



**North County Regional Fire Authority  
 COMMISSIONER'S MEETING  
 STANWOOD / STATION 99  
 September 23, 2015**

**MEETING MINUTES**

**CALL TO ORDER**

The following attendees were present:

| Commissioners |                        |
|---------------|------------------------|
| X             | Larry Longley, Chair   |
| X             | Greg Oakes, Vice-Chair |
| X             | Jeff Sinker            |
|               | David Fennell          |
| X             | Janet Iverson          |
| X             | Al Ashley              |

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

Called to Order at: 16:08 pm by Commissioner Longley.

Five Commissioners were present, with Commissioner Fennell being excused

**FLAG SALUTE:** Commissioner Longley led the flag salute

**PUBLIC COMMENTS:**

N/A

**APPROVAL OF AGENDA:**

Motion to approve the Agenda

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

**DISCUSSION:** Commissioner Ashley will abstain from voting on this motion

**APPROVED:** Approved

**APPROVAL OF CONSENT AGENDA:**

Motion to approve the Consent Agenda

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

**DISCUSSION:** Commissioner Ashley will abstain from voting on this motion

**APPROVED:** Approved

**OLD BUSINESS:**

Chief Cermak noted that on June 10<sup>th</sup> the Commission voted to approved Resolution 06102015-01, appoint Katie Ellis as Petty Cash Custodian. This was noted in the June 10<sup>th</sup> minutes, however the minutes did not note that Anna Heinrichs will also be removed from the account held at Skagit Bank. Skagit is requesting that our minutes reflect the removal of Anna Heinrichs.

Motion to amend the June 10<sup>th</sup> meeting minutes to reflect the removal of Anna Heinrichs from the Petty Cash Account held at Skagit Bank.

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

**DISCUSSION:** None

**APPROVED:** Unanimous

**NEW BUSINESS:**

**Treasurer's Report** - Finance Manager Randy Krumm presented the August Financial Report to the Commission for their review and discussion. Items reviewed included total cash and investments position, fund resources and uses report, and 2015 wages and overtime year-end projections. Commissioner Ashley pointed out a slight discrepancy between the reports in which Randy responded he would investigate and report back to the commission. Randy reported that staff is busy meeting with department personnel and developing the preliminary budget. A budget calendar will be released to the commission soon detailing the dates for public hearings, workshop and adoption. Randy mentioned that the auditors will



**North County Regional Fire Authority  
COMMISSIONER'S MEETING  
STANWOOD / STATION 99  
September 23, 2015**

probably arrive in the next 30 days for the 2013/2014 audit and we are starting the Bias accounting software transition soon.

Resolution No. 09232015-01, a budget amendment, was presented by Finance Manager Randy Krumm to the Commission for consideration. The resolution would amend the 2015 budget from the current \$5,722,814 to \$9,000,000. Randy reviewed the main costs causing the budget overrun

**Motion to approve Resolution 09232015-01, approving the budget amendment as presented**

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

**DISCUSSION:** Commissioner Ashley pointed out that two million dollars of the overrun was for interfund transfers for short-term investments which is not a true expense and should not be counted as an expense. Accounting for the transfers in the current manner distorts the true expenditures and budget of the district. The question was raised about the necessity of amending the budget tonight or if this could be tabled and brought back at a future meeting. Randy responded that the amendment was brought forward at this time as we will be over-budget after processing September's financials. Commissioner Ashley stated that the budget could be amended later in the year without consequence even if we are temporarily over budget in the near-term as long as the budget is amended prior to the end of the year.

**ACTION:** No vote was taken on this motion and was agreed upon to discuss at the next meeting

**Motion to table Resolution 09232015-01, in order to provide time to have it reworked at a later date**

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

**DISCUSSION:** None

**APPROVED:** Unanimous

Chief Cermak provided an overview of eCIVIS, a grant management company that is geared to help improve an organizations grants performance. Chief Cermak provided a general overview of equipment that will need to be upgraded and/or replaced in the near future and said that he wants to feel as though he has done his due diligence in looking for alternative way to pay for these necessary items without having to look to the public for funding. Commissioner Longley noted that all of the earlier suggestions that Chief Cermak has provided to assist the organization have worked well and would like to see us move forward with eCIVIS's services. Discussion followed regarding success history of eCIVIS with other organizations and whether or not staff has the time to manage grants appropriately without risking potential errors that could create issues for NCRFA. More information regarding eCIVIS will be brought to another meeting for further discussion and review of an eCIVIS PowerPoint. Commissioner Ashley questioned the ability of the staff to add the additional work for the grants, even with the grant program. Chief Cermak's concern was that we need to look at all avenues to address future equipment needs based on lifespan deadlines in the future. Comm. Iverson would like to see a list of the long term replacement plan and the power point presentation Chief Cermak referred to during discussion.

**ACTION:** Prove a PowerPoint overview of the program at the next meeting.

**Motion to approve the EMS Transport Fee Waiver for \$203.20**

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

**DISCUSSION:** Discussion followed whether the applicant qualifies based upon her current income. According to the 2015 poverty guidelines, this applicant does qualify

**APPROVED:** Unanimous

**CHIEF'S REPORT:**

- Commissioner Oakes and I met with the labor group on several occasions
- A lot of time and work has been spent developing negotiation scenarios and reviewing the CBA for necessary changes moving forward.
- Chief Cermak attended multiple Chief's Meetings and put the word out about the bladder bags
- Chief Cermak has been guiding BC Davis in gathering information to support a Lemon Law illustration for the Terrastar. The demand letter was sent Certified Mail to Northwest Braun, Inc. We have to wait



**North County Regional Fire Authority**  
**COMMISSIONER'S MEETING**  
**STANWOOD / STATION 99**  
**September 23, 2015**

forty days for a response before the Office of the Attorney General gets involved. Lemon Law issues have to be presented before 30 months of passed. We have had it less than 24 months.

- Open Houses will be held on Oct. 3<sup>rd</sup> at Station 97/90. Additionally, crews are planning a Halloween Open House at Station 90.
  - Three public meetings to discuss the EMS Levy.
    - Breakfast at Station 97 0900-1000, October 21st
    - Lunch at Station 90 1200-1300, October 26th
    - Snacks after a Board meeting at Station 99, 2130-2230, October 28th
- Capt/PM Lingel was the featured story for an EMS Levy article that Liz and AJ created to put the human touch on what exactly is behind the scenes.
- A payroll issue occurred between Chief Fulfs and Brittany Miller. After some research we determined that she was due some back pay and she will be receiving it on her next paycheck.
- Research and development of a new evaluation program for the upcoming years was conducted. Chief sent copies of the agency that created to the Commissioners for their review.
- Research on the Affordable Care Act was conducted. It appears that we will be required to offer a level of insurance to our part time staff. Per Chief Eastman, the organization had made the decision to continue to work the PTE at the same levels as the costs worked out the same whether you had more working less or you continued with the current numbers. Randy is conducting additional fact finding to estimate and prepare for the upcoming budget inclusion.
- 2016 Budget Analysis is being worked on. It will be ready for the Budget retreat. The date of the retreat will be determined soon
- Chief Cermak presented changes to Stanwood ILA Amendment 4 to Amendment 5 and presented the City Administrator for review and inclusion in the October 8 council meeting agenda. The \$51,000 budget was not enough to cover painting and we reorganized the priorities and excluded painting until next the budget cycle.
- Stanwood Camano Rotary Oktoberfest will be held at the Camano Center from 1700-2000 Saturday. Chief Cermak will be attending Rotary Leadership training in Mount Vernon Saturday prior to the event from 0800-1500.

**LABOR LOCAL #4118 COMMENTS:**

N/A

**COMMITTEE REPORTS:**

Commissioner Sinker noted that he attended the last Sno-Isle Fire Commissioner's meeting and Dr. Cooper will be in attendance at District 21's meeting on October 1<sup>st</sup>. He has also been asked to consider being President this coming year.

**CORRESPONDENCE:**

A citizen posted a nice comment on our Fire Crew's response to a fire located near his home. The comment was printed and provided to the Commission

**GOOD OF THE ORDER:**

Chief Cermak announced that Freddie Garcia was the winner of the Chief's Challenge this week and noted that we will continue to use this type of activity to build on leadership and use it as a fun challenge by all.

**EXECUTIVE SESSION:**

The meeting broke for Executive Session at 17:50 and expected to last 10 minutes, to review the performance of a public employee per RCW 42.30.110(g)

The regular meeting was called to order again at 17:54. No action was taken during executive session.



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September 23, 2015

**ADJOURNMENT:**

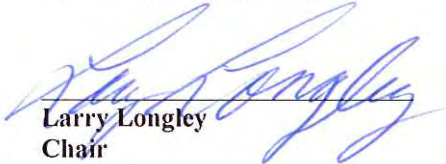
Motion to adjourn at 17:54


1<sup>st</sup>: Commissioner Oakes

2<sup>nd</sup> Commissioner Iverson

**DISCUSSION:** None

**APPROVED:** Unanimous

  
Larry Longley  
Chair

  
Katie Ellis  
Board Secretary