



**North County Regional Fire Authority
 COMMISSIONER'S MEETING
 STANWOOD / STATION 99
 July 27, 2016
 4pm**

MEETING MINUTES

CALL TO ORDER

The following attendees were present:

Commissioners	
	Greg Oakes, Chair
X	Jan Iverson, Vice-Chair
X	Jeff Sinker
X	David Fennell
X	Larry Longley

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

Meeting called to order at: 1604 by Commissioner Iverson. Commissioner Oakes is excused.

FLAG SALUTE

Done during Dist.14 Meeting

PUBLIC COMMENTS

None

APPROVAL OF AGENDA

Motion to approve the Agenda

1st: Commissioner Sinker 2nd Commissioner Fennell

DISCUSSION: None

APPROVED: Unanimous

APPROVAL OF CONSENT AGENDA

Motion to approve the Consent Agenda

1st: Commissioner Fennell 2nd Commissioner Longley

DISCUSSION: None

APPROVED: Unanimous

APPROVAL OF MEETING MINUTES

Motion to approve the July 13, 2016 meeting minutes

1st: Commissioner Fennell 2nd Commissioner Sinker

DISCUSSION: None

APPROVED: Unanimous

OLD BUSINESS

N/A

NEW BUSINESS

Finance Manager Randy Krumm provided the Commission with a Mid-Year Budget Overview

Chief Cermak provided an overview of the 2nd Quarter Stanwood Interlocal Agreement Report that was provided to the City of Stanwood. Also discussed the proposed Resolution outlying the Standard of Coverage requirements.

Motion to approve Resolution 07272016-01

1st: Commissioner Longley 2nd Commissioner Sinker

DISCUSSION: None

APPROVED: Unanimous



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CHIEF'S REPORT

- Chief Cermak attended the North County Chief's Meeting in Getchell.
- The Stanwood Resource Center requested that NCRFA participate in an annual reading with the community children. I enjoyed the opportunity to read to 30 children.
- Randy, Katie, and I met with West Coast Adjusters, now Sentry Credit, to discuss our deliverables and expectations as Kim Nelson did not meet what she had proposed. The new President is researching and will get back to us.
- Two recent grievances have been resolved.
- Commissioner Oakes and Chief Cermak attended the monthly Labor Management meeting. The boot issue was resolved and the policy will be adjusted for future clarity. Labor will be providing a suggested sick leave policy. The C.O.D.E. Program is closer to completion. Chief Cermak has asked the labor group to consider a combination of the Article 23- certification and Article 22-education program for the Blue Card process. They have not responded back as of this date.
- Several Fire Prevention issues were researched and followed up on for the Grocery Outlet and the YMCA.
- A staff report was provided to the City regarding the Stanwood Care Facility per the Mayor request. In staff, discussion ensued that was supportive and understanding of the recent changes and meeting the ILA requirements.
- Chief Cermak worked on the 2nd Quarter Report and research understanding an increase in response times. Three items were discovered and two addressed.
 - When we changed to the current response mechanism where A99 and A96 respond to BLS and BLSN calls to maintain ALS readiness, SNO PAC should have been notified of the new process to address the run cards more efficiently. A99 would be dispatched to BLS calls, but the closest unit was being dispatched to insure best service levels. The process was not defined well and the closest unit was delayed until the Aid Unit requested them enroute. This has been changed and should address part of the increase in response times.
 - The second issue was the reaction times of personnel have not been supervised as requested. Immediate Action was taken once identified that Captains and Lieutenants were counseled through chain of command exact expectations. Until this report, Chief Cermak was told that it had been being monitored and all was good. He will be meeting with each captain to discuss the reports.
 - The third issue is the SNO PAC conversion. Crews have shared that numbers entered into the system are still wrong on occasion. SNO PAC Kurt Mills shared at the recent commissioner meetings that Tyler Communications purchased New World and is addressing issues more assertively than in the past. This will take time.
- The new Battalion Chief – Training, Don Bartlett will begin his first day at NCRFA on August 1, 2016
- Finance Manager, Randy Krumm and Chief Cermak worked on a grant submission and the requirements associated with that grant.
- The August 24 meeting will be a big meeting as we will have a badge pinning for BC Bartlett, FF/PM Rice, and all new Part Paid Firefighters.
- Dr. Cooper occasionally has a need to go out on calls with the Paramedics. Rather than riding along and ultimately being on scene for longer than necessary, Dr. Cooper will begin to use one of our vehicles.

LABOR LOCAL #4118 COMMENTS N/A

COMMITTEE REPORTS

Sno-Isle Commissioners meeting will be held at Station 99 on September 1st. Chief Cermak will be presenting the Human Resources aspect of running a department

Shared Services - Work to establish Stilly Valley Fire Authority is moving forward

Labor Management – The boot grievance has been resolved. The Captain staffing grievance was resolved and verbal warnings were removed from personnel files due to discrepancies in how it was handled.



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CORRESPONDENCE N/A

GOOD OF THE ORDER

**EXECUTIVE SESSION
N/A**

ADJOURNMENT

Motion to adjourn at 1750

1st: Commissioner Fennell

2nd Commissioner Longley

DISCUSSION: None

APPROVED: Unanimous

A handwritten signature in blue ink that reads "Iverson".

**Jan Iverson
Vice-Chair**

A handwritten signature in blue ink that reads "Katie Ellis".

**Katie Ellis
Board Secretary**

