

**Snohomish County Fire District 7  
8010 180<sup>th</sup> Street S.E.  
Snohomish, WA. 98296**

**Summary Minutes of the Regular Board Meeting  
January 10, 2008**

Commissioner Waugh called the regular meeting of the Board of Fire Commissioners to order at 0800 hours. All Commissioners were in attendance.

***Public Comment:***

There was no public comment.

***Union Comment:***

There was no Union comment.

***Minutes:***

The minutes of December 27, 2007 Regular Board Meeting were submitted for approval.

<b>MOTION: Commissioner Andrew moved for approval of the minutes as submitted. Motion was second and passed.</b>
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***Secretary Report:***

The correspondence was accepted as submitted.

There was no business for the Board of Volunteer Firefighters.

***Financial Report:***

The January 15, 2008 regular pay was submitted for approval in the amount of \$318,383.19.

<b>MOTION: Commissioner Hausmann moved for approval of the payroll as presented. Motion was second and passed.</b>
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Vouchers #0001-08 - #0047-08 in the amount of \$334,563.05 was submitted for approval.

<b>MOTION: Commissioner Knapp moved for approval of the vouchers as submitted. Motion was second and passed.</b>
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***Action Items:***

The election of Commissioners to Chair and Vice-chair was completed. Committee assignments were made. The results were as follows:

Chair: Roy Waugh  
Vice chair: Don Andrew  
Secretary: Gregg Knapp  
Safety Committee:  
Neil Doherty  
Don Andrew

Joint Fire Board  
Gregg Knapp  
Neil Doherty  
Leadership Committee Representatives:  
Gregg Knapp  
Gunther Hausmann  
SNOPAC Representative:  
Gunther Hausmann  
Risk Management:  
Gregg Knapp  
Don Andrew  
Joint Shop Representatives:  
Roy Waugh  
Neil Doherty

***Fire Chief Report:***

The Fire Chief Report was accepted as submitted. The report was a letter on page 22 in the packet about the district financials. Chief stated that his new secretary should be hired by February 1, 2008.

***Discussion Items:***

Chief Eastman notified the board of the preliminary award of a federal grant. The grant would fund updating the SCBA. Chief Andrews reported that the district would need to supply \$46,170.00 for the matching funds.

***Old Business:***

Chief informed the board that the construction of the two stations is on schedule. Station 73 should be completed mid-February while station 75 should be completed mid-March. The board suggested having an open house at both stations in June after the new hires come back from recruit academy.

There is no date yet set for the exit audit conference. Chief stated he would try to schedule it on the day of a regular board meeting in February.

The Finance Director Job was briefly touched on in the Chief's report. This position will be discussed more following the exit audit conference.

There was an update on the training center. Chief Eastman and Chief Clinton presented three options to the board. These options were:

The original 32 acres discussed in previous meetings

The 30.22 acres located at 99<sup>th</sup> Ave SE and 208<sup>th</sup> St SE, as seen on pg.22 of the packet

100 acres owned by DNR

Chief will keep the board updated on the status of these locations.

There was a break at 0945 hours until 0950 hours.

There was a discussion regarding office space. The board requested that the Chief create a committee to establish how much estimated space is needed to determine if a property should be owned or leased. Commissioners Doherty and Andrew volunteered to be on the committee. The staff and union will report back as to who will be appointed. Bob Corner will be the citizen on the committee.

The future of the volunteer program will be discussed at the February 14th, 2008 meeting.

Commissioner Doherty asked about the status of hiring a new FF as discussed in the December 13<sup>th</sup> 2007 meeting. Chief updated the board that the deadline had passed for adding another person to the crew going to the academy in March 2008.

Chief reminded the board of the need to reimburse the district for banquet expenses for their spouse if they had not yet done so.

***New Business:***

Chief gave a report about the annexation status of the Lost Lake area. The district will hold a community meeting at station 75 when construction is complete to inform the citizens involved.

Commissioner Waugh informed the board that all Commissioners need to be NIMS 700 certified.

Commissioner Waugh requested that the annual published report be made an action item.

Commissioner Doherty asked that the notations of minutes be adjusted to reflect future and past action items. The board decided that if a Commissioner would like a discussion to be carried over to another meeting that they specify it to the board to make the topic an action item.

***Committee Reports:***

Safety Committee: Will meet on 01/21/08.

Joint Fire Board: The next meeting has not been scheduled. The dates of February 13<sup>th</sup> and 20<sup>th</sup> of 2008 were given. Chief will get back to the board with the date.

Leadership Meeting: Will meet on 02/06/08. Commissioner Hausmann gave a short report about the meeting. He stated that the new hires will be coming on duty as of 2/15/08. Other topics discussed were: the open house once the new stations open the grant for the tender, problems with notation of A/L, and which vehicle should be a reserve engine. It was decided that Chief Provenzano would be responsible for ensuring that the minutes of the Leadership meeting are included in the board packet following the meeting.

SNOPAC: Will meet on 01/17/08.

Risk Management: Will meet on 04/22/08.

Joint Shop: Will meet on 1/22/08

***For the good of the order:***

Commissioner Waugh spoke to the NR EMS symposium that is on March 11<sup>th</sup> 2008 and gave the flyer to Chief Rauma.

The Commissioners were reminded that the PDC form is due by April 15<sup>th</sup>, 2008.

Commissioners Andrew and Doherty will be absent on January 24<sup>th</sup>, 2008.

Chief Eastman invited the Commissioners to attend the run review on February 15<sup>th</sup>, 2008. There will be a Celebration with PhysioControl regarding a Code Save the district had.

***Executive Session:***

The board entered Executive Session at 0950 hours for the Chiefs evaluation. The time to return to regular session was stated at 1000 hours. The board actually returned to regular session at 1005 hours. There was no business completed.

***Adjournment:***

The regular board meeting was adjourned at 1005 hours.

Respectfully Submitted,

Gregg Knapp, Commissioner  
Secretary of the Board