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January 28, 2016

The Board of Fire Commissioners for SCFPD #3 (Special Meeting) and SCFPD #7 (Regular Meeting) met on January 28 at 7:00 p.m.

ROLL CALL

Present for the meeting were SCFPD #3 Fire Commissioners Marc Inman, Dean Schwartz, William Snyder, Leslie Jo Wells, and Randy Woolery.

Present for the meeting were SCFPD #7 Fire Commissioners Randy Fay, Guy Palumbo, Jeff Schaub, Roy Waugh, and Shauna Willner.

Also present were Chief Meek, Chief Silva, Assistant Chief Andrews, Assistant Chief Guptill, Union reps Michael McConnell and Craig Fisher, CFO Camille Tabor, Lieutenant/PM Christian DiMonda, Videographer Heather Chadwick and Recording Secretary Denise Mattern.

The meeting was opened at 6:58pm by Chairman Waugh followed by new agenda items and the Pledge of Allegiance.

JOINT MEETING AGENDA

A. Identify Commissioner Assignments for Committees

- 1) Commissioner Waugh proposed the elimination of the Joint shop Committee and Commissioner Fay suggested to suspend the committee in the case an outside District wishes to join the shop the committee could then be reactivated. ***There were no objections to suspend this committee.***
- 2) The Finance Committee is Guy Palumbo and Roy Waugh. Commissioner Waugh suggested including a District 3 commissioner to the finance committee. ***Commissioner Wells volunteered to take part in this committee.***
- 3) The Policy & Procedures Committee consists currently of Jeff Schaub and Shauna Willner. Waugh also asked if a SCFD#3 member would like to participate in this committee. Chief Meek noted that would be the integration of District 3's policies into the Lexipol program and move to District 7's procedures. This would give District 3's commissioners eyes on this process. Commissioner Woolery inquired as to the dates, times and commitment of these committees. ***Woolery commented that he would not mind participating in this committee.*** Commissioner Schwartz asked if this is just commissioners that are in the committee and other staff and union are also involved in the committees.
- 4) The Safety Committee, chaired by Chief Wirtz, covers risk management, health and safety. Commissioners Fay and Schaub are currently on this committee and currently meet on the 4th Monday of

1 the month at 6:30pm but can be modified to accommodate. **SCFD#3**
2 **Commissioner Inman volunteered to join this committee.**
3

4 **B. New Business: ILA and Letter of Understanding regarding the**
5 **Operational Integration Plan with District 3**
6

7 Union Local 2781 President Michael McConnell discussed the development
8 of an operational integration plan with an additional ILA to allow job
9 shadowing. He informed the Board of a successful all day retreat the
10 previous week and a three point plan: 1) expanded joint training 2) job
11 shadowing program from the BC's to Firefighters to identify differences
12 and begin to address them 3) swap voluntary firefighters for a
13 predetermined period of time. This was already passed by legal and
14 practiced successfully with District 1 in the past. The Letter of
15 Understanding was created to piggy-back with the ILA.
16

17 Commissioner Palumbo inquired as to what the day to day operations
18 would look like in a shadow. Andrews commented there would be a list of
19 those willing to shadow and the shifts that match up and on an assigned
20 day they would perform the swap. Commissioner Schwartz commented on the
21 concerns of firefighters from each location wanting to stay where they
22 are. McConnell noted that it would be performed on a voluntary basis
23 and noted there was a strong interest in it and believes there will be
24 a wait list.
25

26 Commissioner Fay inquired as to the ILA for training purposes. This is
27 intended to break down walls and misconceptions between districts.
28 Commissioner Fay noted that section 4.2 of the ILA seems a little too
29 loose for employee discipline of a swapped employee. His comfort level
30 will be how we manage these conflicts and the right to appeal where
31 there is a need for a corrective action with another district. He would
32 like better language to protect against that. Commissioner Snyder noted
33 that this still will go to both Districts' legal and may be taken care
34 of at that time. Andrews noted that Section 7 takes care of most of it
35 but if it there were to be a social issue, they would just not be asked
36 to shadow until it is worked out. **It was identified that "parties" in**
37 **section 4.2 is "who they are assigned to" and Commissioner Fay would**
38 **like it to read "Supervisor" rather than "parties"**. Discussion took
39 place surrounding whether the loose language will be a problem in the
40 ILA or not and whether to improve the language or just remove it.
41

42 Woolery asked how District 3's 48 hour shift would work for a job
43 shadow with District 7's shift schedule. McConnell noted that they
44 would shadow the whole 48 hours on 2 different shifts at District 7, or
45 it could only be a 24 as well.
46

47
48 District 7: The motion was made by Commissioner Palumbo and seconded by
49 Commissioner Willner to approve the ILA and Letter of Understanding
50 pending legal changes.

51 On vote, **Motion Carried 5/0**
52
53

1 District 3: The motion was made by Commissioner Inman and seconded by
2 Commissioner Woolery to approve the ILA and Letter of Understanding
3 pending legal changes.

4 On vote, **Motion Carried 5/0**

5
6 Chief Meek noted that **the Districts will seek clarity from**
7 **Attorney Rich Davis in regards to the ability to make joint**
8 **motions under the ILA.**

9
10 **C. New Business: WSRB letter**

11
12 Chief Silva spoke on a letter from WSRB to the Board of Commissioners
13 on District 3's re-rating where the City stayed at a 3 and the district
14 is moving from a class 5 down to a class 4 rating. One of the goals is
15 to sit down with WSRB and look at the areas that can be focused on in
16 the future to identify future areas of improvement.

17
18 **D. SR 522 Coalition Support**

19
20 Mayor Geoffrey Thomas wrote a letter asking for support from the fire
21 districts to join the coalition in obtaining funding to complete RS-522
22 and providing logo's. Commissioner Palumbo commented in support of this
23 coalition. **District 7 Commissioners gave permission to forward their logo**
24 **in support of the coalition.**

25
26 **E. Merger Update**

27
28 **1) Timeline**

29 A timeline was discussed by Chief Meek at the most recent retreat
30 that involves a trigger date of February 3, 2016. Discussions on
31 timelines and goals were discussed at the previous retreat and a
32 joint board agreement was requested to move forward with an August
33 vote date as critical benchmarks were approaching. If an August vote
34 is going to be approved for a full merger, there are May deadlines
35 and things would need to move fairly rapidly.

36
37 Reasons why an accelerated movement is beneficial as opposed to
38 waiting was discussed.

39
40 It was also noted that it would benefit District 3 to run it in
41 August so that in November it has a chance to ask for the M&O levy
42 if the merger failed.

43
44 Discussion took place surrounding the timing of a merge to the
45 voters and a dual plan was needed for this reason. It was noted that
46 the districts just can't sit and both outcomes must be planned for
47 now.

48
49 **Majority of the commissioners felt an August merger vote timeline**
50 **with the process starting in March was a good choice.**

51
52 **Commissioner Waugh requested Heather Chadwick to validate on the**
53 **timeline, the needs to be met by the commissioners, generalized by**

1 **meeting date.** Guy Palumbo wants to move up the finance meeting as
2 well and to make sure Commissioner Schwartz has his Mill Creek
3 questions answered.
4

5 **2) Strategic Communications Plan with Liz Loomis**

6 A strategic communications consulting agreement & plan from January
7 through September 2016 was provided in the packet by Liz Loomis.
8

9 The AV cost share for the total agreement cost came to:

10 \$9,392.46 District 3

11 \$35,607.54 District 7
12

13 District 7: The motion was made by Commissioner Fay and seconded by
14 Commissioner Schaub to approve the Communications Agreement with Liz
15 Loomis not to exceed \$35,607.54
16

17 Liz Loomis's background was briefly explained who now works
18 exclusively on communications plans for fire districts.
19

20 On vote, **Motion Carried 5/0**
21

22 District 3: The motion was made by Commissioner Inman and seconded
23 by Commissioner Woolery to approve the Communications Agreement with
24 Liz Loomis not to exceed \$9,392.46
25

26 On vote, **Motion Carried 5/0**
27

28 **F. Office Property located at 953 Village Way, Monroe**
29

30 Chief Meek explained to the board of a building that has recently come
31 up for sale right next door to District 3's headquarters. Since the
32 administrative consolidation, there have been talks to house the admin
33 staff together. Staff is currently divided and is certainly not the
34 long term goal or a good solution. The building is under repo with the
35 bank and is set up for office space that suits our needs. This would be
36 a joint venture that both districts would pursue and moving forward
37 could be a good investment aside from the office space need. Further
38 discussions on specifics and details can be held later in executive
39 session. Schaub inquired as to the need of 20,000 square feet and is
40 there a need for that. Guy Palumbo recommended tabling that for an
41 executive discussion. It was noted that 8,000 square feet is roughly
42 needed to house the admin staff. **The board agreed to allow the chiefs
43 to move forward with putting a package together for an executive
44 session.** Chief Meek noted this would be a good time to use the
45 facilities committee.
46

47 **DISTRICT 3 REGULAR BUSINESS**
48

49 **Union 2781 Comment**
50

51 Craig Fisher petitioned the board to add two college degrees, a Physical
52 Science degree and an Environmental Sciences degree to the degree list for
53 the stipend acceptance. Firefighters Beckham and Sayah are both members of

1 the HazMat team and both use the education and training from their degrees
2 in their job. This also follows suit with the District's mission
3 statement. Chief Silva noted that part of the union contract states they
4 must petition the board.

5
6 The motion was made by Commissioner Wells and seconded by Commissioner
7 Inman to go add both the Physical Science and Environmental Science
8 degrees to the degree stipend list.

9
10 On vote, **Motion Carried 5/0**

11
12 Craig Fisher noted he had a grievance of a personnel matter.

13
14 The motion was made by Commissioner Wells and seconded by Commissioner
15 Inman to go into Executive Session for ten (10) minutes to discuss a
16 complaint brought against a public employee per RCW 42.30.110(1)(f)
17 at 8:22pm.

18
19 On vote, **Motion Carried 5/0**

20
21 Regular Session resumed at 8:32 p.m. with no action as a result.

22
23 **A. January 19, 2016 Special Meeting Minutes**

24
25 The motion was made by Commissioner Schwartz and seconded by Commissioner
26 Wells to approve the special meeting minutes of January 19, 2016.

27
28 On vote, **Motion Carried 5/0**

29
30 **B. Vouchers**

31
32 The motion was made by Commissioner Schwartz and seconded by Commissioner
33 Woolery to approve the following vouchers:

- 34
35
- | | | |
|---------------------|------------------|-------------|
| • Fire Expense Fund | #1601063-1601077 | \$46,004.72 |
| • Fire Capital Fund | #1601004 | \$68,594.97 |
| • Healthcare Fund | #1601005 | \$29,304.01 |
- 36
37
38

39
40 On vote, **Motion Carried 5/0**

41
42 The motion was made by Commissioner Woolery and seconded by Commissioner
43 Schwartz to approve the following vouchers:

- 44
45
- | | | |
|----------------------|------------------|-------------|
| • ECFSS Expense Fund | #1601028-1601057 | \$13,805.48 |
|----------------------|------------------|-------------|
- 46
47

48
49 On vote, **Motion Carried 5/0**

50
51 The motion was made by Commissioner Schwartz and seconded by Commissioner
52 Wells to approve the new vouchers presented at the meeting:

- 52
53
- | | | |
|----------------------|------------------|-------------|
| • Fire Expense Fund | #1601078-1601091 | \$14,623.51 |
| • ECFSS Expense Fund | #1601058-1601073 | \$ 4,502.90 |

1
2 On vote, Motion Carried 5/0
3

4 **C. Board Direction to Move to District 7 Policies**
5

6 Chief Silva noted that with the proposed merger one set of policies needs
7 to be adopted and Fire District 7 has invested in a Lexipol policy
8 program. *The Board allowed direction to move forward with incorporating*
9 *District 3's policies into District 7's Lexipol program.*

10
11 **D. Resolution 2016-1 Board Meeting date and location change**
12

13 The motion was made by Commissioner Woolery and seconded by Commissioner
14 Wells to approve Resolution 2016-1 to change the regularly scheduled board
15 meeting dates and locations. The new schedule will be the 2nd Thursday of
16 each month located at Station 31 & the 4th Thursday of each month located
17 at Station 71. The start time will remain at 7:00PM.
18

19 On vote, Motion Carried 5/0
20

21 **E. Commissioner Woolery - Explorer Program**
22

23 Chief Silva noted that Commissioner Woolery wants to be able to continue
24 to assist with the Explorer program and would not be in the Board for
25 Volunteer Firefighters.
26

27 The motion was made by Commissioner Schwartz and seconded by Commissioner
28 Inman to approve Commissioner Woolery to continue to participate in
29 volunteering his time in the Explorer Program.
30

31 On vote, Motion Carried 5/0
32

33 **DISTRICT 7 REGULAR BUSINESS**
34

35 **A. Consent Agenda**
36

37 The motion was made by Commissioner Fay and seconded by Commissioner Waugh
38 to approve the Consent Agenda Items 1-4.
39

40 On vote, Motion Carried 5/0
41

42 **B. Public Comment**
43

44 None
45

46 **C. Chiefs Report**
47

48 Chief Meek noted that Soo Son has submitted her letter of resignation for
49 personal reasons and will be missed.
50

51
52
53 **D. Budget Amendment**

1
2 The motion was made by Commissioner Fay and seconded by Commissioner
3 Palumbo to approve the budget amendment.

4
5 CFO Camille Tabor wanted to note that the budget amendment does not
6 include the Liz Loomis contract approved at this meeting tonight.

7
8 On vote, **Motion Carried 5/0**

9
10 **E. Discussion Items**

- 11
12 1) District 7 put together a letter to SCFD#1 to have a meeting with
13 the main focus of full support of consolidation of the two dispatch
14 agencies due to push back from Snocom and they have a representative
15 on the Snocom board. Palumbo wanted to make sure that the Everett
16 brownout is discussed to see if District #1 is seeing an increase in
17 responses to Everett.

18
19 **F. Old Business**

20
21 None

22
23 **G. Committee Reports**

- 24
25 1) IAFF Labor Negotiation: There was a labor meeting January 28th
26 for the Battalion Chiefs contract and exchanged me-too's.
27 2) Safety Committee: B.C. Bill Wirtz submitted the minutes and was
28 distributed. Shauna noted the numbers looked good and was a good
29 meeting.

30
31 **H. Other Meetings Attended**

- 32
33 1) SNOFAC (Waugh): Year-end distributions from E911 got another
34 \$100,000 and had a meeting for another dispatch system "Pro QA".
35 And was a good turnout of fire agencies to review that system and
36 requesting feedback.
37 2) Leadership Meetings on February 3: Chief Meek noted that
38 Leadership meetings are occurring as joint leadership meetings
39 and two commissioners usually sit in on these meetings and
40 District 3 commissioners were invited to be one of those 2. It
41 was noted that it would take 6 commissioners to make a quorum but
42 this will be requested of the department attorney in writing.

43
44 **I. Other Business:**

45
46 It was requested to discuss using only one lawyer going forward to save
47 money.

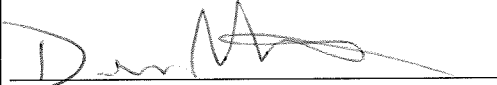
48
49 Commissioner Waugh also requested an online shared calendar for the
50 commissioners to all view and it was noted that it is on the IT's list.

51
52
53 The meeting was adjourned at 9:00 p.m. by Commissioner Waugh.

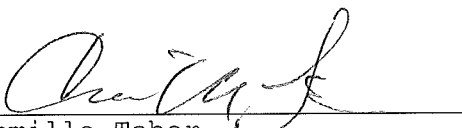
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2 **Snohomish County Fire District #3**
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7 _____
8 William Snyder
9 Chairman
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12 _____
13 Jamie Silva
14 CFO/District Secretary
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19 Denise Mattern
20 Recording Secretary
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23 **Snohomish County Fire District #7**
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27 _____
28 Camille Tabor
29 Secretary of the Board
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