

Commissioners' Meeting

March 14, 2017

Chairman Duncan called the meeting to order at 5:00 p.m.

Present were: Commissioners Sutich, Nelson, Smith & Entze, Chief Burgess, A/Chiefs Watson, Nixon and Bjurstrom, D. Weyn, D/Chief Waters, B/Chief Meyer, Lt. Langlow, FF R. Wasmund, Attorney J. Quinn, E. Beck, Citizen K. Kreitzer.

Our flag salute was led by Chairman Duncan.

Communications

There were no Communications

There were no changes to the Agenda.

Commissioners Sutich and Entze moved and seconded approval of the minutes from the February 28th, 2017 Commissioner Meeting as mailed. With no further discussion, the motion carried.

Commissioners Nelson and Smith moved and seconded a motion to approve Blanket Vouchers 170282-170383 in the amount of \$194,829.43 and payroll vouchers 170258-170281 in the amount of \$1,283,494.58, for a total consideration of \$1,478,324.01. With no further discussion, the motion carried.

Chief's Report

D/Chief Waters updated the Board on the following:

- As we are nearing the end of the school year, the Prevention Division will be focusing on fall prevention and community events.
- Our new Prevention Specialist Tina Curran started March 1st, 2017 and has been working closely with retiring Prevention Specialist, Nanette Tatom to ensure a smooth transition. Ms. Curran will be formally introduced at a future Board meeting.
- The District needs to plan for the future of the Inspection Program. In 2014 we had six inspectors, and now we are down to four. When N. Tatom retires later this year we will be down to three. The District currently has a backlog of inspections due to various unrelated issues. D/Chief Waters has been communicating with Fire Marshal Paul Rice

about plans to catch up. There are approximately 1,160 new building starts planned in the next year.

- The Annual Health and Safety Expo was a success with a steady stream of guests and over 400 attendants.

A/Chief Watson updated the Board on the following:

- The WSRB (Washington Survey and Rating Bureau) will be here to meet on Wednesday, March 22nd, 2017.

Standing Committee Reports

There were no Standing Committee Reports

Old Business

D. Weyn provided a copy of the State Auditor's report for the years 2014 and 2015. The audit went very well and marks the 23rd year with no findings. Exit items included a recommendation that the Reserve Fund be combined with the Expense Fund on the Annual Report, as the monies are not designated for a particular item or future project. It was also recommended that the District's Advance Travel Policy be modified to require reconciliation of meal per diem amounts. Discussion followed. Chief Burgess expressed appreciation of Danette Weyn's work on the State Audit on behalf of the District and thanked her for a job well done.

A/Chief Bjurstrom gave an update on the Strategic Planning workshop. He met with A Shift personnel earlier today, who provided good feedback on the draft plan. The workshop will be held at the Harbor History Museum as part of the next Board meeting. Public notification will need to be made regarding the change of location. A/Chief Bjurstrom stated that he will be looking for direction from the Board on goals and prioritization. Commissioner Sutich expressed that he would appreciate participation from Division Chiefs, Battalion Chiefs, and the Local 3390, with the understanding that they would not be included in any official vote.

New Business

Chief Burgess presented a first read of the proposed administrative support staff reorganization. This past fall the administrative team was stretched too thin due to a few large projects and scheduled support staff absences. A proposed increase in FTEs would take the District back to pre-recession numbers and give us the depth to accommodate such situations. Proposed financing of the staffing increase would require cutting the planned purchase of eight new power gurneys to six. One FTE would be for an Executive Assistant position and the current receptionist position would become an Administrative Assistant position. The District may look into outsourcing for Human Resources support. As part of the reorganization, the Prevention Division would be moved to Station 50. Technology changes/improvements would include online class sign up, a new financial software program, burn permit applications moved online, and an upgrade in the phone system.

A/Chief Watson introduced Resolution 2017-02 declaring 53 Minitors and Minitor accessories surplus to the needs of the district and authorizing disposal. These are obsolete or broken and will be disposed of. A/Chief Watson recommended the Board adopt this Resolution as presented. Commissioners Entze and Sutich moved and seconded a motion to adopt Resolution 2017-02 as presented, declaring the Minitors and Minitor accessories surplus to the needs of the district and authorized disposal. With no further discussion, the motion carried unanimously by roll call vote.

Public Comment

Citizen Karl Krietzer commented on the structure of the proposed new organizational chart, stating that he thought it was a good change.

District #5 Member Comment

R. Wasmund thanked the Board for the Local’s invitation to participate in the strategic planning workshop.

Good of the Order

Signing of documents.

At 6:15 p.m. Chairman Duncan announced an Executive Session per RCW 42.30.110 (1) (f) to receive and evaluate complaints or charges brought against a public officer or employee. Chairman Duncan will reconvene the meeting at 6:45 p.m. At 6:45 p.m. an additional 15 minutes was called. At 7:00 p.m. the meeting reconvened.

Commissioner Sutich moved to grant Chief Burgess Permission to sign an Ignition Interlock Exemption form. Due to lack of a second, the motion was not considered.

There being no further business to discuss, Chairman Duncan adjourned the meeting at 7:03 p.m. No further business was introduced and the motion carried. The next regularly scheduled meeting will be held Tuesday March 28th, at 5:00 p.m.

Attest: District Secretary

Chairman Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

