

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**March 12<sup>th</sup>, 2020**

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

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

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 Britton Kinder, Firefighter Maggie Matthews and Chaplain Joe Cassidy.

Chairman Gillett suggested that due to the operational impacts of COVID-19 the Board limit the proposed agenda to essential items of business and remove items that can be addressed at a future meeting.

**MOTION:** Chairman Gillett made a motion to suspend all non-essential items from the meeting agenda. Vice-Chairman James seconded the motion.  
**Motion was approved unanimously.**

**CONSENT AGENDA**

- Approval of Minutes from February 2020
- Approval of Voucher Documents # 98 - # 116
  - **Expense** in the amount of \$ 13,718.79
  - **Apparatus/Equipment** in the amount of \$ 957.70
  - **Land/Facilities** in the amount of \$ 957.70
- Approval of Voucher Documents # 117 - # 147
  - **Expense** in the amount of \$ 21,600.61
  - **Apparatus/Equipment** in the amount of \$ 355.48
- Approval of March 2020 Payroll
- Approval of February 2020 Financial Reports

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

**NEW BUSINESS**

Chief Haverfield reported that the current EMS Interlocal Agreement that we have with Fire District 23 will expire at the end of the month. Chief Haverfield had previously contacted the Board Chairman of FD23 to set up a meeting regarding renewal. Chief Haverfield, Chairman Gillett and Commissioner Hjelle met with District 23 Fire Chief Tim Bond and Commissioner John Sobieski to discuss their needs and agreed to extend the Interlocal Agreement for one additional year and a small increase to the per response fee. The draft agreement extends the future agreement from April 1, 2020 until March 31, 2021 and will then be re-evaluated at that time.

**MOTION:** Chairman Gillett made a motion to approve the Fire District 23 EMS Interlocal Agreement renewal as proposed. Vice - Chairman James seconded the motion.  
**Motion was approved unanimously.**

**The Regular Board Meeting was adjourned at 8:11 a.m.**

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**John Gillett, Chairman**

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**Jesse James, Vice-Chair**

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**Ron Stephenson, Commissioner**

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**Rick Hjelle, Commissioner**

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**Rick Ainley, Commissioner**



**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17**

**BOARD OF COMMISSIONERS**

**SPECIAL BOARD MEETING**

**March 19<sup>th</sup>, 2020**

The meeting (via Zoom video conference) was called to order by Chairman Gillett at 7:33 a.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, Office Assistant Kim Macomber, Firefighter Tristan Keith and other members of the station 87 duty crew.

**NEW BUSINESS**

**Resolution 2020-01**

Chief Haverfield reported that since the onset of the COVID-19 pandemic he and Chief Dane have encourage all staff members to not report for scheduled duty if they have any of the symptoms related to the virus. Chief Haverfield explained that because the part-time staff have limited sick leave hours available, he is concerned that some of the part-time members may try to come to scheduled duty with one or more of the symptoms related to COVID-19. Chief Haverfield requested the Board consider Resolution 2020-01 that would authorize temporary COVID-19 related leave benefits. The resolution granting the following:

- All part-time employees shall be granted up to 72 additional hours of paid sick leave for work absences related to COVID-19 type symptoms.
- The Fire Chief or designee shall be responsible for monitoring the granting and use of the sick leave and may deny such use if in the Chief's reasonable discretion, an employee is misusing the additional paid sick leave.
- The additional sick leave benefits shall automatically expire and no longer be available on August 1<sup>st</sup>, 2020.
- The additional sick leave benefits shall have no cash value when an employee separates from employment with the District
- The Fire Chief is authorized to make any necessary budget adjustments to cover the anticipated cost of this additional benefit.

Chairman Gillett asked if this type of additional leave is consistent with other agencies. Chief Haverfield stated that Tulalip Fire is looking to offer their staff 60 hours of COVID-19 related sick leave. Chief Haverfield also suggested that SNO911 is looking at doing something similar to our current resolution.

Chief Haverfield stated that we are limiting interactions between oncoming and off-going crews as well as maintaining physical (social) distancing during the shift as much as possible.

Commissioner Hjelle asked if the COVID-19 absences need to be (tracked) documented. Chief Haverfield explained that we are documenting all sick leave cases and should know if staff members have come in contact with a confirmed COVID-19 patient.

**MOTION:** Commissioner Hjelle made a motion to approve Resolution 2020-01 as written. Commissioner Stephenson seconded the motion. **Motion was approved**

**The Regular Board Meeting was adjourned at 7:46 a.m.**

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**John Gillett, Chairman**

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**Jesse James, Vice-Chair**

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**Ron Stephenson, Commissioner**

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**Rick Hjelle, Commissioner**

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**Rick Ainley, Commissioner**

**APPROVED**