

**Summary Minutes of the Regular Board Meeting
February 28, 2019**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1530 hours. Commissioners Fay, Schaub, Snyder, Waugh, and Wells were present. Commissioner Woolery was absent with prior notice.

AGENDA CHANGES:

- Removed draft Policy 1-40 Hiring from Discussion
- Discussion E: Commissioners Positions
- Discussion F: Responses to Unprotected Areas
- Discussion G: Cancelling VFIS

GENERAL PUBLIC COMMENT: None.

UNION COMMENT: None.

CHIEF'S REPORT

Assistant Chief Silva discussed items from the Chief's Report.

Assistant Chief Guptill introduced our new IT Support Services hire, Martin Paietta, to the board.

CONSENT AGENDA

A. *Voucher Approval:*

- Vouchers #374-19 through #547-19 in the amount of \$642,724.54 previously approved.
- Vouchers #548-19 through #717-19 in the amount of \$506,149.79 to be approved.

B. *Payroll Approval:*

- The February 15, 2019 regular pay was submitted for approval in the amount of \$939,816.32
- The February 28, 2019 regular pay was submitted for approval in the amount of \$927,517.21

C. *Approval of Minutes*

- 1) Approve Regular Meeting Minutes of February 5, 2019
- 2) Approve Special Joint Board Meeting Minutes – February 6, 2019

D. *Secretary's Report on Correspondence:*

- Email from residents near Station 32

MOTION: Commissioner Wells moved and Commissioner Schaub seconded to approve the above consent agenda items. On vote, **Motion Carried 5/0**

DISCUSSION ITEMS:

A. *Draft Petition – Lake Stevens Fire to Merge into Fire District 7*

This is going through the SEPA process now and will receive an action soon. Commissioner Fay noted to consider changing the word “new fire district” to state “merged fire district” in the petition. Commissioner Fay commented that he is anxious to get together at the upcoming March 4th joint board meeting at the Lake Stevens Conference Center to hear the report from the retreat.

B. *Draft Co-Staffing Agreement for Station 13*

AC Andrews passed on that the agreement was introduced to the District 1 Board for review and are waiting for response on that. It was questioned and pointed that the District has never co-staffed a station in the past. The issues surrounding supervision, discipline, policies & procedures, transport fees, and shared vehicles were discussed. All the equipment and vehicles will be District

1 7's responsibility and the station expenses will be District 1's responsibility. The current plan is
2 for District 7 to handle all the EMS transport billing fees and invoice District 1 for their portion.
3

4 **C. Draft Budget Amendment #1**

5 CFO Tabor discussed the budget lines proposed for amendment #1-2019. The General Fund Beginning
6 Balance was increased by \$3.6 million. A lot of that money will possibly transferred out into reserves.
7 The General Fund expenses saw changes to leave sell back, comp time sell back, and the earmarks that
8 are also discussed in the 4th quarter report for items that must be spent in a certain manner from 2018
9 but not yet spent. She discusses items requested for 2019 that were not budgeted as well as 2018
10 encumbrances. Big items on the second page were inter-fund transfers out, transfers to the Construction
11 Fund for \$1,150,000. An additional \$1 mill transferred to the Apparatus Fund, an additional \$1 mill
12 transferred to the Emergency Reserve, & \$90,531 for the Retirement Reserve for a recent retirees
13 medical. Bond Fund taxes are down because of actual taxes collected. The Apparatus Fund beginning
14 balance was higher than expected because one of the trucks wasn't purchased. The Shop combines
15 Expense, Leave Buy-Out and Capital funds. The Finance Committee has reviewed the amendment.
16 Commissioner Waugh was requested to have it marked DRAFT in the future when reviewing in
17 discussion and dated for approval date.
18

19 **D. Draft Policies for review:**

- 20 a. **1-43 Serious Diseases:** It was noted that in the second of the last paragraph of page one, it
21 needs to state "Employees who have a serious disease and who want an accommodation
22 shall..." instead of "should". The last sentence of the same paragraph needs to read "if it
23 believes the employee is a health or safety threat to *them self*..."
24 b. **1-68 Pets in the Work Place**
25

26 **E. Commissioner Positions**

27 The Board reviewed and agreed with the Snohomish County Elections Department on their
28 updated clarification on Snohomish County Fire District 7 Board of Commissioners terms and
29 positions.
30

31 **F. Cancelling VFIS Insurance**

32 Assistant Chief Silva noted the issue with not having enough time last year to give VFIS
33 cancellation notice. Chief Silva recommended getting authorization from the board to send notice
34 to VFIS. The Board directed that this be placed on the next meeting agenda as action.
35

36 **G. Resolution #2018-11 Responses to Unprotected Areas**

37 Assistant Chief Silva commented on the details of a proposed fee schedule and if Collections
38 would be used. The fee based schedule would need to be run by the attorney as well. Would calls
39 cancelled en-route also be billed? AC Silva requested board direction to then update the
40 Resolution with more detailed billing direction. Commissioner Fay inquired if any research had
41 been done related to the EMS contracts (Gold Bar, Sultan), and if that model be used.
42 Commissioner Schaub suggested to table this discussion for 40 days to see what the end of the
43 legislation session states that would resolve this whole topic. If passed, the law will go into effect
44 within 90 days. Brief discussion took place surrounding the current collection procedure with
45 Systems Design and whether the wish would be to adopt that or something different. It was
46 suggested to bring a fee schedule to the board as soon as possible and discuss the collections at a
47 later date.
48

49 **ACTION ITEMS:**

50 None
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52 **COMMISSIONER COMMITTEE REPORTS**

53 **A. Policy Committee:** Met January 28, 2019 1500 Admin Building.

- 1 **B. Safety Committee:** Meeting next February 25, 2019 at 1800 Station 71. Commissioner Schaub noted
2 three L&I injury claims, one slight vehicle collision in a narrow unplowed driveway sliding into a
3 rockery denting a bumper. Commissioner Fay mentioned there was some employee activity regarding
4 procedures with cancer causing situations and installing kits on the rigs.
5 **C. Capital Facilities Committee:** Looking at some retreat dates for the near future.
6

7 **OTHER MEETINGS ATTENDED**

- 8 **A. Snohomish County 911:** Assistant Chief Guptill noted there was a presentation from an architectural
9 firm that had been engaged with before the merge regarding future facilities. They passed the 10 of a
10 percent funding for the radio system but the language includes the potential to use it for all things 911
11 including potentially replacing a dispatch center in the future. The Board discussed putting a
12 committee together to discuss the possibilities of determining what a purpose-built dispatch center
13 would look like in Snohomish County.
14 **B. Regional Coordination:** Joint Commissioner Meeting, March 4 6pm at Lake Stevens Fire Conference
15 Center.
16 **C. Leadership Meeting:** Meets next April 3 0900. John Schneider gave his speech, then Chief Meek
17 gave an executive presentation on the Sikora Report and it was interesting to have Union President
18 Michael McConnell give his comments and his take on it as well with the overall message to use the
19 report to better the district as a whole.
20 **D. Sno-Isle Commissioner Meeting:** Meets next March 7, 2019 at 1930 at South County. Commissioner
21 Wells noted the topic would be on Tips on the Trenches presented by the PIO/PE's from South County
22 and District 7,
23
24

25 **OLD BUSINESS:**

26 Commissioner Wells shared that last Tuesday was Lake Stevens' public hearing on the merger that was well
27 attended with around 30 people and 10 of them being from the community. Most of the comments had to do
28 with funding and debt, effects of response times, and the new station on Cavalero. It was a really positive forum
29 with Scott Dorsey representing District 7.
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31 **CALL ON BOARD:** None
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33 **ATTENDANCE CHECK**

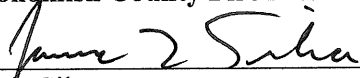
34 All board members in attendance noted they would be available for the upcoming meetings:

- 35 - Joint Board Meeting March 2, 2019 at 1800 Lake Stevens Conference Center
36 - Regular Board Meeting Thursday March 14, 2019 at 1530 in the District 7 Administration Building with the
37 exception
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39 **EXECUTIVE SESSION:** None
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41 The meeting was adjourned at 1647 pm by Commissioner Waugh.
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43 **Snohomish County Fire District #7**
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46 _____
47 Jame Silva
48 Secretary of the Board
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