

# North County Regional Fire Authority

COMMISSIONER'S MEETING

STANWOOD / STATION 99

April 22, 2015

## MEETING MINUTES

### CALL TO ORDER

The following attendees were present:

Commissioners	
<input checked="" type="checkbox"/>	Larry Longley, Chair
<input type="checkbox"/>	Greg Oakes, Vice-Chair
<input checked="" type="checkbox"/>	Jeff Sinker
<input type="checkbox"/>	David Fennell
<input checked="" type="checkbox"/>	Bob Magee (excused)
<input checked="" type="checkbox"/>	Janet Iverson

Fire Authority Staff	
<input checked="" type="checkbox"/>	John C. Cermak, Fire Chief
<input type="checkbox"/>	Bob Eastman, Assistant Chief
<input type="checkbox"/>	Scott Johnston, Battalion Chief
<input type="checkbox"/>	Joel Smith, Battalion Chief
<input type="checkbox"/>	Rob Buchanan, Battalion Chief
<input checked="" type="checkbox"/>	Brandi Westling, Acting Board Secretary
<input checked="" type="checkbox"/>	Local Rep(s)

Four Fire Commissioners were present, Commissioner Dave Fennell was excused. Commissioner Greg Oakes participated via phone. This meeting was recorded for reference only.  
Called to Order at: 4:02 pm by Commissioner Longley.

**FLAG SALUTE:** Commissioner Sinker.

**PUBLIC COMMENTS:** There were No Comments.

### APPROVAL OF AGENDA:

**MOTION:** Approve Agenda as presented.  
**1<sup>st</sup>:** Commissioner Magee **2<sup>nd</sup>:** Commissioner Sinker  
**DISCUSSION:** None  
**APPROVED:** Unanimous

### APPROVAL OF CONSENT AGENDA:

**MOTION:** Approve Consent Agenda as presented.

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**1<sup>st</sup>:** \_\_\_\_\_ **2<sup>nd</sup>:** \_\_\_\_\_

**DISCUSSION:** None  
**APPROVED:** Unanimous

### OLD BUSINESS:

Executive Assistant Search Status: Chief reported on process. Five finalist candidates will be interviewed.

### NEW BUSINESS:

1<sup>st</sup> Quarter Report: BC Smith and Chief Cermak reported on PAU.  
Introduced Randy Krumm. Main focus for Randy is to revise chart of accounts, new policies and upgrading software.  
Commissioner Oakes Suggested First Watch Software from Snopac.

**ACTION ITEM:** Add colored graph to quarterly report on Commissioners packets.

**COMMITTEE REPORTS:** No Labor / Management this month. Risk Management – Group meeting personnel issues. Commissioner Longley noted 3 different stations have been broken into and tools stolen.

**Labor Local #4118 Comments:** Members went to Education conference on the Eastside.

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## CHIEF'S REPORT:

Chief Cermak and BC Smith's concern reaction / response time process to 911 calls. Run total number of calls from station to scene.

Chairman Longley and Commissioners:

- FF/PM Dawn Connor and I met regarding her current situation. Any additional info can be shared in Executive Session under Personnel provisions if the group so chooses.
- BC Christian Davis began his evaluation at District 7. Any additional info can be shared in Executive Session under Personnel provisions if the group so chooses.
- The Administrative Finance Section was a major focus this two week period. With personnel changes, we are experiencing staffing issues and changes due to the changes that are impacting workload. I am trying to identify the issues, resolve as many as possible in the interim of hiring an EA, and getting ready for fixing the system issues upon regrouping.
- BC Rob Buchanan and Brendon Booth began the arduous task of gathering costs for Station 99 repairs as instructed by the City Management and Council. This will likely be a two year plan and be presented to the Public Safety Committee upon completion.
- The SnoCo Treasurer was contacted to assist with making our process a little easier. They recommended looking into going back to having the County cut warrants. I will contact Robyn Shreve to check the cost benefit factor and look at all alternatives.
- I met with Randy Krumm, who was recommended for Professional Services, through Bill Cushman. I spoke to Board Chair Longley and discussed the process that was approved during the previous meeting. He was previously a Finance Director for the City of Lake Stevens and Aerospace Budget Analyst, holding a Professional Finance Officer Designation.
- Attended the April 11 Pancake Breakfast. Crews did a great job, however lost \$400 due to poor attendance.
- Brandi was sworn in as the Interim District Secretary until the Executive Assistant can be on boarded. The interviews will occur April 23 and 24.
- I worked on the AT & T Contract this period. It originally had a reduction in rent to 7.5%. We agreed that this would be a gift of public funds; he agreed to 10% increase in 2019 as was the past. After reviewing it further and input from our attorney, Rich Davis, I have asked for an 11.5% increase every 5 years and several clauses to be stricken. I will report further as we progress.
- Brandi and I attended BIAS training offered to us by the Arlington City Finance Director that was providing their personnel new user training. This was free to us.
- A Temporary Employment Offer was developed for the new Finance Assistant that will assist us with updating our accounts, reconciling payments, training both the Executive and Administrative Assistants, putting into place a financial management process with procedures, and transitioning into BIAS.
- Brandi and I conducted training on multiple occasions regarding the agenda, meeting minutes and process for recording actions at meetings.
- Multiple public records requests are beginning to impact daily operations and the amount of other work being completed. Please be patient in this transitional process.
- Randy and I have met on multiple occasions to brainstorm the Financial process. He has already brought several ideas to start the new processes. He is still in the investigatory phase of evaluating our system.
- Gordon MacIvennie returned my call and discussed options moving forward and the position of VFIS in that process depending on outcomes

**CORRESPONDENCE:** Thank you letter sent to Virginia Schultz for \$500.00 donation.

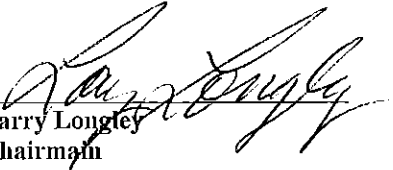
**EXECUTIVE SESSION:** No Action Taken.

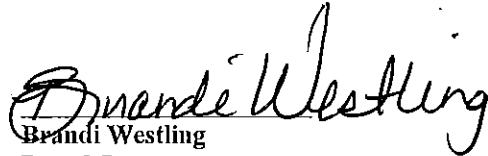
**ADJOURNMENT:** Motioned to adjourn the meeting 17:34 pm.

**MOTION:** To adjourn the meeting at 5:34 P.M.

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**DISCUSSION:** 1<sup>st</sup>: Commissioner Magee 2<sup>nd</sup> Commissioner Sinker  
**APPROVED:** None  
Unanimous

  
Larry Longley  
Chairman

  
Brandi Westling  
Board Secretary