



**North County Regional Fire Authority
 COMMISSIONER'S MEETING
 STANWOOD / STATION 99
 November 25, 2015
 4pm**

MEETING MINUTES

CALL TO ORDER

The following attendees were present:

Commissioners	
X	Larry Longley, Chair
	Greg Oakes, Vice-Chair
X	Jeff Sinker
	David Fennell
X	Janet Iverson
X	Al Ashley

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

Meeting called to Order at: 16:04 by Commissioner Longley.
 Commissioners Fennell and Oakes were not present at this meeting.
FLAG SALUTE: Done during Dist.14 Meeting
PUBLIC COMMENTS: None

APPROVAL OF AGENDA:

Motion to approve the Agenda
 1st: Commissioner Sinker 2nd Commissioner Iverson
DISCUSSION: None
APPROVED: Unanimous

APPROVAL OF CONSENT AGENDA:

Motion to approve the Consent Agenda
 1st: Commissioner Iverson 2nd Commissioner Sinker
DISCUSSION: None
APPROVED: Unanimous

PUBLIC HEARINGS

Opened Public Hearing at 16:06 for the second 2016 Budget Hearing – No public comments – No discussion – Public Hearing closed at 16:06

OLD BUSINESS:

Budget Discussion and version 2 proposed budget presented by Randy Krumm, Finance Manager.

NEW BUSINESS:

- Chief Cermak has a conflict on January 13 and asked the Board to reschedule that meeting to January 6th at 4pm. The Board approved this change
- A motion was made by Commissioner Ashley to approve the following resolutions and was seconded by Commissioner Iverson:
 - Resolution 11252015-01 – Small Works Roster
 - Resolution 11252015-02 – EMS Levy Certification
 - Resolution 11252015-03 – Levy Certification
 - Resolution 11252015-04 – Substantial Need
 - The motion was approved unanimously
- A Motion was made by Commissioner Sinker to approve the Chaplaincy and Support Services agreement and was seconded by Commissioner Iverson. Motion was approve unanimously.

CHIEF'S REPORT

- We continued work with NW Braun on the Terrastar reimbursement. I contacted Motor Trucks Jamin Woody, to discuss reimbursement for invoices not covered previously. They have put in for reimbursement of \$2525.18



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worth of invoices. We should receive payment within 30 days. International will cover an additional amount of the past repairs in the amount of \$1431.00 of the \$2600 originally presented.

- We have begun the process of reviewing the Community Emergency Management Plan and ILA between Snohomish County Department of Emergency Services and the City of Stanwood.
- A great deal of time was spent with the local floods and winds. Crews did a good job in assisting with sand bags and building the railroad portion of the wall.
- NWS had to go to FOC guidelines and BC Smith was called in to act as the FOC coordinator while we dealt with flood and EOC issues. After transitioning out of the wind event we kept BC Smith and Davis on overtime to staff the EOC and prepare for the flood.
- The Terrastar is back in service with a new wiring harness and computer as of today.
- Comm. Ashley and I met re: current issues in Finance and Admin. R Krumm and I met and discussed these and did research on some of the problem areas in preparation for the Annual Audit starting December 11.
- I met with Dr. Fenn from Dept. of Public Health re: upcoming potential for funding a Community Based Paramedicine program. She is looking at our data and we are seeking to understand a larger recommended shared service with a countywide program. NCFE was placed on a committee to set quantifiable key measureable objectives to support the funding requirements. This added service will add another level of service to the community, increasing patient outcomes as observed through communities that have implemented such programs. I have been forwarding the information to Comm. Iverson
- Several fire prevention and plan check issues have been addressed for new construction in the City of Stanwood with the Building Inspector and Planner.
- I met with the Mayor, City Administrator, and Trevor to discuss the flood event. Several issues arose and were highlighted. A clear unity of command needed to be established. Moving forward our officers should wear helmets that identify them as officers since everyone looks the same in turnouts. Second, due to our potential for being on calls, when Fort Freeburg is being constructed, the City will take the lead role in the process of constructing and leading the process with Fire as an adjunct if not on other calls. That being said the City charge person will coordinate with our highest ranking scene personnel to establish and maintain a clear unity of command. A confirmed statement to the City Administrator was made that we may hurt our backs if we carry sandbags to the wall area that may have antagonized the situation and elevated emotions.
- The administrative staff has worked on negotiation models, the budget preparation, audit preparation and research, BIAS conversion and training, HR related Youth Protection Training for all employees interacting with explorers, HR file audits, public records request (40 hours), new map books for all vehicles, as well as the normal day to day supplies ordering.
- Continued grant work has been completed to prepare for the Assistance to Firefighters Equipment Grant process. A regional grant with six other agencies will be attempted for SCBAs as well as an individual grant for MDTs will be applied. The information and coordination is being conducted by NCFE as we are the largest of the applicants. Fire Grants Help is writing the grants for each agency with us gathering the data for the grant writers. This grant proposal will equal approximately \$575k.
- Brandi and Shirley have been reviewing all of the year's invoices to insure tax was paid and prepare to submit unpaid taxes for all invoices where tax was not charged.
- BC Johnston and AC Eastman worked to get Active 911 on Chief Officer cell phones on a trial basis. It will cost \$10/year/device if we decide to utilize it moving forward.
- BC Smith completed the CODE Program document. A copy is available for your review.

LABOR LOCAL #4118 COMMENTS: N/A

COMMITTEE REPORTS:

Commissioner Sinker will be sworn in during the December 3rd Sno-Isle Commissioners Association meeting. The meeting will be held at District 7. They will also be hosting the annual banquet at Glen Eagle on January 30th

CORRESPONDENCE: N/A



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GOOD OF THE ORDER:

EXECUTIVE SESSION:

- The meeting broke for Executive Session at 17:00 and expected to last 10 minutes, to review the performance of a public employee per RCW 42.30.110(g). Executive Session was extended 10 more minutes, ending at 17:25.
- **Action:** Approval was granted by the Board to provide Assistant Chief Eastman with 60-days' notice of termination of his Personal Services Agreement with NCRFA

The regular meeting was called to order again at 17:25.

ADJOURNMENT:

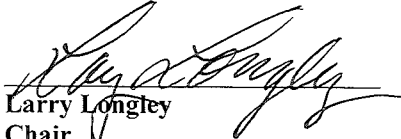
Motion to adjourn at 17:25

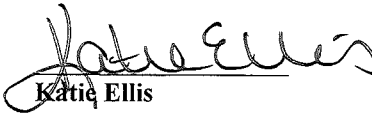
1st: Commissioner Sinker

2nd Commissioner Iverson

DISCUSSION: None

APPROVED: Unanimous


Larry Longley
Chair


Katie Ellis
Board Secretary

