

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**June 13th, 2019**

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

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

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Rebecca Duncan, Captain Ted Bergstrom, Captain Jim Glover, Firefighter Kevin Glover, Firefighter Henry Blankenship and Chaplain Joe Cassidy.

Visitors- Rick Ainley

**CONSENT AGENDA**

- Approval of Minutes from May 2019
- Approval of Voucher Documents (**Expense**)
  - # 09060100 - # 090601027 in the amount of \$ 24,982.80.
  - # 090507001 - # 090507018 in the amount of \$ 6,917.17.
- Approval of Voucher Documents (**Apparatus/Equipment**)
  - # 090508011 in the amount of \$ 77,430.92.
- Approval of Voucher Documents (**Land/Facilities**)
  - # 090509001 - # 090509002 in the amount of \$ 77,430.90.
  - # 090602001 - # 090602004 in the amount of \$ 3,859.09.
- Approval of June 2019 Payroll in the amount of \$ 120,025.09.
- Approval of May Financial Reports.

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

*Association Report*

President Britton Kinder updated the board about the associations board meeting where they discussed and designed a T-shirt. The board also elected a new member and they welcomed Firefighter Don Hogan to the newly created position. The association will also be helping the local coalition with back to school festivities in August. The membership voted and approved a name change from the current scholarship 'Mike Vier Memorial Scholarship' to the 'Granite Falls Firefighter's Association Memorial Scholarship'.

## **LOCAL REPORT**

Captain Ted Bergstrom updated the board that Captain Jim Glover recently celebrated 30 years of full-time employment with the Fire Department. Captain Bergstrom also welcome the newest Full-Time Firefighter Britton Kinder.

## **CHIEF'S REPORT**

### *Activity Report*

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

- Activity Report for May 2019: Total alarms-193.

Chief Haverfield updated the board on the resignation of Medical Services Advisor Keith Terry, and the district has since moved on and hired Shane Nelson who is a current paramedic with Lake Stevens Fire.

Chief Haverfield discussed the purchase of a new ambulance to replace A-5; Assistant Chief Bill Dane, Captain Ted Bergstrom and Firefighter Kevin Glover have visited the Braun plant to look at new design features.

Chief Haverfield also discussed the departments current website in which we do not have the access needed in order to make internal changes. Chief Haverfield is looking to have the website updated so our community members could access it, as well as having control on making changes by department staff. The estimated costs for the website are between \$ 3,000 to \$ 6,000. Chairman Hayes commented that he would like to see that more narrowed down in cost.

Assistant Chief Dane updated the board on the last two training events. Once was the Ice Caves annual training and the other was the controlled house burn.

## **BVFF**

Chairman Hayes opened the meeting at 8:45 A.M.

An accident was reported on April 18<sup>th</sup>, 2019. An employee fell off the front bumper on one of the engines. The employee at the time stayed on the job and felt they were not injured but 4 to 5 hours later the employee left work to be seen by a medical professional and is currently seeing them. The employee has not been released for duty at this time.

**MOTION:** Chairman Hayes made a motion to approve the invoice voucher and accident report for BVFF in the amount of \$ 2,801.59. Commissioner James seconded the motion. **Motion was approved**

Chairman Hayes closed the meeting at 8:51 A.M.

## NEW BUSINESS

Resolution 2019-04, Authorization for District to Issue Warrants.

**MOTION:** Chairman Hayes made a motion to approve and accept Resolution 2019-04, Authorization for District to issue warrants. Commissioner James seconded the motion. **Motion was approved**

### Financial Services Agreement

Chief Haverfield updated the board on entering into an agreement with NCFRA and share expenses for Randy Krumn to do our ongoing accounts payable.

**MOTION:** Chairman Hayes made a motion to approve Financial Services Agreement with NCFRA. Commissioner Stephenson seconded the motion. **Motion was approved**

### Office Assistant Position

Chief Haverfield updated the board on the interviewing process. We are currently interviewing 3 candidates; 5 applications were submitted, and we narrowed it down to the top 3.

### Utility Vehicle Acquisition

Chief Haverfield reviewed the purchase order for a new utility pickup truck which will double as a locally used brush truck.

**MOTION:** Commissioner Stephenson made a motion to approve the purchase of the Utility Vehicle Acquisition. Commissioner James seconded the motion. **Motion was approved**

### Entry-Level Candidate Pool

The open application period ended on Friday, May 10<sup>th</sup> with 17 eligible candidates. The deadline to submit all required paperwork was Thursday, May 23<sup>rd</sup> which reduced the candidate field down to 13. On May 29<sup>th</sup> the district held the practical skills testing which consisted of four stations. Following the practical skills assessment Chief Haverfield and Chief Dane interviewed the top four candidates according to policy. Chief Haverfield recommended that the board adopt the candidate pool as presented.

**MOTION:** Chairman Hayes made a motion to accept the candidate pool as submitted. Commissioner James seconded the motion. **Motion was approved**

## **UNFINISHED BUSINESS**

### **Proposition 1 and 2 Update**

Chief Haverfield drafted both a newsletter and FAQ mailer relating to both Propositions. Chief Haverfield asked the board to review the newsletter and provide any feedback prior to the documents going to the printer.

### **Future Fire Station HQ Property Update**

The feasibility process went rather quickly due to the contractors already anticipating the work. The Geotechnical took place on the 17<sup>th</sup> of May, Archeology was on site May 21<sup>st</sup>, Infiltration and Wetland reconnaissance both started on May 22<sup>nd</sup>. To date, Chief Haverfield has only received the Wetland Reconnaissance report in which identified that the property has not wetland or streams. Chief Haverfield hopes to have the remainder of reports by the end of June.

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

The Board extended their appreciation to Office Assistant Rebecca Duncan for all her hard work while employed with the district.

### **EXECUTIVE SESSOPM -RCW 42.30.110 (1)(g)**

The Board adjourned to Executive Session pursuant of RCW 42.30.110 (1) (g) at 9:04 A.M. for the period of 10 minutes. Executive Session ended at 9:14 a.m.

Chief Haverfield recommended to hire the top candidate (Britton Kinder) from the recently adopted candidate pool with an anticipated hire date of July 1, 2019.

**MOTION:** Chairman Hayes made a motion to move forward with the recommendation of Chief Haverfield with an anticipated start date of July 1, 2019. Commissioner Stephenson seconded the motion. **Motion was approved**

### **The Regular Board Meeting was Adjourn at 9:17A.M.**

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**Chairman Hayes**

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**Commissioner Stephenson**

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**Commissioner James**

**APPROVED**