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**Summary Minutes of the Regular Board Meeting
November 21, 2017**

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

Agenda Changes:

Consent Agenda A. Additional vouchers were included for approval.

Action D Added: Junior Taxing District Authorization Signature Page for Snohomish County.

Action E Added: Architect Selection

Action F: Software Bid

Executive Sessions were added to discuss a publicly bid contract per RCW 42.30.110(1)(d) and other matters/personnel per RCW 43.30.140.

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

BADGE PINNING CEREMONY – BATTALION CHIEF ADOLF:

The board transported to the foyer for the badge pinning and returned back to the meeting at 1919.

CHIEF’S REPORT

Chief Meek briefly discussed items from the Chief’s Report.

CONSENT AGENDA

A. Voucher Approval:

- Review vouchers previously approved #2977-17 through #3114-17 in the amount of \$597,330.85.
- Vouchers #3115-17 through 3190-17 in the amount of \$162,043.95 was submitted for approval.

B. Payroll Approval:

- The November 15, 2017 regular pay was submitted in the amount of \$1,337,787.92.

C. Secretary’s Report on Correspondence:

D. Approval of Minutes

- 1) Approve Regular Meeting Minutes of November 7, 2017.

MOTION: Commissioner Fay moved and Commissioner Snyder seconded to approve the above consent agenda items. On vote, **Motion Carried 9/0**

DISCUSSION ITEMS:

A. Third Quarter Mill Creek Report:

Every quarter this report is submitted to the City of Mill Creek and will be supplied to the Board at the same time. City of Monroe has also asked for a similar report. Working on the GIS mapping around the City of Monroe because it didn’t exist in the GIS program before. Expect to have it for the 4th quarter reporting.

ACTION ITEMS

A. Resolution 2017-11: EMS Levy:

MOTION: Commissioner Wells moved and Commissioner Schaub seconded to approve Resolution 2017-11 EMS Levy. On vote, **Motion Carried 9/0**

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2 **B. Resolution 2017-12: Approving the 2018 Budget:**

3
4 **MOTION:** Commissioner Snyder moved and Commissioner Willner seconded to approve Resolution 2017-12
5 approving the 2018 budget. On vote, **Motion Carried 9/0**

6
7 **C. Continuation of the Granicus System – Live Video Feed:**

8 The continuation of the Granicus System was discussed at the last Board meeting. The yearly amount to maintain
9 the system was \$14,000.

10
11 **MOTION:** Commissioner Snyder moved and Commissioner Woolery seconded to discontinue the Granicus
12 System. On vote, **Motion Carried 9/0**

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15 **D. Snohomish County Junior Taxing District Signature Authorization Agreement:**

16 It was determined that there was no need for a motion and was just needed for signature.

17
18 **E. Selection of an Architectural firm:**

19 Chief Silva noted that on November 7 three architect firms were interviewed and that Rice Fergus Miller and
20 Coates Design stood out together. Coates mostly works on residential. The District recommended Rice Fergus
21 Miller due to experience and prior District use.

22
23 **MOTION:** Commissioner Snyder moved and Commissioner Inman seconded to approve Rice Fergus Miller as
24 the architect for the RFQ. On vote, **Motion Carried 9/0**

25
26 **F. Accounting Software Selections:**

27 November 20th was the closing date for the financial software and two bids were received: Tyler for the Incode
28 software at an initial expense of \$144,331 and annual license expense of \$20,008 and Navigator Business
29 Solutions for the SAP Solutions software (cloud based) at an initial expense of \$205,132. Navigator noted that
30 if signed by the end of the year it would be \$166,000 with annual expense of \$91,836. Chief Guptill briefly
31 spoke on the extent of the homework done with Tyler and the benefits of selecting them for the software in
32 addition to falling in the budget.

33
34 **MOTION:** Commissioner Snyder moved and Commissioner Schaub seconded to approve the District to enter
35 in final negotiations to secure a contract with Tyler. On vote, **Motion Carried 9/0**

36
37 **COMMISSIONER COMMITTEE REPORTS**

38 **A. Mill Creek Contract Negotiations:** TBD to review complete draft contract

39 **B. Finance Committee:** Quarterly statement was sent out for review.

40 **C. Policy Committee:** Next meeting December 4 at 1700 at the Admin Building

41 **D. Safety Committee:** Next meeting November 27 at 1800 at Station 71.

42 **E. Risk Management:** Minutes are included in the packet. Commissioner Schaub was selected as the
43 new risk management chair for 2018. Next meetings will be:

44 a. April 24, 2018 at 1830 at Fire District 15

45 b. August 28, 2018 at 1830 at Fire District 15

46 c. November 6, 2018 at 1830 at Fire District 15

47 **F. Capital Facilities:** The detention vaults are in the ground and covered.

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50 **A. OTHER MEETINGS ATTENDED**

51 1) **SNOPAC:** Commissioner Waugh noted that a representative needs to be selected for 2018 and
52 should be chosen in the December meeting.

53 2) **Leadership Meeting:** Next meeting December 6 at 0900 at Station 31.

1 3) **Sno-Isle Commissioner Meeting:** Next meeting December 7, 2017 1930 at District 7, Station 31
2 with ham and brisket prepared by AC Silva. There will be a new Radio System Presentation
3 needed by 2020. The banquet will occur January 27 and will discuss Installation. The Fire District
4 7 Awards Banquet is also on January 27th at Echo Falls.
5

6 **OLD BUSINESS:** None
7

8 **CALL ON BOARD**

9 Commissioners Inman and Willner noted that December 5th will be their last meeting as commissioners of
10 District 7.
11

12 **ATTENDANCE CHECK**

13 All board members in attendance noted they would be available for the December 5, 2017 Regular Board
14 meeting at Station 71.
15

16 **EXECUTIVE SESSION:**

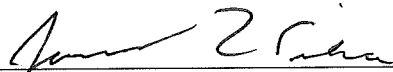
17 The Commissioners went into Executive Session at 7:50 pm for twenty (20) minutes to discuss a publicly bid
18 contract per RCW 42.30.110(1)(d) and other matters/personnel per RCW 43.30.140. An additional five minutes
19 was requested.
20

21 Regular session resumed at 8:15 pm with the following action:
22

23 **MOTION:** Commissioner Wells moved and Commissioner Snyder seconded to direct Human Resources to
24 initiate the action and execute the separation with Michael Dickinson. On vote, **Motion Carried 9/0**
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27 The meeting was adjourned at 8:18 pm by Commissioner Waugh.
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29 **Snohomish County Fire District #7**
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33 Jamie Silva
34 Secretary of the Board
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