draft a simple resolution and it would then need to be filed prior to the dates listed with the election.

CIFR Pump Trailer Rental Agreement-

**MOTION:** Commissioner Stephenson made a motion to enter into agreement with CIFR Pump Trailer rental. Commissioner James seconded the motion. **Motion was approved**

Support 87- Captain Jim Glover discussed with the board on the maintenance to Support 87 apparatus. There was some confusion on who was taking care of the invoices for the maintenance. Captain Glover asked the board for clarification on who is responsible for the upkeep on the Support Unit. Chairman Hayes discussed with Captain Glover that Support 87 Unit was presented to the board with the understanding that we were to house, fuel and maintain the insurance. Chairman Hayes recommended that Captain Glover come forth with an estimate of the costs to maintain the Support Unit.

Chief Haverfield suggested to the board to allocate a dollar amount to pay for the already existing invoices for the support unit and any remaining maintenance for 2019.

**MOTION:** Chairman Hayes made a motion to approve \$2000.00 for maintenance repairs to Support Unit 87. Commissioner Stephenson seconded the motion. **Motion was approved**

**UNFINISHED BUSINESS**

Future Fire Station Property Update- Miller Shingle has ask for an amendment to our current property agreement. Chief Haverfield will contact the agent for the seller to find out exactly what the amendment pertains to and advise the Board accordingly.

Levy Lid Lift – Chief Haverfield reviewed the election dates as well as the due date for accompanying resolutions. The Board was asked to continue to review the document provided at a previous meeting and when best to place the measure on a ballot.

Reports from the Board/Good of the Order- No Report

**The Regular Board Meeting was recessed at 9:39 a.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**

**REGULAR BOARD MEETING**

**February 28<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 and Commissioner Jesse James. Commissioner Ron Stephenson was excused due to illness.

Staff members in attendance were: Chief Jim Haverfield, Assistant Chief Bill Dane, Office Assistant Rebecca Duncan, Captain Ted Bergstrom, Captain Jim Glover and Firefighter Brandon Skeith.

**CONSENT AGENDA**

- Approval of Voucher Documents (**Expense**)
  - # 090204001 - # 090204020 in the amount of \$ 7,761.84.
- Approval of Voucher Documents (**Apparatus & Equipment**)
  - # 090205001 - # 090205003 in the amount of \$ 1,752.49.
- Approval of Voucher Documents (**Land & Facilities**)
  - # 090206001 - # 090206002 in the amount of \$ 6,947.07.

**MOTION:** Chairman Hayes made a motion to approve the Consent Agenda. Commissioner James seconded the motion. **Motion was approved**

**NEW BUSINESS**

Lexipol 362- Support 87 Volunteer Program: New policy was drafted for Support 87 following their meeting with Chairman Hayes and Chief Haverfield.

**MOTION:** Chairman Hayes made a motion to approve Lexipol 362 Support 87 Volunteer Program. Commissioner James seconded the motion. **Motion was approved**

Lexipol 1062- Secure Access and Identification Cards: Chief Haverfield has drafted and modified the original format of 106.2.108 to establish guidelines.

**MOTION:** Chairman Hayes made a motion to approve Lexipol 1062 Support 87 Volunteer Program. Commissioner James seconded the motion. **Motion was approved**

**UNFINISHED BUSINESS**

Levy Lid Lift- Chief Haverfield noted an error in his spread sheet presented to the board at a previous meeting and updated the board with the information. Chief Haverfield feels we need to continue discussions on this and find out what exactly we are looking for.

Fire District 23 EMS Assistance- Chief Haverfield attended their meeting and set up a follow up meeting with their Chairman and Fire Chief to see if they had an opportunity to talk about what it is they are looking for or need from FD17.

Future Fire Station Property Update- Due to discussion to a proposed amendment to the original purchase and sales agreement; discussion on the real-estate transaction with be held in an executive session.

**EXECUTIVE SESSION RCW 42.30.110 (1) (C)**

The Board adjourned to Executive Session pursuant of RCW 42.30.110 (1) (c) at 8:24 A.M. for the period of 20 minutes and was extended an extra 5 minutes. Executive Session ended at 8:50 A.M.

**The Regular Board Meeting was adjourned at 8:50 A.M.**

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**Chairman Hayes**

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**Commissioner Stephenson**

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**Commissioner James**

