**Business Meeting Minutes**

**August 13, 2025**

The meeting was called to order at 7:00 pm. Present were Commissioner Chair Molly Olson, Vice Commissioner Chair Pat Sample, and Commissioners Doug Rupp, Jason Lavinsky and Kate Hayes. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSA Joe Simmons and Battalion Chiefs Rob Thurston, Brandon Vargas and Scott Coulson, and Karen McPeters (recorder).

**Public Commentary:** Sheriff’s Deputy Whalen thanked the department for participation in the National Night Out, and for drone responses in support of local law enforcement.

**EXECUTIVE**

The interview process for part-time administrative assistant was completed. There were two applicants but one had deployed on a state mobilization and was unable to attend her interview time. After discussion it was decided to continue with the process. Commissioner Olson and Bill Tubbs were used as the interview committee. Tanielle Coffin was selected, being the only candidate interviewed for the position. The proposed contract was presented.

The District conducted a testing process for Lieutenant. After discussion with officers, it was decided that the process should be open to all classifications: volunteer, part paid and full-time personnel. Carsen Smith passed the testing process and was selected as the candidate. Being a career firefighter with us, but still under probation as a Firefighter 2 and having not met the requirements for career Firefighter 3, it required a plan. An agreement was drafted with Carsen Smith to promote him to Provisional Lt. and adjust his pay to a mid-level between Firefighter 3 and Lieutenant with the condition he meets the requirements of Firefighter 3 and Lieutenant within one year of this promotion, and that he serves a new Lieutenant probationary period of one year from promotion. With this agreement we would promote him effective September 1st.

Part-time firefighters accrue sick leave. We adopted the required sick leave accrual rates established by law. Two areas we did not address are the accrual maximum, and any cash out of sick leave for members leaving in good standing. State law requires that we allow accrual up to 40 hours and there is no requirement for carryover or cash out. I propose that we establish a sick leave procedure that allows for 80 hours accrual maximum and any member leaving in good standing will be allowed to cash out 50% on the dollar for sick leave accrued. The 50% cash out is the same as offered to our other employees, but the 80 hours maximum is less than what is offered contract employees.

A lot of great work is being accomplished this summer, with Asst. Chief Walters completing the new brush truck build, working on Station 53, training, and the kitchen and all the many other items he continues to juggle. There have been several responses to state fires by members for both on line fire control and incident management.

Also, maintenance and repair of several projects by Bill, and his management of correctional center work crews.

BC Thurston has been managing the time-consuming processes of recruiting, testing and training of personnel.

Still no issuance of the building permit for the training building but we expect it any day and the construction company is ready to begin the project.

Getting answers on the merger impacts is proving more difficult and slow than anticipated. We have our attorney still working on tax issues and our dispatch services must be vetted by the Sno911 board. Nothing yet from our insurance carrier on cost analysis.

**OPERATIONS**

Facilities:

Station 53:

The walls have been sealed, primed and painted. The floor is being installed and should be done this week. I am currently looking at blinds for the windows and new tables and chairs for the training room.

Station 54/55:

Farmers Electric has installed some of the boxes and equipment for the new power drop at Station 55. They plan on doing some work at Station 54 prior to the generators arriving (generators should be arriving in 8-10 weeks).

Submitted the bids for the window replacement at Station 55, and the lowest bid was approved. The windows have been ordered, and they should be replaced in the next month or so.

AFG Grant:   No word yet on the micro grant that I submitted for Four (4) Thermal Imaging Cameras.

Apparatus:

New Br-54: The new Brush truck is now in service and deployed on its first deployment last month and is working great. I want to thank everyone that helped out with the truck to get it ready (BC Coulson, FF Carsen, Duty Crews, to name a few).

B-54: B-54 was sent to Gardner Electronics and has had the lights, sirens and radios installed. It is currently in service. It will have to go to the shop for the charging system to be installed.

A-55: During annual maintenance it was discovered that there were metal shavings in the transmission fluid. It is currently at Bickford Ford being looked at. It is still under warranty but might be out of service for a month or so, depending on what they find.

Surplus Aid Unit: The surplus aid car is gone and now is in service in Ruston.

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

Continuous Quality Improvement/Quality Assurance (CQI/QA)

Ongoing projects

Transitioning to EMS one, and Code stat 12, transition is on hold waiting to sync scheduled with our IT staff and that of Stryker

Working with Dr. Forcade and our other partners to ensure HIPPA compliance with distance run review.

EMS Training

Initial EMT Class has been approved by DOH with 25 students

AEMT class is approved with 5 students

Scheduled an ESE course for EMT and AEMT course

CPR Training

No Update

Personnel

Actively recruiting paramedics

Medic Matt Martin is off with an injury

July ALS coverage 94% (45.5 hours not covered out of 744 total hours)

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

Training:

We completed our 3rd quarter fire multi-company evolution. It was held at Big Eddy and involved a simulated house fire with spread to the wildland urban interface. It was a great opportunity for our new engine drivers who are working on their Driver Operator Task books to practice pumping.

Staff Training hours: Staff completed 351.5 training hours this month for a total of 4342.5 for the year.

The training division assisted the EMS division with collection of tuition fees for the upcoming EMT class.

Wildland/IMT:

Our Wildland Team has responded to 15 incidents YTD in 2025, warm dry conditions persist across the western states, wildfires are expected to continue into the fall. No brush units are currently assigned to a mobilization. Currently, Chief Coulson, Lt. Smith and EMT Roeder are assigned with CIMT NW7 at the Bear Gulch fire in Olympic National Park along with our 2 Command Trailers. They will demobilize on August 15th and return home. The command trailers have brought in about $50,000 YTD in reimbursement; we purchased a new copier to replace the nearly 20-year-old copier we got for free last year from Sno DEM.

Grants:

We were notified that we were not awarded the WA DNR Operations grant for a new brush unit chassis, so we will look for other grant opportunities to replace that apparatus. Chief Coulson applied for a $40,000 public safety grant from Firehouse Subs for a new 6-seater Polaris UTV. If awarded, the Polaris Ranger would have enclosed cab and street legal package to respond directly to trail rescues and other emergencies without a trailer. We are still waiting to hear about the Department of Ecology Grant. We should be hearing about the SAFER grant this month as well.

Recruiting/Staffing:

Orientation was held in July for 11 new members. 1 new member decided not to join the department. Resident testing was held this month, and we have 5 strong candidates. We will be taking a break from recruiting for the near future as we catch up with training all of our new probationary members.

Madeline Hughes and Madeline Anderson have both accepted full-time positions elsewhere. One with South County Fire and one with the Everett Fire department. Good luck to both on their future careers.

Current Staffing Levels with changes from last month

Admin – 10 Personnel (+1)

Career Staff – 1 Personnel

Part Time Staff – 16 Personnel (-1)

ALS Staff – 17 Personnel

Volunteer Staff – 38 personnel (-3)

**Secretary’s Report:** Thanks to BCs Thurston and Coulson for their assistance with a recent records request. We have a meeting scheduled with the State Attorney General’s office regarding how best to comply with the state laws governing records requests, given our limited staffing and resources.

Budget: Currently at 63%

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

Vouchers: Molly moved to approve vouchers 25-329 through 375 for $101,980.48. With a second from Pat, the motion passed unanimously.

Payroll: Molly moved to approve payroll in the amount of $300,229.75. With a second from Kate, the motion passed unanimously.

**New Business**

Molly moved to accept the chief’s proposal for changes to the sick leave policy for part-time employees, to allow a maximum year-end carryover of 80 hours, and sick leave pay out for employees leaving the department in good standing of $0.50 per $1.00 of value. With a second from Kate, the motion passed unanimously.

**Skyko 911 Project:** The state legislature has approved a $1,000,000 appropriation for the emergency response Wi-Fi extension on the Galena Road.

Molly moved to surplus the 2009 Tahoe through the surplus website due to cost of repairs and maintenance, which exceeds the value of the vehicle. With a second from Pat, the motion passed unanimously.

Next regular meeting is September 10, 2025. The public is welcome to attend.

Meeting adjourned at 7:47