

**Summary Minutes of the Regular Board Meeting
April 14, 2016**

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

GENERAL PUBLIC COMMENT

None

UNION COMMENT

A. None

PUBLIC HEARING

A. Chief Silva presented a PowerPoint slide of the District 3 merger into District 7. He gave a general background on the fire district and explained that 84% of the districts revenues come from property taxes, 71.6% of the General fund budget is committed to Fire/Ems suppression and the Districts' first priority is to maintain emergency service levels. 2016's Expense budget falls around 8.8 million and he noted that the District lost 35% of its revenue in property taxes during 2010-11. Since then the District has been looking at ways to run leaner and cut costs, such as merging with other fire districts. He introduced the partnering with Fire District 7 that began with a shop partnership since 1996, has currently shared a Community Resource Paramedic between the two communities since last year, and January 1st this year the administration merged their processes via an Interlocal agreement. He went over where the districts were at in the merge process and what is left to do. He then covered Fire District 7's background and showed a map of what the combined district boundaries would look like. It was explained that the benefits of the merger is to share District 7's CPA, Human Resources director and Public Educator. District 3 also is sharing their Fire Prevention division and the focused positions of the operations and support services for the Assistant Chiefs as well as merged training and EMS divisions. He then discussed the benefits of the lowered tax to District 3 residents if the Districts merge. Heather Chadwick handed out a Frequently Asked Questions flyer to the public present.

B. Public Comment:

Gottlieb Ribary, a District 3 taxpayer, presented the board with four questions:

- 1) He asked for printed public information with projected saving for District 3 taxpayers and this was taken care of by the FAQ flyer handed out at this meeting.
- 2) He then wanted to know if there were any plans or serious consideration regarding needs for added property or facilities due to the merger of District 3 and 7? Chief Silva noted that the Districts are in the middle of looking into securing a new space for the administration to be together in one building as they are currently split into 2 locations. District 7 has a Strategic Plan in place and is currently finishing up Standards of Cover that will help identify area needs but that it doesn't include the merger. It was also noted that there are no other current plans to add stations or purchase property as a result of the merger.
- 3) His next question was when District 7's Mill Creek contract for fire and medical services expires? Chief Meek noted that it expires December 31, 2017.
- 4) He then inquired if the two Districts have service contracts with other fire districts? It was noted that District 3 has ALS contracts with District #5 Sultan (expires every 2 years) and a contract with Lk Roesiger (does not expire unless notified).

Commissioner Wells noted that there would be another public hearing in two weeks at the same time and location. The public hearing was then closed.

1 **JOINT MEETING AGENDA**

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3 **A. Secretary's Report on Correspondence**

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5 Chief Meek noted a letter of appreciation from a citizen regarding Scott Koch as well as a letter from the State
6 Auditor commending Camille Tabor in the recent audit.

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8 **B. Approve Joint Meeting Minutes of March 24, 2016**

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10 Commissioner Schaub moved and Commissioner Fay seconded to approve the meeting minutes of March 24,
11 2016.

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

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15 **C. Merger Update**

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17 1) **Merger Process & Timeline:** Chief Clinton updated the board on the merger process and timeline. He
18 noted we are about 40% through the process at this time.

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20 Commissioner Schwartz noted that he would like to be included on the Con Committee. Chief Silva
21 noted there will be a public posting to invite pro and con committee members and there is a special form
22 that needs to be filled out for the Committee appointments that must be completed by May 13.

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24 **D. Chiefs Report**

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26 Chief Meek informed the board that they did conduct the flag ceremony for Janet Jaeger and thanked the
27 members who attended and in sending her on her way with well wishes.

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29 He noted that he and Chief Silva have been presenting the merger PowerPoint presentation to the community
30 groups with more to visit (including the Tualco Grange). The council members seemed in favor of the merge.
31 Three recruits will be graduating from the academy April 15th. The State Auditor has completed the audit for
32 District 7 and is looking at having the exit interview on April 28th at 9am and asked which board members would
33 like to attend. There will be a need to call for a Special Board Meeting for District 7 due to quorum.

34
35 Commissioner Fay wanted to thank Chief Meek for the many hours spent on the Standards of Cover project.
36 Chief Meek handed that kudos over to Ryan Lundquist and Craig Clinton in being instrumental to the project.

37
38 **E. Joint Commissioner Committee Reports**

- 39
40 1) **Joint Fire Board with Mill Creek** (Palumbo / Fay / Woolery): A tentative meeting was set for Monday
41 April 25 at 1600 at Station 71. Discussions took place surrounding the past cancellations of these
42 meetings. Commissioner Woolery noted he could fill-in for Commissioner Schwartz if he could not
43 attend.
- 44
45 2) **Strategic Communications** (Waugh / Palumbo / Snyder): April 29, 2016 Phone Meeting at 9am.
- 46
47 3) **Policy Committee:** Chief Silva has emailed policies to specific division managers for review/input.
48 Once these have been received they will be brought to the Board as appropriate.
- 49
50 4) **Safety Committee** (Fay / Schaub / Inman): The minutes are in the board packet and the next meeting
51 will be April 18, 2016 1800 @ Station 71
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53

- 5) **SR522 Committee Report:** Commissioner Palumbo gave an update on the progress which results in probably no further action now until 2025.
- 6) **IAFF Labor Negotiations – BC Contract:** Chief Meek noted the tentative date for the BC contract.
- 7) **Risk Management (Willner / Schaub) :** April 26, 2016 1830 @ Fire District 15
- 8) **Capital Facilities Committee (Willner/Palumbo/Snyder):** Brief discussion took place regarding the Fales Road station public meeting and some of their concerns.

F. Other Meetings Attended:

- 1) SNOPAC/SNOCOM (Waugh): Commissioner Waugh noted there are interviews beginning of May and gave a general update regarding the merger.
- 2) Regional Coordination: None
- 3) Leadership Meeting: The next meeting will take place June 1, 2016 0900 @ Station 31. Commissioners Fay and Schaub noted they planned to attend. Commissioner Schaub commented on how well the speaker, Wayne Senter, was at the last leadership meeting.
- 4) Sno-Isle Commissioner Meeting: Commissioner Schwartz noted the last program was on WSDOT.

EXECUTIVE SESSION

The Joint Board went into executive session at 1940 for ten (10) minutes to discuss the acquisition of real estate per RCW 42.30.110(b).

Regular Session resumed at 1950 with no action taken.

DISTRICT 3 REGULAR BUSINESS

A. Consent Agenda Items:

- 1) The following vouchers were submitted for approval:
 - a) MFD General Fund #1604001-1604051; (\$86,366.32)
 - b) MFD General Fund #1604052-1604058; (\$100,955.54) - new
 - c) ECFSS General Fund #1604001-1604028; (\$12,193.16)
 - d) ECFSS General Fund #1604029-1604050; (\$17,550.44) - new
 - e) MFD Capital Fund #1604001-1604002; (\$8,668.59)
 - f) MFD Healthcare Fund #1604001; (\$63,353.22)
- 2) MFD Payroll – April; (\$429,822.73)
- 3) ECFSS Payroll – April; (\$51,977.81)

MOTION: Commissioner Schwartz moved and Commissioner Woolery seconded to approve the consent agenda including the new vouchers presented that evening. On vote, **Motion Carried 4/0**

B. Action Items:

- 1) Approve the Washington Public Agency Contract for Small Works Roster (MRSC):

MOTION: Commissioner Schwartz moved and Commissioner Woolery seconded to approve the Washington Public Agency Contract for Small Works Roster (MRSC). On vote, **Motion Carried 4/0**

1 2) Approve the Clinical Education Agreement with Providence Health & Services:

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3 Chief Meek noted this is to allow District 3 personnel access to the hospital for ongoing training. He
4 noted that District 7 is also entering into this same agreement. The Board was informed that Attorney
5 Mitch Cogdill also reviewed the contract with a small changes but that it was a boiler plate type contract
6 out to everybody. Commissioner Waugh noted that he would have liked to have seen the county MPD
7 approving the curriculum but believes it's not enough to hold it up. Commissioner Schwartz asked why
8 the District was going with this agency rather than our local hospital. Chief Silva noted that we also
9 have one with the local hospital but it was to open up more opportunities to train. Commissioner
10 Schwartz also noted in 1.1 Clinical instruction that there were Catholic references. It was noted that
11 Providence Hospital was founded by Catholics but it wasn't believed to be a concern. Commissioner
12 Schwartz then commented on the 3 million in aggregate insurance required on page 3 and inquired if
13 the Districts have this coverage? It was noted that WCIA does. He also had comment that the contract
14 is requiring that the EMS agency shall maintain health insurance for its EMS providers and noted that
15 District 3's part time staff does not receive health insurance. It was noted that the District would clarify
16 Providence's intent but that it will mostly likely not be able to be modified.

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18 **MOTION:** Commissioner Inman moved and Commissioner Wells seconded to approve the Clinical Education
19 Agreement with Providence Health & Services with further clarification in regards to the health insurance
20 requirement for Part time employees. On vote, **Motion Carried 4/0**

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22 3) Approve the Contract for Services with Spartan Race, Inc.:

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24 **MOTION:** Commissioner Schwartz moved and Commissioner Woolery seconded to approve the Contract for
25 Services with Spartan Race, Inc and authorized the Chief to sign with the corrected dates. On vote,
26 **Motion Carried 4/0**

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28 4) Approve the Interlocal Cooperative Purchasing Agreement with Jefferson County Fire Protection
29 District #1:

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31 Commissioner Schwartz asked what the time limit was that someone could piggy-back onto a bid.
32 Chief Guptill noted that it was expired after 2 years but that Braun had asked us to extend it by mutual
33 agreement.

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35 **MOTION:** Commissioner Schwartz moved and Commissioner Inman seconded to approve the Interlocal
36 Cooperative Purchasing Agreement with Jefferson County Fire Protection District #1. On vote, **Motion**
37 **Carried 4/0**

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39 5) Approve the Interlocal Cooperative Purchasing Agreement with Snohomish County Fire Protection
40 District #4:

41
42 Commissioner Schwartz noted that the effective date was a past date.

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44 **MOTION:** Commissioner Woolery moved and Commissioner Inman seconded to approve the Interlocal
45 Cooperative Purchasing Agreement with Snohomish County Fire Protection District #4 pending the
46 corrected effective date, new signature by district #4 and authorizing the Chief to sign. On vote, **Motion**
47 **Carried 4/0**

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49 6) Approve the Clinical Education Agreement with Providence Anesthesia Services:

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51 Clinical Education Agreement is for Anesthesia to allow ALS personnel to go in to Providence hospital
52 and perform intubations. Chief Meek noted this has been a long tough go of negotiating for them to
53 allow this.

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2 **MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve the Clinical
3 Education Agreement with Providence Anesthesia Services Physicians Group. On vote, **Motion**
4 **Carried 4/0**

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6 **C. ECFSS Financial Update:**

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8 Chief Guptill gave an update on ECFSS and noted that for the first time in five years the shop posted
9 a profit but that the shop is not entirely out of the woods yet. He noted that about 2500 hours were lost
10 from District 1 removing themselves from ECFSS and discussed some of the adjustments that have
11 been made and a close eye will be on this on a monthly basis.

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13 **DISTRICT 7 REGULAR BUSINESS**

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15 **A. Consent Agenda Items:**

16 **Financial Report:**

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- 18 • The April 15, 2016 regular pay was submitted in the amount of \$431,093.43.
 - 19 • Vouchers #0375A-16 through #0435-16 in the amount of \$301,090 were submitted but already
20 previously approved due to County processing timelines.
 - 21 • Vouchers #0436-16 through #0485-16 in the amount of \$171,902.98 were submitted for approval.

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

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25 **B. Action Items:**

- 26
- 27 1) **Memorandum of Understanding #2016-02** with IAFF Union #2781 in regards to clarification of
28 Article 9 Sick Leave. The change would be effective Feb 29, 2016 to allow 100% of an employees' sick
29 leave balance to be contributed into their deferred comp upon separation from employment. Chief Meek
30 noted this was a change that was agreed to in the firefighter's contract and the Battalions have asked
31 that it be carried over into their contract and has been tentatively agreed in negotiations. It was noted
32 that it doesn't cost any more money to the district, nor affect current negotiations, and also benefits a
33 recent retiree.

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35 **MOTION:** Commissioner Palumbo moved and Commissioner Fay seconded to approve the IAFF Union #2781
36 MOU #2016-2. On vote, **Motion Carried 5/0**

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38 **C. Discussion Items:**

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- 40 1) Benevolent Fund Quarterly Report (July 28, 2016)
 - 41 2) District 1 / 7 Joint Meeting is confirmed for May 10, 2016 1800. An agenda will be drafted on
42 Monday.

43 **D. Old Business:**

- 44
- 45 1) **Standards of Cover / Accreditation:** The presentation was given last night. Commissioner Waugh
46 encouraged the board members to read the whole document so that any questions/comments could be a
47 approved by the Board at the next Board Meeting. Commissioner Palumbo noted two important things
48 that came from the report from a risk perspective that Station 76 having a staffing minimum of 5 was
49 critical and Station 72 needs another full time medic unit. Commissioner Waugh noted that he hopes
50 that the City of Mill Creek does a review of the Standards of Cover study.

51 **E. Other Business:**

52 Commissioner Waugh reminded the commissioners that the next regular board meeting April 28th will be
53 held at Station 31 due to the District 3 public hearing to merger with District 7.

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Chief Meek wanted to thank Bill Wirtz for coordinating the telecommunicators recognition week with SNOCOM and SNOPAC.

Chief Meek also wanted to recognize the support staff in taking over double duties.

Heather Chadwick wanted to invite the commissioners to April 23 Mill Creek's first safety Block Party. Saturday April 30th at the YMCA in Monroe promoting the life jacket program, Memorial Day Parade for the City of Mill Creek on Memorial Day at 11am and May 21 The Parents of Exploited Children at Walmart where the Life Jacket Program will be promoted.

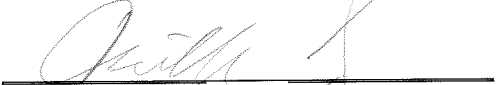
The meeting was adjourned by Commissioner Wells.

Snohomish County Fire District #3



Jamie Silva
CFO/District Secretary

Snohomish County Fire District #7



Camille Tabor
Secretary of the Board