

## NORTH COUNTY REGIONAL FIRE AUTHORITY

19727 Marine Drive  
Stanwood, WA 98292-7879

The Board of Commissioners of North County Regional Fire Authority, meeting was called to order by Commissioner Bratland, **February 12, 2014**, at Station 90 at 4:02 PM.

Commissioners in attendance were Commissioner Larry Longley, Commissioner Jeff Sinker, Commissioner Stuart Lervick, Commissioner Richard Bratland and Commissioner Greg Oakes. Also present were Chief Dale Fulfs, Battalion Chief Greg Osborne, and several guests.

**CALL TO ORDER:** Commissioner Bratland called the meeting to order at 4:02 PM.

**FLAG SALUTE:** Commissioner Bratland led the meeting in the flag salute.

**PUBLIC COMMENTS:** None

**APPROVAL OF AGENDA:** Commissioner Lervick made a motion to approve the agenda. Commissioner Longley seconded the motion. The motion was moved, seconded, and carried.

**APPROVAL OF CONSENT AGENDA:** Commissioner Lervick made a motion to approve the Consent Agenda approving the minutes of the January 22, 2014 meeting, the corrected minutes of the January 8, 2014 meeting, the General Expense Fund Vouchers 1402001 thru 1402002 in the amount of \$1,297.21, General Expense Fund Vouchers 1402003-1402048 in the amount of \$455,972.60 and February Payroll in the amount of \$347,758.02. Commissioner Longley seconded the motion. The motion was moved, seconded, and carried.

### **OLD BUSINESS:**

- **Website RFP:** Received three proposals of which two were received late or did not submit the correct paperwork. Chief Fulfs reviewed the RFP's and is rejecting all of them and will gathering more information from other agencies on what company they are using for hosting their website.
- **Audit Recommendations:** The auditor had three recommendations after completing the audit. The first recommendation was to establish a policy or procedure on monitoring fuel usage. After some discussion Chief Fulfs will draft a procedure on fuel usage and bring it to the next board meeting for review. The second recommendation was to install vehicle marking on Chief Fulfs and Assistant Chief Eastman cars. After some discussion Chief Fulfs will bring cost and designs to the next board meeting. The third recommendation was the agency should receive additional training on the preparation of the financial report.

### **NEW BUSINESS:**

- **Direct Deposit Policy:** Chief Fulfs would like to establish a payroll direct deposit policy for all personnel. This will save time and money. After some discussion on the possible impact to personnel it was recommended that Chief Fulfs draft a policy and bring it to the next board meeting for review.
- **Financial Report-January:** Submitted in board packet for review.
- **Administrative Evaluation Policy:** Commissioner Oakes had questions regarding Chief Fulfs annual evaluation and what forms were being used. It was noted that Chief

Fulfs has had verbal evaluations but has not had a formal written one for several years as the board has not been able to find a form that works for them. Chief Fulfs will look at other agencies to see what forms they are using.

- **Stillaguamish Tribe Donations:** Commissioner Oakes was wondering if the agency is applying for grants from the tribe. Chief Fulfs went over some of the grants we have received in the past and that he had just dropped off our annual report for 2013 and submitted several request for additional funding.
- **2014 Goals:** Commissioner Oakes asked what our goals were for 2014. Chief Fulfs stated the main goal for 2014 is to establish a strategic plan for North County Regional Fire Authority and the City of Stanwood Fire Department.
- **Travel Policy:** The board reviewed our current travel policy and would like to update the policy to enact a per diem policy. Chief Fulfs will update the current policy and bring it to the next board meeting for review.

**CHIEF'S REPORT:**

- **City of Stanwood:** The 4<sup>th</sup> quarter report was submitted to the board for review. The next quarterly meeting is scheduled for March 24, 2014 at Station 99 at 6:00PM. Chief Fulfs would like to move the administration offices to Station 99 as it would be more efficient to have the Chief's and office staff in one location. The board agreed and had no concerns about moving the admin office to Station 99. This will not happen until after the City of Stanwood is done using the area for the city hall remodel.

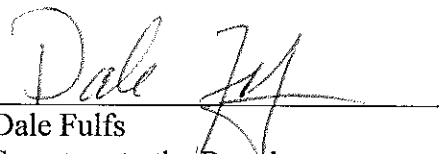
**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:** Commissioner Lervick made a motion to adjourn. Commissioner Longley seconded the motion. The motion was moved, seconded, and carried.

The meeting was adjourned at 5:00p.m.

  
Richard Bratland  
Chairman

  
Dale Fulfs  
Secretary to the Board