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**Summary Minutes of the Regular Board Meeting
February 11, 2016**

Commissioner Snyder called the meeting of the Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Inman, Palumbo, Schaub, Schwartz, Snyder, Waugh, Wells, Willner, and Woolery were present.

PUBLIC COMMENT

A. Union Comment

- 1) IAFF Local 2781: Union President Michael McConnell noted to the board of a recent donation of Tempur-Pedic mattresses to both District 3 & 7 put into place with the help of Joe Pereira's wife, Julie. Her agency was able to obtain this donation of mattresses for the firefighters and local veterans. A huge thank you goes out to the Periera family, Disability Advocates for Cystic Fibrosis, Tempur-Pedic, Joe and First Movers, and all the District 7 firefighters who donated their day off to help deliver these mattresses. A thank you letter from the districts and commissioners will be drafted.
- 2) He also updated the board the job shadowing of battalion chiefs that recently just occurred. Swap outs are scheduled to occur on February 15th and thanked the board for their support with this.
- 3) Michael McConnell had the opportunity to go to Olympia to speak with them about the proactive work these two agencies are creating and noted that many other agencies are looking to us to be the leaders in this.

JOINT MEETING AGENDA

A. Approve Meeting Minutes of January 28, 2016

Commissioner Woolery moved and Commissioner Fay seconded to approve the meeting minutes of January 28, 2016.

Commissioner Schwartz requested to strike "including the new ones presented at the meeting" on Page 5, lines 43 & 44. He also requested to change the word "toward" to "forward" on Page 6 line 9.

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

B. Phone System Upgrades

Chief Guptill shared his phone upgrade research with the Board. He noted that District 3 bought a new phone system about 6 years ago and is a VOiP modern system. To make the two phone systems compatible, District 3 will need to pay for an upgrade of a new phone controller and warranty for a total of about \$7,000 and a whole new stand-alone phone system is needed at District 7 that will cost just over \$25,000 + tax. It offers a web browser and will make it so the systems can connect to make Districts 3 and 7 as one and can also stand alone.

MOTION: Commissioner Waugh moved and Commissioner Wells seconded to approve the Phone System Upgrade quote for a total of \$32,179.

Commissioner Palumbo asked if this was budgeted for already. Chief Meek noted that \$100,000 was budgeted for a key card system and that the phones are much more a priority over this and would allocate that money into this phone system.

There was commissioner discussion and questions surrounding the purchase, the phone vendor, redundancy, etc.

1 Commissioner Schwartz believed that since these are separate District purchases they should have separate
2 board approval.

3
4 The original motion was tabled so that the districts could motion for separate phone purchases.
5

6 **DISTRICT 7 MOTION:** Commissioner Palumbo moved and Commissioner Schaub seconded to approve the
7 purchase of the phone equipment not to exceed \$25,874 plus tax. On vote, **Motion Carried 5/0**

8
9 **DISTRICT 3 MOTION:** Commissioner Schwartz moved and Commissioner Woolery seconded to approve
10 the expenditure of the phone upgrades not to exceed more than \$7,000 plus tax.
11 On vote, **Motion Carried 5/0**

12
13 **C. Merger Update**

14
15 **1) Timeline:**

16 Chief Meek noted to the board that Deputy Chief Craig Clinton will be assigned as project
17 manager of the merger.

18
19 Chief Silva discussed the SEPA checklist that was handed out to the Board members for the
20 boundary review board and sample resolution that was handed out at the meeting. The
21 resolution is needed the beginning of May. It was noted that the Boundary Review Board does
22 have jurisdiction and brief discussion took place surrounding this.

23
24 **2) Updated Scope of work Timelines**

25 An updated timeline was presented with more detailed dates. It was requested to note the major
26 calendar of merger events on the websites and to have Heather post to the social media as well.
27

28 **D. Joint Commissioner Committee Reports**

29
30 **1) Finance Committee (Waugh, Wells, Palumbo):** Commissioner Palumbo noted they had a good 3.5
31 hour meeting going over the model and all the assumptions. Some tweaks were made but the net of it
32 figured a levy lid lift was needed every other year and added an additional lid lift. District 7 would
33 propose to lift their EMS Levy to .50 for next year. Commissioner Palumbo noted that two big
34 changes that were not in the model was if the District 3 Volunteers were to become Career paid and
35 any need for a new station or major station remodel.

36 **2) Policy Committee (Woolery, Willner, Schaub)** Commissioner Willner noted they made some priorities
37 and lists of topics that people are going to research to bring back to the board.

38 **3) Capital Facilities Committee (Willner, Palumbo, Snyder)**

- 39 i. Fales Rd. project: Commissioner Palumbo reported the rough number to be 5.055 million
40 and is originally what was discussed and got the bonds for. They will be working with Liz
41 to pick a design. Direction was requested to approve the expenditure and give Chief Meek
42 authority to move forward with the proposal and work on negotiations. Commissioner
43 Willner noted they got the 6 bunk rooms.
44
45

46 **DISTRICT 7 MOTION:** Commissioner Palumbo moved and Commissioner Schaub seconded to approve the
47 expenditure and give Chief Meek authority to move forward with the proposal and work on negotiations. On
48 vote, **Motion Carried 5/0**

49
50 ii. Station 72 Bay Extension.

51 TBD / Station 71: It is ready to go to bid. AIA contract needs attorney approval.

52 **4) Joint Fire Board with Mill Creek (Palumbo / Fay / Schwartz)**

53 February 23, 2016 – 15:30/ Station 71 (District 7 Committee Only)

- 1 5) Strategic Plan (Fay / Palumbo / District 3?): A new committee was appointed to work on the strategic
 2 communications plan. Commissioners Fay and Palumbo are currently on it, and Commissioners
 3 Snyder and Wells volunteered to join the committee.
 4 February 2016 / Station 71
 5 6) Leadership Meetings
 6 Wednesday, March 9, 2016 – 09:00 / Station 31 (Moved to monthly during transition)
 7 Other (to be discussed): Woolery volunteered to participate in the *SR522 Improvement Committee*
 8 along with Guy Palumbo.
 9

10 **E. Executive Session**

11
 12 The board went into executive session at 7:45 for ten (10) minutes to discuss acquisition of real estate per
 13 RCW 42.30.110(b). They requested an additional ten (10) minutes and an additional five (5) minutes.
 14

15 Regular Session resumed at 8:10 p.m. with the following action:

17 **MOTION:** Commissioner Willner moved and Commissioner Palumbo seconded to give Chief Meek the
 18 authority to pursue a Letter of Intent on the Village Way property.
 19 On vote, **Motion Carried 10/0**
 20

21 **DISTRICT 3 REGULAR BUSINESS**

22
 23 **A. Consent Agenda Items:**

24
 25 **Minutes:** The January 28, 2016 Regular Board Meeting was submitted for approval.

26 **Financial Report:**

- 27
- 28 • The February 29, 2016 payroll was submitted for approval:
 - 29 ○ Monroe Fire \$430,493.65
 - 30 ○ ECFSS \$59,611.19
 - 31 • The following vouchers were submitted for approval:
 - 32 ○ MFD General Fund #1602001-1602034; (\$33,877.02)
 - 33 ○ MFD General Fund #1602035-1602046; (\$40,759.45) - new
 - 34 ○ Capital Fund #1602001; (\$504.22) - new
 - 35 ○ MFD Healthcare Fund #1602001-1602002; (\$29,441.52)
 - 36 ○ MFD Healthcare Fund #1602003; (\$43,115.03) - new
 - 37 ○ ECFSS General Fund #1602001-1602025; (\$11,627.27)
 - 38 ○ ECFSS General Fund #1602026-1602032; (\$10,312.40) - new

39
 40 **MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve the consent agenda
 41 including the new vouchers presented that evening. On vote, **Motion Carried 5/0**
 42

43 **A. CAS Claims Services Agreement**

44
 45 Chief Silva noted this document was reviewed by attorney Frank Morales and had gone back and forth with
 46 CAS three times. All are now in agreement with the document presented. Two other fire districts also plan to
 47 share the legal costs to review this agreement as it is the same agreement for them as well.
 48

49 **MOTION:** Commissioner Wells moved and Commissioner Inman seconded to approve the CAS Claims
 50 Services Agreement. On vote, **Motion Carried 5/0**
 51

52 **B. Merger Petition**

1 Chief Silva noted the petition was drafted by attorney Rich Davis. He commented on the addendum that has to
2 District 7 honoring the two District 3 Chiefs into the District 7 Assistant Chiefs contract as well as to allow
3 District 3 residents to continue to allow outdoor burning during the merge as District 7 does not allow outdoor
4 burning.

5
6 **MOTION:** Commissioner Wells moved and Commissioner Woolery seconded to approve the petition to
7 merge with District 7. On vote, **Motion Carried 4/1. Dean Schwartz opposed due to an incorrect date.**

8
9 **C. Executive Session**

10
11 District 3 Commissioners went into Executive Session for five (5) minutes to discuss a grievance per RCW
12 42.30.110(1)(g) at 8:25pm.

13
14 Regular Session resumed at 8:30 p.m. with the following action:

15
16 **MOTION:** Commissioner Wells moved and Commissioner Inman seconded to take legal advice and deny the
17 grievance. On vote, **Motion Carried 5/0.**

18
19 **DISTRICT 7 REGULAR BUSINESS**

20
21 **A. Consent Agenda Items:**

22
23 **Minutes:** The January 28, 2016 Regular Board Meeting was submitted for approval.

24 **Financial Report:**

- 25
 - The February 15, 2016 regular pay was submitted in the amount of \$415,265.42
 - Vouchers #0117-16 through #0186-16 in the amount of \$233,414.65 were submitted for approval.

26
27
28 **MOTION:** Commissioner Willner moved and Commissioner Fay seconded to approve the consent agenda
29 items as presented. On vote, **Motion Carried 5/0**

30
31 **B. Chiefs Report**

32
33 Chief Meek noted they did conduct the Leadership meeting Feb 3rd with 58 people attending from both the
34 East and West division with a Peer Fitness presentation. The next meeting will be March 9th at Station 31 at
35 9am. Commissioner Fay volunteered to attend. Discussion took place surrounding the Feb 3rd meeting.

36
37 He noted that a letter was received from Battalion Chief Millich regarding PIO Heather Chadwicks'
38 involvement in the 3 year old drowning a couple weeks ago. This was 2 months into the job for Heather and
39 got one of the worst calls to handle.

40
41 In District 7 there was an employee exposure which resulted in an impromptu L&I inspection that is ongoing.

42
43 Chief Meek noted that under the ILA both boards have the right to vote jointly but depending on the situation
44 may need to make separate votes. He then spoke on quorum to make sure there are not more than 3 from each
45 board or 6 if both districts are present.

46
47 **C. Discussion Items**

- 48
49
 - a. District 1 / 7 Joint Meeting – Working on setting a date for this meeting. It was noted that Rikki
50 from the Herald wants to be at this meeting and to let her know.

51
52 **D. Old Business**

- 1 a. **Standards of Cover:** the most recent report was they have the model & feel they have a good set of
2 numbers. They have been communicating that with Ryan Lundquist and preparing the heat map to
3 show call volume concentration and on target.
4

5 **E. Committee Reports**

- 6 a. IAFF Negotiations Committee: The district & union continue to meet on the BC contract.
7

8 **F. Other Meetings Attended**

- 9 a. SNOPAC (Waugh): Consolidation meeting went smoother than prior meeting. The two directors are
10 putting together a priority list.
11 b. Sno-Isle Commissioner Meeting: Commissioner Schwartz noted there was no February meeting due to
12 the banquet. The next meeting will be March 3rd at North County Regional Fire Authority-Stanwood
13 Station.
14

15 Roy Waugh made a correction to Steve Lynch's email that noted that District 1 will be hosting the
16 meeting March 3.
17

18 **G. Other Business**

19 Commissioner Willner noted the PDC financial statements are due April 30th.
20

21 The meeting was adjourned at 8:45 p.m. by Commissioner Snyder.
22

23 **Snohomish County Fire District #3**
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28 Jamie Silva
29 CFO/District Secretary
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32 **Snohomish County Fire District #7**
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37 Camille Tabor
38 Secretary of the Board
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