**Business Meeting Minutes, January 10, 2024**

The meeting was called to order at 7:04 pm. Present were Acting Commissioner Chair Pat Sample, Commissioners Kate Hayes, Doug Rupp and Jason Lavinsky. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSA Joe Simmons, Captains Scott Coulson, and Rob Thurston, and Secretary Karen McPeters (recorder). Member of the public Rebecca Kendrick was also in attendance.

**Public Commentary:** No public commentary

**EXECUTIVE**

**Snohomish County Fire Chiefs**:  The association has completed the interim staffing of the Snohomish County EMS office.  There is a committee now that is working on the long term goals of the EMS office and how it should be structured in the future.

**Annual Ho Ho Run**:  The annual Ho Ho Run on Christmas Eve was another success. Last year, we had to cancel the run due to weather but this has been a tradition of our department for over 30 years.

**Training Center Construction**:  Attached is a proposed contract for Jarrod Spence to continue as the project manager of the training facility. Jarrod has had to decrease his participation due to family commitments but has been continuing work on the training center.  The contract calls for paying him on an hourly basis for work performed on this project.  Jarrod continues as a volunteer member of the department.

**Staff retreat:**  We have opted to move the annual staff retreat to later in the year to help facilitate planning for the upcoming year (2025).  Each division understands the current goals for 2024.  By moving later in the year it will help budget planning that will coincide with goals.

We signed a contract with Wyatt Works for an IT service contract in 2024.

A big thank you to Karen and staff that have worked very hard completing our transition from all volunteer to the current part paid / volunteer program.  There were many meetings, and lots of planning and hard work that went into this transition.

**Training site**:  Phase one that includes most of the civil and land work has been let out for sealed bids as required by law.  Those bids were opened and read out loud January 10 (today). The staff and Harmsen will need to review the bids and come back with a recommendation.  We may want to set a special meeting to award the bid.  There were 14 bids submitted by the deadline.

**ARPA Grant:**  Jarrod is in contact with the county ARPA folks completing their needed information.  They assure us the $500,000 grant is on track and within our timeline for project funding.   We will be working closely to ensure the grant funds are acquired and used in the funding of this phase one and possibly part of phase two depending on the bids received.

**OPERATIONS (Chief Walters)**

**Station 53 –** The Kitchen sink and dishwasher are now hooked up making the kitchen fully operational. There are still some minor things to be done to complete the project. Installation of the cabinet door hardware, trim boards around the cabinets and floor, backsplash and installation of the pot filler. We will be repairing the sheetrock in the training room and replacing the carpet with the vinyl plank flooring in the next couple of months.

**Station 54:** We have cleaned out the old library and are prepping it to be the new dayroom while we work on the kitchen repairs. We will be measuring out the kitchen to get the cabinets ordered and the new design. I have contacted the HVAC company and sprinkler company to come out and give me a bid on moving the heating and sprinkler system.

**Training Facility:** The demolition of the buildings is complete and we just have some asphalt that needs to be removed. The temporary structure to house the Parade Engine (Maxium) is completed and is being used.

**Station Generators:** We were contacted by DNR about some surplus military generators that were available for use for our stations. We had contacted DNR a year or so about getting a replacement for Station 55. We received two 60KW generators that have low hours. We will be replacing the generators at Station 54 and 55. If we receive the generator grant from the state, we will place those at Station 54 and 55 and place the military generators at the Resident house and Station 53.

**AFG Grant:** We should see the equipment start arriving by the end of this month and installation should start sometime next month.

**Apparatus:** We are still outfitting the two used pickup trucks. The Chevrolet 1500 truck has had the lights and sirens installed, but still needs the modem and MDC mount installed.

The Ford F350 is currently up in Sedro-Wooley having the lights and sirens installed and should be completed this month.

I have contacted Braun NW and they informed me that the aid unit would not be done until October of this year. I have expressed concern to Braun NW about having our chassis being exposed to the weather for the next 10 months. I will be having a meeting with our project manager and our sales rep. later this month to come up with a solution.

**EMS (Chief Simmons / Chief Parrish)**

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

**Continuing EMS Education-** Completed 2023 OTEP training. Began planning for training year 2024.

**SCEMS-** Waiting on DOH for approval of protocols and 2024 OTEP plan

Began work revising the paramedic integration process.

**EMT Class-** 15 students graduated from their EMT Basic course.

**CPR Training-** Shane trained over 300 people in our community in 2023.

**Personnel-** Part-time employee agreement has been drafted for all Paramedics and Ski Medics

A new process has been implemented for Q1 ALS staffing to equitably assign shifts while accounting for the least amount of overtime and most complete coverage.

**Stevens Pass-** No update

December ALS coverage 88% (87 hours not covered out of 744 total hours).

**AEMTs-** New protocols are under discussion for how to utilize AEMTs.

**SUPPORT SERVICES (Chief Coulson / Chief Thurston)**

**Training:** Our members Logged total of 5912 hours of training for 2023. The training schedule for paid staff and volunteers has been set for 2024. This includes Quarterly Multi-Company Evolutions, Bi-annual Live Fire, Rope/water Rescue awareness, Annual Wildland Refresher, and more special training nights will be the new focus for the Thursday night drills. We will also be combining some of these training dates with the ESTA Academy to allow our firefighters and recruits more opportunities to work together.

Twenty-four people have been invited to participate in our next academy. Orientation is the 23rd with the first day of class on the 30th. Graduation will be May 19th. Successful recruits will receive FF1/FF2, Hazmat Operations and Wildland FF certification.

**Recruitment:** New member interviews will be held on the 28th. We will be interviewing 10 people.

**IT:** The Virtual Link between Station 54 and Station 55 has been reestablished. This was a long-standing issue that was the result of moving Station 55 to Starlink. Re-establishing the link required new hardware not available when Starlink was originally installed.

Secretary’s Report

The migration to QuickBooks Online is completed. Work continues on setting up new benefits and pay structure.

Budget

Currently at 8%.

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

Vouchers: Pat moved to approve vouchers 24-1 through 47 for $112,129.64, and Vouchers 24-1 through 3 from the Construction Fund for $18,820.07. With a second from Kate, the motion passed unanimously.

Payroll: Pat moved to approve payroll in the amount of $195,322.87. With a second from Kate, the motion passed unanimously.

Discussion Items

Commissioner compensation has increased to $161/meeting. Pat moved to continue to put commissioner compensation into VEBA. With a second from Kate, the motion passed unanimously.

Old Business

Sky 911 project update:

Of the $420,000 awarded by the state legislature for the feasibility study, 3% will go to the Dept of Commerce for administration. So the amount available for the project will be $407,000. The contract with the Dept of Commerce is still in the works. Doug would like to ask for more funding in the future to add a fifth tower to the project.

Pat emphasized the need for having some other agency take over the long-term maintenance of the towers since the fire department lacks personnel and resources for maintenance.

New Business

A contract for hourly pay for project management at the training center site was presented by the chief. Pat moved to accept and sign the contract. With a second from Kate, the motion passed unanimously and the contract was approved.

Next regular meeting February 14, 2024

Meeting adjourned at 8:18.