

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**June 11<sup>th</sup>, 2020**

The meeting (via Zoom video conference) was called to order by Chairman Gillett at 8:02 a.m.

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

Staff members in attendance were: Fire Chief Jim Haverfield, Office Assistant Kim Macomber, Captain Jim Glover, Captain Ted Bergstrom, Firefighter Cassandra Waite, Firefighter James Yeley, Firefighter Elizabeth Sykes, Firefighter Alex Leonard, Firefighter Kevin Glover and Firefighter Alec Holland.

**CONSENT AGENDA**

- Approval of Minutes from May 2020
- Approval of Voucher Documents #257 - #272
  - **Expense** in the amount of \$ 20,693.07
  - **Apparatus/Equipment** in the amount of \$ 1,192.52
  - **Land/Facilities** in the amount of \$ 8,196.78
- Approval of Voucher Documents #280 - #306
  - **Expense** in the amount of \$ 21,515.23
  - **Apparatus/Equipment** in the amount of \$ 15,355.48
  - **Land/Facilities** in the amount of \$ 15,000.00
- Approval of June 2020 Payroll
- Approval of May 2020 Financial Reports

Commissioner Hjelle had a question regarding the Systems Design invoice, voucher document #304 in the amount of \$ 30,000. Chief Haverfield explained that the costs are associated with the GEMT services provided by Public Consulting Group (PCG) who offers a contingency fee of 15% of our total GEMT collection or a fixed fee based on our number of annual Medicaid transports. The fixed fee of \$30,000 is based on 209 total Medicaid transports versus had we paid the contingency fee of 15% the amount due would have been \$ 73,346.00.

Commissioner Stephenson asked about the invoice from Specialty Door Service for the overhead doors repairs at Station 86 and Station 87. Chief Haverfield explained the cost breakdown and added that a lift had to be rented to repair the doors.

**MOTION:** Vice-Chair James made a motion to approve the consent agenda as presented. Commissioner Stephenson seconded the motion. **Motion was approved 5/0.**

## **NEW BUSINESS**

### **Entry-Level Candidate Pool**

Chief Haverfield informed the Board that our current hiring list expires on June 13, 2020. We had 10 candidates complete the testing process that was finalized on May 28<sup>th</sup>. Of the candidates, 9 were internal and 1 was an outside candidate. Chief Haverfield recommended that the Board approve the candidate pool in alphabetical order since current Fire District 17 members receive preference points based on longevity and certification but would lose the preference points should they terminate service with the District. The list will last for one year. With an expected retirement at the end of the year, the hiring process will begin immediately upon notification of such retirement.

**MOTION:** Commissioner Stephenson made a motion to approve the candidate pool as submitted. Chairman Gillett seconded the motion. **Motion was approved 5/0.**

### **Braun Ambulance Proposal (A-09)**

Chief Haverfield updated the Board that we have the proposal for the second new ambulance including the same changes orders as A-08. The total cost will be \$194,424 not including tax. We received a multi-vehicle discount of \$1,500 for A-09 as well as a retroactive discount for our current build (A-08) of \$1,500.

Commissioner Hjelle asked if the recommendation is to go ahead with the build and Chief Haverfield confirmed that the committee recommends to move forward.

Chief Haverfield added that fabrication on A-08 will start in late June with the current delivery date of October 2<sup>nd</sup>. Chief Haverfield stated that A-08 and A-09 will be identical except for the chassis.

Commissioner James inquired as to who came up with the add-ons. Chief Haverfield explained that the UV lights came up amid COVID-19. We are having some of the door decals put on so they will be ready to go into service as soon as we receive them. The powder coating was missed in prebuild and the 120V electrical outlet was an add-on determined by the build committee.

**MOTION:** Commissioner Hjelle made a motion to approve the Braun Ambulance Proposal (A-09). Commissioner Ainley seconded the motion. **Motion was approved 5/0.**

### **Website Build Proposal – IT Service Agreement**

Chief Haverfield reported to the Board that we have been looking for someone to revamp our website. We have a proposal from Darrington Fire District 24 of \$ 1,800.00 to completely redesign the website. Other companies charge \$ 3,000.00 - \$ 5,000.00. Darrington Fire is currently working on a website for Getchell Fire District 22. Chief Haverfield explained that he would like to update the website to keep community members interested as well as having the ability to make regular changes inhouse.

**MOTION:** Commissioner Stephenson made a motion to approve the IT Service Agreement with Darrington Fire District 24 and move forward with the website redesign. Chairman Gillett seconded the motion. **Motion was approved 5/0.**

## **UNFINISHED BUSINESS**

### **Policy Review – 100, 101, 102, 104, 106, 200, 201, 207**

Chairman Gillett stated that he did not see anything that needed to be addressed and asked the other board members if they had any input.

**MOTION:** Commissioner Stephenson made a motion to approve Policy 100, 101, 102, 104, 200, 201 & 207 as reviewed. Commissioner Hjelle seconded the motion. **Motion was approved 5/0.**

Chairman Gillett suggested that we include the District's current social media policy in the next batch of policies to review.

Chief Haverfield updated the Board on the following:

- New MDT's have been delivered and installed. They are now touch screen.
- The slide-in brush tank will be delivered tomorrow June 12<sup>th</sup>. Kirby will install it on Wednesday June 17<sup>th</sup>.
- All PPE has been ordered and shipped.
- The staff has been going through online Wildland Fire Training. There will be a field class on June 25<sup>th</sup>. It is an optional class to be certified Red Card. 10-11 staff members are currently signed up, but we will likely have about 18 students take the class.
- We have increased the supplemental day shift to 24 hours for July and August.
- We have a full staff right now and are currently looking at 4 more new employees.
- We are moving into phase 2. The Governor wants all workers to wear masks anytime they are in public. The district has ordered 87 neck gators for the staff. There will be 3 different options, white cotton masks, surgical masks, and neck gators.
- All Commissioners were reminded of the need for their required training. Certificates are good for 4 years.

Commissioner Stephenson asked Chief Haverfield if he is getting COVID-19 updates. Chief Haverfield informed the Board that he gets regular updates from the Snohomish Health District as well as the State Department of Health. Currently our district has 29 confirmed cases and 24 of them are fully recovered.

Commissioner Hjelle asked how the staff sleeping quarters are being sanitized. Chief Haverfield reported that District 17 is currently sharing an electrostatic sprayer with District 22. Chief Haverfield stated that he has requested another handheld sprayer along with a larger backpack sprayer to decontaminate ambulances and sleeping quarters.

**The Regular Board Meeting was Adjourned at 8:42 a.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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**Rick Ainley, Commissioner**