

NORTH COUNTY REGIONAL FIRE AUTHORITY

COMMISSIONERS MEETING

November 12, 2014

MEETING MINUTES

CALL TO ORDER

The following Commissioners were in attendance: Larry Longley, Greg Oakes, Jeff Sinker, Bob Magee and David Fennell. Interim Fire Chief Scott Johnston, and Acting Board Secretary Sheri Lynn Stevens. This meeting was recorded.

Meeting was called to order by Commissioner Longley at 16:13 hours.

FLAG SALUTE

PUBLIC COMMENTS: Comments from the public will be taken at this time. Commissioner Longley opened the floor for public comments. There were none.

APPROVAL OF AGENDA

Commissioner Longley asked for a motion to approve the Agenda. Commissioner Magee moved for approval with the note to have the date corrected. Secretary said she would correct this. Approved with full consensus.

APPROVAL OF CONSENT AGENDA:

Commissioner Magee moved to approve the Consent Agenda and Commissioner Fennell seconded the motion. Approved with full consensus

OLD BUSINESS:

- Fire Chief Search: Commissioner Oakes talked about the current status with negotiations with Jon Cermak. He noted that there were just a few loose ends to tightened up and a contract should be agreed upon by both parties with an offer by the end of the week.

Commissioner Sinker asked if the target start date was still December 9th and Commissioner Oakes confirmed this.

- 2015 Budget: Scott Johnston wanted to remind everyone about the meeting on November 24th at station 99 at 1 p.m. Commissioner Fennell asked if there were going to be any further handouts or information available to the commissioners prior to the meeting. Chief Johnston answered that there wasn't to his knowledge. Secretary noted in the packets in-hand answers to the questions regarding election costs and the seats that will be open in 2015. She also noted that if anyone wanted the Elections Gridlines booklet she had a few copies available.

NEW BUSINESS:

- Oath of Office-Board Secretary (re-sworn in session). This was confirmed complete by the Secretary.
- Resolution 11122014-01 Appointment of Board Secretary: Commissioner Longley asked for motion with Commissioner Magee making the motion to approve. And Commissioner Oakes seconding it. There was no discussion. Approved by consensus.
- Resolution 11122014-02 Fire Authority Secretary: Commissioner Longley asked for motion with Commissioner Oakes making the motion to approve. And Commissioner Magee seconding it. There was no discussion. Approved by consensus.

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CHIEF'S REPORT:

- BC/Chiefs Report: Acting Chief Johnston discussed meeting with Camano Island Fire & Rescue Fire Commissioners; (Check names: Steve Litch, Pat Mets) regarding the sharing of resources as brought forward by Chief Johnston at the last meeting. He felt the general feeling that the meeting went well, which was confirmed by Commissioner Magee.

Commissioner Sinker commented that they are trying to resolve some budget issues and some staffing things regarding scheduling, Part-time or Full-time employees. Commissioner Oakes asked what did that mean about part-time and Commissioner Magee said that they had talked about co-staffing that aid car share they had talked at Station #3 on Camano. Commissioner Sinker clarified the discussion was about maintaining our staffing at Station 96 and maybe hiring a part-timer to staff this with them. This is a discussion only as budget permits. There was also discussion about sharing Battalion Chiefs, Training officers and other resources.

Acting Chief Johnston noted that he felt that they wished to continue discussions with NCRFA and that they are not in any hurry and don't want to rush anything, nor do they want to pick any one thing off the list or all of it. And with the recent development of having the city of Arlington Fire Department contacting Camano Fire & Rescue and NCRFA to discuss on Thursday (Nov. 13 2014) because Arlington is interested in sharing a MSO (Medical Supplies Officer). Of course we have had discussions about a shared training officer, which it seems everyone is now interested in combining further resources maybe three-ways instead of just two-ways and a MSO if that is what they want.

- Commissioner Oakes wanted to confirm that the meetings being held were preliminary and when the new Fire Chief arrives. The commissioners had a brief discussion and Johnston concurred that they were not getting too far down the road on the matter and everyone knows that nothing will move forward until the new Fire Chief arrives. There was further discussion on this topic and it was noted that it would probably be a discussion topic for at least the next 12 months.

Commissioner Fennell asked if we had agreements with these other agencies. Chief Johnston noted there were not. Commissioner Fennel then asked about the Locals (unions) and was there any communication on that end. Cory Westerman noted there was a multiple-local agreement currently in the works being readied for signature with Marysville, Arlington, Lake Stevens, Granite Falls and Camano on the November 20th. Cory noted that he had the impression the document had been already signed but was informed when they had their last meeting that it had not been signed so that meeting on the 8th they all voted to get the ILA drafted and have it signed.

- Acting Chief Johnston discussed his recent meeting with Shawn the Stillaguamish Tribe to talk some more about updating the contract for services. The things brought to the table by them is the need to rewrite some of the language in the existing contract as it is a bit heavy-handed. They have other contracts with others like the City of Arlington which is much more "user-friendly" contracts or MOUs. An increase in the flat-fee of that contract is being disused and a hotel tax based on room occupancy (estimated 80%) as per the typical other tribe hotel services nationwide. Some negotiations will probably be required. There was also some discussion regarding funding positions but there was some hesitancy but hard expense that can be submitted to their grant program and Shawn said that they do like to fund things that way. The new Fire Chief is anticipated to arrive soon and a meeting of introduction will be planned soon after he arrives.

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There was a discussion regarding the current capital improvements and real estate acquisition which impact the residential tax base in the local area around Station 90.

- **Temporary Administrative Help:** There was discussion about a professional services contract to provide Payroll processing help within our office. She is a subcontractor during the times that the Secretary is in the office M-T-W. It is estimated it will be about 25 hours a month. The second Admin helper is an hourly contact for doing filing and organization. She will be 4 hours a week. Commissioner Fennell asked about what is being done to bridge the gap between the hours the Secretary is not in the office. Acting Chief Johnston said that the lobby is secure and the crews answer the phones. Commissioner Sinker asked if this coverage was enough and the answer was no. the Secretary address the current work load with the commissioners. She noted that with working half time there is no way to accomplish all that may be expected and that some concessions may need to be made. Commissioner Fennell asked if our subcontractors may be able to help us and it was noted that a discussion with them would be needed. Commissioner Sinker asked if there was a budget allowance for having a full time person and Acting Chief Johnston noted there was. Secretary noted that it was her responsibility to bring the matter to the Commissioners but it was a condition to be acknowledged.

Commissioner Magee suggested that we meet with the Secretary to ask some questions and discuss the matter between themselves on what can and should be done between now and the first of the year. Commissioner Oakes commented that while this may be the case it would be prudent to let the Fire Chief make the decision about his staff.

- Commissioner Oakes asked if our district had done any active shooter training and with any of the local schools. Acting Chief Johnston said that we had not. Individuals may have and he noted that he had personal experience with the City of Stanwood FD but not with NCRFA. This was not identified as a priority for Spring 2015.

CORRESPONDENCE:

- None.

EXECUTIVE SESSION:

- Executive session commenced regarding the performance of a public employee at 17:04 hours for two 15-minute sessions.
- Reconvened at 17:32 Commissioner Longley announced that a decision was made have a temporary person come in two days a week when the Secretary is not in the office. If one of the temps would be available that would work. Secretary asked if for some clarification of role and it was confirmed that a receptionist is the most important to answer phones and have the lobby open.

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ADJOURNMENT:

- Meeting was adjourned at 17:36 hours.

BOARD FOR VOLUNTEER FIREFIGHTER'S MEETING: (Board Members: Chairman and one Board Member, Secretary, Chief, and one Firefighter elected by their membership)

- Retirement application for Michael Rodin was approved.

Larry Longley
Chairman

Sheri Lynn Stevens
Acting Board Secretary