**Business Meeting Minutes, March 13, 2024**

The meeting was called to order at 7:02 pm. Present were Commissioner Chair Molly Olson, Vice Commissioner Chair Pat Sample and Commissioners Kate Hayes and Jason Lavinsky. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSAs Joe Simmons and Pete Parrish, and Battalion Chiefs Rob Thurston and Brandon Vargas, and Karen McPeters (recorder). Commissioner Rupp’s absence was excused.

**Public Commentary:** No public commentary

**EXECUTIVE**

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**Leadership Conference:** Chief Walters and I attended the NW Leadership Conference in Portland. About 500 fire and police leaders attended. As always, there were great motivational speakers on various topics. This was Gordon Grahm’s last conference; he has always been a top rate speaker. If you were never able to see him you missed a great, entertaining but informational, talk. It will be sad to not hear him in the future.

During this same conference on Wednesday evening, we presented our agency to the Washington state insurance pool administrative board. They had some concern about our past loss history, much from the unfortunate accident in 2020 with our engine colliding with our tender which made up about $160,000 of our $189,000 of loss. Despite that they accepted us and the other six agencies that were in our current pool. The state pool had 25 agencies and will now have 31 (they are also expelling one agency). This should help lower our insurance premiums for 2025 but we do not know how much currently.

**Commerce Grant:** We did get reimbursement for the first $30,000 spent on the Skyko 911 project.

**CWPP –** Planning group meets monthly so progress continues.

**Training Grounds –** Work has started on civil work. Phase two, the large pole building (non-completed interior), is being prepared for bid.

**OPERATIONS (Chief Walters)**

**Station 53 –** Work is still progressing on the kitchen and training room. 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 are getting a committee together to redesign the kitchen and dayroom at station 54. I’m hoping to get the final design done and the cabinets and appliances ordered by the end of the summer.

**Resident house:** We have removed the broken shower enclosure in the resident house and we are in the process of installing the new enclosure.

**Station Generators:** We are still waiting on the estimates for installing the generators that we received from DNR. We are hoping to install one at station 54 and one at station 55.

**AFG Grant:** Chief Walters got confirmation from Neider (Magnagrip) about the delivery and installation date for the exhaust system. They state that the equipment will be delivered the last week of this month, with installation to begin on the 1st of April.

**New AFG Grant:** Chief Walters submitted an AFG grant last week for a new air trailer. This grant is a regional grant which makes it a high priority for the AFG grant evaluators.

The grant is for $ 272,718.36 with our share being $ 12,986.59.

**Apparatus:** The 2022 aid car was taken to Braun for repairs and is now back in service.

Walters had meetings with our sales rep about our new aid car while he was there, and at the Leadership conference in Oregon. Braun is trying to get documentation from Ford about the warranty and when it starts. The new aid car is scheduled to be completed in October of this year.

Br-54 went in to the shop for maintenance last month and it was discovered that the truck has a cracked engine head and needs the tires replaced. The cost to fix it would be roughly $15,000 to repair.

We would like to discuss an option for the truck in the action items section of the agenda.

**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 February.

**Continuing EMS Education-** 2024 OTEP plan is in progress.

**SCEMS-** 2024 protocols have been released. There will be agency training in April. The county still needs to complete a SOL and update the checklists. We are continuing work revising the paramedic integration process, and recertified several providers last month.

**EMT Class-** Planning for the 2024 EMT class will start much earlier to allow more time for meeting vaccine status requirements for clinicals.

**CPR Training-** No update

**Trauma Bags**- Trauma Bags placed in service on assigned apparatus. Continued HPTM education and training being developed.

**Handtevy:** In the process of upgrading to Handtevy version 2

**DOH Ambulance Service Licensing**: Renewal was completed and we have the current credentials for each unit in hand

**Personnel-** Actively recruiting additional paramedics**.**

Febuary ALS coverage 96% (25.75 hours not covered out of 696 total hours)

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

**Training:** Fire Academy Continues. We have 13 students currently enrolled, down from 15 last month. 1 student resigned; 1 student was dropped due to poor performance. Students will be experiencing live fire conditions for the first time next weekend at the training center.

Three members completed their Probationary requirements last month achieving the rank of Firefighter. Additionally, Nolan Heisel returned from his Leave of Absence and completed his required re-entry shadow shift and will be helping as a Volunteer Firefighter/Acting Driver and with the academy. Probation has been moved to 3 phases. Once an employee finishes a phase they will be moved to the next phase. This allows us to track completions easier and follow up with members who are struggling through the probationary process.

**Part Time Probationary Employee Status**

Phase 1 - 5 members

Phase 2 - 0 members

Phase 3 - 0 members

**Volunteer Probationary Employee Status**

Phase 1 - 19 Members

Phase 2 - 0 Members

Phase 3 - 0 Members

Staff completed 815.2 hour of training this month for a total of 1198 hours in 20**24**

**Personnel / Recruiting:** 6 new members completed orientation in February. They are all going through their training shifts this month and will expect to start responding to calls in April. Orientation has been expanded to 12 hours from 4 to allow for them to have more exposure to the tasks we expect them to do when they are new.

**Emergency Management / Disaster Response**

**IMT:** CV53 (Big Red Trailer) has had the two Driving Simulator Consoles removed, and they are palletized/packaged and ready to be surplused and sold. For these unique items, which may be attractive to hobbyists, it may be beneficial to add Facebook Marketplace through our Fire Department Account as a method of advertising.

**FEMA Generator Grant:** The FEMA generator grant project was assigned to a new person at FEMA at the end of January. This has led to a delay in rewarding the grant. I expect to hear something by the end of March, early April.

**IT**

**MDC:** A new Mobile data computer has been installed in our newest aid car. This computer is removable and can function as a second patient care reported tablet during a situation where we have multiple patients.

Secretary’s Report

The first reimbursement for expenditures under the Commerce grant came in quickly, so we can proceed with submitting more invoices for completed work.

Budget

Currently at 23%.

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

Vouchers: Molly moved to approve vouchers 24-109 through 156 for $119,655.03, and vouchers 24-6 and 24-7 from the Construction Fund for $4,805.13. With a second from Kate, the motion passed unanimously.

Payroll: Molly moved to approve payroll in the amount of $141,666.26. With a second from Pat, the motion passed unanimously.

Old Business: No updates

New Business: Chief Walters presented a list of surplus items. Jason moved to surplus all items on the list. All will be posted on the district surplus list except the brush truck, which he proposed be sold to Paine Field for $15,000, since repairs needed are so extensive. With a second from Pat, the motion passed unanimously.

Next regular meeting April 10, 2024

Meeting adjourned at 7:48.