

**Snohomish County Fire District 7
8010 180th Street SE
Snohomish, WA 98296**

**Summary Minutes of the Regular Board Meeting
November 11, 2010**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 0800 hours. Commissioners Andrew, Hausmann, Knapp, Doherty and Waugh were present.

Public Comment:

Gene Greavy congratulated Fire District #7 on the passing of the EMS levy. He expressed his concerns about ESCA and their lack of coordination with the county. Commissioner Waugh explained that ESCA is independent and they are not required to coordinate with the county.

Union Comment:

Union Vice President McConnell reported overtime savings of \$120,085.56. He added that the polls are showing a 66% vote for approving the levy. He also discussed his observations of public's sentiments regarding the levy.

Correspondence:

The board packet included a letter from Fire District 1 congratulating Chief Eastman and Fire District #7 on the passing of EMS levy

Minutes:

The summary minutes of the October 26, 2010 Regular Board Meeting was submitted for approval.

MOTION: Commissioner Andrew moved to approve the summary minutes of October 26, 2010 as submitted. The motion was seconded and passed.

Financial Report:

The November 15, 2010 regular pay was submitted in the amount of \$343,516.31

MOTION: Commissioner Andrew moved for the approval of the payroll as presented. The motion was seconded and passed.

Vouchers #1116-10 through #1181-10 in the amount of \$259,350.35 as submitted for approval.

MOTION: Commissioner Hausmann for the approval of the vouchers as presented. The motion was seconded and passed.

Commissioner Waugh noted there is a change in total amount from \$259,332.58 to \$259,350.35 in the vouchers.

Action Item:

Public Hearing to establish 2011 levy rate

Resolution #2010-11; Establish Regular Tax Rate for 2011

MOTION: Commissioner Andrew moved for the approval of Resolution 2010-11 as presented. The motion was seconded and passed.

Resolution #2010-12; Establish EMS Tax Rate for 2011

MOTION: Commissioner Andrew moved for the approval of Resolution 2010-12 as presented. The motion was seconded and passed.

Discussion Item:

Billing Office Analysis for New Clients

CFO Tabor discussed Shoreline Fire's interest in wanting to work with our billing department. Even if we hire a part time employee the billing office's total profitability would be nearly \$100,000 annually. Kirkland Fire is also interested in our services, however Systems Design offered them a lower initial rate MIR for the first year. Discussion ensued about the pricing we could offer clients for processing paper MIRs and for electronic MIRs. Commissioner Waugh also recalled the past problems when the client incorrectly filled out the face sheets and then blamed the billing office for low yield of collections. Rachel Hukill explained the importance of getting the correct information on the face sheets.

Contract Services Agreement with Shoreline Fire Department

MOTION: Commissioner Andrew moved for the approval of the contract services with Shoreline Fire as presented. The motion was seconded and passed.

The next meeting should include details for staffing for the part time position in the billing office, and some discussion on potential discounts for MIR processing fees.

Old Business:

Consolidation Update:

There was no discussion on the interlocal agreement was submitted to the board. The next joint board meeting is scheduled for 11/14/2010, the operations meeting is to be held on 12/7/2010, and finance meeting is on 12/8/2010.

Bothell Annexation

Commissioner Doherty noted that there is no time set on 11/17/2010 to discuss strategies for the Bothell annexation.

Brightwater Fire & EMS agreement:

The attorney for Brightwater gave our attorney the requested paperwork. An interlocal agreement will be drafted and a meeting will be set to sign it.

Surplus Apparatus Disposition

In accordance with our surplus policy, an advertisement will be placed in a newsletter and bidding will be open to a tax supported agencies, municipalities, or political subdivisions by auction. It will become an action item.

WAC 296 Update

No Discussion.

Lawsuit Update

Chief Eastman explained that we were served with an eminent domain lawsuit from the state regarding the easement that we have for the disposal of our surface water. The court date is scheduled for 11/17/2010. We will seek to retain our easement for the surface water disposal.

Payroll Program

At Commissioner Waugh's request, Chief Eastman discussed the process for integrating time tracking data into the Paychex program. The project is projected to be completed by the first of the year.

Policy on taking minutes

The Board of Fire Commissioners requested that minutes be taken at meetings that the commissioners attend. There was some discussion on which types meetings should be recorded. Chief Eastman agreed to have our attorney review the policy.

An action item that we will be included in the next meeting after our attorney reviews the policy.

New Business:

Transport Summary by Station

No Discussion

Chief Eastman stated that he supports the board 100% in their decisions and in their directions. He supports the consolidation of operations with District 1, and is behind it 100%.

Committee Reports:

The Safety Committee meeting is scheduled for October 25, 2010

Joint Fire Board has not been scheduled

Leadership Committee meeting is scheduled for November 3, 2010

SNOPAC meeting is scheduled for November 18, 2010

Risk Management meeting is scheduled for November 2, 2010.

Joint Shop meeting is scheduled for October 26, 2010

Executive Session

The Board went into Executive Session at 1010 hours to discuss Chief Eastman's contract with a stated return time in 15 minutes, and the board came out of Executive session at 1025 hours.

Adjournment:

The regular board meeting adjourned at 1025 hours.

Camille Tabor

Secretary of the Board