**Business Meeting Minutes, August 9, 2023**

The meeting was called to order at 7:02 pm. Present were Commissioner Chair Bill Tubbs, Vice Commissioner Chair Pat Sample, Commissioners Molly Olson and Doug Rupp. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, Deputy Chief Jarrod Spence, MSA Pete Parrish, MSA Joe Simmons, Jarrod Spence, Scott Coulson and Secretary Karen McPeters (recorder).

**Pinning Ceremony:**

A pinning ceremony was conducted for new recruits graduating from the fire academy. Welcome firefighters Senner, Purser, Gash, Edwards, Bangsberg, Sanchez, Wood and Moulton.

**Commissioner Resignation:**

Commissioner Leigh Christianson resigned her position by email due to moving out of the fire district. Pat moved to accept the resignation. With a second from Molly, the motion passed unanimously.

Bill moved to fill the unexpired term to be elected in 2025. Molly moved to appoint Kate Hayes. With a second from Pat, the motion passed unanimously.

**Public Commentary:** No public

**EXECUTIVE**

**Levy Proposition –** As of Monday the proposition was passing with 68.19% of the vote. We are waiting for our 2024 valuation report to determine the actual revenues that will be received in taxes for 2024.

**Commissioners –** Commissioner Leigh Christianson has submitted her letter of resignation for Commissioner Position 5. The Commissioners will need to accept her resignation and declare her position unfilled. A majority vote of the commissioners can fill the position by motion. This individual shall retain the position until the general 2025 election. The winner of the 2025 election would then fill the position upon certification of the election.

A special filing period was opened August 2nd through August 4th for Position 3. Two citizens filed for the position, Jose Vargas and Jason Lavinsky, which will be on the November ballot.

**Apparatus Replacement Plan** – The chief has updated the apparatus replacement plan in an attempt to reduce the cost of the plan due to rapidly rising appatatus cost. While we had planned for 3% increase annually in cost of apparatus, we have seen increases of over 33% in the past two years. We have reduced some purchases and will reduce our fleet size. We have purchased two newer used staff apparatus for this year to fill our needs. We had three planned but cut one out. We plan on retiring three vehicles from our current fleet.

**Telecommunication Grant –** We did get guidance from the state auditor for the telecommunication 911 project. It was required that we advertise for 13 days, with a minimum of two days published in a newspaper of distribution. It has been advertised in the Everett Herald and closes on August 16th. So far we have 3 interested parties.

**OPERATIONS**

**Facilities:**

**Station 53 –** The kitchen work has resumed and we are hoping to be able to get the kitchen operational by the end of August to accommodate the EMT class. The kitchen will not be completed but it should be usable.

The fence on the east side of the station has been completed and Trish (our neighbor) is very pleased with it. An electrician came out and looked over station 53 to give us a quote on an upgrade to a three-phase system to increase efficiency. NW Sign & Design visited station 53 this last week to give a quote for the signage on the station.

**Station 54 –** The main door on the south side of bldg. “C” has been replaced and is in good working order. The door was damaged a while ago and was in need of replacement.

**Station 55 –** We are in the process of having one of the mini split condensers replaced and moved at station 55. The current one was damaged last winter and has multiple leaks in the coils in the outdoor unit. We plan on replacing the unit and moving it to the back patio to help protect it from the falling snow during the winter.

**AFG Grant:** We are still waiting on the quote from Magna Grip to install the vehicle exhaust system at stations 53, 54 and 55.

**WSRB Review:** Nothing to report.

**Apparatus:** A-55 had an unfortunate incident where the side mirror hit another vehicle’s side mirror. The damage was minimal (broken side mirror) and neither party was found to be at fault, so each party will take care of their own repairs.

**Mobes:** CV-54 is currently deployed to Oroville with Scott Coulson, Patrick Hovell and Katelyn Roeder.

**EMS**

**Continuous Quality Improvement/Quality Assurance (CQI/QA)**

All ESO electronic health reports (EHRs) have been assigned to the QA team through July

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

**Continuing EMS Education**

Introduced High-Performance Trauma Management, a systematic way to quickly and efficiently manage critical trauma patients.

On track with our continuing education.

**SCEMS**

Held a final meeting, looking for grammar and formatting issues, then it should be submitted to DOH

**SCEMS** has been conducting planning meetings to discuss direction and challenges.

**EMT Class**

We have 11 students enrolled.

**CPR Training**

16 CPR, 1 BLS instructor

**Personnel**

Nothing new

July ALS coverage 91% (64.5 hours not covered out of 744 total hours)

**SUPPORT SERVICES**

**Training Center –** The bid packet draft has been completed. It was sent to Commissioner Tubbs and Spence also reviewed it.

**Hiring -** New member interviews will be August 26th. We have several members of the local

community interested in joining the department.

**Grants –** We were awarded the $4000 DNR technology grant, for a new plotter and iPads for brush units.

There is no news regarding the training center grant at this point.

Regarding the application that was submitted for a $350,000 hazard mitigation grant to pay for backup generators at Station 54 and 55, our portion of the project would be about $44,000.

**Support Services Truck –** The new truck is in service and operating with Captain Coulson on wildfires. The F-150 has now gone to Captain Thurston for drone responses and additional responsibilities he fills requiring travel for the department.

**Pano AI –** A contract was signed with Pano AI to provide wildfire protective cameras in our watershed, covering up to Skykomish. This is funded entirely by T-Mobile for the first year and will be supplementally funded by Snohomish County DEM the following year. We plan to apply for DNR and other grants to help cover the cost after that, and there is also the possibility that DNR may take over responsibility for the cameras in the future.

Cameras are located in Sobieski and Deer Flats areas.

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 60%.

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

Vouchers: Bill moved to approve vouchers 340 through 372 for $57,303.34, and 373 through 380 for $8,768.62 from the expense account, voucher 6 from the Construction Fund for $6025.00, and vouchers 3 and 4 from the Apparatus Fund for $127,476.75. With a second from Pat, the motion passed unanimously.

Payroll: Bill moved to approve payroll in the amount of $161,639.63. With a second from Pat, the motion passed unanimously.

Discussion Items

Bill found some errors on the first page of the bid documents from Harmsen. He will contact them.

Old Business

New Business

Next regular meeting September 13, 2023 in person with public access on Zoom available.

Meeting adjourned at 8:06.