**Business Meeting Minutes, October 11, 2023**

The meeting was called to order at 7:06 pm. Present were Commissioner Chair Bill Tubbs, Commissioners Molly Olson, Kate Hayes and Doug Rupp. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSA Pete Parrish, MSA Joe Simmons, Scott Coulson and Secretary Karen McPeters (recorder).

**Public Commentary:** No public

**EXECUTIVE**

**Snohomish County Fire Chiefs** - The consultant (Burke) hired by the chiefs had a presentation meeting this past month with conclusions. In summary, our county EMS office needs restructuring and they recommended relocating their office to the Sno911 building. He also noted that agencies need to work together on providing training, and career agencies need to help part time programs with recruitment by incentive-based hiring.

**Mobilization Season –** We still have some IMT personnel out, with Capt. Coulson going to Maui on the 16th to work as Ops Chief on the IMT that is still dealing with the aftermath of last month’s wildfires. Karen has updated the mobilization owed, billed and received sheet. We are working with Snohomish FD 22 on a possible mobile bunk facility that we can use for our mobilized personnel that will improve safety and wellbeing when deployed.

**Staffing –** We have met again on staffing and are progressing on a plan for new staffing compensation for 2024. We will continue to meet in the coming month to finalize our plan. The biggest challenge is estimating overtime needs. Without a year of using an hourly part time compensation program we have no past history of what OT needs we will come up against.

**Budget –** We have a meeting scheduled for 2024 budget planning by senior staff. Tax resolutions need to be adopted.

**OPERATIONS**

**Facilities:**

**Station 53 –** The oven in the main stove has a safety recall on it and hopefully will be fixed by a technician at the end of this month. The stove top is still usable.

NW Sign & Design visited station 53 to give us a quote on the new signage for the station. The quote was more than expected. We will also be getting a quote from Meyers **S**ign Company, who is the company we use for our graphics on our vehicles.

**AFG Grant:** Magna Grip has updated the design for station 53 and has ordered all materials to install the vehicle exhaust systems at station 53, 54 and 55.

The materials should arrive in November and installation should start soon after.

**WSRB Review:** They are still working on our review and hopefully will have it to us prior to the end of the year.

**Apparatus:** We are outfitting the two used pickup trucks. We have most of the lights for the trucks and are just waiting for the siren controllers and the two lightbars. The lightbars are scheduled to be delivered at the end of the month.

Braun NW informed me that they have received the chassis and will be starting the process of building the box for the new aid car. The aid car is still scheduled to be completed in December.

**EMS**

**Continuous Quality Improvement/Quality Assurance (CQI/QA)-** All ESO electronic health reports (EHRs) have been assigned to the QA team through September.

Code Stat is caught up, and all Cardiac Arrest and Advanced Airways have been annotated.

**Continuing EMS Education-** Continuing to work through our Trauma Management

On track with our continuing education. Preparing for the MCI drill on Oct 11.

**SCEMS-** Protocols are being prepared for DOH submission.

**EMT Class-** We have 17 students enrolled.A third of the way through the class, things are going well.

**CPR Training-** 25 Heart Saver, 2 BLS.

MSA Simmons acknowledged Lt Shane Roeder’s work getting Sky Valley Fire registered with AHA as a training site. New fees have been drafted to offset higher costs, and he has been training outside agencies including SRFR, tree companies, VOA, technical schools, concrete companies and construction companies.

He is also working on partnerships with neighboring districts to train their instructors and monitor their programs through the training site, including SRFR, Snohomish Fire and Everett Fire.

He is looking into adding more programs such as ACLS, PALS, Babysitter classes, NAEMT classes, wilderness first aid and more.

He has acquired instructor / trainer recognition with AHA (American Heart Association) and ARC (American Red Cross).

He has instructor recognition with HSI ( Health Safety Institute).

There is currently a roster of 9 instructors under our training center. A roster of 5 is required for the training site recognition.

Standard Operating Procedures have been drafted for the training site, and job descriptions for training site coordinator and instructors.

The training center agreed to reduce our affiliation fees from $450 to $125 for the initial certification, and from $250 to $125 for recertification.

**Personnel-** Nothing new

September ALS coverage 92% (59 hours not covered out of 720 total hours).

MSA Simmons would like to move toward a different EMS training platform in place of Target Solutions.

**SUPPORT SERVICES**

**Hiring –** New Member orientation is on the 21st of this month, two of whom are from Index.

**Grants –** The generator grant was resubmitted.

**Command Trailer –** 4 members of SVF went with the IMT trailer to SE Oregon. The experience, as always, was beneficial for our own HLS1 IMT. Congratulations to Capt. Thurston who completed his Situation Unit Leader Task Book.

**Training Building –** There have been several work parties for the burn facility and training center, repairing and cleaning the center as we will be starting live burns later this month.

Secretary’s Report

No news from IRS. Mobe payments are coming in. The switch to the new online version of QuickBooks has not been made yet.

Budget

Currently at 70%.

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

Vouchers: Bill moved to approve vouchers 426 through 471 for $77,449.83 and a withdrawal of $2492.11 for election services, and voucher 7 from the Construction Fund for $455. With a second from Doug, the motion passed unanimously.

Payroll: Bill moved to approve payroll in the amount of $149,785.66 ($47,240.72 is reimbursable). With a second from Kate, the motion passed unanimously.

Action Items

AC Walters presented a list of items for surplus, including 3 vehicles and a 2001 LaFrance engine. It’s a training engine and has become too costly to repair. Bill moved to surplus the items on the list. With a second from Kate, the motion passed unanimously.

All items will go on the public surplus website except the Wellington trailer. There is no consignment fee and we can set a starting bid.

The board stipulates that there will be an internal bid process for the Wellington trailer. It came from the DEM and we have removed all items of value. It is leaking and has rotten flooring. Bill moved to make the trailer available for internal sealed bids with a minimum bid of $500. Bids will be opened at the next meeting. With a second from Kate the motion passed with 3 ayes and one abstention from Doug.

Old Business

Camp and Assoc has begun the feasibility study for the Index-Galena road wifi project. Originally they hoped to use long range microwave technology, but the single company utilizing this technology has left the US market. The new plan is to use Starlink.

Meeting adjourned at 8:02

Regular meeting adjournment for 15 minutes for the purpose of reviewing the performance of full time employees. Meeting adjourned at 8:02 and will resume at 8:17.

Regular meeting resumed at 8:17

After performance reviews and comparison with equal positions in comparable neighboring fire districts, Bill moved to increase the monthly salary for Assistant Chief Ernie Walters to $10,682.33. Additionally, there will be a $500 monthly contribution to a qualifying DCP account in addition to a 5% contribution match. He also moved to increase the monthly salary for Administrative Assistant Karen McPeters to $7,432.53 with a $500 monthly contribution to a qualifying DCP account in addition to a 5% contribution match. Both increases will be effective as of November, 2023. With a second from Doug, the motion passed unanimously.

Next regular meeting November 8, 2023.

Meeting adjourned at 8:31.