

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

September 12th, 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, Commissioner Jesse James, Commissioner Rick Hjelle and Commissioner John Gillett.

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Kim Macomber, Captain Ted Bergstrom, Captain Jim Glover, Captain Jeff Torgerson, Firefighter Kevin Glover, Firefighter Levi Hunt, Firefighter Henry Blankenship, Firefighter Britton Kinder, Firefighter Kurt McNallie, Firefighter Rachel Wood, Firefighter Cole Gross and Chaplain Joe Cassidy.

OATH OF OFFICE

Chairman Hayes administered the oath of office for John Gillett swearing him in to Position 4 to serve as commissioner for a 2-year term through 2021.

Chairman Hayes administered the oath of office for Rick Hjelle swearing him in to Position 5 to serve as commissioner for a 4-year term through 2023.

CONSENT AGENDA

- Approval of Minutes from August 2019 and Special Meeting Minutes from September 5th and 9th, 2019
- Approval of Voucher Documents #475 - #498
 - **Expense** in the amount of \$ 6,183.28
 - **Apparatus/Equipment** in the amount of \$ 655.10
 - **Land/Facilities** in the amount of \$ 10,792.04
- Approval of Voucher Documents #499 - #528
 - **Expense** in the amount of \$ 22,327.31
 - **Apparatus/Equipment** in the amount of \$ 49,392.46
 - **Land/Facilities** in the amount of \$ 6,357.96
- Approval of September Payroll
- Approval of August 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 the Firefighter's Association is planning a group event at a Silvertips game on September 20th. The association has recommended to the Chief that the appreciation dinner be held at Angel of the Winds Resort and Casino. Lastly the Association is getting ready for Railroad Days and will be purchasing candy for Halloween.

LOCAL REPORT

Captain Ted Bergstrom updated the board that Firefighter Kevin Glover has been named as the new Vice President replacing Firefighter Ryan Scott. Captain Bergstrom reported that the local is getting ready for Railroad Days and considering entering a float to better promote the MDA boot campaign.

Captain Bergstrom asked the board if they were communicating with the Lake Stevens Fire Department about contracting for paramedic service. Finally, Captain Bergstrom inquired about whether the Part-Time Duty Program would be open for comment.

CHIEF'S REPORT

Activity Report

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

- Activity Report for August 2019: Total alarms - 178.

Chief Haverfield reported to the board that the Miller Shingle Property on the Gun Club Road was finalized on August 29th. Chief Haverfield stated that he did not see any need for immediate improvements, but we will need to mow the grass at least once per summer and possibly weed eat along the frontage. Commissioner Hjelle asked if the Gun Club Road property was insured. Chief Haverfield said that he will make sure that it is taken care of.

Chief Haverfield informed the board that the annual Washington Fire Commissioners Conference will be held at the Tulalip Resort from October 24 – 26.

Chief Haverfield reported that the district is researching the purchase of powered cots. Chief Haverfield stated that we will know if we have received an AFG grant for the cots by the end of September. If we do not receive a grant, the district will move forward with the purchase using the funds that have been budgeted.

Chief Haverfield discussed the CAMP Program. Chief Haverfield explained that it is very similar to the workers compensation assistance program we looked at several years ago however this program is offered through the Washington Fire Chiefs. Also, the CAMP program offers several different and beneficial aspects of assistance that the last program we researched did not provide.

Chief Haverfield reported that Firefighter Henry Blankenship received his conditional offer of employment in August. We are still awaiting the background report from the NTN investigator but expect his start date for full-time employment to begin on October 1st.

Chief Haverfield commented that Assistant Chief Dane has been doing a great job recruiting part-time members to our agency. We currently have seven (7) new candidate/employees with at least two (2) more scheduled for orientation/training. Most of the new candidate/employees are EMT only and are scheduled to or are attending fire training academy now.

Chief Haverfield updated the board on plans to move the upcoming appreciation banquet to Angel of the Winds. The board agreed to having the banquet at Angel of the Winds.

Assistant Chief Dane went into further detail about CAMP. He also reported that some of the staff are working toward their Firefighter 2 and Fire Officer certificates. There will also be a tactics class that will be area specific available. There will be 3 leadership classes offered between January – May.

Commissioner Hayes thanked Assistant Chief Dane for helping keep the part-time staff going and welcomed new Firefighter Cole Gross and Rachel Wood.

Assistant Chief Dane gave credit to the staff for helping encourage the EMT's to become Firefighter 1 as well as helping out in the recruit training of new personnel.

Commissioner Hayes thanked everyone for their involvement.

NEW BUSINESS

Assistant Chief Dane and Captain Torgerson expanded on the benefits of the CAMP Program. Assistant Chief Dane and Captain Torgerson reported that in the event of a claim, CAMP will handle everything for you. They will call all the appropriate agencies taking the burden off of the affected agency. They hire professional inspectors when needed such as accident investigations and support the department whenever needed. They offer education to teach us about the benefits. There is an annual subscription of 6.5% of workman's comp which is approximately \$6,000.00 per year. CAMP has been in place for several years in Oregon and those departments have seen a significant reduction in their workers compensation rates.

Commissioner Hayes agreed that we should move forward with CAMP for 2020. The premium costs for CAMP will be included in the draft budget for 2020.

Chief Haverfield discussed the Part-Time Duty Program Policy (Draft), the pay classifications and the increase of part-time wages proposed for 2020. Commissioner Hayes suggested that it be put out to staff for comment.

UNFINISHED BUSINESS

No unfinished business.

Reports from the Board/Good of the Order

Commissioner Gillett stated that it was nice to be back on the board and looked forward to working with everyone again.

Chairman Hayes welcomed Commissioner Hjelle and Commissioner Gillett to the board and thanked them for stepping up and becoming commissioners.

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 8:57 a.m. for a period of 23 minutes. At 9:20 a.m. Chairman Hayes announced an extension for the executive session for an additional 15 minutes. Executive Session ended at 9:35 a.m. and the regular meeting reconvened.

Firefighter Levi Hunt asked if the Board was going to look at Policy 216 regarding minimum staffing standards. Chief Haverfield stated that it will be considered.

A tentative time was discussed for a meeting on Thursday September 26th. This meeting will be for a badge pinning ceremony for Firefighter Blankenship and for a budget review.

The Regular Board Meeting was Recessed at 9:40 a.m.

Kevin Hayes, Chairman

Ron Stephenson, Vice-Chair

Jesse James, Commissioner



Rick Hjelle, Commissioner

John Gillett, Commissioner

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

September 26th, 2019

The meeting was called to order by Chairman Hayes at 4:00 p.m.

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

Staff members in attendance were: Fire Chief Jim Haverfield, Assistant Fire Chief Bill Dane, Office Assistant Kim Macomber, Captain Jeff Torgerson, Firefighter Kevin Glover, Firefighter Levi Hunt, Firefighter Henry Blankenship, Firefighter Britton Kinder, Firefighter Brandon Skeith, Firefighter Josh Anderson, Firefighter Elizabeth Sykes, Firefighter Cable Hoover and Firefighter Tristan Keith.

Visitors – Brett, Carrie and Katie Blankenship and Evan Adolf.

Badge Pinning Ceremony held for Firefighter Henry Blankenship with a short recess following the ceremony. Meeting was recessed until 4:10 p.m.
Reconvened regular meeting at 4:10 p.m.

NEW BUSINESS

a. 1st Review – 2020 Draft Operating Budget

Commissioner James asked if the Office Assistant line item allows for growth. Chief Haverfield stated that he took those things into account and allowed for expansion within the position.

Commissioner James also inquired as to whether \$ 3,000.00 is enough money to cover uniforms. Chief Haverfield explained that \$ 3,000.00 is for Administration uniforms only which includes office staff, commissioners and chaplains. The Commissioner stipend was raised to accommodate the two new Commissioners that were appointed.

MDT lease program. The current MDT hardware is owned by the district however it is outdated and time to upgrade. Commissioner Hjelle asked if they replace equipment that breaks. It was confirmed that replacement equipment is part of the lease program as well as IT maintenance and support. We will now have six terminals up from five during the previous lease period.

Commissioner Stephenson asked how bunker gear went down when the staff head count went up. Chief Haverfield explained that he budgeted for ten new sets of bunker gear and in turn the maintenance costs go down.

Commissioner Hjelle asked about the leave buyout budget. Chief Haverfield reported that Captain Glover plans to retire at the end of 2020 which should account for his leave buyout.

Chief Haverfield noted that he increased apparatus maintenance and repair by \$20,000. We are currently utilizing a part-time mechanic from Darrington Fire Department however we are also looking into a partnership with several local agencies to create a consortium.

Chief Haverfield stated that there would be no revenue transfer for this year into the capital accounts. The current draft budget does have additional tax dollars available within the “bottom line” however the additional revenue is not needed for operational needs at this time. The revenue not taken in 2020 would become ‘banked capacity’. Commissioner Hjelle suggested that the Board have more discussion about the possibility of needing any additional revenue should a paramedic program be on the horizon, especially for startup costs.

All Commissioners agreed that the District only levy the revenue needed for operational needs and that remaining funds could be later used as banked capacity.

b. Power Cot Acquisition

Chief Haverfield reported that we applied for a federal grant for new powered cots but at this point he feels it’s highly unlikely that we will be successful to receive it. The capital account currently has \$135,000 budgeted for new powered cots. Most of the local fire departments have opted for Stryker cots. Assistant Chief Dane added that Stryker cots are good for the longevity of the staff because they have a self- load system. They load themselves into and out of the ambulance. Ferno cots need two people to load and unload safely. Chief Dane reported that he witnessed a failure in the Ferno cot during the demonstration. Additionally, Stryker cots weigh 130 pounds while Ferno cots weigh 204 pounds. Stryker is also located in Redmond and have a superior maintenance and service program.

The base rate of the Stryker cot is \$14,000 plus \$22,000 for the load system. With options and tax it will cost just over \$45,000 per cot. It will also require a \$1,200 modification to each of our current ambulances which is facilitated by a private contractor. Additionally, when we have a new ambulance built, it will be outfitted to be delivered set up for the powered cot.

It will cost approximately \$136,000 for three new cots excluding modifications to current ambulances. The powered cot comes with a 2-year parts, labor and travel warranty and the load system has a one-year parts labor and travel warranty. Extended warranties are also available for both the cot and load system.

c. Surplus Vehicle Information

The new utility truck was delivered on September 12th. It will be getting a bedliner and a lighting package installed soon. Grant funding is being sought for a slide in brush tank to also allow this vehicle to be setup for brush fires. We plan to surplus our 1989 4x4 ambulance and 2008 utility truck soon. Tulalip Fire is interested in the utility truck.

Visitor Evan Adolf requested to ask a question. He inquired as to why all the interested candidates for the open commissioner positions were interviewed except for himself.

Chairman Hayes explained that the board believed that because he is employed by Snohomish County District 7, who is merging with Lake Stevens Fire, that it would have been a conflict of interest since our agency has a contract for ALS services with his employer.

Hayes further explained that the board went over all the letters of interest in a special meeting and decided that it didn't want to run the risk of a conflict with him as a commissioner and his current employer.

Mr. Adolf stated that he accepts the decision of the board, but that he was not happy with the process.

Commissioner Stephenson commented that he appreciates Mr. Adolf's comments.

UNFINISHED BUSINESS

No unfinished business

The Regular Board Meeting was Recessed at 4:55 P.M.

Kevin Hayes, Chairman

Ron Stephenson, Vice-Chair

Jesse James, Commissioner

Rick Hjelle, Commissioner

John Gillett, Commissioner

APPROVED