



**North County Regional Fire Authority
COMMISSIONER'S MEETING
via ZOOM
December 08, 2021
4:00pm**

CALL TO ORDER

The following attendees were present:

COMMISSIONERS

Greg Oakes, Chair
~~Jan Iverson~~ Excused
Judy Williams
Ric Cade
Larry Longley
Rob Johnson
Marilyn Oertle
Debra Nelson
Barb Tolbert

FIRE AUTHORITY STAFF

John Cermak, Fire Chief
Dave Kraski, Deputy Chief
Katie Casey, Board Secretary
Randy Krumm, Finance Director
~~Chris Dickison, Assistant Fire Chief~~
Kayley Mizell, Administrative Assistant
Doug ten Hoopen, Temp. Project Manager
~~Theresa Ramey, Executive Assistant~~

Meeting called to order at 4:00pm by Chairman Oakes.

EMPLOYEE AND PUBLIC COMMENTS

N/A

MOTION TO APPROVE AGENDA MOVING BUDGET RESOLUTION TO FOLLOW THE ADMINISTRATION STAFFING AGENDA ITEM

1st: Commissioner Cade 2nd Commissioner Williams

Discussion:

APPROVED: Unanimous

MOTION TO APPROVE CONSENT AGENDA

1st: Commissioner Oertle 2nd Commissioner Tolbert

Discussion: none

APPROVED AS AMENDED: Unanimous

MOTION TO APPROVE THE MINUTES FROM NOVEMBER 24, 2021

1st: Commissioner Oertle 2nd Commissioner Nelson

Discussion: none

APPROVED AS AMENDED: Unanimous

NEW BUSINESS

Rick Rochelle and Doug Kunzman with All American Leadership presented a summary of the 2-day workshop that was provided to NCRFA on November 17th and November 18th.

Commissioner Tolbert asked if receiving the results of the survey were going to be possible. She would like to see a aggregate description provided to the Commission in order to understand the baseline. Commissioner Nelson agreed and would like for the Chief's to provide the Commission with how many employees in attendance were from legacy Arlington or legacy NCRFA.

MOTION TO APPROVE THE VERIZON LEASE AGREEMENT

1st: Commissioner Johnson 2nd Commissioner

Discussion: Randy Krumm provided an overview for the need to renew the Verizon cell tower lease, explaining that this tower has been installed on NCRFA property for many years. Commissioner Tolbert asked if this has been discussed with the IAFF in light of their concern regarding the cell tower that is going to be placed at Station 97. Due to the lack of communication with IAFF Commissioner Tolbert stated she would not support the lease agreement. Chief Cermak noted



North County Regional Fire Authority
COMMISSIONER'S MEETING
 via ZOOM
December 08, 2021
4:00pm

that backing out of this lease renewal may create legal issues to be addressed. Commissioner Cade asked if we were getting fair market value for the lease amount? Randy stated that he cannot answer that question because former Assistant Chief Mike Makela was the one who worked on this project prior to leaving employment here. Commissioner Johnson withdrew his motion because he feels more work needs to be done on this. More details will be researched and details brought back to the Board at a later time.

MOTION FAILS.

MOTION TO NOMINATE COMMISSIONER OAKES AS THE 2022 BOARD CHAIR

1st: Commissioner Longley

2nd: Commissioner Williams

Discussion:

APPROVED: Unanimous

MOTION TO NOMINATE COMMISSIONER JOHNSON AS THE 2022 BOARD VICE-CHAIR

1st: Commissioner Longley

2nd: Commissioner Williams

Discussion:

APPROVED: Unanimous

MOTION TO APPROVE RESOLUTION 12082021-01 2022 ANNUAL BUDGET

1st: Commissioner Johnson

2nd: Commissioner Cade

Discussion: none

APPROVED: Unanimous

Chief Cermak reviewed the staff report provided outlining the recommendation for Administrative Staffing.

Commissioner Nelson said she was not comfortable voting on this and she would like an organizational chart showing how the jobs would be split. She wanted to table this until she received more information. Board Chair Oakes offered to postpone the discussion until after January 1, 2022 while other options are explored. He also questioned whether or not the position needed to be a position of rank.

Commissioner Tolbert would like more information and is wondering how this is solving the staffing problem if Doug ten Hoopen was hired as a Temporary Project Manager to take work off of AC Bartlett's plate and now the two positions are being put back together. Commissioner Tolbert also had questions about the Admin 1 and Admin 2 salary. Chief Cermak noted that an analysis was done for the Admin that is currently employed and adjusted the pay scale for Admin 1 accordingly.

Commissioner Cade noted that the department is already top heavy with the 5+ Chiefs that we have. He stated he would not support the idea. Commissioner Longley stated that the department is not adding another Chief; a vacant position is being backfilled. Commissioner Cade said that the department already has 5 Chiefs and the department would not need this position without the merger. Commissioner Longley stated again that the position isn't being added, it is being filled. Chief Kraski noted that this would be a backfill of a position. He also stated it would be very sad if this was not addressed until after January 1st as the workload is not sustainable. Commissioner Longley added that interim means temporary and that a position is not being added and that the filling of the vacant position seems very necessary.

Chief Cermak stated that he is stressed, his staff is stressed and that Don Bartlett and himself went to Larry Longley about the workload. Chief Kraski and Chief Dickison also went to Chief Cermak saying that the workload was not possible and that they were frustrated and needed help. Chief Kraski suggested we approve for 60-90 days.

Board Chair Oakes stated that this proposed position has Assistant Chief next to it. Doug ten Hoopen is not uniformed; can he continue as a civilian? Chief Cermak said it could be a civilian position but that the Assistant Chief position is already there. ten Hoopen has a 40-year background in fire and that having rank will help get the job done. Chief Cermak stated that ten Hoopen will not have scene command. Cermak also noted that the Chiefs are working too much and if ten Hoopen were to have the Assistant Chief title, he would be salary (rather than a non-exempt overtime entitled employee) so he could work more than 40 hours in a week in order to accomplish what needs to be done.



North County Regional Fire Authority
COMMISSIONER'S MEETING
via ZOOM
December 08, 2021
4:00pm

MOTION TO ENACT THE POSITION FOR 90 DAYS WITHOUT THE TITLE OF ASSISTANT CHIEF

1st: Commissioner Tolbert **2nd** Commissioner Nelson

Discussion: Commissioner Oertle asked what the significance of the title was. Cermak stated that title and job description make a difference because it would mean that ten Hoopen would no longer be hourly and could work more hours. Oertle suggested that the position should be implemented for 90 days and it does not do much good to change the title. Commissioner Williams said she appreciated the level of thoroughness and specificity, but doesn't view the Commission's duty is to micromanage the employees.

Commissioner Longley added that the Commission has entrusted Chief Cermak and Chief Kraski so the Commission needs to support them in their ask for help. He said he supports the motion the way it was presented. Commissioner Johnson added to move forward for 90 days and not to get caught up in the job title. Cermak said that the position would need the management title and that this motion does not give the title, just more work. A 60-90 day process does not allow for the position to be posted, hired, and trained. He asked for a year to let ten Hoopen prove himself and reduce stresses. Chief Kraski noted that adding in a temporary person for administration wouldn't be helpful because the time period would be over by the time the person was trained.

Roll Call:

Johnson – no
Nelson – yes
Oertle – no
Tolbert – yes
Cade – yes
Williams – no
Longley – no
Oakes - no

MOTION FAILED

MOTION TO DIRECT THE FIRE CHIEF TO APPOINT DOUG ten HOOPEN INTERIM AC SUPPORT SERVICES/EMERGENCY MANAGER IMMEDIATELY, DIVIDE THE ADMINISTRATIVE ASSISTANT INTO AN ADMIN 1 AND ADMIN 2 PAY SCALE, POST, RECRUIT, AND HIRE AND ADMIN 1 POSITION, AND HIRE A FIRE PREVENTION OFFICER POSITION AFTER FILING THE PERMANENT FIRE MARSHAL POSITION.

1st: Commissioner Johnson **2nd** Commissioner Longley

Discussion: Roll Call:

Johnson – yes
Nelson – no
Oertle – yes
Tolbert – no
Cade – no
Williams – yes
Longley – yes
Oakes - yes

APPROVED: Approved

OLD BUSINESS

At the previous meeting Commissioner Tolbert asked for Juneteenth and Indigenous People's Day to be added to the list of holidays within Policy 51. These were added and presented to the Board for final approval of the updated policy.

Commissioner Tolbert stated that Indigenous People's Day should replace the day after Thanksgiving.

Randy Krumm questioned the date of Indigenous People's Day due to it being in October rather than in November.



North County Regional Fire Authority
COMMISSIONER'S MEETING
via ZOOM
December 08, 2021
4:00pm

Commissioner Tolbert stated that James Trefry from the City of Arlington presented to them a list of when the holidays are and that it should replace the day after Thanksgiving.

MOTION TO ADD JUNETEETH AND RENAME THE DAY AFTER THANKSGIVING AS INDIGENOUS PEOPLE'S DAY

1st. Commissioner Cade

2nd Commissioner Williams

Discussion:

APPROVED: Unanimous

CHIEF'S REPORT

The Training Consortium Administrative Group Chair was contacted to request an Interlocal Agreement to enter the group as an Associate Member per our meeting with them and direction from the Board of Fire Commissioners. Chief Cermak received an ILA from the Training Consortium Administrative Group to join the Consortium as an Associate Agency. Rich Davis had already approved it previously for Snohomish Fire District 4 and has no problem with the ILA. It will be before the Board next meeting for review and potential approval.

The attached staff report was researched and developed to reorganize and hire an additional Administrative Assistant based on our current situation.

Chief Kraski and Chief Cermak completed Chief's Interviews of the top 13 candidates. We have provided conditional offers of employment to six people, with one provisional conditional offer in the event someone doesn't complete/pass the background tests. Additionally, one more background will be completed for a conditional offer of employment for a PTE Firefighter completing PM School at the same time as Ryan Jaromin, whom we have entered into the same agreement of hiring upon successful completion of PM School. Both will be hired as part of the three approved to hire 2023; they are expected to be finished with PM School by Fall of 2022, enhancing our EMS providers with two more paramedics and meeting a community priority to enhance EMS service (Strategic Plan; pg 7) and our vision to provide premier medical services.

Chief Cermak worked with All American Leadership group on follow up for our meeting and future ride alongs. Doug Kunzman is embedding himself in meetings, crews, and organization to assist us with next steps of building a strong culture. He is attending staff meetings, captain's meetings, and riding with each crew for interactive culture discussions moving forward.

Chief Cermak attended the monthly Snohomish Fire Chief's meeting. There was a tie for the Chair position between Chief Hovis and Chief Llewellyn. We will revote next month.

Chief Kraski and Chief Cermak met with Airport staff and Arlington City Management regarding the airport inspections and expectations to develop an ILA to support their needs.

Chief Cermak sat in on the Broadband County Committee meeting.

COMMITTEE REPORT

The Compensation Committee met and will meet again soon.

CORRESPONDENCE

N/A

GOOD OF THE ORDER

A generous donation was received by Mr. & Mrs. Losey as well as a donation of stockings that was received from the Camano Island Quilter's Club.



North County Regional Fire Authority
COMMISSIONER'S MEETING
via ZOOM
December 08, 2021
4:00pm

EXECUTIVE SESSION

The Board went into Executive Session at 6:01pm and resumed the regular meeting at 6:45pm with direction given.

MOTION TO CANCEL THE DECEMBER 22ND MEETING AND ADJOURN at 6:45pm

1st: Commissioner Johnson

2nd Commissioner Williams

Discussion: none

APPROVED: Unanimous

Greg Oakes

Greg Oakes

Board Chair

DocuSigned by:

Katie Casey

Katie Casey

Board Secretary