**Draft Business Meeting Minutes**

**January 8, 2025**

The meeting was called to order at 7:05 pm. Present were Commissioner Chair Molly Olson, Vice Commissioner Chair Pat Sample, and Commissioners Doug Rupp, Kate Hayes and Jason Lavinsky. Also present were Chief Eric Andrews, Asst Chief Ernie Walters, MSA Joe Simmons, Battalion Chiefs Brandon Vargas, Scott Coulson and Rob Thurston, and Karen McPeters (recorder).

**Public Commentary:** No public commentary

**EXECUTIVE**

**Full-time Position:** We are in the process of hiring one full-time firefighter. This position was limited to internal hiring. We have an interview process that will take place tomorrow (postponed due to EMAC mobilization of some candidates) with a three-person interview panel. I have asked Commissioner Lavinsky to serve on this panel. We have six applicants who the panel will rank. The recommended candidate will undergo a chief’s final interview, and a conditional job offer will be made with the goal of having this first hire on board by February 1. (Postponed to a projected start date of March 1).

**ESTA:** The training building was put out for bid as required by law. There were 8 bids received and opened yesterday at Station 53. The law requires that the bid be awarded to the lowest responsible bidder. After reviewing the bids and the companies the chief and the project manager recommend you award the lowest bid received, Bishop Contracting, Inc.

**Bid Award:** Pat moved to accept the bid from Bishop Contracting, Inc for Phase Two of the ESTA training center, construction of a pole building.With a second from Molly, the motion passed unanimously.

**Liabilities Fund:** The chief has asked Karen to have the county create a Liability (reserve) account. As the district grows, with contract employees and full-time employees, the liability for buy out of accrued leave grows. We limit the carryover of leave each year to 120 hours, so this helps us limit our liability for buyouts. However, as we increase the numbers of employees with annual leave and sick leave the district could experience a leave buyout that would affect our capability to operate normally. It is our intent to use this new account as a type of reserve that could be used in the event of a large buyout by employees. The chief would like to keep the sick leave liability funded in this account and 33% of the carryover of annual leave funded in this account. His intent is to use the next three years to fund this account to these amounts. We do not anticipate anyone leaving in the near future but having this prefunded at least with a large share of the potential buyouts would ensure there is no significant impact on any future operating budgets.

**OPERATIONS (Chief Walters)**

**Station 54:** The DNR generator that we received last year has been serviced by the shop and the process of installing it to power station 54 has started, we hope to have it installed no later than the end of next week.

**AFG Grant:** Chief Walters submitted a micro grant application to the AFG grant program for four thermal imaging cameras (one for each of our engines). We currently have only one camera that is functional, on E-54. The camera we had on E-53 is no longer useable due to not being supported anymore. The batteries are no longer holding a charge and you can no longer buy them. We are trying to get the one battery that we have rebuilt.

We have received the reimbursement from the AFG grant for the cost of the Ultrasonic Cleaner.

**Apparatus:**

**Engine 54:** E-54 was repaired and is now back at station 54.

**New Br-54:** We ran into some issues with the flat bed and are looking at some options to make it work with the new chassis.

**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

Code Stat is caught up, and all Cardiac Arrest and Advanced Airways have been annotated.

**SCEMS:** 2025 protocol updates are live; bring new medications and equipment

EMS Connect is live, and we are working through those challenges.

**New Providers:** We are waiting on three providers to complete NREMT.

**AEMT Class:** We are currently In Discussions with SCFD 5 aboutputting on a joint AEMT class.

**MPD-D:** Dr.Brown retired after 19 years with Sky Valley, he was the original physician that backed this program. He will be replaced by Dr. Zac Forcade

**CPR Training:** No update

**Stevens Pass:** Shifts are well covered.

**Personnel:** Paramedic Gabe Howland continues to work on POMP for SCEMS.

**December ALS:** Coverage 90% (72 hours not covered out of 744 total hours).

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

**Training:** Staff completed 699 hours of training in December for a total of 6239 hours for 2024.

All staff have been assigned their 2025 Quarter 1 required training and 2025 annual required training per their position requirements. Chief Coulson met with Deputy Chief Spence (Sultan FD5) and explored ways we could increase our collaborative training between our departments. District 5 will be joining us for our Quarterly MCOs with E51 and occasional training with our Duty crews at Station 54. KCFD #50 has also been invited to the 2025 MCO schedule as well as our live fire training.

**Recruiting:** We will be holding new member testing on Saturday, we have offered interviews to 8 people. If accepted they would start their onboarding in February.

The applications for our Fire Academy have closed, we had 31 applicants, including 6 of our own department members.

**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.

**Secretary’s Report:** The auditor’s office plans to conduct our exit conference at the start of the February meeting, on the 12th.

Budget: Currently at 8%

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

Vouchers: Molly moved to approve vouchers 25-01 through 35 for $95,573.17, and 25-36 through 46 for $50,190.56 from the expense fund, and voucher 25-01 for $295.82 from the construction fund. With a second from Kate, the motion passed unanimously.

Payroll: Molly moved to approve payroll in the amount of $214,701.34, including $47,879.02 in holiday and vacation buyouts. With a second from Kate, the motion passed unanimously.

Next regular meeting is February 12, 2025, to begin with exit conference with the auditor, followed by the regular business meeting. The public is welcome to attend.

Meeting adjourned at 7:39