



**North County Regional Fire Authority  
 COMMISSIONER'S MEETING  
 STANWOOD / STATION 99  
 January 27, 2016  
 4pm**

**MEETING MINUTES**

**CALL TO ORDER**

The following attendees were present:

Commissioners	
X	Larry Longley, Chair
X	Greg Oakes, Vice-Chair
X	Jeff Sinker
X	David Fennell
X	Jan Iverson

Fire Authority Staff	
X	John C. Cermak, Fire Chief
X	Randy Krumm, Finance Manager
X	Katie Ellis, Board Secretary

Meeting called to Order at: 4:02pm by Commissioner Longley, with all Commissioners present.

**FLAG SALUTE**

Done during Dist. 14 Meeting

**PUBLIC COMMENTS**

None

**SWEARING IN CEREMONY**

Chief Cermak swore in three new part paid firefighters; Hayden Love, Henry Patterson, and John Estep.

**APPROVAL OF AGENDA**

Motion to approve the Agenda

1<sup>st</sup>: Commissioner Sinker 2<sup>nd</sup> Commissioner Oakes

DISCUSSION: None

APPROVED: Unanimous

**APPROVAL OF CONSENT AGENDA**

Motion to approve the Consent Agenda

1<sup>st</sup>: Commissioner Oakes 2<sup>nd</sup> Commissioner Iverson

DISCUSSION: None

APPROVED: Unanimous

**APPROVAL OF January 6, 2016 MEETING MINUTES**

Motion to approve the January 6, 2016 meeting minutes

1<sup>st</sup>: Commissioner Oakes 2<sup>nd</sup> Commissioner Sinker

DISCUSSION: None

APPROVED: Unanimous

**APPROVAL OF January 13, 2016 MEETING MINUTES**

Motion to approve the January 13, 2016 meeting minutes

1<sup>st</sup>: Commissioner Oakes 2<sup>nd</sup> Commissioner Fennell

DISCUSSION: None

APPROVED: Unanimous



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**OLD BUSINESS**

**Motion to adopt the new part time program and move forward with implementation**

**1<sup>st</sup>: Commissioner Oakes**                      **2<sup>nd</sup> Commissioner Fennell**

**DISCUSSION:** Commissioner Fennell thanked Joel Smith and Rob Freedman for their work on this program

**APPROVED:** Unanimous

**Motion to remove the previously tabled discussion item: Threat Management Policy**

**1<sup>st</sup>: Commissioner Fennell**                      **2<sup>nd</sup> Commissioner Oakes**

**DISCUSSION:** None

**APPROVED:** Unanimous

**CONTINUED DISCUSSION:** Commissioner Longley asked Local 4118 President Will King if they had any input or comments on this policy. Will stated that the Local's perspective is that policies 42,43, and 44 already cover the same issues as what is in the proposed Threat Management Policy. They believe that this proposed policy specifically points a finger at an employee who recently returned to work following arbitration and this employee's now feels as though this is retaliation. It was noted by Chief Cermak that this policy was put into place to protect all employees and came to light after said employee's attorney made contact with NCRFA requesting protection from bullying etc. He also stated that the proposed Threat Management Policy was recommended and reviewed by NCRFA's attorney and is also being used in other department's around the country. Commissioner Iverson feels that the word "Threat" seems harsh and suggests we change the name to something that is not quite so harsh. After further discussion, the Commission would like to see the Threat Management Policy cut and pasted into the current policies where appropriate (policies 42, 43, and/or 44)

**Motion to remove the previously tabled discussion item: Threat Management Policy**

Motion dies due to lack of a 2<sup>nd</sup>.

**ACTION:** Cut and paste the Threat Management Policy into the Code of Conduct Policy (#42).

**NEW BUSINESS**

Finance Manager, Randy Krumm gave the Commission a briefing on the preliminary audit results that he received via telephone with the auditor. The official exit conference is scheduled for February 10<sup>th</sup>.

**CHIEF'S REPORT**

- Chief Cermak took vacation time and attended a Volunteer Leadership Conference in Maui, funded through a volunteer source. It was informational and provided valuable information on future economic expectations.
- Per the City Administrator request, I attended an EOC Basic course in Arlington with our Police Chief, Rick Hawkins, and Development Services Director Ryan Larsen.
- Labor and Management met and had a productive meeting on Wednesday.
- I was contacted by Shawn Yanity, who shared that our new Intergovernmental Agreement with the Tribe was approved through their Commission.
- The SAO contacted us on Monday and gave us a preliminary report on what they found.
- BC Johnston provided the Annual Report; I made statement adjustments to reflect some of the changes from the last report. I am currently working with him on the Annual Standard of Cover Report. In both cases, I believe there are SNOPAC issues that have caused our response times to increase. BC Johnston and others in the area are working on these issues to resolve them.
- I spoke with a citizen in Station 96 area. I explained the staffing challenges with the part-paid program and the steps being taken to address the issue.
- I began my five employee evaluations, now that a majority of the evaluations have been completed. A great deal of time has been spent to make sure that I model the process to the battalion chiefs for future expectations.
- Several Labor Management issues were worked on in preparation for strategic discussion.
- As of Monday, 21 people have signed up and 14 left deposits for the fire academy. BC Smith is putting together the plan and scheduling instructors. VFIS has been called and conferred; they have guided us to take the necessary risk mitigation of potential liability. He believes that we will max out at 25 people in the academy.



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- We received a communication from the Washington Surveying & Rating Bureau (WSRB) wishing to begin a Protection Class evaluation. They would like to start this process in the next several months. I would like to schedule this out in March/April as we are still addressing Negotiations, BIAS Conversion, our annual report is due by the end of May, and audit issues.
- Terrastar update: Waiting for Puget Sound Air Pollution Agency to respond via grant issues if we remove it. They have been told that the system potentially present a risk to public safety per BC Davis.
- E90 Update- It is almost complete. We will need to fly a person over to drive it back.
- Unit 51- oldest rescue that is recommended to decommission and sell. Its mileage is 160k+ and work needs to be completed to get it into response ready

**LOCAL 4118**

Will King thanked Chief Cermak and Commissioners for a good Labor Management meeting on the 20<sup>th</sup>. He welcomed the new Part Paid Firefighters that were sworn in at the beginning of the meeting. He also noted that Rob Buchanan has retired and this is a first for NCRFA. The Association is looking for ways to recognize not only Captain Buchanan, but also future retiring personnel as well.

**COMMITTEE REPORTS**

Sno Isle Banquet is this coming Saturday at 6pm – Glen Eagle.  
Strategic Planning Committee meeting is scheduled for Friday January 29<sup>th</sup>.

**CORRESPONDENCE**

N/A

**GOOD OF THE ORDER**

**EXECUTIVE SESSION**

The Commission broke at 5:48pm and expect to take 30 minutes for Executive session to review the performance of an employee pursuant to RCW 42.30.110(1)(g) and to discuss other topics outside the scope of the Open Public Meetings Act, pursuant to RCW 42.30.140. Executive session was extended for 30 minutes longer. The regular meeting was reconvened at 7:12pm, with no action taken during executive session.

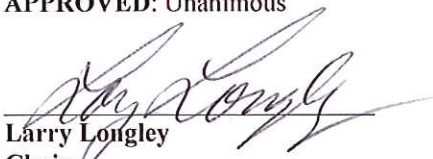
**ADJOURNMENT**

Motion to adjourn at 7:12pm

1<sup>st</sup>: Commissioner Iverson      2<sup>nd</sup> Commissioner Fennell

**DISCUSSION:** None

**APPROVED:** Unanimous

  
Larry Longley  
Chair

  
Katie Ellis  
Board Secretary