



## **Business Meeting Minutes, December 14, 2022**

The meeting was called to order at 7:07 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, MSA Joe Simmons and Secretary Karen McPeters (recorder).

**Public Commentary:** No public

### EXECUTIVE

**Bolt Creek Fire** – There has been one after action review performed by Snohomish County and King County DEM in reference to the communications between counties during the fire. Another after action review has been scheduled for January 3<sup>rd</sup> by the US Forest Service to review initial attack operations.

**IRS Audit** – The IRS reviewed our records from 2020 and is now reviewing 2021. The IRS reports that we should have been paying and withholding FICA and Medicare on the point pay. I checked with attorney Brian Snure who confirmed that he had already reviewed this in the past and the District is required to pay these taxes. We had not ever paid these believing that the volunteers were exempt, using the counties pay code for point pay that did not apply FICA or Medicare. We had the county payroll pay the back taxes for 2022 and begin the regular deductions in the November pay. You will see these expenses for all the previous months in 2022. The IRS stated that they will not assess penalties or interest for this error. We will need to pay the back taxes for 2020 and 2021 as soon as we are given the amounts from the IRS.

**Budget** – Tonight vouchers and payroll are the final expenses of 2022. This includes the make up of the 2022 FICA Medicare costs. We will have to adjust these line items in 2023 to pay our portion of FICA and Medicare adjustments. We came in on budget even with the unplanned expense of FICA/ Medicare. We will come out with more carryover from revenues than planned.

**IMT** – It is likely that Fire District 15 will partner with us and Fire District 24 in the interlocal for the creation of the IMT. We do not have an interlocal drafted at this time. More to come.

**Audits** – Karen has been extremely busy with both the IRS audit and the State Audit. Karen reports the State audit is nearly complete as well as the 2020 audit by the IRS. The IRS will be performing an audit for 2021 which should be fairly simple in that we know we have to pay FICA and Medicare for 2021. IRS reports that by taking care of 2022 payments we will not need a 2022 audit.

## OPERATIONS

**Station 53:** The cabinets arrived on Monday and hopefully we will start putting them in sometime in January. We are still looking into signage for the outside of the station.

**AFG Grant:** We have received a notification from FEMA about the grant for the vehicle exhaust system stating that we need to do an environmental and historical preservation review for the grant. They have not awarded the grant, but we apparently are still in the running for it. I am working on the review for the grant and should have it done this next week.

**New EMS Unit:** I will be traveling with Deputy Chief Parrish, Lt. Roeder and FF/AEMT Reed to do the final inspection on the new EMS unit. If all goes well, we will be bringing it back to start installing equipment on it. The plan is to have it in service by the end of the year.

**Christmas / Awards Banquet:** The department awards banquet is this Saturday (December 17<sup>th</sup>) at the Bush House in Index. Unfortunately, I was informed that some of the longevity awards have been delayed and will not arrive prior to the banquet. All members and guests are invited.

## EMS

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

We are developing updates for several AEMT protocols and adding two new AEMT/BLS protocols for SCEMS through the protocol revision committee.

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

**EMT Training-** EMT class is complete, with 19 students graduating. The department received a grant from NREMT that will cover the cost of testing for all 11 Sky Valley graduates.

**Medics-** Brett Bergeron was granted an extended LOA beginning 1/1/2023.

**Vail Medics-** The district signed a Statement of Work for the 22/23 ski season. We have 10 ski medics on the roster who will fill as many shifts as possible. Operations will be the same as in past years.

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

## SUPPORT SERVICES

**ESTA Recruit Class** - We have 16 people registered for the fire academy, all from our own department or the EMT class which just finished. We have also put it out to Sultan and Skykomish. The academy starts the first week of January.

**Training facility** - Harmsen continues to work on the bid process for the training facility.

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**Burn Facility** - We have a training center meeting on the 22nd to plan going forward with reimbursement costs etc.

**Annual Leadership Meeting** - The annual meeting will be on the 21st of January.

#### Secretary's Report

The audits are both nearly complete. The state audit did find some financial misreporting, which they are allowing me to correct, including a \$4,000 deposit in transit, which had been taken out of the Bank of America account but had not yet registered on the county year-end statement.

#### Budget

Currently at 100%.

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

Vouchers: Bill moved to approve vouchers 511 through 556 for \$339,868.68, and vouchers 557 through 560 for \$12,479.91 from the expense account, voucher 1 for \$245,429.16 from the Apparatus Fund, and voucher 10 for \$5,100.00 from the Construction Fund. With a second from Leigh, the motion passed unanimously.

Payroll: Bill moved to approve payroll in the amount of \$97,114.43, and to approve \$54,117.20 in additional payroll deductions to cover the makeup FICA and Medicare payments for Jan-Oct 2022. With a second from Pat, the motion passed unanimously.

#### Discussion Items

Leigh was elected Sno\_Isle Commissioners' Association Executive Secretary. Congratulations, Commissioner Christianson!

#### Action Items

Bill moved to approve contract addenda for all 4 full and part time contract employees. With a second from Pat, the motion passed unanimously.

#### New Business

MRSC rosters is going to introduce electronic bidding, which may make it easier to get bids for the training center.

The awards banquet will be on December 17 at the Bush House in Index.

Next regular meeting January 11, 2023 in person with public access on Zoom available.

Meeting adjourned at 8:05.

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