



2022 Budget Hearing and Business Meeting Minutes, November 10, 2021

BVFF Committee: Molly, Commissioner Chair Bill Tubbs, Chief Eric Andrews and Karen (recorder) were present. Carsen Smith was not in attendance. There were no charges.

The meeting was called to order at 7:12 pm, with a link posted for public Zoom access. Present were Commissioner Chair Bill Tubbs, Vice Chair Pat Sample, Commissioners Molly Olson, Doug Rupp and Leigh Christianson. Also present were Chief Eric Andrews, Assistant Chief Ernie Walters, Division Chief Jarrod Spence, Deputy Chief Joe Simmons, MSA Pete Parrish, Captain Rob Thurston, Captain Brandon Vargas, and Secretary Karen McPeters (recorder).

Public Commentary: No public

EXECUTIVE

Vaccination Proclamation – Six exemptions have been given based on religious beliefs.

2022 BUDGET – The division heads have met and we have drafted the 2022 budget line items. The resolution and tax levy certification are enclosed for your approval tonight. The agenda has a hearing required before adoption of the 2022 tax appropriations.

Request for a 15-minute executive session to discuss staff performance with Chief and Commissioners.

OPERATIONS

Station 53 repairs: Progress has been made and new appliances will be ordered soon.

Station 54 remodel: Walters received a call from Lawhead Architects last week with an estimate on the plans for the remodel of the kitchen area for station 54. The costs were astronomical for the amount of work that was required. Walters discussed the project with Chief Andrews and given the current shortage of personnel, the crowding is less of a problem and the remodel may be downgraded to just replacing some cabinets and making some improvements to the kitchen area with no structural work.

Residents: We are currently accepting applications for Residents. We posted the open resident positions in multiple venues and we have not received any applications at this time.

We have contacted National Testing Network which is a well-known company for recruiting personnel, to help out with getting more residents.

The plan is to hire four (three are leaving and we are currently short one) and make a list for when the Station 53 repairs are complete.

Volunteers: We are currently below our goal of having 65 personnel in the operations department. The Operations Department currently has 51 people and is expected to lose another 3-4 personnel before the end of the year.

After we complete the Resident testing, we will be starting the recruitment for Volunteers.

SUPPORT SERVICES

Annual Leadership Retreat – The officers annual leadership retreat is scheduled for Jan 9th. This meeting is for reviewing the previous years accomplishments and setting new accomplishments for the coming year.

Burn Facility Coordinators – We have had somewhat of a changing of the guard for the individuals managing this program. We have individuals that are stepping up to make some changes and previously involved individuals to assist with the transition. Needed repairs have been underway and we are looking at expanded agreements with the county training consortium.

Recruitment – We were unable to obtain a good group of candidates for the residents, we are looking at other ways to recruit and obtain members by setting up an online account with a testing and recruiting center

ESTA – After the recent ESTA meeting a schedule has been drawn up for the Academy to start in late March, and run to the end of June. A number of people have shown interest and we propose to have a smaller class and move forward continuing to evaluate its feasibility.

Security Cameras – Installed at Station 54 and work is continuing at 53 and 55.

EMS

Continuous Quality Improvement/Quality Assurance (CQI/QA): All ESO electronic health reports (EHR's) have been assigned to the QA team through August.

EMS division is working with Snohomish County to update the County EMS CQI/QA procedure. This project is still ongoing.

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

EMT Training: AEMT Course is ongoing, will continue through November, and conclude in Mid December.

Continuing EMS Education: EMS Drill in September was a BLS run review

CPR Training-NO UPDATE

EMS apparatus replacement committee: Waiting for drawings from Braun. Piggybacking on the HGAC contract. 324 days to build estimated May 2022.

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EMS unit inventory project: A54 and M54 have both been labeled and made to be as identical as possible regarding EMS supplies. Continue to edit supply list for both units; making good progress.

Personnel: Paramedic Ryan Rozelle is on Admin Leave, Paramedic Dan Galovic resigned. Job offers extended to three Paramedic candidates; the application and orientation process is ongoing

October ALS coverage 84.4% (116 hours not covered)

Secretary's Report

The Systems Design report and run totals are available for review.

Budget

Currently at 95%.

Action Items:

Budget Hearing

Estimated revenues for 2022 presented, and proposed budget. Apparatus Fund estimated to require \$299,000 from the expense fund to cover the scheduled purchase of a new aid unit. A new truck will be purchased as well, using money from a grant for this purpose from the Stillaguamish Tribe.

There was no public comment.

Bill moved to approve the 2022 budget as presented, in the amount of \$2,939,003.00. With a second from Pat, the motion passed unanimously.

Resolution 2021-05 Fire Levy: Bill moved to approve the 2022 fire levy. With a second from Leigh, the motion passed unanimously.

Resolution 2021-06 EMS Levy: Bill moved to approve the 2022 EMS levy. With a second from Doug, the motion passed unanimously.

Levy Certification: Bill moved to approve the 2022 levy certification. With a second from Leigh, the motion passed unanimously.

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

Vouchers: Bill moved to approve vouchers 477 through 518 for \$142,877.97, and voucher 16 from the Construction Fund for 1910.00. With a second from Doug, the motion passed unanimously.

Payroll: Bill moved to approve payroll in the amount of \$88,726.66. With a second from Pat, the motion passed unanimously.

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Discussion Items

Leigh reported on the Sno-Isle Commissioners' meeting and the WFCA Conference.

Regular meeting adjourned 7:57.

The Board requested a 15-minute Executive Session from 8:00 to 8:15 for the purpose of discussing employee performance. Executive Session adjourned at 8:15.

At 8:15 the regular meeting was reconvened and employee contracts for 2022 approved as presented.

Next regular meeting December 8, in person with public access on Zoom available.

Meeting adjourned at 8:20.

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