



Business Meeting Minutes, March 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 7:10 pm on video conference using Zoom app, with a link posted for public access. Present were Commissioner Chair Bill Tubbs, Commissioners Michelle Adie, Molly Olson, Doug Rupp and Leigh Christianson. Also present were Chief Eric Andrews, Assistant Chief Ernie Walters, Division Chief Jarrod Spence and MSA Pete Parrish, and Secretary Karen McPeters (recorder). Vice Chair Pat Sample was not in attendance.

Public Commentary: No public

EXECUTIVE

COVID REPORT – The county health district and DEM have been taking over more of the operations at the vaccination sites. Fire is still providing the vaccinators and medical control but our involvement has decreased.

Non Voted Bonds – We are working with the state, answering some of the their follow up questions on the non-voted bonds. Still on track for funding in June.

Fire Chiefs Job Description – One of the goals set for this year is to review and update job descriptions for the district. This will allow all to focus on what duties are assigned and expected by all the officers. The Fire Chief job description comes from the board so I would ask that you look over the current job description and provide feedback.

OPERATIONS

COVID-19 PPE grant – On Feb. 17th the district was awarded an AFG COVID-19 PPE grant in the amount of \$30,132.60 (\$28,697.71 federal share, \$1,434.89 district share) for the purchase of gloves, face shields, masks, gowns, booties and surgical masks. This grant is in addition to the CARES Act funds that Snohomish County has been using to provide PPE.

Stations 53 and 54– Station 53 repairs are underway. The Station 54 remodel will be going out for bids for licensed contractors initially for the HVAC system, cement repair, window installers and septic designer.

Assistance to Firefighter Grant Program: We have applied for an AFG grant in the amount of \$174,328.55 (\$166,027.19 federal share, \$8,301.36 district share) for Vehicle Exhaust Systems for all three stations.

Apparatus Repair: Engine 54 (Pierce) and Tender 55 have been inspected at Hughes Fire Equipment in Tacoma where they are in the process of being repaired. The repairs to the trucks have not progressed due to Hughes Fire Equipment waiting on the large body parts that are on order and that have not arrived. The estimated time of completion of the repairs is still a few months away.

New Engine Purchase: The engine committee met Feb. 12th to discuss specifications for the engine that we are planning to purchase this year, and to establish specifications for future engine purchases.

The committee has researched various vendors (Pierce, Spartan, KME, E-One), searching for demo trucks that come as close as possible to our specifications for the truck that we are purchasing this year, and has found one that they may like to purchase with the approval of the Fire Commissioners, pending any better bids coming in through the bidding process.

The Engine is a demo engine from Pierce and is almost identical to the engine we purchased from them in 2017.

Portable Radios: The new portable radios were delivered last week and have been put into service. The old portable radios are being collected and will be reprogrammed by SNOCOM and given back to us to be used as training radios. The new portable and mobile (when delivered) radios are being funded through sales tax revenue.

SUPPORT SERVICES

ESTA Center: Live fire training is ongoing to meet requirements for district members.

The Wildland FF training has started.

18 potential new members will be interviewed next weekend.

Academy: Training is discussing switching the EMT class to fall and the Fire Academy to winter, in conjunction with an Advanced EMT class.

EMS

Covid Vaccinations - Vaccinations are ongoing. Most members who were willing to receive the vaccination have received both doses.

Continuous Quality Improvement/Quality Assurance (CQI/QA) – A measurable CQI/QA plan for quarter 1 of 2021, is in development. Code Stat is installed and working.

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All EHRs through February have been assigned and are being reviewed by the CQI/QA team. This is an ongoing process, and we are still learning how to fine tune this process. Documentation standards are being used as the basis for evaluation of EHRs.

EMT Training - We are $\frac{2}{3}$ of the way through class, and the students are doing well considering the COVID challenges. The entire class was fit tested for N95 masks in preparation for clinical time at the ER. They are preparing to move to clinical rounds at Evergreen Health Monroe.

First quarter practical skills are scheduled in the month of March. The county is still working to finalize the skill sheet.

Two medics attended the Snohomish County CAM course with Dr. Cooper.

Two courses were offered to our providers, one on pediatrics through Handtevy, and another through evergreen Health Monroe. A few members have participated in these trainings A few more providers have recertified this month, we should be close to finishing this process for 2021.

CPR Training – Division has trained 6 new CPR providers and recertified 3 instructors.

EMS apparatus replacement committee - The committee is complete with five members plus the chair. Meetings will start soon.

CrewSense is up and running with a few tweaks here and there. Q2 M54 shift picks are underway and so far successful. Notifications and callback for shift coverage is working.

Ski Medic program - Still running as expected. The Ski Patrol Director is pleased with our medics.

Controlled Substance Accountability - 222s, purchase and return invoices, and audit sheets have all been organized as hard copies in files. Parrish is almost done with SOP 10-04 Controlled Substance Accountability and will have it out for review shortly.

A Knox Safe was moved to Station 53 for receiving shipped CS .

Operative IQ – We are making good progress on entering EMS assets into OIQ for tracking, maintenance and audits.

The EMS office space is functioning well and usable thanks to AC Walters and Capt Thurston.

Secretary's Report

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

The secretary completed annual report filing training and noted that capital asset management will be a focus of the next audit, and the district policy should be reviewed. Also, there will be new requirements for reporting federal funds received through FEMA and the CARES Act.

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Budget

Currently at 25%.

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

Vouchers: Bill moved to approve vouchers 122 through 160 for \$73,065.99, and 161 through 173 for \$18,214.08, and voucher 3 from the Construction Fund for \$717.50. With a second from Michelle, the motion passed unanimously.

Payroll: Bill moved to approve payroll in the amount of \$101,007.84. With a second from Leigh, the motion passed unanimously.

Discussion Items

The demo engine found by the engine committee exceeds the \$400,000 budgeted for the purchase. No viable alternatives have been found, but it has been put out for bid, so possibly there will be some good options. Due to the increased purchase cost of the engines researched, Bill moved to accept bids not to exceed \$479,000, of which \$334,000 will come from funds currently in the Apparatus Fund and \$145,000 from Reserves.

A meeting for the purpose of awarding the bid will be on March 24th.

Leigh attended the Sno-Isle Commissioners' meeting, and reviewed issues covered. Cybersecurity is a hot topic.

VFW post 9417 has awarded Firefighter of the Year to AC Walters. There will be a public announcement at the state convention in Olympia in June. Congratulations Chief Walters!

Special meeting to award the engine bid March 24, 7 pm on Zoom.

Next regular meeting April 14, on Zoom.

Adjournment 8:17 pm

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