



**North County Regional Fire Authority
COMMISSIONER'S MEETING**

**July 10, 2024
4:00pm**

CALL TO ORDER

Commissioner Chair Oertle called the meeting to order at 4:00 pm.

The following attendees were present:

COMMISSIONERS

Ric Cade
Rob Johnson
Leonard Kelley
~~Greg Oakes, excused~~
Marilyn Oertle
Al Schreiber
Holly Sloan-Buchanan

FIRE AUTHORITY STAFF

John Cermak, Fire Chief
Dave Kraski, Deputy Fire Chief
Kari Wheeler, Administrative Assistant/Comm. Secretary
Randy Krumm, Finance Director
Steve Goforth, Assistant Chief CRR
Doug ten Hoopen, Assistant Chief Support Services

Commissioner Chair Oertle led the room in the Pledge of Allegiance.

PUBLIC AND EMPLOYEE COMMENTS – *there were no public or employee comments*

IAFF LOCAL 3438 REPORT

Greg Koontz, Local IAFF shared that the union is paying Julie Boyer for non-work-related support. While Julie is not counseling, she has the ability to connect members with needed resources. BC Koontz recognized Kirk Normand for his address to the Commission Board at the June 26 meeting. The union recognizes the difficulty and complexity of this topic. The union is seeking support from the Board to have access to Julie and her team. While the Union didn't have the opportunity to speak at the Commission Board's mid-year work session / retreat regarding Station 96 staffing, they are seeing at times, 40 calls / day out of City Stations. BC Koontz recognized all full-time and part-time staff that are providing response to NCRFA's entire service area.

MOTION TO APPROVE AGENDA

1st: Commissioner Kelly **2nd** Commissioner Schreiber

Discussion:

APPROVED: Unanimous

MOTION TO APPROVE CONSENT AGENDA

1st: Commissioner Sloan-Buchanan **2nd** Commissioner Schreiber

Discussion: none – [see attachment](#)

APPROVED: Unanimous



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ASSIGNED QUATERLY DIVISION PRESENTATIONS

2024 Q2 Community Risk Reduction – AC Steve Goforth

[*See attachment*](#)

UNFINISHED BUSINESS

No items on the agenda.

NEW BUSINESS

Levy Discussion – Liz Loomis Public Affairs, guest

Liz presented the board with options and rationale for choosing a 1- or 6-year levy lid lift and whether to run in the primary or general election. Liz would recommend planning a 6-year proposed levy lid lift in August of 2025 or (if) depending on how NCRFA polls, a 1-year levy lid lift in November of 2025. This would include precinct analysis and recommendations on areas to shore up and improve the vote.

The Board requests a proposal be brought for consideration to the Board in September for an 8 to 12-month contract with Liz Loomis, Public Affairs.

MOTION TO APPROVE THE 2024 PAY SCALE FOR NON-REPRESENTED EMPLOYEES EFFECTIVE JULY 10, 2024 IN SUBSTANTIALLY THE FORM PRESENTED AND TO AUTHORIZE THE BOARD OF COMMISSIONERS CHAIR TO EXECUTE AMENDED EMPLOYMENT AGREEMENTS ASSOCIATED WITH THE PAY SCALE CHANGES, WHEN APPLICABLE.

1st: Commissioner Johnson 2nd Commissioner Cade

Supporting Documents – [*see attachment*](#)

Discussion: Commissioner Cade, Chairman of the Compensation Committee, indicated that the committee had met informally through several group conversations with HR Director Jubb and supports the proposed changes.

APPROVED: Unanimous

MOTION TO APPROVE THE JOB DESCRIPTION FOR BUSINESS PROCESS COORDINATOR, ADMINISTRATIVE COORDINATOR, ADMINISTRATIVE ASSISTANT 1 and ADMINISTRATIVE ASSISTANT 2, SUPERSEDING ALL PREVIOUS VERSIONS, AND DIRECT THE HUMAN RESOURCES DIRECTOR TO ASSIGN EXISTING ADMINISTRATIVE SUPPORT PERSONNEL.

1st: Commissioner Johnson 2nd Commissioner Kelly

Supporting Documents – [*see attachment*](#)

Discussion: none

APPROVED: Unanimous



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MOTION TO APPROVE THE TWO NEW JOB DESCRIPTIONS FOR HUMAN RESOURCES GENERALIST and SENIOR HUMAN RESOURCES GENERALIST, SUPERSEDING ALL PREVIOUS VERSIONS, AND DIRECT THE HUMAN RESOURCES DIRECTOR TO RECRUIT AND HIRE A HR GENERALIST OR SENIOR HR GENERALIST.

1st: Commissioner Johnson **2nd:** Commissioner Kelly

Supporting Documents – [see attachment](#)

Discussion: Commissioner Johnson asked for clarification that this is a "OR" position, not an "AND/OR". Clarified that only 1 position will be hired, with candidate placement determined on qualifications.

APPROVED: Unanimous

MOTION TO APPROVE THE JOB DESCRIPTIONS FOR ASSISTANT CHIEF – MEDICAL SERVICES ADMINISTRATION and DIRECTOR – MEDICAL SERVICES ADMINISTRATION, SUPERSEDING ALL PREVIOUS VERSIONS, AND DIRECT THE HUMAN RESOURCES DIRECTOR TO COMMENCE THE RECRUITING AND HIRING PROCESS AS SOON AS FEASIBLE.

1st: Commissioner Johnson **2nd:** Commissioner Sloan-Buchanan

Supporting Documents – [see attachment](#)

Discussion: none

APPROVED: Unanimous

Employee Health and Wellbeing – Review of Current Programs and Internal Chaplaincy/Peer Support Services – [see attachment](#)

HR Director emphasized to the Board that in all of her discussions on this topic since the last meeting, it is clear that the entire organization (management and labor) cares deeply about this issue. There is a universal understanding of the importance of the mental health of our employees.

Commissioner Kelly inquired if an RFP (request for proposal) is required for this type of professional services contract? (In reference to proposed services from Pacific Northwest Support Services)

Commissioner Johnson would like to know what, holistically, are other larger agencies doing in regard to Employee Health and Wellbeing programs. Commissioner Johnson indicated he is not in favor of moving forward with action today, but would like to see measured, deliberate recommendations brought before the board.

Commissioner Schreiber asked that if peer support includes trained individuals among our workforce, would we like to have BCs (up the chain of command) trained to some level as well. He would like to



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see additional considerations for this. Commissioner Schreiber would like to look at the qualifications of the group that is proposing a scope of work within the employee health and well being programs.

Clarification was made that the RFA is in contract with NWIS for EXTERNAL chaplaincy services.

The Board requested the HR Director Jubb approach the local to see if there is interest in working on the broader scope of this topic collaboratively.

The Board requested HR Jubb bring a possible proposal for Resilliance Training from PNSS to the Board at the next meeting.

MOTION TO APPROVE \$85,000 TO ENTER INTO CONTRACT WITH TCA ARCHITECTURE PLANNING, INC. IN THE DEVELOPMENT OF A CAPITAL FACILITIES PLAN FOR NORTH COUNTY REGIONAL FIRE AUTHORITY.

1st: Commissioner Johnson **2nd** Commissioner Schreiber

Supporting Documents – [see attachment](#)

Discussion: none

APPROVED: Unanimous

MOTION TO THE 3 MEDICAL WAIVER REQUESTS AS PRESENTED

1st: Commissioner Kelley **2nd** Commissioner Johnson

Supporting Documents – [see attachment](#)

Discussion: Commissioner Sloan-Buchanan inquired, "What does patient cannot be identified mean?". Finance Director Krumm explained that on rare occasions, information is missing or entered incorrectly, thus making the patient "unreachable" in order to collect on a transport billing.

APPROVED: Unanimous

CHIEF'S REPORT

[see attachment](#)

GOOD OF THE ORDER

Commissioner Sloan-Buchanan shared that she was sad to miss the mid-year work session / retreat, however attending a funeral at Arlington National Cemetery was very special.

Commissioner Schreiber congratulated AC Goforth on his recent appointment as President to the Rotary Club of Stanwood. He also thanked all those who spoke and presented at this evening's meeting.



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Commissioner Johnson updated that his Disney Cruise with family was wonderful.

MOTION TO ADJOURN 6:27pm

1st: Commissioner Kelley

2nd: Commissioner Schreiber

Discussion: None

APPROVED: Unanimous

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**Marilyn Oertle
Commission Chair**

7/27/2024

Date Signed

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**Kari Wheeler
Commission Secretary**

7/25/2024

Date Signed