**Business Meeting Minutes**

**March 12, 2025**

The meeting was called to order at 7:03 pm. Present were Acting Commissioner Chair Pat Sample, and Commissioners Doug Rupp, Jason Lavinsky and Kate Hayes. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSAs Joe Simmons and Pete Parrish, Battalion Chiefs Brandon Vargas, Scott Coulson and Rob Thurston, and Karen McPeters (recorder).

**Public Commentary:** No public commentary

**Full Time Firefighter Swearing In:** Swearing in ofnewly promoted full time Firefighter Carsen Smith.

**EXECUTIVE**

**Full-time Position:** Carsen Smith was selected to fill the full-time firefighter position with our district. He began on March 1st working four 12-hour days Tuesday through Friday. In addition, Josh Gjerness was hired as a temporary 4 month hire to help run the recruit academy. The training division recommended him to perform the duties of the Drill Master.

**Training Building Construction:** Bill Tubbs has completed the contract for the training building construction and they are working on the final permitting. They hope to start construction in the next few months.

**Physician Oversight:** After months of discussion, an agreement was signed between Fire District 5, District 17 and ourselves to hire Dr. Forcade as the delegate doctor for our EMS program. Joe and Pete have already been working with him on our program.

**OPERATIONS (Chief Walters)**

**Station 54:** The DNR generator is installed at station 54 and operational. Unfortunately, it currently has to be started manually, but we are looking into getting a module that will start it when the power goes out. We are still having issues with the old HVAC system that heats the dayroom, classroom and my office. We are working with Genesis heating out of Monroe to fix the issue.

**AFG Grant:** No update on the micro grant that was submitted for Four (4) Thermal Imaging Cameras.

**Apparatus:**

**Rescue 54:** Repairs have been completed and it is now back in service.

**New Br-54:** Work on the new brush truck is still ongoing. It will be brought down to Industrial Fabrication in Sultan this week to have them mount the flatbed to the chassis. After that, the skid unit and boxes can be mounted and the lights will be installed.

**Equipment:** Last month, there was a call where an individual was stuck under the rear wheels of a loaded cement truck and crews had to wait for a heavy wrecker tow truck to lift the truck. Due to that, two (2) 50 ton bottle jacks and a 20 ton bottle jack were purchased to help in the event of similar situations.

**New B-54:** We have purchased a used 2023 F-350 to replace the 2016 F-150 that BC Vargas has been using as B-54. The vehicle will be outfitted with all the equipment in the following months. The old F-150 will be repurposed as a utility vehicle.

**EMS (Chief Simmons / Chief Parrish)**

**Continuous Quality Improvement/Quality Assurance (CQI/QA):** All ESO electronic health reports (EHRs) have been assigned to the QA team through December. Code Stat is caught up, and all Cardiac Arrest and Advanced Airways have been annotated.

**SCEMS:** Mission Critical Protocols was launched this month for personal and department devices this month. Unfortunately, there is no solution for Windows based OS. CAM has been released for ALS providers on EMS Connect and practical skills. Dr. Forcade will be providing direction in this area for the three agencies. Dr. Forcade is fitting in well with SVF. He hosted the first run review with FD 5 last month and will be hosting one with SVF this month.

**AEMT Class:** Collaboration conversations fell apart for a cooperative AEMT class at District 5, so the department will be hosting a course in the Fall, probably August. This will be run concurrently with EMT Class.

**CPR Training:** Lt Roeder has transitioned us to Red Cross from AHA for CPR training due to increased costs.

**Stevens Pass:** No update.

**Personnel:** No update.

**December ALS:** Coverage 96% (29 hours not covered out of 672 total hours).

**TRAINING / SUPPORT SERVICES (Chief Coulson / Chief Thurston)**

**Training:** The first Bi-annual Live Fire Training Day for the Department was held, with 16 members attending which included Part time staff and volunteers. KCFD50 was invited but unable to send any Firefighters down due to staffing shortages. The Training Division is looking for opportunities where one of our BLS Units can standby in Skykomish for 6 hours during the next Live Fire training so that they can participate.

The Q1 Multicompany Drill was held at Station 54. These full-scale Fire Evolutions were well attended by our own members and E51, M51 participated as well.

Staff completed 620.78 hours of training in February for a total of 1040.78 training hours in 2025

**Wildland/IMT:** Chief Coulson, Chief Thurston, Carsen Smith, and Katelyn Roeder attended the Incident Management Team Association Symposium in Fort Worth, TX representing the HLS1 IMT. They received top notch training from experts in the Incident Management field and learned of some new grant opportunities we will be applying for to get some new equipment.

We hosted the Everett Community College wildland class field day on February 7th. 21 Students attended. This has been a valuable recruitment opportunity in the past and we will be billing EVCC roughly $1700 for use of the ESTA facility, equipment and pump operator.

**Recruiting:**

We currently have 17 students in the academy after the completion of week 1. We had 1 student resign due to personal reasons.

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**IT:**50 of the google accounts have been archived so far which will save the district $1000 a month. The rest will be archived over the next month.

**Secretary’s Report:** Tanielle Coffin has been working in the office with Karen, reviewing financials and learning QuickBooks.

Budget: Currently at 27%

Minutes: Pat moved to approve the February minutes. With a second from Kate, the motion passed unanimously.

Vouchers: Pat moved to approve vouchers 25-95 through 139 for $111,572.92 and vouchers 25-03 and 04 for $668.91 from the construction fund. With a second from Kate, the motion passed unanimously.

Payroll: Kate moved to approve payroll in the amount of $162,913.25. With a second from Doug, the motion passed unanimously.

**New Business**

**Temporary Contract:** Pat moved to allow the chief to enter into a temporary contract with Josh Gjerness for Drill Master of the fire academy. With a second from Jason, the motion passed unanimously.

**Old Business**

**Skyko 911 Project:** Doug has received verbal approval to change the terms of the Dept of Commerce grant to a grid buildout plan. No further work will be conducted by Camp and Associates pending a new contract approving the new grant terms.

Next regular meeting is April 9, 2025. The public is welcome to attend.

Meeting adjourned at 8:10