

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

**Summary Minutes of the Regular Board Meeting
February 12, 2009**

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

Public Comment:

There was no public comment.

There was no Union comment.

Minutes:

The summary minutes of January 22, 2009 Regular Board Meeting were submitted for approval.

| |
|--|
| MOTION: Commissioner Hausmann moved for approval of the summary minutes of January 22, 2009 as submitted. 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 February 15, 2009 regular pay was submitted for approval in the amount of \$329,788.15.

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

Vouchers #098-09 - #175-09 in the amount of \$87,731.42 were submitted for approval.

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

Commissioner Hausmann asked about vouchers #108, #120, and #144. Chief Eastman explained that voucher #108 was software acquired for the training division, voucher #120 was for Unemployment insurance payments, and voucher #144 was for new tire chains.

Action Items:

Service Awards were presented to Fire Chief Rick Eastman for 30 years of service, Lieutenant Paul Guy for 20 years of service, Firefighter Chris Edmundson for 10 years of service, and Firefighter Gary Fatkin for 10 years of service.

An application for annexation of the property located at 15616 - 242nd St SE, Snohomish, WA was submitted for approval.

MOTION: Commissioner Hausmann moved for approval of accepting the application for annexation of the property located at 15616 – 242nd ST SE, Snohomish, WA as submitted. Motion was second and passed.

Discussion Items:

Chief Financial Officer Camille Tabor submitted her report. In her report was notification of SCFPD #22 canceling billing services, the Billing Office 4th quarter 2008 Activity Summary, and the Property tax collection analysis. Additionally the bad debt write-off for the Transport Billing Office was reviewed.

MOTION: Commissioner Knapp moved for accepting the bad debt write offs in the amount of \$3,619.50 as submitted. Motion was second and passed.

Old Business:

Chief Eastman stated that there would be a meeting next week regarding the Training Center and the interested parties. Chief Eastman also stated that he is waiting on a signature from the property owners of the neighboring property we already have, to complete the purchase of the property.

The Management consultation is currently in process.

Commissioner Waugh requested that the Board submit any suggestions for topics at the March 9, 2009 retreat to Chief Eastman.

Chief Rauma included a copy of the Paramedic QA program update. Chief Rauma gave an overview of the changes made.

New Business:

Policy #033; a policy regarding reimbursement of travel, lodging, meals, and incidentals; was submitted for review. The Board asked about a Per Diem reimbursement plan as opposed to reimbursement off of receipts. CFO Camille Tabor said she would look into a Per Diem policy.

Open Session Break: There was an open session break from 0830 hours until 0904 hours, so people could socialize and congratulate Chief Eastman on his 30 years of service as Fire Chief.

Committee Reports:

Safety Committee: Will meet on 2/23/09. Minutes from the last meeting are included.

Joint Fire Board: No date given.

Leadership Meeting: Will meet on 03/04/09. Commissioner Hausmann reported that the meeting was regarding the Training Center and that Chief Eastman handed out a survey asking how the leadership would like to see the Training Center utilized. There was also a discussion at the meeting regarding community service.

SNOPAC: Will meet on 2/19/09. Commissioner Waugh reported that Fire-Tac brought back a proposal to buy portable radios.

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

Joint Shop: Will meet on 1/27/09. Commissioner Waugh reported that the shop settled the contract with the employees. At the meeting there was talk about the capital improvements budget, possible new office space, possible purchase of an HVAC for the tent, and a possible remote shop in District 1's area.

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

For the Good of the Order:

Commissioner Waugh spoke about a website called *First Responder Training*. *First Responder Training* has customizable lesson plans that are free to all first responding agencies. Currently N.Y. is using this system and it is more of gaming type training.

Commissioner Hausmann spoke about grants for the training center that might be available from the Federal Government.

Adjournment:

The regular board meeting was adjourned at 0920 hours.

Respectfully Submitted,

Gregg Knapp, Commissioner
Secretary of the Board