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2 **Summary Minutes of the Regular Board Meeting**  
3 **February 6, 2018**

4 Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1900 hours.  
5 Commissioners Schaub, Snyder, Waugh, Wells and Woolery were present. Commissioner Fay was absent with  
6 prior notice.

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8 **Agenda Changes:**

9 Executive sessions A and B were stricken from the agenda.

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11 **PUBLIC COMMENT:** None

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13 **GENERAL PUBLIC COMMENT:** None

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15 **UNION COMMENT:**

16 **Union 2781:** President Michael McConnell noted he looks forward to seeing everybody at Lake Stevens on  
17 February and reminded the commissioners the union is putting on a dinner beforehand that all are welcome to  
18 attend.

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20 **CHIEF'S REPORT**

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

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23 **CONSENT AGENDA**

24 **A. Voucher Approval:**

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  - Vouchers #242-18 through 430-18 in the amount of \$604,255.56 was submitted for approval.

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27 **B. Payroll Approval:**

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  - The January 31, 2018 regular pay was submitted in the amount of \$1,164,492.46 which included  
29 sick leave and comp time cash outs.

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31 **C. Secretary's Report on Correspondence:**

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33 **D. Approval of Minutes**

- 34 1) Approve Regular Meeting Minutes of January 16, 2018.

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36 **MOTION:** Commissioner Snyder moved and Commissioner Woolery seconded to approve the above consent  
37 agenda items. On vote, **Motion Carried 5/0**

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39 **DISCUSSION ITEMS:**

40 **A. Auditors Exit Conference Reports**

41 CFO Tabor noted that the auditors covered both District 3 (covering 1/1/16-9/30/16) as well as District 7  
42 (covering 2016 and 2017) Accountability and Financial Statements and had no exit items, findings or  
43 management letters for either district. Commissioner Snyder noted that the auditors were very complimentary  
44 to the District and Camille Tabor.

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47 **ACTION ITEMS**

48 **A. Policies #24 Radio Communication System, #32 Drug Free Workplace, #42 Medical Standards, #52**  
49 **Commissioner Insurance Programs, #53 Department Awards Program, #54 Employment of Relatives &**  
50 **#55 Disposal of Surplus Property**

51 Commissioner Waugh noted that in policy #32 that one of the commissioner conferences addressed  
52 that districts should have a policy enforcing drug testing after accidents. The district is working with  
53 the union on language to add this. It was requested to approve this one as written while the updated  
language is researched by the union and Districts lawyer.

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**MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve Policies #24, 32, 42, 52, 53, 54 and 55. On vote, **Motion Carried 5/0**

**B. Snohomish County Training Consortium Inter-Local Agreement**

Chief Meek noted the document was drafted by District Attorney, Rich Davis. This document will make District 7 training partners in the Training Consortium. The 6 upcoming new hires are scheduled to be in this academy. The state academy had no openings for District 7. This academy has been in the works for a year or so already.

**MOTION:** Commissioner Wells moved and Commissioner Schaub seconded to approve the Snohomish County Training Consortium Inter-Local Agreement.

The academy will be held in various locations and will be sanctioned by the state as a FF1 and FF2 academy.

On vote, **Motion Carried 5/0**

**C. Budget Amendment #1**

The finance committee reviewed this and this budget amendment includes the encumbered funds and changes since the last accepted budget.

**MOTION:** Commissioner Wells moved and Commissioner Snyder seconded to approve Budget Amendment #1. On vote, **Motion Carried 5/0**

**D. 4<sup>th</sup> Quarter Budget Report**

The largest revenue outstanding is the wildlands that haven't been fully reimbursed. CFO Tabor noted that \$548,000 of mobilization money in January for last year's wildlands with more expected to come.

No action needed or taken.

**E. Award Bid for Predictive Software**

AC Guptill noted that there were two company responses to the RFP 2018-1 Statistical Predictive Call-Load Simulation and Analysis were received: DECCAN and Levram. DECCAN had 6 exceptions to the functional requirements whereas Levram only had two and those were more just language clarification exceptions. The base bid for Levram was \$25,000 but after discounts applied ended at \$22,500. DECCAN's final initial price was \$111,900. The District's recommendation was to award the bid to Levram for the Code 3 Strategist.

This quote fell well below what was budgeted for. This software will give the ability to look into the future and grow the response based on historical responses. It also gives the ability to draw a line around a geographical area and copy the call volume to another area that may be building something similar which will greatly improve modeling. There will be an installation and training period and the District hopes to have it in place and trained within the next couple months. Currently the District is relying on the Fitch Study but eventually that data will become stale, this software will give live data tools to keep it current. A Fitch study would still be needed to validate the data, but just not as often.

**MOTION:** Commissioner Schaub moved and Commissioner Snyder seconded to award the bid to Levram for Code 3 Strategist Predictive Software. On vote, **Motion Carried 5/0**

**COMMISSIONER COMMITTEE REPORTS**

**A. Mill Creek Contract Negotiations:** Chief Meek noted he received a document from the City Manager Monday and all of the concerns the District identified have been met and are now awaiting final verbal and final document.

**B. Safety Committee:** The meeting was held January 22<sup>nd</sup> the minutes are still to come. Commissioner Schaub commented that they are working diligently on adding a safety switch that can be hit to turn off

1 stoves at the stations if a call comes out while the crews are cooking. The commercial over at station  
2 31 proves a bit more difficult.

3 **C. Union Negotiations -BC contract:** Negotiations were held Feb 6<sup>th</sup> and Chief Meek explained that the  
4 two teams have a tentative agreement and it is anticipated to have a clean draft before the board at the  
5 next board meeting.  
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7 **A. OTHER MEETINGS ATTENDED**

- 8 1) **Snohomish County 911:** Commissioner Waugh explained that there was a Caucus and AC Guptill  
9 was elected as the Chair. He noted the transition has been smooth.  
10 2) **Leadership Meeting:** the next meeting will be held February 7 at 0900 Station 31. Commissioner  
11 Wells plans to attend.  
12 3) **Sno-Isle Commissioner Meeting:** All commissioners were at the District banquet. There is no  
13 February meeting.  
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15 **OLD BUSINESS:** None

16 **CALL ON BOARD** None

17 **ATTENDANCE CHECK**

18 All board members in attendance noted they would be available for the following meetings:

- 19 A. February 13, 2018 Special Board meeting 1800 at the Lake Stevens Conference Center. Dinner provided  
20 by the unions will begin at 5pm.  
21 B. February 20, 2018 Regular Board meeting 1900 at the Administration Building. Commissioners Waugh  
22 and Woolery will not be in attendance.  
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27 **EXECUTIVE SESSION**

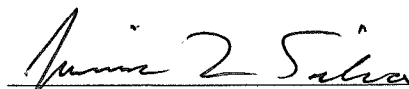
28 The Commissioners went into Executive Session at 7:42 pm for eight (8) minutes to discuss a personnel Issue  
29 per RCW 42.30.110(1)(f).  
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31 Regular session resumed at 7:50 pm with no action as a result.  
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33 Heather Chadwick briefly performed a tutorial for the commissioners regarding the new board packet formatting.  
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35 The meeting was adjourned at 7:58 pm by Commissioner Waugh.  
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37 **Snohomish County Fire District #7**

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41 Jamie Silva  
42 Secretary of the Board  
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