



**North County Regional Fire Authority
 COMMISSIONER'S MEETING
 STANWOOD / STATION 99
 January 25, 2017
 4:00pm**

MEETING MINUTES

CALL TO ORDER

The following attendees were present:

Commissioners	
X	Greg Oakes, Chair
	Jan Iverson, Vice-Chair
X	Jeff Sinker
X	Larry Longley
X	Ric Cade

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

Meeting called to order at 1605

FLAG SALUTE

PUBLIC COMMENTS

None

APPROVAL OF AGENDA

Motion to approve the Agenda

1st: Commissioner Sinker 2nd Commissioner Cade

DISCUSSION: None

APPROVED: Unanimous

APPROVAL OF CONSENT AGENDA

Motion to approve the Consent Agenda

1st: Commissioner Longley 2nd Commissioner Sinker

DISCUSSION: None

APPROVED: Unanimous

APPROVAL OF MEETING MINUTES

Motion to approve the January 11, 2017 meeting minutes

1st: Commissioner Cade 2nd Commissioner Longley

DISCUSSION: None

APPROVED: Unanimous

OLD BUSINESS

Motion to approve the Captain Job Description

1st: Commissioner Longley 2nd Commissioner Cade

DISCUSSION: Chief Cermak noted that this job description was brought to the last Labor Management meeting and was agreed to by Local 4118

APPROVED: Unanimous

Motion to approve the Lieutenant Job Description

1st: Commissioner Longley 2nd Commissioner Cade

DISCUSSION: Chief Cermak noted that this job description was brought to the last Labor Management meeting and was agreed to by Local 4118

APPROVED: Unanimous



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Motion to amend the approved the Lieutenant Job Description to reflect change made under qualifications section to read: "Successful completion of probationary period as a Probationary Fire Lieutenant" rather than a Probationary Fire Captain.

1st: Commissioner Cade 2nd Commissioner Longley

DISCUSSION: Chief Cermak noted that this job description was brought to the last Labor Management meeting and was agreed to by Local 4118 and the new Battalion Chief job description will be brought to the February 8th meeting

APPROVED: Unanimous

NEW BUSINESS

Finance Manager, Randy Krumm provided the 2016 December Financial Report

The Board of Commissioners were provided with a Staff Report from Finance Manager Randy Krumm outlining our desire to dispose of various outdated computer and EMS equipment

Motion to approve the Surplus Equipment as outlined in the attached Staff Report

1st: Commissioner Longley 2nd Commissioner Sinker

DISCUSSION:

APPROVED: Failed

Motion to amend the motion to approve the Surplus Equipment as outlined in the attached Staff Report to exclude the LifePak 5's if they belong to Stanwood (after verification of ownership).

1st: Commissioner Longley 2nd Commissioner Cade

DISCUSSION:

APPROVED: Unanimous

Chief Cermak provided an overview of the City of Stanwood Interlocal Agreement, Amendment Number 6

Motion to approve the 6th Amendment to the City of Stanwood Interlocal Agreement

1st: Commissioner Longley 2nd Commissioner Sinker

DISCUSSION:

APPROVED: Unanimous

CHIEF'S REPORT

- A significant amount of time was spent on a personnel issue and coordinating the process. Rich Davis was consulted on the process several times.
- Chief Cermak attended the North County Fire Chief's Meeting in Silvana.
- Background Investigations, Psychological, and Medical processes were coordinated. Chief Cermak spoke with Monica Pilarc and Joanne Elledge regarding the background processes and personnel going through the process.
- Chief Cermak attended the State of the City address held at the School District Office, where the Mayor shared that the community would have to make some difficult decisions regarding funding priorities moving forward.
- Labor Management Committee met on January 20 at 0900. Two MOUs were signed as directed by the Commission.
- Katie and Chief Cermak worked on the Resolution process for the dissolution of the fire districts
- Chief Cermak worked on evaluations for BC Bartlett and staff
- Time was spent preparing for City Meetings surrounding 2017 Work Plans.
- Each of the candidates for FF were called and met with regarding future expectations and the process moving forward. It was important to me to share the outcome of the background and psychological information gained. Additionally, Chief Cermak shared the expectations moving forward, that will guide the rest of their career and the change process that we have embarked.



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PART PAID FIREFIGHTERS COMMENTS

N/A

VOLUNTEER FIREFIGHTERS COMMENTS

N/A

LABOR LOCAL #4118 COMMENTS

N/A

COMMITTEE REPORTS

Commissioner Sinker noted that the SnoIsle Commissioners Banquet will be held this coming Saturday at Glen Eagle. Labor Management Committee has seen progress and are moving forward. The Battalion Chief is now a Temporary Assistant Chief, and Local 4118 accepted the changes. Promotional testing processes will be changing and the parameters around those changes have also been accepted by Local 4118.

CORRESPONDENCE

Chief Cermak read a letter received from Senior Chaplain Dean Jenkin, noting the outstanding work and professionalism that Assistant Chief Bartlett has shown during his time so far with NCRFA.

GOOD OF THE ORDER

Assistant Chief Bartlett expressed how rewarding his time with us so far has been and he appreciates the quality of the training being provided.

EXECUTIVE SESSION

The Board moved into Executive Session at 1735 to review the performance of a public employee per RCW 42.30.1110(g) and is expected to last 35 minutes. Executive session was extended another 25 minutes and reconvened at 1827.

Action: The Board has requested that the evaluation form for the Fire Chief be emailed to them for completion by them before the end of February.

ADJOURNMENT

Motion to adjourn at 1827

1st: Commissioner Longley

2nd: Commissioner Sinker

DISCUSSION: None

APPROVED: Unanimous



Greg Oakes
Chair



Katie Ellis
Board Secretary