

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

October 10th, 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, Commissioner Ron Stephenson and Commissioner Rick Hjelle. Commissioner John Gillett had an excused absence.

Staff members in attendance were: Chief Jim Haverfield, Assistant Chief Bill Dane, Office Assistant Kim Macomber, Captain Jim Glover, Firefighter Levi Hunt, Firefighter Britton Kinder, Firefighter Kurt McNallie, Firefighter Aaron Trumbull and Chaplain Joe Cassidy.

Visitor: Rick Ainley

CONSENT AGENDA

- Approval of Meeting Minutes from September 2019
- Approval of Voucher Documents #535 - #555
 - **Expense** in the amount of \$ 7,322.37
 - **Apparatus/Equipment** in the amount of \$ 1,362.86
 - **Land/Facilities** in the amount of \$ 730.65
- Approval of October 2019 Payroll
- Approval of September 2019 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

Firefighter Britton Kinder reported that while the Association concessions sold out of food at Railroad Days, they had not purchased as much to sell this year as in the past. The bake sale however, had a lot of donations and sold more items than usual. All moneys raised by the Firefighter's Association during Railroad Days is used for Christmas House or Scholarships for graduating seniors of GFHS.

Firefighter Kinder also reported that the Association has purchased three tickets to the Portland Fire Conference. There will be lectures and two days of HOT (hands on training) classes. Members can earn chances to win the tickets by attending major events such as Association meetings and Christmas House. Three names will be drawn to select the winners of the tickets.

LOCAL REPORT

Firefighter Britton Kinder reported that the MDA drive received over \$1,000.00 from the public. The Local added \$250.00 for a total of \$1250.00. The local plans to make changes next year to improve the fundraiser.

CHIEF'S REPORT

Activity Report

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

- Activity Report for September 2019: Total alarms - 172.

Chief Haverfield went over the Activity Report numbers and charts and discussed the number of calls to specific addresses. Chief Haverfield explained how the department resolved some of the high-volume calls.

Chief Haverfield reported that he was contacted by the City Manager Brent Kirk. Snohomish County Public Works is looking for a site within our area to store sand for their winter road sanding operations and is interested in speaking with the fire district about leasing land on the East side of the Gun Club Road property. The Board agreed for Chief Haverfield to discuss the interest with Snohomish County Public Works.

Assistant Chief Dane reported on the following:

- The department is scheduled to host leadership training starting in November. We will have two days of supervision trainings and one day of tactics training.
- Two full-time and one part-time staff are currently in IFSAC Fire Officer 1 training.
- Improvements are being made for the streetlamps at Station 86 which includes looking for new covers for the lights.
- A spray in bedliner has been installed in the new utility truck and we are currently working to identify the lighting package that will be installed soon. We are planning to use Darrington Fire Department for the lighting and radio installation.
- The ambulance specifications should be completed within the next two weeks for our review. It will take 240 days for manufacturing after we sign a contract for delivery of the new ambulance.
- Everett Community College is starting a paramedic program that is open to all affiliated EMT's in Snohomish County. We have two part-time employees that are interested. The cost is between \$10,000-\$12,000 for the 2-year program. Edmonds Community College is teaming up with Central Washington University to provide the local opportunity.

NEW BUSINESS

Fire Engineer Training Simulator (Pump Trailer)

Chief Haverfield reported that the Pump Trailer Training Simulator that the department has been researching has been offered to the district at a significant discount. Fire Engineer, LTD who manufactures the pump trailer has another customer in our area, so they can offer a significant

discount on shipping as well as several other orders that will reduce their overall cost for steel. The current discount offered to the district is \$ 9,500.00.

Chief Haverfield stated that he has reached out to the PUD to inquire about grant funding since this training simulator will save an incredible amount of water per year. Chief Haverfield was informed that the PUD does not have grant funding available however we were made aware that the Conservation District may be able to help.

Chairman Hayes stated that he saw value and benefits of this Pump Trailer when our agency borrowed the exact model from Camano Island Fire & Rescue. He added that he likes the idea of staff gaining experience on the pump panel and conserving water.

The Board agreed to have Chief Haverfield move forward with the necessary Resolution to purchase the Fire Engineer Training Simulator.

Burn Pan (Fire Extinguisher Training Prop)

Chief Haverfield requested permission to purchase a Fire Extinguisher Training Prop (Burn Pan) at a cost of \$ 2,999.00 before tax and shipping. The burn pan will be used for staff, CERT and to training the community in fire extinguisher use.

MOTION: Chairman Hayes made a motion to proceed with the procurement of the Burn Pan. Commissioner Stephenson seconded the motion. **Motion was approved**

Stair Chair (Power Compatibility)

Assistant Chief Dane reported that during our review of powered cots we also got an opportunity to see the Ferno power stair chair that the department is interested in purchasing. Staff has participated in a demonstration in which they used the power stair chair to move people up and down stairs. Since seeing the demonstration, we have had two calls in which we could have utilized this tool. Currently the district has three chairs that are non-power assist and would like to make the purchase to covert our existing chairs. Assistant Chief Dane suggested our current non-powered chairs are not optimal for the safety and longevity of the staff.

Assistant Chief Dane reported that the cost for a new powered stair chair is \$9,000.00 or \$4,700.00 to retrofit our current chair. Dane suggested that the proposal would be to retrofit all three of our existing chairs.

Assistant Chief Dane answered several questions that the Board had ranging from the difference between the powered cots and powered stair chairs, the portability to move them from unit to unit and the battery detail/design. The Board concurred that there is a need for the retrofit for the safety of staff.

Chief Haverfield suggested that the upgrade to the existing stair chairs could be budgeted for 2020 however the Board requested that the need outlined a safety concern for staff and asked to make it a priority within this budget year. Chief Haverfield concurred that he could make that happen.

MOTION: Chairman Hayes made a motion to approve the quote to retrofit our three (3) existing Stair Chairs. Commissioner Stephenson seconded the motion. **Motion was approved**

UNFINISHED BUSINESS

a. Purchasing ILA (Marysville Fire)

MOTION: Chairman Hayes made a motion to approve the submitted ILA with Marysville Fire. Commissioner Stephenson seconded the motion. **Motion was approved**

b. Powered Cot

Chief Haverfield stated that the necessary documents have been acquired, which was reviewed by Attorney Brian Snure, to purchase the three Stryker Powered Cots from Marysville Fire Departments bid in late 2018.

Chief Haverfield reported that there are several extended warranty options available for the powered cots and load systems. Each warranty plan was discussed which included:
a) preventive maintenance only. b) parts, labor and travel. c) parts, labor, travel and one PM per year. d) parts labor, travel, one PM per year and battery coverage.

After answering several questions from the Board, it was agreed that the Prevent Plus (d above) which includes parts, labor, travel, one PM and battery coverage was the best protection for our needs.

MOTION: Chairman Hayes made a motion to purchase three Stryker Powered Cots from the Marysville Fire Department bid as approved by our attorney. Commissioner Hjelle seconded the motion. **Motion was approved**

MOTION: Chairman Hayes made a motion to purchase the Prevent Plus extended warranty for six (6) years on the Power Load System and five (5) years on the Power Cots. Commissioner Stephenson seconded the motion. **Motion was approved**

c. Resolution 2019-06

Chairman Hayes read resolution 2019-06 declaring the 2008 Ford F-250 Truck (U-06) as surplus.

It was noted that this truck has met its service life of 10 years. Chief Haverfield noted that Tulalip Fire Department is interested in acquiring the truck. The value of the truck was discussed which varied from online sources. The Board concurred with the asking price of \$10,000.00.

MOTION: Chairman Hayes made a motion to approve Resolution 2019-06 and establish a minimum price of \$10,000. Commissioner Stephenson seconded the motion. **Motion was approved**

d. Resolution 2019-07

Chairman Hayes read resolution 2019-07 declaring the 1989 Ford NorthStar Ambulance (A-01) as surplus.

Commissioner Hjelle questioned whether the ambulance has any value. Assistant Chief Dane reported that it was suggested to him that it was worth approximately \$10,000.00 It has low mileage and is four-wheel drive.

MOTION: Chairman Hayes made a motion to approve Resolution 2019-07 and establish a minimum price of \$10,000. Commissioner Stephenson seconded the motion. **Motion was approved**

Reports from the Board/Good of the Order

No Reports

EXECUTIVE SESSION – RCW 42.30.110 (1)(g)

Executive Session-The Board adjourned to Executive Session pursuant of **RCW 42.30.110 (1) (g)** at 9:15 a.m. for a period of 45 minutes. At 10:00 a.m. Chairman Hayes announced an extension to the Executive Session for an additional 10 minutes. Executive Session ended at 10:10 a.m. and the regular meeting reconvened.

The next regular meeting will be on October 21st at 8:00 a.m.

Chief Haverfield, Commissioner Hayes and Commissioner Hjelle will have a meeting on October 16th at 8:00 a.m. to discuss an employment agreement.

MOTION: Chairman Hayes made a motion to direct Chief Haverfield to make a conditional offer of employment as proposed in executive session. Commissioner James seconded the motion.
Motion was approved

The meeting was recessed at 10:12 a.m.

Kevin Hayes, Chairman

Ron Stephenson, Vice-Chair

Jesse James, Commissioner

Rick Hjelle, Commissioner

John Gillett, Commissioner

APPROVED

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

October 21st, 2019

The meeting was reconvened by Chairman Hayes at 8:00 a.m.

Board members in attendance were: Chairman Kevin Hayes, Commissioner Jesse James, Commissioner John Gillett and Commissioner Rick Hjelle. Commissioner Ron Stephenson had an excused absence.

Staff members in attendance were: Chief Jim Haverfield, Assistant Chief Bill Dane, Firefighter Kevin Glover, Firefighter Britton Kinder, Firefighter Henry Blankenship, Firefighter Jim Banschach, Firefighter Aaron Trumbull and Recruit Samantha Pitzen.

CONSENT AGENDA

- Approval of Voucher Documents #558 - #596
 - **Expense** in the amount of \$ 23,698.63
 - **Apparatus/Equipment** in the amount of \$ 6,688.78
 - **Land/Facilities** in the amount of \$ 8,899.27

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

UNFINISHED BUSINESS

a. Resolution 2019-08

A resolution waiving competitive bidding requirements was presented to the Board. This resolution authorized the Fire District to purchase the Fire Engineer Training Simulator which was authorized by the District Attorney Brian Snure. This resolution outlines that the purchase is clearly and legitimately limited to a single source vendor and not available on the market.

MOTION: Chairman Hayes made a motion to approve the resolution and the purchase of the Training Simulator. Commissioner James seconded the motion. **Motion was approved unanimously**

b. 2020 Capital Budget (Draft)

Chief Haverfield provided the Board with draft copies of each capital budget for 2020. The accounts include a) Apparatus/Equipment, b) Land/Facilities, c) Leave Buyout, d) Emergency Reserve and e) Training. It was noted that these budgets will need to be adopted by the end of this calendar year.

EXECUTIVE SESSION – RCW 42.30.110 (1)(g)

Executive Session-The Board adjourned to Executive Session pursuant of **RCW 42.30.110 (1)(g)** at 8:35 a.m. for a period of 60 minutes. At 9:35 a.m. Chairman Hayes announced an extension to the Executive Session for an additional 10 minutes. Executive Session ended at 9:45 a.m. and the regular meeting reconvened.

Chairman Hayes noted that the executive session included discussion of Chief Haverfield’s performance review which includes 2020 goals and objectives.

The meeting was adjourned at 9:50 a.m.

Kevin Hayes, Chairman

Ron Stephenson, Vice-Chair

APPROVED

Jesse James, Commissioner

Rick Hjelle, Commissioner

John Gillett, Commissioner