**Business Meeting Minutes May 8, 2024**

The meeting was called to order at 7:15 pm. Present were Commissioner Chair Molly Olson, Acting Commissioner Chair Pat Sample and Commissioners Kate Hayes, Jason Lavinsky and Doug Rupp. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSAs Joe Simmons and Pete Parrish, Battalion Chief Rob Thurston, and Karen McPeters (recorder).

**Public Commentary:** No public commentary

**EXECUTIVE**

**Community Wildfire Plan:** The county DEM plan has established goals for the new CWPP. The group is now working on objectives to meet those plans.

**DEM Evacuation plan –** After several discussions DEM has agreed that the Incident command officer will have the authority and responsibility to establish evacuation zones.

**Training Center Construction:** The site preparation work is near completion with the paving left to perform.  The plans for the burning props and training building are continuing.  We will need to figure out a better way to capture the burned material and runoff as we proceed.  We have the first invoice for this work, which will be paid from the construction fund, and we will ask for reimbursement from the ARPA grant.

**Mobilization:** We had a mobilization already, which is the earliest in the year ever for wildfires in Skagit County. A wildfire anywhere in western Washington has never happened this early.

**Sno911:** The radio project upgrade is moving forward, with the plan to have the new system running in the first quarter of 2025.  A new paging system is also underway.

**Sno–Isle Commissioners -** The Sno-Isle Commissioners meeting is held the first Thursday of each month.  It would be good if we could have one or more commissioners attending this meeting.

**OPERATIONS (Chief Walters)**

**Facilities:**

**Station 53 –** Had the L&I inspection on the water heaters and air compressors at station 53 and 54 and it was noted that the water heater at 53 needs replacement, so we will be replacing that this week.

Work is still being done on the kitchen and training room.

Walters is hoping to replace the roofing on the old police precinct building this summer to eliminate the leaking problem that we have.

**Station 54:** We are still working on getting a committee together to discuss redesigning the kitchen and dayroom at station 54.

We will be moving the chairs and tv into the new dayroom in the coming months to start the process of getting the kitchen repairs started.

**Resident house:** We are just about done installing the shower enclosure in the resident house.

**Station Generators:** We are talking with the electricians to get an updated quote for the installation of the generator at station 54.  We are in discussions with DNR on what to do with the second generator that we received from them.

**AFG Grant:** The installation of the exhaust system is completed, and all personnel have been assigned videos to watch that show the operation of the exhaust hose, I am also doing hands-on training with every crew on a daily basis to make sure everyone knows how to use it.

**Apparatus:**

**Rescue 54:** R-54 went down last month for repairs to the air bags and a structural issue was noted by the mechanics.  Kenworth came out and gave an estimate for repair of $11,000.

**Br-54:** Paine Field has no interest in the vehicle anymore, so we will utilize as many parts as possible from it for the new brush truck when it arrives in July.

**New Aid Car:** The new aid car is still scheduled for delivery in late October of this year.

**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 April.
	+ Code Stat is caught up, and all Cardiac Arrest and Advanced Airways have been annotated.
* **Continuing EMS Education**
	+ Protocol updates have been delivered to the group, and training has been provided on significant changes to AEMT's scope of practice.
* **SCEMS**
	+ CAM has been delivered by SCEMS and our two medics are planning on completing this training.
	+ Protocol updates and changes for 2025 have begun, I will be assisting SCEMS with two areas of responsibility: cardiac arrest and pediatric airway.
* **EMT Class**
	+ Beginning phase of EMT class has begun.
	+ Had a meeting with Evergreen and discussed some new requirements for the EMT students.
* **CPR Training**
	+ No update
* Will complete upgrading to Handtevy version 2 in May.
* Another successful season at Stevens Pass. Last day was April 14.
* **Personnel**
	+ Offered a position to paramedic Travis Zimmerman.
* **April ALS coverage 91% (65.5 hours not covered out of 720 total hours)**

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

**Training:**

Fire academy continues. Graduation will be on the 19th. Recruits will undergo state testing over the next two weekends. We are still expecting to graduate 11 recruits.

We completed our Initial Wildland Firefighter course, 9 EMTs, 2 existing SVF firefighters and 11 recruits took part and graduated from the training. We also held 2 annual Wildland refresher classes for returning firefighters to get recertified for the 2024 Fire season.

Staff completed 842 hours of training in April for a total of 2558 hours for the year.

**Recruiting:**

We applied for a SAFER grant that will cover recruitment, training and outfitting of 6 new personnel a year for the next 4 years. It would pay for fire academy, EMT class, bunker gear and NFPA 1582 physicals (which we currently do not do because of cost).

Current Personnel Count

Paid Staff 45 ( 0 openings)

Volunteers 47

Part Time Probationary Employee Status

Phase 1 - 5 members

Phase 2 - 0 members

Phase 3 - 0 members

Melissa McClennan completed her probationary period. Kollin Cole has accepted a position with Tacoma Fire. Brandon Beuschlein is moving from volunteer to part time to replace FF Cole.

Volunteer Probationary Employee Status

Phase 1 - 18 Members

Phase 2 - 0 Members

Phase 3 - 0 Members

We will look at bringing on additional volunteers from the academy.

**Emergency Management / Disaster Response**

**IMT:** BC Coulson and Katelyn Roeder attended the regional PNW IMT meeting in Spokane. Complex IMT NW7 intends to roster both trailers for the 2024 fire season, depending on size of the incident. CV53 has new desks installed, cabinets have been assembled and decal work is getting scheduled.

**Wildland PPE:** BC Coulson submitted the HB1168 grant to get roughly $10,000 of wildland PPE (shirts, pants, boots). DNR is awarding 20.

Secretary’s Report: The annual report for 2023 is completed, reviewed and submitted.

Budget

Currently at 36%.

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

Vouchers: Pat moved to approve vouchers 24-206 through 249 for $100,382.86, and vouchers 24-9 and 10 from the Construction Fund for $167,175.73. With a second from Molly, the motion passed unanimously.

Payroll: Pat moved to approve payroll in the amount of $146,546.06. With a second from Jason, the motion passed unanimously.

Action Items: Because Chief Andrews will no longer be reimbursed for the cost of his medical insurance by SRFR after his birthday in July, Pat moved to approve an addendum to his contract stating that the department will pay for his medical insurance effective July 1. With a second from Molly, the motion passed unanimously.

Next regular meeting June 12, 2024

Meeting adjourned at 7:47