**Business Meeting Minutes**

**February 12, 2025**

The meeting was called to order at 7:03 pm. Present were Commissioner Chair Molly Olson, Vice Commissioner Chair Pat Sample, and Commissioners Doug Rupp and Jason Lavinsky. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSAs Joe Simmons and Pete Parrish, Battalion Chiefs Brandon Vargas, Scott Coulson and Rob Thurston, and Karen McPeters (recorder). Also present from the WA State Auditor’s Office were Kirk Gadbois and Chad Hale.

**Audit Exit Conference:** Auditor Gadbois summarized the audit process and identified two areas in a management letter as needing attention from the board. These were Safeguarding of Public Assets and Fuel Use. The district has implemented an inventory process, however the entering and removal of assets needs improvement. The district uses fuel cards and also has a diesel fuel tank located at station 54, and the documentation for apparatus fueling was lacking in oversight. Overall, there were no findings and no significant issues noted.

**Election of Board Positions:** Molly opened the floor to nominations for board positions. Molly nominated Karen for Secretary of the Board. With a second from Pat and no additional nominations, the motion passed unanimously. Pat nominated Molly for Commissioner Chair and Jason seconded the motion. With no additional nominations, the motion passed unanimously. Molly nominated Pat for Vice Chair. With a second from Doug and no additional nominations, the motion passed unanimously.

**Public Commentary:** No public commentary

**EXECUTIVE**

**Full-time Position:** Interviews for our full-time firefighter position were held today. After receiving the interview committee’s recommendation, the chief will meet with the top candidate and discuss the position with him/her. If all is well, they will be offered a full-time position with the department to begin on March 1. 2025.

**Bid Award:** We had an issue with the bid award of the training building. Upon review of the bids it was found that we had erred in the calculation of the lowest bidder. Therefore, we had to withdraw our notice to the previous company, Bishop Contracting. Fortunately, we realized this before we signed any contract for services. The lowest bidder was actually 4K Contractors. We have performed background on 4K Contractors Inc. and found them to be a responsible bidder. We are in the process of signing the contract for services.

Molly moved to rescind the offer to Bishop and to award the contract for Phase 2 to 4K Contractors. With a second from Pat, the motion passed unanimously.

**Policy 1:** Please see new Policy 1 that updates the department organizational structure.

Molly moved to approve the updated Policy 1. With a second from Doug, the motion passed unanimously.

**California Wildfire:** Crews spent 18 days assigned to California Palisades fire. All returned safely. One command vehicle sustained minor body damage which will be covered by the EMAC agreement for repairs. We thank all those who went selflessly and those who stayed behind to staff the stations and respond to our normal calls.

**Physician Oversight:** We are continuing to work with Fire District 5 and Fire District 17 on a joint contract with our new doctor.

**OPERATIONS (Chief Walters)**

**Station 54:** Still working on getting the DNR generator installed at station 54.

**AFG Grant:** The COVID-19 PPE grant is finally closed out and we have submitted the paperwork to close out the grant for the exhaust system and ultrasonic cleaner.

We have submitted an AFG Micro Grant for four thermal imaging cameras. It will be several months before we hear anything.

**Apparatus:**

**Rescue 54:** R-54 was down at the shop in Monroe and the mechanics noticed the repairs done by Kenworth were not done correctly. We contacted Kenworth and they are fixing the problem, and we should have the rescue back this week.

**New Br-54:** We are still working on the new brush truck. We will be bringing it down to Industrial Fabrication in Sultan to help modify the flat bed to be able to mount it on the truck.

**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 January.

**SCEMS:** We are almost complete with protocol update and EMS connect Registration. SCEMS will be launching a county-wide protocol application called Mission Critical Protocols. Chief Simmons is a beta tester and will be an administrator for the agency with Chief Parrish

**AEMT Class:** Discussed budgets and potential start date of January 26.

**CPR Training:** No update

**Stevens Pass:** No update.

**Personnel:** No update.

**December ALS:** Coverage 95% (39 hours not covered out of 744 total hours).

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

**Training:** Staff completed 420 hours of training in January.

**Wildland/IMT:** Crews returned after a successful deployment to southern California. We sent (2) Type 1 Engines, (1) Task Force Leader, (1) agency representative, and 9 people affiliated with Sky Valley Fire. We are billing for a rough total of $138,840 for the apparatus, $234,000 for reimbursable personnel wages with a combined estimated amount of $372,840 to start the year. It is important to also recognize this wouldn’t be possible without the dedicated members who worked filling in extra shifts and duties at home.

We hosted the Everett Community College wildland class field day on February 7th. 21 Students attended. This has been a valuable recruitment opportunity in the past and we will be billing EVCC roughly $1700 for use of the ESTA facility, equipment and pump operator.

**Recruiting:** We have offered interviews to 8 people. Orientation for 4 of them occurred on February 8th. Several previous members who are FF/EMT trained have returned to work as PT Firefighter and Volunteer Firefighters. Fire Academy Orientation was held on February 11th. We currently have 20 people registered for the academy with 6 people still on the waitlist.

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**IT:** The switch from Google’s business suite to Microsoft continues. About half the staff has logged on to the new system. Staff will have access to the Google system through the end of February, but as of January 1st, all new incoming email has been directed to their Microsoft accounts.

NFIRS reporting for 2024 has been submitted through August.

**Secretary’s Report:** Tanielle Coffin has been working in the office with Karen, reviewing financials and learning QuickBooks.

Budget: Currently at 22%

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

Vouchers: Molly moved to approve vouchers 25-47 through 94 for $247,363.89 (Secretary’s note: Actual total was $246,363.89. No voucher issued for Cameron Bailey for $1,000 because vendor didn’t send W-9 in time for processing), and voucher 25-02 for $443.82 from the construction fund, and voucher 25-01 from the apparatus fund for $67,995.25. With a second from Pat, the motion passed unanimously.

Payroll: Molly moved to approve payroll in the amount of $359,816.46. With a second from Doug, the motion passed unanimously.

**New Business**

**Resolution 25-01:** Molly moved to approve Resolution 25-01 authorizing increasing the petty cash fund limit to $10,500 and maintaining the minimum balance in each account required to avoid a service charge. With a second from Pat, the motion passed unanimously.

**Resolution 25-02:** Molly moved to approve Resolution 25-02 authorizing the formation of a new fund with the county named Liabilities, and dedicated to reserving funds for leave buyouts. With a second from Jason, the motion passed unanimously.

**Project Manager Contract:** The chief requested a new temporary contract for a project manager for the ESTA training center project. Molly moved to allow the chief to enter into a contract for Project Manager with Bill Tubbs. With a second from Jason, the motion passed unanimously.

**Old Business**

**Skyko 911 Project:** Doug has been in contact with Camp and Assoc and the lobbyist Cameron Bailey and they have decided to modify the proposal for funding to connect with existing TMobile extension plans to Skyko 1. The proposal would continue for another 3 miles up the Index-Galena Road. Since this new plan no longer meets the work approved under the existing Dept of Commerce grant, Camp has stopped work for the time being, as of Feb 5. The department will submit the final invoice for reimbursement from Commerce in March.

Next regular meeting is March 12, 2025. The public is welcome to attend.

Meeting adjourned at 8:22