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**North County Regional Fire Authority**  
**Commission Meeting**  
**Station 99, 8117 267<sup>th</sup> St NW, Stanwood, WA 98292**  
**March 11, 2015**

**In Attendance:**

**Commissioners**

- Commissioner Longley, Chair
- Commissioner Oakes, Vice Chair
- Commissioner Iverson
- Commissioner Sinker
- Commissioner Magee

**Others:**

- Fire Chief Cermak
- District Secretary Heinrichs
- IAFF Local 4118 President King
- IAFF Local 4118 Vice President Westerman

**Excused:**

- Commissioner Fennell

**Called to order** at 4:07pm by Commission Chair Longley

Public Comments: None

Motion made by Commissioner Sinker, seconded by Commissioner Iverson, and passed unanimously to accept the agenda as presented.

Motion made by Commissioner Magee, seconded by Commissioner Sinker, and passed unanimously to accept the consent agenda as presented, including General Fund Vouchers and Payroll in the amounts of \$140,329.16 and \$91,474.89, respectively.

Old business: None

New business:

**Resolution 03112015-03** – Designation of Auditing Officer: motion to approve by Commissioner Magee, seconded by Commissioner Sinker, and passed unanimously.

**Resolution 03112015-04** – Authorization for Fund Transfers: motion to approve by Commissioner Sinker, seconded by Commissioner Iverson, and passed unanimously.

**Bowers Foreman, PLLC Contract** – Attorney Services: motion to approve by Commissioner Magee, seconded by Commissioner Oakes, and passed unanimously.

**New World Dispatch** – The go-live date is June 9, 2015. EA Heinrichs will act as administrator for the program, with BCs Smith and Johnston, and Captain Simmons also attending train-the-trainer sessions.

**Chief's Report:**

Peak Activity Unit Directive modified, approved, and made effective.

- Discussion followed

42 • **Action Item:** Research by staff shows that no separate or additional fee exists for use of or  
43 transport in the bariatric unit. Research continues to determine if a separate fee is lawful and  
44 prudent.

45 Chief and office staff met with Snohomish County Treasurers Office staff to discuss bank transfers and  
46 basic functions of the Treasurers Office. The two resolutions above were a product of that meeting.  
47 Office staff continues to work through backlog of paperwork, invoices, filing, etc.

48 • **Action Item:** PUD bill for Station 97 is paid in full.

49 A meeting was had with Steve Nolan regarding City of Stanwood Interlocal Agreement efficacy.  
50 The Mathis Group continues its audit of Administration. Compliments were given to the office staff for  
51 their efforts in moving the agency forward.

52 The March 4, 2015 Operations meeting with the BCs instituted daily training schedules for crews.

53 Common training practices were put in place so that documentation and training standards are met.

54 Chief met with Bill Cushman regarding accounting practices and forecasting. Discussions will continue  
55 regarding end-of-year financials and budgeting best practices.

56 Investigation into an online staffing program has begun; BCs and personnel need a more user-friendly  
57 and globally available way to confirm daily staffing needs. Investigation and trial runs will continue.

58 Crews participated in a community safety activity with residents of Warm Beach on March 8. More than  
59 50 smoke detectors and batteries were installed. Special thanks were given to Volunteer FF Cruse for  
60 helping organize the event.

61 • **Action Item:** Thank you letters to participating crew members will be sent out by the end of the  
62 month.

63 The SAFER grant was submitted. Captain Simmons was thanked for his efforts in gathering and  
64 submitting information to the grant writer.

65 Crews participated in the first multi-company drill with Arlington and Camano Island Fire Departments  
66 with great success.

67 Policy research and discussion of hosting birthday parties and similar events was done following a  
68 request from a resident. It was found that public rooms, such as those in the fire stations, are available  
69 to the public for public events. Private events, such as parties, are not allowed. It was confirmed that  
70 this information is correct on the website.

71 Website update contacts have been made and conversations will continue until the website is fully  
72 functional and up to date.

73

74 Office staff members are assistants, and should be referred to as such, i.e. Administrative Assistant  
75 Westling and Executive Assistant Heinrichs.

76 New mailboxes have been deployed for each Commissioner and are located in the small conference  
77 room at Station 99.

78 Crew members Gary Lingel and Patrick Fournier recently welcomed new additions to their families.

79

80 IAFF Local 4118:

81 Special thanks were given to Captain Simmons for his monumental effort in getting the SAFER grant  
82 completed and filed. The Commission was also thanked for approving the use of a professional grant  
83 writer.

84 Three lay-off potential notices were sent to members. The Local is working diligently to assist these  
85 members in finding new employment as well as researching ways to keep them employed with NCRFA.  
86 By issuing notices of potential lay-offs the SAFER grant is moved to a higher need category.

87

88 **Correspondence:**

89 Thank you notes were received from three local groups or individuals.

90

91 **Good of the Order:**

92 Commissioners Oakes and Fennell recently attended the Northwest Leadership Seminar in Portland, OR.  
93 It was very useful, and is highly recommended all Commissioners for 2016.

94 **Action Item:** Firefighters Tchong and Casteel both came forward with overpay errors. Corrections were  
95 made and payroll accounts have been updated.

96

97 **Executive Session:**

98 Pursuant to RCW 42.30.110, Executive Session is called for by Commission Chair Longley at 5:36pm  
99 for the purpose of discussing a personnel issue, for thirty (30) minutes, commencing at 5:41pm.

100 At 6:11pm Executive Session was extended by thirty (30) minutes by Commission Chair Longley. At  
101 6:42pm Executive Session was extended by fifteen (15) minutes by Chair Longley. Executive Session  
102 ended at 6:56pm with no action taken.

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104 Motion made by Commissioner Magee, seconded by Commissioner Sinker, and passed unanimously to  
105 adjourn the meeting at 6:59pm.

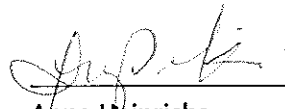
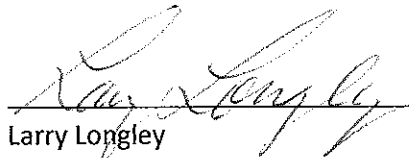
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109 Larry Longley

110 Commission Chair



Anna Heinrichs

District Secretary