

1 **Summary Minutes of the Regular Board Meeting**  
2 **March 21, 2017**  
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4 Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1900 hours.  
5 Commissioners Fay, Schaub, Schwartz, Snyder, Waugh, Wells and Woolery were present. Commissioners  
6 Inman & Willner were not present.  
7

8 There following changes to the Agenda were made:

- 9 - DEM on Hazard Mitigation from Snohomish County will give a presentation.  
10

11 **GENERAL PUBLIC COMMENT:** None  
12

13 **UNION COMMENT:** None  
14

15 **DEM HAZARD MITIGATION PLAN PRESENTATION**

16 Dara Salmon from DEM presented to the board and public on their mission, fundamentals of the Hazard  
17 Mitigation Plan with 5 goals and 9 objectives, and Fire District 7's Hazard Risk Rating, and Action Items.  
18

19 **CHIEF'S REPORT**

20 Chief Meek briefly discussed items from the Chief's Report.  
21

22 **CONSENT AGENDA**

23 **A. Board for Volunteer Firefighters:** None.  
24

25 **B. Voucher Approval:**

26 Vouchers #690-17 through #822-17 in the amount of \$385,887.16 was submitted for approval.  
27

28 **C. Payroll Approval:**

- 29 • The March 15, 2017 regular pay was submitted in the amount of \$610,808.62  
30

31 **MOTION:** Commissioner Snyder moved and Commissioner Wells seconded to approve the above consent  
32 agenda items for vouchers and payroll. On vote, **Motion Carried 7/0**  
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34 **D. Secretary's Report on Correspondence:** None  
35

36 **E. Approval of Minutes**

- 37 1) Approve Regular Meeting Minutes of March 7, 2017  
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39

40 **MOTION:** Commissioner Wells moved and Commissioner Snyder seconded to approve the March 7, 2017  
41 regular meeting minutes.  
42

43 Commissioner Waugh made a correction to page 1 line 49 Discussion Item B regarding the resignation of  
44 Commissioner Palumbo where it sets the quorum to five not four allowing for a committee size of four  
45 commissioners.  
46

47 On vote, **Motion Carried 7/0**  
48

49 **DISCUSSION ITEMS**

50 **A. Review Policies 16-20**

51 Commissioner Waugh noted that employees, personnel, and members all need to be consistent with one of these  
52 references only and would need to be consistent throughout each policy. It was thought that it was agreed that  
53 the term "employees" would be used.

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2 **B. Review Updated Commissioner Election Schedule (with Commissioner Palumbo's resignation)**  
3 *No comments made.*

4  
5 **ACTION ITEMS**

6 **A. Approve Policies 6,7, and 11-15**

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8 **MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve Policies 6, 7, 11-15.  
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11 Commissioner Schwartz noted that he had concern with Policy 11 with the use of the word "members"  
12 which includes Commissioners and the standard of training would then apply to them. It was agreed  
13 that all the policies reference here will also need to have a consistent reference fixed to be left to the  
14 committee.  
15

16 On vote, **Motion Carried 7/0**

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18 **B. Rescind Policy 8**

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20 Chief Meek noted that rescinding policy 8 is in regards to displaying department identification and  
21 specifically discusses green lights displayed on the vehicles which was never practiced and will not be  
22 going forward. The committees' recommendation was to rescind it.  
23

24 **MOTION:** Commissioner Snyder moved and Commissioner Wells seconded to rescind policy 8. On vote,  
25 **Motion Carried 7/0**  
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27  
28 **C. Battalion Chief Testing Mitigation with Local 2781**

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30 Chief Meek explained to the board that the HR, training division and union have met numerous times  
31 to make sure in the new merged organization, the criteria for the promotional testing was fair and that  
32 the battalion chief testing met all members equally. Prior to the merge the two Districts had different  
33 promotional testing criteria. This was agreed upon with a compromise of certifications with timeframes  
34 to meet the certifications should they get the promotion.  
35

36 **MOTION:** Commissioner Schaub moved and Commissioner Snyder seconded to approve the battalion chief  
37 testing mitigation with L2781 and to authorize the Chair to sign. On vote, **Motion Carried 7/0**  
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40 **D. Department of Corrections Contract Amendment #2**

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42 Chief Meek noted the changes in this amendment includes an estimated 3% increase and extended the  
43 contract through June 2019.

44 **MOTION:** Commissioner Fay moved and Commissioner Snyder seconded to approve the Department of  
45 Corrections Contract Amendment #2 and to authorize the Chief to sign.  
46

47  
48 Commissioner Fay inquired what the historical practice was for the renewals and amendments. Commissioner  
49 Schwartz noted that it used to be renewed every year but was then moved to every other year which still allowed  
50 for cost adjustments as needed.

51 On vote, **Motion Carried 7/0**  
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53

1 **COMMISSIONER COMMITTEE REPORTS**

2 **A. Finance Committee:** Commissioner Wells noted they met on the 13<sup>th</sup> and went over the finance model  
3 and the intent to perform the two hearings in April.

4 **B. Mill Creek Council Meeting:** Commissioner Waugh attended and explained they spent the meeting  
5 discussing paving, and the PIO's management communication plan. Waugh noted that it would be nice  
6 to have commissioners attend these meetings the 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Tuesdays at 6pm if available.

7 **C. Strategic Communications:** The last meeting scheduled with Liz under the contract is March 30<sup>th</sup>.

8 **D. Union Negotiations:** They moved the upcoming Wednesday meeting to small groups and are  
9 tentatively hoping to meeting April 11 as a follow-up meeting date.

10 **E. Capital Facilities:**

11 a. **District Admin Building:** Assistant Chief Guptill referenced an Administration Tenant  
12 Improvement Timeline that was handed out. He noted we are currently out to bid and are  
13 advertising in the Daily Journal of Commerce and several requests were received today. He  
14 will be hosting a contractor walk-through on the 28<sup>th</sup> to answer questions. Bid opening will be  
15 on April 12<sup>th</sup>. He hopes to bring a bid recommendation to the Board Meeting on April 18<sup>th</sup>.  
16 Project completion is set for July 21<sup>st</sup> with move-in to be early August at the latest.

17 b. **Fales Station:** Chief Guptill explained the review process had to start all over again. As it  
18 stands right now we're out to the county conditional use permit and general building permit.  
19 They've completed their review of the conditional use permit and from that process the  
20 architect is answering questions but none of significant concern. After a response by the  
21 District to the questions they raised, it puts the District back in line again for the same 6 week  
22 review process that the District just went through. It basically pushes the district out to the end  
23 of summer before getting a permit in hand. Assistant Chief Guptill is hoping to find an avenue  
24 to get a more reasonable timeframe as the County is months behind in this department.  
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26

27 **E. OTHER MEETINGS ATTENDED**

28 1) **SNOPAC:** Chief Guptill and Commissioner Waugh met today where they gave the finance  
29 breakdown and discussed governance.

30 2) **Sno-Isle Commissioner Meeting:** It was noted that the day of this upcoming meeting is the same  
31 day of the SNOPAC meeting and encouraged commissioner attendance.  
32

33 **CALL ON BOARD**

34 Commissioner Fay noted the scrutiny some of the commissioners at other Snohomish County Fire districts have  
35 been under this week and noted the news media was not always clear as to which district this was and appeared  
36 to be a blanket statement toward all Snohomish County commissioners.  
37

38 Even with the clarification that this was District 1, it raises the question in the public's mind of how the District  
39 does business and how we manager ourselves as it comes to discrimination in the workplace. He wanted to  
40 reaffirm that District 7 is committed to being open to all qualified applicants that walk in this door and that our  
41 policies and practices clearly establish our commitment to a discrimination free workplace.  
42

43 It was confirmed that the next leadership meeting will be at Station 71.  
44

45 **ATTENDANCE CHECK**

46 All board members in attendance noted they would be available for the April 4, 2017 Regular Board Meeting  
47 with the exception of Commissioner Waugh.  
48

49 **EXECUTIVE SESSION (RCW 42.30.110(1)(d) and RCW 42.30.110(1)(g))**


50 The Commissioners went into Executive Session at 7:55 for twenty (20) minutes to discuss a vendor contract  
51 per RCW 42.30.110(1)(d) and RCW 42.30.110(1)(g) for Personnel Performance.  
52  
53

1 Regular session resumed at 8:15 p.m. with the following action:  
2

3 **MOTION:** Commissioner Wells moved and Commissioner Schwartz seconded to approve the contract extension  
4 for the temporary position until the move into the new Administration building. On vote, **Motion Carried 7/0**  
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7 The meeting was adjourned at 8:16 pm by Commissioner Waugh.  
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9 **Snohomish County Fire District #7**  
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13 Jannie Silva  
14 Secretary of the Board  
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