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**Summary Minutes of the Regular Board Meeting
February 25, 2016**

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

PUBLIC HEARING

District 7 Commissioners to adopt SEPA Rules and Procedures.

Chief Meek noted the correction to the resolution to be 2016-3, where it was Resolution 2016-2 in the board packet (page 5). There was no public comment.

The public hearing was closed.

Commissioner Schaub moved and Commissioner Palumbo seconded to approve the Resolution 2016-3 to adopt District 7's Policies and Procedures under the State Environmental Policy Act.

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

UNION COMMENT

- 1) IAFF Local 2781: Craig Fisher wanted to note that the swapping of officers and shadowing have been going smoothly. There have been a couple battalion chiefs, officers and a handful of firefighters that have swapped.
- 2) Randy Fay wanted to extend the board's sympathies through the labor groups to Snohomish County Fire District 1 for the death of Firefighter Conrad.

JOINT MEETING AGENDA

A. Approve Meeting Minutes of February 11, 2016

Commissioner Willner moved and Commissioner Schaub seconded to approve the meeting minutes of February 11, 2016.

Commissioner Schwartz requested a correction to page 4 line 44, in the last sentence that should read "are not more than" instead of "is not more than". He also requested page 5 line 2 in the last sentence that needs to remove the period after "Lundquist" and requested to add "and are preparing" after Lundquist.

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

B. Merger Update

1) ***Merger Process & Timeline:***

Chief Silva updated the board on the process on the SEPA checklist. March 15th will be a special Fire District 7 meeting to adopt the resolution to accept the petition. April 29th will be the day the board can approve a resolution to put it on a ballot. The explanatory statement for the election must be in on May 6 and pro/con statements are due May 24th. The election takes place August 2 with the certification taking place 14 days after that. At that point if it passes both Districts would need to adopt resolutions to merge effective October 1, 2016.

Commissioner Schaub asked if there were a minimum number of voters needed for the election and it was noted it is a simple majority. Commissioner Fay asked if that timeline could be posted to both Districts websites.

1 **C. Chiefs Report**

2
3 Chief Meek noted the District purchased the Lucas Automated CPR device and everyone has trained on it.
4 Crews have already deployed the device twice. Chief Dorsey wanted to express thanks to the board for
5 supporting the mission of the EMS division.

6
7 Chief Meek called for a board motion to approve the increase to the post retirement medical per a
8 resolution on file of up to 5% for health insurance payments.

9
10 **MOTION:** Commissioner Palumbo moved and Commissioner Willner seconded to approve the 5% increase
11 to the retirement medical for retiree health insurance payments.

12
13 On vote, **Motion Carried 4/0**

14
15 **D. Teamsters Letter of Understanding (LOU)**

16
17 This LOU has been changed to encompass the cross training of all the Teamsters members and extended the
18 expiration date to coincide with the Administrative ILA or a merger occurs.

19
20 Commissioner Wells moved and Commissioner Palumbo seconded to approve the new Teamsters
21 Letter of Understanding with Districts 3 and 7.

22
23 On page 26 bullet #4 Commissioner Schwartz requested a change where it states “the union and the District
24 agree” to read “the union and the Districts agree” It was noted to hand write the “s” on the end of “District due
25 to the fact that it was already partially signed by some parties.

26
27 On vote, **Motion Carried 9/0**

28
29 **E. Joint Commissioner Committee Reports**

- 30
31 **1) Joint Fire Board with Mill Creek (Palumbo / Fay / Schwartz)**
32 *Confirmation of the meeting March 15, 2016 – 16:00/ Station 71*

- 33
34 **2) Finance Committee (Waugh, Wells, Palumbo):** *They dug deep on the merger model and decisions*
35 *were made when the levy lid lifts would be needed. An EMS lid lift needs to be voted on in 2016 for*
36 *District 7. It was recommended to propose the District 7 lid lift in the August election while District 3*
37 *residents are voting on the merger. The model shows the lid lift will be needed every other year.*

38
39 *Chief Meek requested direction from the Board to prepare a resolution to lift the EMS Levy to*
40 *\$.50 in the August elections.*

41
42 Commissioner Palumbo moved and Commissioner Willner seconded to authorize the
43 preparation of a resolution to lift the EMS Levy to \$0.50 in the August elections and bring
44 back for Board approval.

45
46 On vote, **Motion Carried 4/0**

- 47
48 **3) Strategic Communication Committee (Waugh/Palumbo/Snyder/Wells)**
49 *There will be a special meeting March 15 @ 5:30pm to review and accept the merger petition*
50 *from Monroe to merge into District and direction from staff to send a letter to the BRB to*
51 *start the 45 day process.*
52 **4) Safety Committee (Fay/Schaub/Inman)**
53

1 Next Meeting March 28 1800 Station 71. Minutes were distributed at the meeting.
2 Commissioner Schaub noted that Battalion Chief Wirtz does a great job with the focus on
3 prevention.
4

5 **5) Capital Facilities Committee (Willner, Palumbo, Snyder)**

- 6 i. **Fales Rd. project:** A community presentation will be March 16th at 7pm at Station 71 to
7 look at the drawings. A special meeting will need to be called due to possible board
8 quorum.
9 ii. **Station 72 Bay Extension:** Chief Meek sent the AIA contract to the lawyer and is hoping
10 to complete it within the next few days and start the public bid process.

- 11
12 **6) SR 522 Improvement Committee (Palumbo/Woolery):** Palumbo noted that a million dollars was
13 received for a "Sketch Program" which is the design before the design and believed to be the first
14 step.
15

16 **F. Other Meetings Attended:**

- 17 1) SNOPAC (Vaugh)
18 2) Regional Coordination (Council, Board, Annexations)
19 3) Leadership Meetings: March 9, 2016 0900 Station 31 on Rapid Responder
20 4) Sno-Isle Commissioner Meeting: The next meeting will be the first Thursday of March on the
21 SERS system.
22

23 **G. Executive Session**

24
25 The board took a five (5) minute break at 7:38 and then went into executive session for thirty (30) minutes to
26 discuss acquisition of real estate per RCW 42.30.110(1)(b).
27

28 Regular Session resumed at 8:13 p.m. with no action.
29

30 Commissioner Fay entertained a motion to accept Resolution 2016-2 to authorize \$10,000 to be released to the
31 Chief for earnest money when needed.
32

33 **MOTION:** Commissioner Willner moved and Commissioner Schaub seconded to approve District 7's
34 Resolution 2016-2 to authorize a \$10,000 earnest money to be used by the chief.
35

36 On vote, **Motion Carried 4/0**
37

38 **MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve District 3's
39 Resolution 2016-2 to authorize a \$10,000 earnest money to be used by the chief.
40

41 On vote, **Motion Carried 4/1.** Commissioner Schwartz opposed.
42

43 Commissioner Fay entertained a joint motion to allow the Capital Facilities committee to work with the chief
44 on the terms of the offer the building on Village Way, Monroe, WA.
45

46 **MOTION:** Commissioner Willner moved and Commissioner Woolery seconded the motion.
47

48 On vote, **Motion Carried 9/0**
49

50 **DISTRICT 3 REGULAR BUSINESS**

51 **A. Consent Agenda Items:**

52 The following vouchers were submitted for approval:
53

- MFD General Fund #1602047-1602068; (\$19,122.36)
- MFD General Fund #1602069-1602080; (\$8,287.48) - new
- Capital Fund #1602002; (\$4,142.39)
- MFD Healthcare Fund #1602004; (\$29,666.96) - new
- ECFSS General Fund #1602033-1602057; (\$11,489.00)

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

B. Budget Amendment #1

MOTION: Commissioner Wells moved and Commissioner Inman seconded to approve the Budget Amendment #1 for an additional \$17,892 for the Expense Fund, \$4,680 for the Healthcare Fund and \$114,970 for the Capital Fund. On vote, **Motion Carried 5/0**

DISTRICT 7 REGULAR BUSINESS

A. Consent Agenda Items:

Financial Report:

- The February 29, 2016 regular pay was submitted in the amount of \$626,545.44
- Vouchers #0187-16 through #0251-16 in the amount of \$164,051.53 were submitted for approval.

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

B. Discussion Items

- a. Capital Facilities Prioritization
- b. Capital Facilities Funding
- c. Benevolent Fund Quarterly Report (July 28, 2016)
- d. District 1/7 Joint Meeting: *It was agreed to meet Tuesday May 10 at 1800*

C. Old Business

- 1) **Standards of Cover:** *The report should be ready any time*

D. Other Business

It was noted the Board Meeting on April 28th needed to move to District 3.
Commissioner Snyder noted he would be absent at the March 10th Board Meeting.

The meeting was adjourned at 8:27pm by Commissioner Fay.

Snohomish County Fire District #3

Jamie Silva
CFO/District Secretary

Snohomish County Fire District #7

Camille Tabor
Secretary of the Board