

**Summary Minutes of the Regular Board Meeting
January 17, 2017**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Inman, Schaub, Schwartz, Snyder, Waugh, Wells, Willner, and Woolery were present. Commissioner Palumbo was not present.

An additional Action for a batch 2 payroll correction and 4th quarter L&I taxes was added to the agenda as well as an additional Discussion regarding the levy lid lift.

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

CHIEF'S REPORT

Chief Meek briefly discussed items from the Chief's Report as well as a CRP report that was presented by Chief Dorsey. (See Board Packet for more details).

CONSENT AGENDA

A. Board for Volunteer Firefighters: None.

B. Voucher Approval:

Vouchers #15-17 through #209-17 in the amount of \$717,130.17 was submitted for approval.

MOTION: Commissioner Fay moved and Commissioner Wells seconded to approve the above vouchers.

Commissioner Snyder inquired as to the large petty cash amount in the vouchers that was for a building permit. It was explained that currently the petty cash balance is \$25,000 for the building permit fees. As soon as the building projects are completed the petty cash balance will go back down to \$8,000.

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

C. Payroll Approval:

- The January 15, 2017 regular pay was submitted in the amount of \$648,114.45.
- The January 15, 2017 batch 2 regular pay was submitted in the amount of \$690.16
- 4th Quarter L&I Taxes was submitted in the amount of \$178,484.29

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

D. Secretary's Report on Correspondence: None

E. Approval of Minutes

1) Approve Regular Meeting Minutes of January 3, 2017

MOTION: Commissioner Schwartz moved and Commissioner Wells seconded to approve the regular meeting minutes of January 3, 2017. On vote, **Motion Carried 9/0**

1 **ACTION ITEMS**

2 **A. Shop Fund Transfer**

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4 Assistant Chief Guptill updated the board on the history of the shop’s fund transfers. It was
5 recommended to replace usage from the years 2014 and 2016 out of both the Capital and Leave Buy
6 Out funds.

7
8 **MOTION:** Commissioner Schwartz moved and Commissioner Snyder seconded to approve a shop transfer of
9 \$150,000 from the Shop General Fund into the Shop Capital fund and \$40,000 from the Shop General Fund into
10 the Shop Leave Buy-Out Fund. On vote, **Motion Carried 9/0**

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12 **B. Resolution 2017-2: Issuance of Outdoor Burning Permits**

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14 Fire Marshal Fitzgerald discussed with the board the new boundaries and procedures proposed for outdoor
15 burning to now include the areas up to the East portion of SR9 SE line. This will allow the West District 7
16 residents to enjoy outdoor burning of natural vegetation and provide district personnel with like policies and
17 procedures. Brief discussion took place surrounding the resolution.

18
19 **MOTION:** Commissioner Snyder moved and Commissioner Schwartz seconded to approve resolution 2017-2:
20 Issuance of Outdoor Burning Permits.

21
22 Chief Meek noted that in section 3 of the second page of the resolution, by adopting the resolution the
23 commissioners are also adopting the updated Policy #1-09 that is attached.

24
25 It was pointed out that by law it will need to be advertised for three consecutive weeks that this resolution was
26 adopted by the Board and then give the public ten days to provide input but that a public hearing is not required.
27 The initiation date of March 1st gives plenty of time to advertise, plus the ten day waiting period and allow for
28 training of personnel on issuing the permits on the West side.

29
30 It clarified that there are no changes to the existing burn permits that have been issued.

31
32 On vote, **Motion Carried 9/0**

33
34 **DISCUSSION ITEMS**

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36 A discussion in regards to raising the levy lid was held by the Commissioners. Commissioner Schwartz inquired
37 as to when 3 and 7’s tax levies would be combined and it was confirmed that it would occur in 2018. The handout
38 was discussed and it was recommended to lift the lid to \$1.50 in August for the fire levy.

39
40 **MOTION:** Commissioner Wells moved and Commissioner Inman seconded to approve a levy lid lift to \$1.50.
41 On vote, **Motion Carried 9/0**

42
43 **COMMISSIONER COMMITTEE REPORTS**

44
45 The 2017 committee assignments were handed out and discussed.

- 46
47
48 1) **Finance Committee:** Scheduled for Monday February 13th.
49 2) **Strategic Communication Committee:** Discussions continue with Liz.
50 3) **Union Negotiations-IAFF:** First meeting was January 12 and ground rules were laid for negotiating.

51
52 **C. OTHER MEETINGS ATTENDED**

- 1) **SNOPAC/SNOCOM** (Waugh): A joint board meeting was today and went through the costing, assessment, and governance models. Webex meetings will be held in the future discussing the governance models. Regular meeting will be held January 19th.
- 2) **Leadership Meeting**: Scheduled for February 1st.
- 3) **Sno-Isle Commissioner Meeting**: The District annual banquet is January 27th and the Sno-Isle Comm. Meeting is January 28, 2017 Installment Banquet at Glen Eagle County Club.

CALL ON BOARD

Chief Meek showed the board a new street sign that will be put up around the district.

The new District 7 website went live today and Heather Chadwick showed the board. Commissioner photo's will need to be updated and will be taken on February 7th at District 71.

ATTENDANCE CHECK

All board members in attendance noted they would be available for the February 7, 2017 Regular Board Meeting.

EXECUTIVE SESSION

The Commissioners went into Executive Session at 8:12 for thirty (30) minutes to discuss Staff Contracts per RCW 42.30.140 (4) (a) at 8:12 p.m.

Regular session resumed at 8:42 p.m. with the following action:

MOTION: Commissioner Woolery moved and Commissioner Wells seconded to approve the Fire Marshal employment template. On vote, **Motion Carried 6/1 Opposed (Fay)/2 Abstained (Waugh and Schwartz)**

MOTION: Commissioner Woolery moved and Commissioner Willner seconded to approve the Human Resources Director contract. On vote, **Motion Carried 9/0**

The meeting was adjourned at 8:45 pm by Commissioner Waugh.

Snohomish County Fire District #7



Camille Tabor
Secretary of the Board