

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

**Summary Minutes of the Regular Board Meeting
January 22, 2009**

Commissioner Waugh called the regular meeting of the Board of Fire Commissioners to order at 0803 hours. Commissioners Waugh, Andrew, Doherty, Hausmann, and Knapp were present.

Public Comment:

There was no public comment.

There was no Union comment.

Minutes:

The summary minutes of January 9, 2009 Regular Board Meeting were submitted for approval. A correction was made to read that "Commissioner Hausmann moved for approval of the vouchers as submitted. Motion was second and passed" rather than "Commissioner Andrew moved for approval of the vouchers as submitted. Motion was second and passed".

MOTION: Commissioner Doherty moved for approval of the summary minutes of January 9, 2009 with revisions. Motion was second and passed.

Secretary Report:

Correspondence was accepted as submitted.

There was no business for the Board of Volunteer Firefighters.

Financial Report:

The January 31, 2009 regular pay was submitted for approval in the amount of \$658,374.42.

MOTION: Commissioner Andrew moved for approval of the payroll as presented. Motion was second and passed.

Chief Eastman explained that the amount was higher due to Sick Leave sellback and quarterly L & I payments were included in this amount.

Vouchers #058-09 - #097-09 in the amount of \$303,951.28 were submitted for approval.

MOTION: Commissioner Hausmann moved for approval of the vouchers as submitted. Motion was second and passed.

Action Items:

Resolution #2009-01; Reducing the petty cash account to \$8000.00 was submitted for approval

MOTION: Commissioner Andrew moved for approving Resolution #2009-01; Reducing the Petty Cash Account. Motion was second and passed.

Information regarding the annexation of property located at 15616 – 242nd ST SE, Snohomish, WA was included for informational purposes. After the annexation most recently sent to the Boundary Review Board is approved, the annexation of 15616 – 242nd ST SE will become an action item for the Board.

A contract for an Employee Assistance Program with Wellspring Family Services was submitted for approval.

MOTION: Commissioner Doherty moved for approving a contract with Wellspring Family Services for an Employee Assistance Program. Motion was second and passed.

Fire Chief Report:

The Fire Chief Report was accepted as submitted.

Discussion Items:

The submitted QA program for the Medic Program was presented by Chief Rauma. Commissioner Waugh asked how the information is tracked and Chief Rauma and Dr. Denkinger reviewed the tracking process with the Board. Commissioner Doherty asked what is done when remedial training was not solving problems. Commissioner Doherty wanted to know how the District protects the Doctor, and the District, if an EMT/Paramedic is not performing at a set standard. Chief Eastman, the EMS Division, and the Union will work on putting additional language in the policy regarding repeated remediation and how to effectively solve the problems arising with repeatedly remediated personnel. Dr. Denkinger stated he would like to see a more pro-active approach to monitoring and remediation. Dr. Denkinger would also like to see more language in the policy regarding a follow-up process after repeated remediation that is not effectively working. Commissioner Waugh stated this issue would be held over to the next Regular Board Meeting.

Old Business:

A copy of the Request for Proposal letter sent out to interested parties with the Training Center was included for informational purposes.

The Management consultant will start in the February. Sue Mackey and her partner will be at the District Headquarter station every Monday and Wednesday in February.

The Station 75 annexation paperwork was submitted on December 10, 2008, per the letter from the Boundary Review Board included in the packet. The letter stated that the Review Period will be complete on February 19th, 2009 and the annexation will be complete, subject to no hearing requests.

Commissioner Hausmann inquired about the status of Mitigation Fees and the Brightwater Facility. Chief explained that King County does not feel they need to pay it, so Attorney Mitch Cogdill and the King County Prosecutors Office are discussing this issue. In the meantime, Chief Eastman is having CFO Camille Tabor submit a help desk question to the State Auditor's Office.

New Business:

Policy #053; a policy regarding a Department Awards Program was submitted for review and acceptance. Commissioner Knapp gave a short presentation regarding the choice of language and reasons for creating the policy.

MOTION: Commissioner Doherty moved for approving Policy #053; Department Awards Program. Motion was second and passed.

Commissioners Doherty, Hausmann, Knapp, and Waugh voted for the motion.
Commissioner Andrew voted against the motion.

The 2008 4th quarter financial report was submitted for review. Commissioner Waugh and Commissioner Andrew met with CFO Camille Tabor which resulted in the current format of the report. There was discussion regarding a policy to reconcile the budget when there is a 1% variance in the beginning fund balance. There will be a resolution at the next Regular Board Meeting regarding this policy.

Committee Reports:

Safety Committee: Will meet on 1/26/09.

Joint Fire Board: Met on 1/19/09. Commissioner Doherty thanked Chief Eastman for his presentation at the meeting.

Leadership Meeting: Will meet on 02/04/09.

SNOPAC: Will meet on 2/19/09. Commissioner Hausmann and Commissioner Waugh gave a report on the last meeting. He stated that the main points of interest were the reorganized timeline, the higher E-911 budget, and that there was a temporary Assistant Director hired. Commissioner Hausmann also stated that Tom Howell agreed to stay for another six months while they find a new Director.

Risk Management: Will meet on 04/28/09.

Joint Shop: Will meet on 1/27/09.

Training Committee: Will meet on 2/17/09.

Executive Session:

The Board went into Executive Session at 0935 hours, to discuss a Real Estate purchase with a stated return time in 15 minutes. The Board came out of Executive Session at 0950 hours and returned to Executive session, to further discuss a Real Estate purchase with a stated return time of 1000 hours. The Board came out of Executive Session at 1000 hours and returned to Open Session. The Board made a motion regarding the Real Estate purchase.

MOTION: Commissioner Knapp moved to authorize the Fire Chief to issue an Ernest Money Agreement in the amount of \$25,000.00 for a pending Real Estate transaction. Motion was second and passed.

For the Good of the Order:

Commissioner Doherty will not be present for the next two Regular Board Meetings.

Adjournment:

The regular board meeting was adjourned at 1005 hours.

Respectfully Submitted,

Gregg Knapp, Commissioner
Secretary of the Board