

1 **EASTSIDE FIRE & RESCUE BOARD OF DIRECTORS**
2 **REGULAR MEETING**
3 **September 10, 2015**
4 **4 p.m.**

5
6 The regular meeting of the Board of Directors of Eastside Fire & Rescue was held on
7 September 10, 2015, at Eastside Fire & Rescue Headquarters, 175 Newport Way NW,
8 Issaquah, WA.

9
10 **PRESENT:** Board Director/Chair Alan Gothelf (City of North Bend)
11 Board Director Don Smith (Alternate, Fire District 10)
12 Board Director Larry Rude (Fire District 10)
13 Board Director Chris Dahline (Fire District 38)
14 Board Director Stacy Goodman (City of Issaquah)
15 Board Director Mary Lou Pauly (City of Issaquah)
16 Board Director Bob Keller (City of Sammamish)
17 Board Director Kathy Huckabay (City of Sammamish)

18
19 **STAFF:** Fire Chief Lee Soptich
20 Deputy Chief Wes Collins
21 Deputy Chief Greg Tryon
22 Human Resources Manager Ingrid Anderson-Boyle
23 Controller Mary Hillier
24 Executive Administration Assistant/Board Secretary Debbie Gober-Beneze
25 Administration Assistant Jay Hart

26
27 **AUDIENCE:** Jon Wiseman (President Local 2878)
28 Training Captain Jon Parkinson
29 Assistant Fire Marshal Mark Lawrence
30 Nancy Anderson (citizen, City of Sammamish)
31 Recognition Recipients:
32 Jacob Batura, John Batura, Jacob Dougherty and friends and family
33 Kim Christenson (citizen)

34
35 **ABSENT:** Board Director Mike Mitchell (Fire District 10)
36 Deputy Chief Michael Boyle
37 Chief of Maintenance Kelly Refvem
38 Budget Analyst Scott Faires

39
40
41 **CALL TO ORDER:**
42 Chair Gothelf called the meeting to order at 4 p.m.

43
44 **ROLL CALL & FLAG SALUTE:**
45 Chair Gothelf took roll call. All Directors were present with the exception of Director
46 Mitchell who was absent and excused; Commissioner Smith served as alternate
47 representing District 10. Chair Gothelf led the flag salute.

48
49 **RECOGNITION:**

50 Deputy Chief Tryon recognized citizens Jacob Batura, John Batura, and Jacob Dougherty
51 from the City of Issaquah, for actions taken on the evening of July 1, 2015. As they
52 became alerted to a quickly growing fire at a neighbor's home, each individual took on a
53 vital role to help preserve life and property.

54
55 **CITIZEN INPUT:**
56 Local 2878 President Jon Wiseman expressed thanks to those involved in the Fire Chief
57 selection process as well as those involved with preparations for an expected Line of Duty
58 death.

59
60 City of Sammamish citizen Nancy Anderson introduced herself as a guest interested in the
61 process of hiring the new Fire Chief.

62
63 Chair Gothelf offered condolences and asked Board members to keep firefighter Michael
64 VanDenBergh, his family, and his extended family in the fire service, in their thoughts and
65 prayers, as his passing is expected very soon.

66
67 **CONSENT AGENDA:**
68 IT WAS MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR HUCKABAY TO:
69 Approve the Consent Agenda as presented. MOTION CARRIED, 8 - 0.
70 1. Agenda Bill 2015-29 Financial Recap and June Board Minutes: Approved as
71 presented.
72 2. Agenda Bill 2015-30 Write Off Request: Approved as presented.
73 3. Agenda Bill 2015-31 Amend Capital Facilities Maintenance Fund Budget: Approved
74 as presented.

75
76 **COMMITTEE REPORTS:**
77 1. Finance Committee: Director Goodman gave a recap of the last meeting. The
78 Committee continued review of the 2016 budget, they recommended the Board
79 approve Agenda Bill 2015-31 and Agenda Bill 2015-33, and they discussed the
80 Wage Study for Administration. Deputy Chief Boyle is gathering comparables from
81 other departments.

82
83 2. Personnel Committee: Director Keller gave a recap of the last meeting. The
84 Committee members gave substantial input to the Fire Chief's profile and they
85 recommended the Board approve the language from the profile handout.

86
87 3. Ad Hoc Sub-Committee Structure Committee: The notes were in the packet.
88 Deputy Chief Collins presented the recommendations:
89 • Consolidate all Committees (Finance, Personnel, and Operations) to one
90 Committee.
91 • Ad Hoc committees formed as necessary for specific tasks.
92 • Committee would consist of both elected officials and Administrative staff(s).
93 • Write a Committee Charter that addresses the needs of the Fire Districts in
94 regards to Administrative staff.
95 • Committee would get into "weeds" and make recommendations to the full
96 Board.

97 The Board agreed with recommendations and requested for the ad hoc committee
98 to reconvene, nominate a chair, and draft a charter.

99

100 **OLD BUSINESS:**

101 1. Board Goals:

- 102
- 103 a. Work Plans and Timelines: Not covered.
- 104
- 105 b. Goal 1-Replacement Plan for Chief Position: IT WAS MOVED BY
106 DIRECTOR KELLER, SECONDED BY DIRECTOR PAULY TO: Direct the
107 Personnel Committee to perform the initial screening of resumes. MOTION
108 CARRIED 6-2 (Huckabay and Dahline dissenting). IT WAS MOVED BY
109 DIRECTOR HUCKABAY, SECONDED BY DIRECTOR RUDE TO: Direct
110 the Personnel Committee to make a recommendation to the Board on how to
111 form the interview team by the next Board meeting. MOTION CARRIED 8-0.
112 i. Agenda Bill 2015-32 Approve Fire Chief Profile: Director Goodman
113 provided grammatical edits. IT WAS MOVED BY DIRECTOR
114 HUCKABAY, SECONDED BY DIRECTOR RUDE TO: Approve the
115 final draft of the Fire Chief’s Profile “as corrected”. MOTION
116 CARRIED as amended 8-0.
117
- 118 c. Goal 2-Review and Streamline Sub Committee Structure: Not discussed.
119
- 120 d. Goal 3-Financial Policies: Status quo.
121
- 122 e. Goal 4-Cost Efficiencies: Status quo.
123
- 124 f. Goal 5-Non-Profit Organization (NPO) Status Attainment: Not discussed.
125
- 126 g. Goal 6-Study of Admin-Command Staff Pay Structure: Not discussed.
127
- 128 h. Goal 7-Educate Board on Regional Fire Authority (RFA) Governance
129 Structure: Not discussed.
130
- 131 i. Goal 8-Review of Total Compensation: Not discussed.
132

133 2. 2015 Fire Chief Goals and Transition Tasks:

- 134
- 135 a. Policy Update Goal: Not discussed.
136
- 137 b. Remake of the Fire Chief’s Annual Performance Evaluation Process: Director
138 Pauly reported she and Director Dahline will be scheduling a meeting with
139 Human Resources Manager Anderson-Boyle within a couple weeks to
140 discuss the process.
141
- 142 c. Critical Action Items: The Critical Projects/Issues Schedule is in the packet.
143 Not discussed.
144

145 3. Return and Report:

- 146
- 147 a. Cutting Checks (Warrants): Deputy Chief Tryon provided a handout titled
148 “Agency Payroll Deductions” outlining the background of the request,

149 concerns raised by Director(s), the stakeholders involved, and provided
150 recommendations. He clarified there is not a per-check charge.

- 151 b. L&I Rates: Deputy Chief Collins reported the letter referenced at the
152 beginning of the year is not a letter sent directly to the Agency. The letter is
153 generated mid-year and is sent from an Actuary to Labor & Industries (L&I),
154 and states what the experience rating is for Eastside Fire & Rescue. L&I
155 inputs the experience rating into their system, generates the cost, and in
156 December, L&I lets the Agency know what the rates will be. In September, a
157 general rating is sent to all fire departments.

- 158
159 4. Agenda Bill 2015-26 Administration Wage Study: IT WAS MOVED BY DIRECTOR
160 PAULY, SECONDED BY DIRECTOR HUCKABAY TO: Un-table the Bill.
161 MOTION CARRIED 8-0.

- 162 a. IT WAS MOVED BY DIRECTOR HUCKABAY, SECONDED BY DIRECTOR
163 PAULY TO: Make an adjustment based on the CPI from the point at which
164 time wages were frozen until today. A vote was not called for. Fire Chief
165 Soptich reported the wages were not frozen and the Administration received
166 CPI this year. However, per the Exempt Staff Policy, every three years
167 salaries can be adjusted as a result of a market wage study. The last study
168 was approximately five years ago. The most recent Moss Adams study
169 reflected a weak look at comparables in the industry and was not considered
170 an accurate accounting of internal equity. After further discussion, the Board
171 agreed to refer the matter of internal equity and the Exempt Staff Policy to
172 the Personnel Committee for review.

- 173
174 5. Draft 2016 Revenue and Expense Budget: Deputy Chief Collins presented. He
175 reported the Finance Committee will meet one more time to review the budget and it
176 will be presented under agenda bill in October. One voluntary retirement incentive
177 was offered, and no employee elected to take it. In August of 2016, four firefighters
178 will be hired to participate in a 2017 Academy. Deputy Chief Collins reviewed the
179 following:

- 180 a. Administration's Budget Goals:
181 i. No new positions
182 ii. New program for firefighter succession
183 iii. Reorganization of Information Technology
184 iv. Maintain services, special teams, and the Volunteer Program
185 b. Planned Purchases in 2016:
186 i. Engine, Computers, Bunker Gear, Power Cots (2nd Annual Payment),
187 and a Fork Lift.
188 c. Funding Model:
189 i. Klahanie Annexation goes into effect January 1, 2016
190 ii. Exhibit A of the ILA requires Funding Model reallocation on the date of
191 accruing of tax collections.
192 iii. Partner Contributions will change after reallocation
193 iv. EF&R will need to do a budget (partner contributions) adjustment in
194 January 2016 to reflect December AV as opposed to October's AV.
195 d. Four Platoon affects:
196 i. An inverse relationship exists between total FTE's and overtime costs.
197 e. Use of Ending Fund Balance:
198 i. The policy is in the midst of being updated.

- ii. Approximately \$316,000 was in last year's balance
- iii. Chair Gothelf asked for the Finance Committee to make a recommendation on the use of the remainder of the balance.

NEW BUSINESS:

1. Projected Carryover Funds and Suppression Overtime: Deputy Chief Collins discussed the Settlement Agreement as it relates to the Board's monthly approvals in the fourth quarter allowing the Fire Chief to move budgetary funds to cover anticipated overtime expense beyond the overtime budget in order to prevent station closures or brownouts. He reported, on average, the overtime budget has been underfunded by \$100,000. IT WAS MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR DAHLINE TO: Approve the recommendation to allocate one-tenth (\$16,000) of the projected ending fund balance to the Suppression Overtime Budget, and have the Finance Committee review the information on the settlement agreement and provide the Board with an update at the next meeting. MOTION CARRIED 8-0.
2. Standard of Cover: Deputy Chief Collins presented. Required by law and posted every June on EF&R website, the Standard of Cover is a set of standards with the data collected which reflects whether or not the standards are being met. Some percentages can be skewed by the infrequency of specific call types like hazmat incidents. Director Pauly requested for an additional column to be added to the tables representing the number of incidents, as well as summary statements discussing what we did well to meet the standard, or what needs to be improved upon to meet or exceed the standard.
3. Agenda Bill 2015-33 Authorization to Order a Scheduled 2016 Engine in 2015: Deputy Chief Collins presented. The Finance Committee reviewed the bill and recommended the Board pass the bill. IT WAS MOVED BY DIRECTOR SMITH, SECONDED BY DIRECTOR PAULY TO: Authorize the Administration to order in 2015, the 2016 scheduled fire engine purchase. MOTION CARRIED 8-0.
4. Agenda Bill 2015-34 Administrative Services Provided to ILA Parties: Director Pauly presented. It was discussed whether or not the budget for this item was an audit issue. It was suggested to ask a state auditor. No action was taken. On Exhibit A, under Services considered to be normal and customary, a bullet point was added. "Provide data for efficiency studies, if requested". Under Services considered to be additional services outside normal and customary, (line 226), "Collect and organize data" was changed to "Organize and analyze data". IT WAS MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR HUCKABAY TO: Direct staff to execute the services agreement and commence the tracking of support services to District 10 for a three month period beginning in September 2015. Following discussion, IT WAS MOVED BY DIRECTOR PAULY, SECONDED BY DIRECTOR SMITH TO: Amend the motion adding "after consultation with legal". Direct staff to execute the services agreement, after consultation with legal, and commence the tracking of support services to District 10 for a three month period beginning in September 2015. MOTION CARRIED as amended 5-3 (Smith, Rude, and Dahline dissenting).

- 248 5. Briefing Paper – 3P and Training Engine Proposal: Deputy Chief Tryon requested
 249 this be moved to a future Board meeting.
 250
 251 6. Board Comments and Concerns: None.
 252

253 **GENERAL ADMINISTRATIVE DISCUSSION:**

- 254 1. Revenue and Expense Report – July 2015: The report was included in the packet.
 255
 256 2. General Administrative Reports: The reports were included in the Board packet.
 257
 258 3. Activity Reports: The report was included in the packet.
 259

260 **GOOD OF THE ORDER:**

- 261 1. Notification of Annexing Klahanie PAA: The notification was included in the packet.
 262 2. Report on Staff Changes: Fire Chief Soptich reported on the summation of
 263 changes and expected retirements of Administration personnel written in his
 264 General Administrative Report.
 265 3. EF&R News: Events were included in the packet.
 266

267 **CALENDAR REVIEW:**

268 The upcoming meetings were included in the packet and reviewed. The next Board of
 269 Directors meeting will be held November 12, 2015.
 270

271 **ADJOURNMENT:** Chair Gothelf adjourned the meeting at 7:50 p.m.
 272
 273

274 **SIGNING OF DOCUMENTS:**
 275
 276

277 _____
 278 Board Director

277 _____
 Board Director

281 _____
 282 Board Director

281 _____
 Board Director

285 _____
 286 Board Director

285 _____
 Board Director

289 _____
 290 Board Director

289 _____
 Board Director