



**North County Regional Fire Authority
 COMMISSIONER'S MEETING
 STANWOOD / STATION 99
 October 14, 2015
 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	Janet Iverson
X	Al Ashley

Fire Authority Staff	
X	John C. Cermak, Fire Chief
X	Joel Smith, Battalion Chief
X	Katie Ellis, Board Secretary

Meeting called to Order at: 16:04 pm by Commissioner Longley.

All Six Commissioners were present

FLAG SALUTE: Done during Dist.18 Meeting

PUBLIC COMMENTS: None

APPROVAL OF AGENDA:

Motion to approve the Agenda

1st: Commissioner Fennell 2nd Commissioner Iverson

DISCUSSION: None

APPROVED: Unanimous

APPROVAL OF CONSENT AGENDA:

Motion to approve the Consent Agenda

1st: Commissioner Fennell 2nd Commissioner Oakes

DISCUSSION: None

APPROVED: Unanimous

OLD BUSINESS:

At the request of Commissioner Iverson, Chief Cermak provided an overview of the projected replacement schedule of what we have coming up. BC Davis and Asst Chief Eastman put it together for the long-term replacement plan of what our equipment needs are moving forward. This schedule will help us to prioritize what we look at by way of obtaining grants. Chief Cermak provided an overview of eCIVIS and the grant seeking/management services they provide.

Motion to commit \$2,000 to join eCIVIS immediately

1st: Commissioner Oakes 2nd Commissioner

DISCUSSION: Commissioner Fennell asked if this would come out of the 2015 budget or 2016 budget. Chief Cermak confirmed that it would be a 12 month subscription so if we joined now it would be in place until October of 2016 etc.. Commissioner Fennell expressed concern over the payment coming out of 2015 budget vs 2016 budget.

APPROVED: Motion Failed

NEW BUSINESS:

Finance Committee Formation

Commissioner Longley appoints Commissioner Ashley as the Finance Committee Chair and asked him to write a brief objective statement to outline the scope of the Committees look like. He then asked all Committee Chairs to do the same thing. Commissioner Longley provided a document provided by our Attorney (which is used by District 1) to all Commissioners which will help us define a policy/handbook for our Commissioners as a guideline as our scope and operations for each committees, for possible later adoption by the Board. Commissioner Longley also recommends that



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we have two Commissioners (plus one alternate), as well as the Finance Manager and Fire Chief be members of the Finance Committee. A Policy Update Committee will be formed and Commissioner Longley asked for those interested to let him know.

November 11th Meeting

November 11th is a holiday as well as a regular Commission meeting date. Decision was made to reschedule the November 11th meeting to November 6th. **Action:** Chief Cermak will check with Liz Loomis, who wanted to meet with us at our next meeting.

CHIEF'S REPORT

- Commissioner Fennell, Oakes, and the Fire Chief met with the labor group on several occasions re: negotiations.
- A lot of time and work continues to be spent developing negotiation scenarios and reviewing the CBA for necessary changes moving forward.
- The district conducted two Open Houses; one at Station 90 and one at Station 97.
- Liz Loomis continued to communicate and prepare for the EMS Levy. Local 4118 has put many hours into preparing for the levy on their end of the spectrum.
- Liz Loomis is recommending three public meetings to discuss the EMS Levy.
 - Breakfast at Station 97 0730-0830, October 21st
 - Lunch at Station 90 1200-1300, October 26th
 - Snacks after a Board meeting at Station 99, 2130-2230, October 28th
- A public education campaign was conducted for the October Breast Cancer Awareness. Special thanks to Katie Ellis, Nick Gullickson, and duty crews for all of the hard work in getting the word out.
- Randy and Chief Cermak worked on preparing a 2016 Budget Analysis for a Budget retreat. Dates that we are proposing are October 9/10 and/or November 6/7. There is still a lot to be done for us to prepare.
 - We continued to meet with command staff and program managers to drill down on the exact budget use and requirements.
- Chief Cermak attended the Rotary Leadership Institute in Mount Vernon on Saturday, September 26, and then the Rotary fundraiser in the evening.
- We worked on Stanwood Hazardous Mitigation Plan proposals and communicated with Dara to keep that process moving forward.
- SnoPac personnel were in the station assisting with getting the First Watch process implemented with BC Johnston.
- We continued work on the Terrastar Lemon Law issue. I have communicated multiple times with Braun Northwest, starting the process of replacing the vehicle. They currently have their service manager looking into it and have to answer by October 27, 2015. It was interesting that they said they didn't have access to any of the Motor Trucks Service records. I forwarded them the entire staff report and service records.
- We have begun the process of reviewing the Community Emergency Management Plan and ILA between Snohomish County Department of Emergency Services and the City of Stanwood. This is somewhat timely as we are planning a tabletop exercise on November 5, 2015.
- I continued work with the joint SCBA grant. Camano will be handling the grant processing as the highest recipient, however they asked that I handle the MOU for the grant that will be required if it is awarded.
- I attended the Town Meeting re: the Teen Suicide. I shared that this is a Community Risk issue and that the Fire Department is tasked with partnering to prevent EMS injuries. We may be included in a community program to help address the large area suicide issue.
- I conducted a EMS Levy Presentation to Warm Beach Camp. They were very receptive. They were also inquisitive as to our involvement level at the Lights of Christmas festival. I explained that we would have crews available at the site; however they would be subject to call. Capt. Johnsen will be assigned to lead the project Ops Plan and coordination of assets.
- A VFIS Insurance audit was conducted. They were very pleased with progress made thus far, however there were still things to be addressed. Katie will provide an overview.



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Katie Ellis provided an overview of the VFIS audit which recommended that we should look at putting into place policies for prevention of discrimination, sexual harassment, wrongful termination and promoting child safe environments with regard to the Explorers.

LABOR LOCAL #4118 COMMENTS:

N/A

COMMITTEE REPORTS:

Commissioner Fennell noted that the Labor Committee met and did some work on the verbiage in the CBA articles. Commissioner Sinker noted that he has been nominated for President of the Sno-Isle Fire Commissioner Association.

CORRESPONDENCE:

N/A

GOOD OF THE ORDER:

Commissioner Fennell thanked Brandi for coordinating registrations and reserving the banquet tables for the Commissioners and spouses. He also noted that the Leadership Conference in Oregon is scheduled for March 2-4 2016.

Captain Ensign and Matt Johnsen tied the "Response Time Challenge" – BC Smith is working on developing a 'tie breaker'.

Janice Corbin did some Evaluation training on Saturday October 10th, the feedback received post training was very positive and they are looking forward to the next training in November.

EXECUTIVE SESSION:

The meeting broke for Executive Session at 17:30 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 17:46. No action was taken during executive session.

ADJOURNMENT:

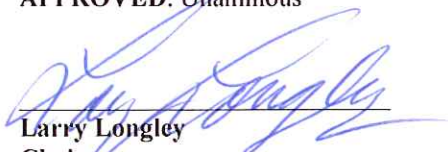
Motion to adjourn at 17:46

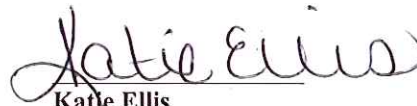
1st: Commissioner Fennell

2nd Commissioner Oakes

DISCUSSION: None

APPROVED: Unanimous


Larry Longley
Chair


Katie Ellis
Board Secretary