

Commissioners Meeting Agenda



August 22, 2022

CALL TO ORDER

ADDITIONS TO THE AGENDA

PUBLIC/STAFF COMMENTS - (Limited to 3 minutes per person not to exceed 20 minutes overall)

CHIEF'S REPORT- To be presented

REPORTS

OLD BUSINESS

Standard Operating Procedures (SOP) – *Second Reading*

20.05.22 Shift Incentive Policy

Open Issues / Actions

NEW BUSINESS

Standard Operating Procedures (SOP) – *First Reading*

20.06.22 Recruitment, Employment and Organization of Staff Policy

Website Proposal

EXECUTIVE SESSION (Tentative)

RCW 42.30.140 – Collective Bargaining

INFORMATIONAL

Records Requests

Delegation of Authority

COMMISSIONER COMMENTS

ADJOURN

NOTE: *Commissioners, please complete additional meeting timecards and provide to the Secretary.*



Snohomish County Fire District #5

Shift Incentive Program

Category: Personnel

Status: Draft

Date Approved: 08.08.2022

1 PURPOSE:

- 1.1 Establish a process for incentivization for shift participation for part-time shift qualified personnel.

2 PERSONNEL AFFECTED:

- 2.1 Part-Time Employees

3 REFERENCE:

- 3.1 Constitution of the State of Washington
Article 8, Section 7 -Credit not be loaned
- 3.2 AGO 1995 No. 13 -Authority to establish incentive programs

4 POLICY:

- 4.1 The Board of Commissioners recognizes that the proper operation of the Fire Protection District is dependent upon services received from its part-time firefighters.
- 4.2 The Board further recognizes that the long-term part-time firefighters provide stability and experience to the District that is critical to meet the needs of the District.
- 4.3 The Board further recognizes that part-time firefighters often have other jobs and time demands that impact the amount of time they can respond to District emergencies.
- 4.4 Accordingly, the District has determined that it will provide the following incentives to part-time employees that provide extra hours of time in service to the District.
 - (a) Shift Qualified Part-time employees who work 100 hours or more within the same month will receive a \$75.00 incentive, received as a "Shift Incentive" on the next regular scheduled pay cycle.
 - (b) Shift Qualified Part-time employees who work 144 hours or more within the same month will receive an additional \$75.00 incentive, received as a "Shift Incentive" on the next regular pay cycle.

- 4.5 The Board of Commissioners reserves the right to discontinue this program at any time without notice and this policy is not intended to create any property rights or interests for any part-time employee.

5 DEFINITIONS:

- 5.1 Board: Shall mean the Board of Fire Commissioners for Snohomish County Fire District #5.
- 5.2 District: Shall mean Snohomish County Fire District #5.
- 5.3 Employment: Shall mean the act of giving work to someone of a full-time, part-time or volunteer basis.
- 5.4 Month: For the purposes payroll, a month shall mean from 0000hrs on the first day of a calendar month to 2400hrs on the last day of the calendar month.
- 5.5 Part-Time Personnel: Shall include all persons working under the part-time designation with the District, including Part-Time Firefighter/EMT and Part-Time EMS Responder. Month
- 5.6 Shift Qualified: Shall mean those part-time employees who have completed the established on-boarding procedures and obtained appropriate training to work a 12hr shift.

6 RESPONSIBILITY:

- 6.1 Part-Time personnel shall be responsible for timely and accurate reporting of shifts on their timecards.
- 6.2 Administrative staff shall be responsible for adding shift incentives to payroll after verification from personnel supervisor.

7 PROCEDURE:

- 7.1 Part-time personnel will be eligible for a maximum combined shift incentive of \$150 per month, broken into two eligible earning blocks. See 4.4(a).
- 7.2 Shift incentives will be paid as a separate pay item.

8 APPENDIX

8.1 N/A

A handwritten signature in blue ink, appearing to read 'Seth Johnson', is written over a light blue rectangular background. The signature is fluid and cursive.

Seth Johnson, Fire Chief



Open Issues/Actions

Date Last Visited	OPEN ISSUES	Action Taken	Priority

Date Last Visited	TABLED OR POSTPONED ISSUES	Action Taken
06/27/22	Mitigation Fees - Growth Planning	Postponed until December 12, 2022

Date Last Visited	CLOSED ISSUES	Action Taken
03/25/19	Five Year Plan	Completed
05/13/19	FMC Surplused and sold	Completed
05/13/19	1997 Ford Expedition surplused and sold	Completed
11/12/19	Vulnerability Assessment	Dismissed
11/12/19	ALS Contract	Completed
03/09/20	Sunset Clause addition to Resolution 2020-01 Voucher pre-approval	Completed
03/09/20	Resolution 2020-01 Sunset Clause	Completed
04/12/21	Consideration of a Five Member Board of Commissioners	Completed
02/22/21	Recruitment and hiring process for a Chief Officer	Completed
12/27/21	Exploration of a District 5 Medic Program	Completed
04/25/22	Life Insurance for Part Time and Volunteers	Completed
06/27/22	ALS Contract Snohomish Regional Fire and Rescue	Completed



Snohomish County Fire District #5

Recruitment, Employment and Organization of Staff

Category: Personnel

Status: Draft

Date Approved:XX.XX.XXXX

1 PURPOSE:

- 1.1 Establish a policy related to the recruitment of open staff positions.
- 1.2 Define roles and responsibilities for management functions regarding staff.

2 PERSONNEL AFFECTED:

- 2.1 All Personnel

3 REFERENCE:

- 3.1 N/A

4 POLICY:

- 4.1 Staff positions are established by the Board of Commissioners in order to support programs and operations of the District.
- 4.2 From time to time, the District may find it necessary to hire staff to fill a vacancy which was created by retirement, resignation, or termination of full-time staff; or, in the case of increasing staffing, to detail an increase in call volume or expansion of services. In all cases, the Board of Commissioners shall determine the financial impacts of additions to staffing and approve or disapprove filling positions.
- 4.3 When the Board of Commissioners determines that a vacant position exists and desires that position to be filled, the Board will authorize the Fire Chief the authority to fill the position. The Fire Chief shall determine the method of recruitment and competence testing which best fits the position and needs of the agency.
- 4.4 The overall process of selection, promotion, demotion, discipline and overall supervision of District employees and volunteers shall be vested with the Fire Chief.
- 4.5 The Fire Chief shall complete a Job Position Description for all open and potential open positions, and provide that to the Board as an informational item.

5 DEFINITIONS:

- 5.1 District: Shall mean Snohomish County Fire District #5.
- 5.2 Employment: Shall mean the act of giving work to someone of a full-time, part-time, or volunteer basis.
- 5.3 Fire Chief: Shall mean the chief or authorized representative designated by the Board to carry out the management of the District.
- 5.4 Promotion: Advancing an employees' rank or hierarchical standing within the District.
- 5.5 Vacant Position: A regularly budgeted position which has no employee in that role due to the retirement, resignation, termination or a position created by the determination of necessity to add a staff position.

6 RESPONSIBILITY:

- 6.1 The Board of Fire Commissioners shall be responsible for declaring a vacant position vacant and authorizing the filling of that position.
- 6.2 The Fire Chief shall anticipate staffing needs and provide the Board of Commissioners with information when the need arises to fill a vacant position or make additions to staffing.

7 PROCEDURE:

- 7.1 N/A

8 APPENDIX

- 8.1 N/A



Seth Johnson, Fire Chief

Website Development Proposal

Snohomish County Fire District 5 & Yakindo Web Designs, Inc.

June 7, 2022

Summary

Yakindo Web Designs, Inc. (“Yakindo”) proposes to develop a website for Snohomish County Fire District 5 (“Client”), using a WordPress theme, with text and graphic content provided by Client. The website structure has not been finalized, but could consist of the pages on the current website as well as additional pages to reflect any new services or public information focus for the organization. See Current Site Structure at the end of this proposal.

Several goals for the website redesign are to: incorporate new content on water safety, focus on strengthening support for critical community partnerships, improve communications with citizens, redesign the look and develop the site in the more standard WordPress platform, incorporate accessibility features, and update content to be sure that it is current and there are no broken/referring links.

Method and Timeliness of Communications

Preferred method of communication is by email, so that work can be tracked and responded to easily. If you call with instructions or requests, we may confirm those with a follow-up email.

The Client agrees to provide materials, review Yakindo’s work, and provide feedback and approval in a timely manner. Yakindo agrees to respond quickly to requests and complete work on the website within a timely manner.

Typical development time for a new site is 2-3 months, as we are often waiting for decisions/materials from the Client. The timely completion of the website depends on prompt communications, provision of materials, and decision making from both parties.

Design

Included in the overall cost of the project, Yakindo will purchase a WordPress theme (which determines layout and design) and twelve months of theme developer support from Envato Market for the development of the website. Our preference would be to use the Avada theme due to its excellent features/options and support - <https://avada.theme-fusion.com/> You would just need to choose from the “pre-built websites” layout options for use as a starting point, which we will then revise with your colors, logo, pictures, and text.

You’ll have plenty of opportunities to review our work and provide feedback. As we complete sections of content, Yakindo will email you the page link on the development site to review and request feedback. If, at any stage, Client is not happy with the direction our work is taking, please give Yakindo that feedback as soon as possible.

Customization of the template beyond the features offered in the theme will be charged at \$80/hour.

Content

Client is responsible for providing the text for the website. Yakindo will go through the current site with the Client to discuss your Site Structure, which will then be expanded/reduced as needed.

Yakindo will copy all current text into Word documents and send to the Client for review and to make changes/updates before we use that text for the new website.

Client is responsible for providing pictures to be used on the website. If stock photos need to be purchased, the cost of those will be added to the final invoice. Popular stock photos usually cost about \$2/each (bigstockphoto.com), but those sourced from professional photographers may incur a licensing fee.

We encourage you to stage and take as many pictures yourself, if possible to reflect your efforts and avoid copyright issues.

Browser and Mobile Testing

The Avada theme is fully responsive (mobile-friendly). Yakindo assumes that full browser and mobile testing has been conducted by the WordPress theme developers, but will forward any issues of responsive design and cross-browser incompatibility or perceived bugs in the theme to the Avada developers so that they can be addressed in a future Avada theme update.

Website Hosting & Domain Registration

Yakindo is not a domain registration or website hosting company so we don't directly offer those services. It's important for us that clients own and control these accounts fully. We can recommend several options and will help you set up with a hosting company which meets your requirements. Costs for website hosting are usually around \$4-10/month, paid annually to the hosting company. The initial discounted price can usually be locked in for three years with a prepayment for the full 36 months.

We can assist you to transfer your domain registration, if needed.

We can help you set up email addresses using the domain name, if needed and work to transfer your old email to the new hosting account, if possible. If you use Office 365 for your email, there will be additional charges.

Forms

Included in the overall cost is one contact us form.

Metrics, Security and Backups

Included in the overall price:

Yakindo will set up Google Analytics on your site with the Site Kit by Google plugin so that you will be able to gather and analyze information on visitor traffic to your website. You'll be able to access partial statistics through the plugin's interface on WordPress and full statistics by logging in to Google Analytics direct.

We will install the iThemes Security Pro plugin on your website for no additional cost, but you will incur a small annual charge after the first year of use.

We will install iThemes BackupBuddy plugin on your website for no additional cost, but you will incur a small annual charge after the first year of use.

We will install Yoast SEO plugin on your website for no additional cost.

Training & Post-Launch Support

Included in the overall cost estimate is 30 days of post-launch support for changes and questions via email/phone.

Because we will develop the site in WordPress, you will be able to maintain the website yourself. For an additional cost of \$80/hour, we can conduct a two-hour WordPress training via Zoom after the site launch for 1-2 persons to teach you the basics of WordPress and orient you to the website. We can also prepare a Manual to support the training and for future reference.

Support, Website maintenance, and communications after the 30-day post-launch period will be charged at our hourly rate, which is currently \$80/hour, with a 10-minute minimum.

We do not work under annual set price website maintenance contracts, but only charge for time spent when the Client requests changes/updates. When clients ask us to do all of their website updates for them, the costs vary, depending on the number and frequency of changes sent. Typically a new blog post with a picture or minor change/s takes 10-15 minutes. Saving up and grouping changes sent helps to reduce costs.

Changes and Revisions

We know from experience that fixed-price contracts often limit clients to their earliest ideas. We don't want to limit your ability to change your mind. The estimate at the beginning of this contract is based on the initial scope of the project we discussed. If, in the course of the website development, you want to change your mind or add anything new, we can provide a separate estimate for that and adjust the final bill accordingly.

Copyrights

Client will need to guarantee that all elements of text, images or other artwork provided are either owned by or licensed to the client or that you have (and keep filed) written permission to use them. Client will own all elements of text, images and data used in the development of the website, unless someone else owns them.

We love to show off our work and share what we've learned with other people, so we will display a link to your website as part of our online portfolio and on the Yakindo Facebook page. This also provides you the benefit of links to boost your website's link popularity and promote your business. We do not, however, include a link to our website in your website's footer as that doesn't comply with our business values.

Legal

We can't guarantee that our work will be error-free and so we can't be liable to you or any third-party for damages, including lost profits, lost savings or other incidental, consequential or special damages, even if you've advised us of them. If any provision of this contract shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this contract and shall not affect the validity and enforceability of any remaining provisions.

This agreement can be terminated by either party with due cause, with contracted work liable for full payment.

Cost Estimate

Website Development (first 10 pages)	\$3,000
Additional 16 pages @ \$300/page	\$4,800
Manual and Training	<u>(included)</u>
Total	\$7,800

What IS covered in the overall cost estimate:

- Purchase of the Avada WordPress theme and twelve months of theme developer support
- Installation of WordPress and the Avada theme in your hosting account.
- Buildout of the theme using Client's text and photos
- Installation and basic setup of Yoast SEO, iThemes Security Pro, iThemes Backup Buddy, and Site Kit by Google plugins
- Minor text revisions
- Meetings, as required to complete the project, at Client or Yakindo offices, or via phone call/Zoom.
- Programming for a generic online Contact Us form
- Creation of a manual for site maintenance and a two-hour Zoom training going through the manual to prepare you to make basic changes to the website after site launch.
- 30 days of post launch email/phone support

What is NOT covered in the cost estimate:

- Domain registration costs
- Website Hosting costs
- Programming for additional forms (can provide cost estimate)
- SSL certificate (for https website address); this is included in your hosting company's fees

- Writing of new content
- Purchase of stock photos
- Programming and support by our programmer for any requested customization of the WordPress theme (\$80/hour)
- Design of logo, business cards, letterhead, rack cards or other marketing materials
- Search engine optimization (SEO)
- Social Media marketing
- Off-site promotions
- Website Maintenance and support after the 30-day post launch period
- **Personnel Portal:** We are not sure what content is behind this login, so re-creation of that is not included in this cost estimate.

Invoicing

The invoice for 50% of the Cost Estimate will be due and payable upon the signing of the agreement. If the scope of the project changes, the final invoice will be issued in the weeks before site launch and shall include any additional costs incurring in the course of the project, as agreed upon by both parties.

We're sure you understand that as a small business we appreciate payment of invoices in a timely manner.

Transfer of Contract

Yakindo cannot transfer this contract to anyone else without the Client's permission. This contract stays in place and need not be renewed. If for some reason one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place.

Although the language is simple, the intentions are serious and this contract is a legal document under exclusive jurisdiction of State of Washington courts.

By signing this Proposal YAKINDO and CLIENT agree to be bound by the obligations outlined in this agreement:



Seth Johnson, Fire Chief
Snohomish County Fire District 5

Danielle Surkatty, President
Yakindo Web Designs, Inc.

Date _____

Current Website Structure
Snohomish County Fire District 5
<https://www.snofire5.org/>

Home (1)

- Welcome
- Goals
- Mission Statement
- Covid Resources **(2)**

About Us

- History **(3)**
- Board of Commissioners
 - Current Commissioners **(4)**
 - Meeting Agenda & Minutes – 2018-2022 **(5)**
 - Employment Contracts / CBA / Resolutions / Inter-local (none) **(6)**
- Apparatus **(7)**
- New Fire Station (already built – no need?)
- ADD – Staff (w / link to employment page) **(8)**

Emergency Services

- EMS **(9)**
- Links to Patient Billing / Privacy Practices
- Hazardous Materials **(10)**
- Flood Response **(11)**
- Medical Program Management **(12)**
- Wildland Fire **(13)**

Public Information (Services from the Fire Dept or Public Safety Info?)

- Address Sign Program **(14)**

- Blood Pressure Checks **(15)**
- CPR training **(16)**
- Newsroom (Media Releases / In the News / Newsletters) **(17)**
- Outdoor Burning Info (links to County & PDFs) **(18)**
- RFP **(19)**
- River Safety Info **(20)**
- Smart 911 **(21)**
- Surplus Inventory **(22)** - **Need this page?**

Employment Opportunities (23)

- Intro
- Equal Opportunity Employer
- Current openings
- Links to app and job descriptions

Kid's Corner

- Links to external sites and PDFs
- Kids Coloring Book, 10 Single page PDF **(24)**

Useful Links (25)

- National
- State
- County
- City
- Misc

Contact Us (26)

- Contact Info
- Staff names/email links

- Program specific email links
- Link to patient billing on <https://compensation/snofire5/>

Personnel Portal – what’s behind this?

