**Business Meeting Minutes, June 14, 2023**

The meeting was called to order at 7:04 pm, with a link posted for public Zoom access. Present were Commissioner Chair Bill Tubbs, Vice Commissioner Chair Pat Sample, Commissioners Molly Olson, Doug Rupp and Leigh Christianson. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, Deputy Chief Jarrod Spence, Captains Rob Thurston, Scott Coulson and Brandon Vargas, and Secretary Karen McPeters (recorder).

**Public Commentary:** No public

**EXECUTIVE**

**Staffing Planning –** Staffing planning continues as we work to meet the challenge. We have had two meetings to discuss staffing plans. There has been communication with our attorney and with other agencies.

**Recruit Graduation –** The training division graduated 14 students, holding a ceremony at the Startup Events Center. It was very well attended and nicely done. There was excitement and appreciation from the recruits and their families.

**Snohomish County Fire Chiefs –** The Chiefs have hired a consultant (Berke Associates) to perform a study on ways Snohomish County fire agencies can work together to provide emergency services. They will meet with all fire agencies in the county and EMS, Snocom, and other agencies to complete their recommendations.

DEM has begun a county wide Community Wildland Protection Plan with the encouragement of the Chiefs Association. Chief Andrews will serve as the administrative contact for the Chiefs’ Association

**Fire Season –** Wildfire season has begun, with trailer deployment last week and a wildland strike team sent last night to Benton and Walla Walla counties.

**OPERATIONS**

**Facilities:**

**Station 54 -** The door company that replaced the doors at Station 53 came out and looked at a couple of doors at Station 54 to be replaced/repaired.  The plan is to replace the kitchen door (adding new locking hardware and panic bar) and repair the classroom exterior door.

**Station 55/ resident house**-  Upcoming projects includereplacement of the hot water heater at the station, purchasing a new shower enclosure for the front bathroom of the house, and replacing the hot water heater. Also replacing the shower valve and/or shower enclosure in the back bathroom in the near future.

**AFG Grant:** We have contacted Magna Grip and have scheduled a meeting for them to come out and give us an updated quote on the exhaust systems for the stations. Magna Grip, who we currently have at station 55, is contracted with HGAC purchasing group who we use to purchase our aid cars.  Going through the HGAC process will allow us not to have to go out for public bid.

**New Aid Car:** The new aid car is still on track to be completed sometime in November or December of this year.  The aid car that we took delivery of in December is currently down at a shop in Mount Lake Terrace having a leaking problem looked at and should be back this week.

**WSRB Review:** We met with the WSRB review board on the 17th of last month and are sending them more documentation for them to review.  We should have the review completed in a month or two.  Currently we are at a 5 and hope to stay there, or reduce to a 4.

**EMS**

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

**Continuing EMS Education-** Planning a multi-agency EMS drill for September.

**SCEMS:** Dr. Keay approved all the AEMT protocols, additional meetings to complete this project with SCEMS.

**EMT Class:** Fall EMT class has been applied for and will begin August 29th. We hope to have two instructor candidates, Shane Roeder and Brittanie Martin.

**CPR Training-** 1 Heartsaver CPR, 8 Heartsaver K-12 with first aid, 4 BLS providers, 16 Heartsavers with first aid, 1 BLS instructor, 30 total students.

May ALS coverage 91% (69.25 hours not covered out of 744 total hours).

**SUPPORT SERVICES**

**ESTA –** The academy graduated 14 out of 16 members.

**IT –** Two new rugged tablets were purchased to improve durability and reliability for field use. A $4000 phase 3 technology grant was filed with DNR for a new plotter and iPads for the brush trucks.

**IMT –** The ICP trailer has been deployed for 8 days so far this year with a busy season predicted. The printer on the trailer went down so a new purchase was made.  We are trialing the use of a contracted printer in the trailer since it gets such heavy use.

**Training Center –** The LDA is approved and permitted, and we have been talking with Harmsen about going out to bid. A grant was filed today, hoping to obtain $500,000 to assist with the project.

**Hiring –** Three people were interviewed and 2 moved onto chief’s interviews with Chief Walters.

**Support Services/Operations –** A pre-application for a $350,000 Hazard Mitigation grant to replace the generators at Station 54 and 55 was completed. We hope to hear at the end of this month if we move forward.

**Support Services Truck –** Should be completed by the end of June or early July.

Secretary’s Report

The Systems Design report is available for review.

Budget

Currently at 47%.

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

Vouchers: Bill moved to approve vouchers 241 through 279 for $76,785.11, and 280 through 293 for $22,155.87 from the expense account. With a second from Leigh, the motion passed unanimously.

Payroll: Bill moved to approve payroll in the amount of $106,561.25. With a second from Pat, the motion passed unanimously.

Discussion Items

There is no new information on the North Fork 911 wifi extension project.

New Business

The disbanded NW IMT had about $20,000 set aside for training, which is now available for training for the new HS1 IMT.

Commissioner Christianson and the Sno Isle Commissioners met with Lucia Schmit, Director of Snohomish Co DEM, who addressed wildfire management and planning.

Next regular meeting July 12, 2023 in person with public access on Zoom available.

Meeting adjourned at 7:32.