



CITY OF
MUKILTEO

11930 Cyrus Way, Mukilteo Washington 98275

City Council Public Safety Committee
Committee Meeting No. 2015-05
June 4, 2015

Committee Members:

- **Councilmember Champion – Excused**
- **Councilmember Cook – Present**
- **Councilmember Schmalz – Not Present**
- **Councilmember Vanderwielen (alternate) – Not Present**

Staff Support:

- **Police Chief Caldwell**
- **Fire Chief Alexander**
- **Mayor Gregerson**

Minutes

Meeting Objective:

1. Cell Tower concerns – not discussed
2. Idle areas – briefly discussed by CM Cook. This topic has been assigned to Policy Analyst for further research.
3. Coal Train safety – held over for future discussion
4. FD Update and tour of facility lead by Chief Alexander. Update notes sent via email with minutes.
5. PD Update. Update notes sent via email with minutes.

Next Meeting: July 2, 2015



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Fire Department

Public Safety Committee Report

1. The New World CAD system launch on June 9th is cancelled. They will be working through the summer to fix latency issues between the software modules. Ideally three new load tests will be completed successfully in late summer and a new go-live date can be set for fall.
2. The department hosted a work session for captains and command staff to revamp the Standard Operating Guidelines. When the document is finalized and implemented, the department will be compliant with WAC 295-305.
3. We will begin meeting next week with DEM on the Mukilteo addendum for the county multi-hazard mitigation plan. Their plan has been submitted to the state for review, then on to FEMA. They will add us as well as several other jurisdictions this fall when the plan comes back.
4. DEM and the cities are working to finalize the ILA. There was discussion at the last meeting about an optional scope of work for DEM to provide EOC functions to the cities. This would consolidate many of the EOC functions in one place and free up city staff to focus on operations rather than staffing the EOC. The city would still need a “unified command” operation to coordinate city responses.
5. Work is on-going to revamp the workflow associated with ambulance billing. Finance is working with the bank to set up a lock-box arrangement for submission of payments. Everything submitted is imaged and available to both city staff and the billing company. Administrative changes will be made in how claims are processed to expedite submission to the collection agency when appropriate. A revamped debt reduction/debt waiver policy (updating AB 2009-10) should also be considered. These activities will not result in a marked increase in collections but will significantly reduce the amount of staff time necessary to handle ambulance billing matters.
6. We have met with the manufacturer and dealer for our new fire trucks to discuss the damages due to the city for the delivery delays. We have a communications path and negotiations are in progress.
7. Engine 25 is now in service and the old fire trucks are ready to be declared surplus. We will be working on a resolution for council action on July 6th.
8. Scheduled modifications for the Senior Administrative Assistant and Assistant Chief take effect June 16th. The 4/10’s schedule is no longer available for those positions. They have both elected to use the city’s 9/80 schedule. This will provide better administrative coverage during business hours.
9. The Assistant Chief has assumed the duties of Interim Fire Marshal, effective May 29th. Mr. McNulty will continue to provide technical assistance through the summer. We are working on a professional services agreement with Jerry Job to do technical plans reviews as needed. Once the Citygate assessment is done, we



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will be analyzing their findings and making recommendations for more permanent solutions.

10. Assistant Chief McMahan attended the Washington State Fire Chiefs conference in May. Chief Alexander will be attending the International Association of Fire Chief's conference in August.