

NORTH COUNTY REGIONAL FIRE AUTHORITY
 COMMISSIONERS MEETING
April 8, 2015

Meeting Notes

CALL TO ORDER

The following attendees were present:

Commissioners	
X	Larry Longley, Chair
X	Greg Oakes, Vice-Chair
X	Jeff Sinker
X	David Fennell
	Bob Magee (excused)
X	Janet Iverson

Fire Authority Staff	
X	John C. Cermak, Fire Chief
	Bob Eastman, Assistant Chief
	Scott Johnston, Battalion Chief
	Joel Smith, Battalion Chief
	Rob Buchanan, Battalion Chief
X	Brandi Westling, Acting Board Secretary
X	Local Rep(s)

This meeting was recorded for reference only. Commissioner Oakes attended telephonically.

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 SNOCO FD 18

FLAG SALUTE: In District 18 meeting

PUBLIC COMMENTS: No Public Comment

APPROVAL OF AGENDA:

MOTION: To approve the Agenda as presented
1st: Commissioner Sinker
2nd: Commissioner Fennell
MOTION APPROVED Unanimously

- Presentation of General Fund Payroll for April 8, 2015 in the sum of \$98,543.77.
- Presentation of General Fund Vouchers numbered 1504001 through 1504028 in the sum of \$ 49,784.69.

APPROVAL OF CONSENT AGENDA:

MOTION: To approve the Consent Agenda as presented
1st: Commissioner Iverson
2nd: Commissioner Fennell
Discussion: None
MOTION APPROVED Unanimously

- Approval of March 25, 2015, Commission Meeting Minutes

OLD BUSINESS: None

NEW BUSINESS:

- Interim District Secretary
MOTION: To approve the position change of District Secretary to Brandi Westling
1st: Commissioner Sinker
2nd: Commissioner Fennell
Discussion: Longley questioned if you had taken the Oath of Office and were sworn in. Cermak responded that it was notarized by the City and had happened
MOTION APPROVED Unanimously
- Hold Harmless Agreement
MOTION: To approve the hold harmless agreement with District 7 regarding the evaluation process for BC Christian Davis
1st: Commissioner Fennell
2nd: Commissioner Sinker
Discussion: Comm. Sinker questioned whether Rich Davis had reviewed the agreement. Cermak confirmed that it had been reviewed and approved.

CHIEF'S REPORT:

- Mathis Group assessments and company officer development went well with great response from those that participated.
- Continued work on the District 7 process with Christian Davis returning to work. The Process begins at District 7 on April 13 and concludes May 1.
- We met with Janice Corbin and are awaiting her response back to us regarding the HR training component that all personnel will follow.
- Brandi Westling's paperwork was processed for a full time position. She completed training per Rich Davis as the Records Retention person for our department.
- Recognize Acting BC Wilbur for a job well done in controlling a very volatile situation with a knife yielding person that breached security of Station 99. Several security issues are being address immediately to help control access to crew quarters, as well as a Directive on Station Security.
 - Reviewed safety measures being taken to prevent future occurrences.
- We met with the City and agreed to utilize Bill Cushman should he avail himself to our cause. I am still waiting for his response for this action. He also reviewed our accounting process and reported that there are concerns that should be addressed. He is looking for an accountant that may work part time to assist.
- I have been working with BIAS Software to address the account reconciliation as approved at the last meeting. They are compiling reports from us and working on that process. They will complete the Annual Reports.
- We were contacted by the State Auditor to give us a head's up that the past two years the District 14 Annual Report was not completed in a timely fashion, probably due to the situation we are trying to remedy with the vote coming up. I have made BIAS aware so that we can address it earlier rather than later.
- Janice Mathis will fly out at no cost and assist with the interview process after the finalists are selected. She is in the process of vetting the applications. We currently have approximately 20 applicants.

UNION LOCAL IAFF 4118:

- Will King reported on personnel in the news with new babies. Johnsen's baby boy. Westerman new baby in April.
- Will King reported that he appreciated and heard excellent reviews on the Mathis Group process. Members are excited and seeing benefits from the process already.
- Liked the new staffing software being implemented.

CORRESPONDENCE:

- Senator Larsen

- Letters from Citizens

COMMITTEE REPORTS:

- Management meeting: Cermak reported on recent management meeting and new concepts and reports moving forward to better quantify training and prepare for ISO/WSRB Processes

GOOD OF THE ORDER:

- Commissioner Fennell thanked all that participated in the burn day on Saturday, April 4, 2015.

EXECUTIVE SESSION:

- Broke at 1645
- Reconvened at 1720, no action taken

ADJOURNMENT: Motioned to adjourn the meeting 17:20 pm.

- **First by Commissioner Sinker.**
- **Second by Commissioner Longley.**
- **No Discussion**

MOTION APPROVED: Unanimously

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NCRFA