

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

Summary Minutes of the Regular Board Meeting
March 26, 2009

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

Commissioner Knapp presented the chief with a 30 yr. award for his service to the district.

Public Comment:

Zachary Claussen, representing the town of Conconully spoke to the Board in reference to the water tender that the District is planning to surplus. Mr. Claussen explained that the town does not have funding for a new tender, and that they looked for grants unsuccessfully. The Fire Department is an all volunteer department operated by the town. The town has no fire hydrants. The town has raised about six thousand dollars, and they are interested in District 7's used tender.

Commissioner Waugh commented that the tender is still in service. He added that its certification is in question for a first line fire. Commissioner Waugh asked for questions. Mr. Claussen was asked for a business card, which he provided. The board will discuss this further once the tender has been surplussed.

Union comment: Lieutenant Troy Smith introduced the names of the union Treasurer, Secretary and Vice President. Lieutenant Smith commented that overtime savings were \$21,000, and that the union is looking at the month of April to identify fat days and light days. He also requested a copy of the consultant's report. Commissioner Waugh stated that he would have Sue Mackey prepare a synopsis of their report.

Commissioner Doherty congratulated Lieutenant Dick Keenan, and requested that the same courtesies be extended to Mr. Keenan as are extended to Bob Corner.

Minutes:

The summary minutes of the retreat on February 26, 2009, the regular meeting on March 12, 2009 and the special meeting on March 17, 2009 were submitted for approval.

MOTION: Commissioner Andrew moved to approve the minutes of the retreat on February 26, 2009, the regular meeting on March 12, 2009 and the special meeting on March 17, 2009. The motion was seconded and passed.

Commissioner Doherty made a correction to the February 26, 2009 minutes to include Lieutenant Ryan Lundquist at the meeting and to state that the resident's program was not being furloughed.

Secretary's Report:

Commissioner Doherty asked for clarification on the board policy regarding which e-mails should be included in the correspondence. Commissioner Knapp explained that he was directed to include all e-mails involving department business, including those between the Chief and the Board and those among Board members. Commissioner Waugh stated that this would be discussed at the second meeting in April.

Commissioner Waugh explained that the intent was to include as correspondence e-mail is sent to all members of the Board. Commissioner Waugh also suggested generating a policy defining what correspondence should be included.

There was no business for the Board of Volunteer Firefighters.

Financial Report:

The March 31, 2009 regular pay was submitted in the amount of \$505, 501.74.

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

Vouchers #317-09 through 368-09 in the amount of \$187,092.84. were submitted for approval.

<p>MOTION: Commissioner Hausmann moved for the approval of the vouchers as presented. The motion was seconded and passed.</p>
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Action Items: None.

Fire Chief Report:

Commissioner Waugh asked for questions on the Chief's report.

The Fire-Tac meeting scheduled to be held in Marysville has been moved to SNOPAC.

Commissioner Doherty asked the Financial Officer about the charges to the City of Lake Stevens. CFO Camille Tabor explained that the charges were for help with their bank reconciliation and other questions they had.

Lieutenant Troy Smith expressed concern about the tender being used as an engine. He stated that there was a unanimous vote from the union membership on it. Lieutenant Smith also expressed concern about the verbiage in the Mill Creek Enterprise about the increase in the City of Mill Creek EMS levy. He suggested that District 7 might want to respond to the article. Chief Eastman noted that the reporter from the Mill Creek Enterprise had called, and that the reporter was referred to the Mayor. Commissioner Waugh stated that Chief Eastman could contact Mayor Ryan to discuss it.

Discussion Items:

Commissioner Waugh asked what needed to be done to activate the succession plan. Chief Eastman noted a list of recommendations on pages 11 and 12 of the succession plan document, and recommended that the board adopt the plan as policy. Chief Eastman also recommended that a committee be formed to discuss the implementation of the plan. Once the plan has been accepted, a written policy with the job descriptions would be accepted at the next meeting.

Commissioner Doherty complimented the Chief on his work, noting that he was very pleased with the plan. Commissioner Doherty said he read the plan and he thought that doing all of the recommendations on pages 11 and 12 would be very ambitious. Commissioner Doherty thought that a committee was not necessary; Commissioner Knapp agreed. Commissioner Doherty stated that he would add a bullet to include a formal policy to have a junior officer to act in place of a senior officer when the senior officer is away. Deputy Chief Clinton noted that part of this is starting to take place.

Commissioner Doherty asked Lieutenant Troy Smith for input. Commissioner Wahl stated that the Board should return to using the second meeting of the month as a workshop to discuss specific subjects such as the succession plan. The Board members could then ask and answer questions. Commissioner Waugh asked Chief Eastman would like to handle this. Chief Eastman agreed to the idea of using the second meeting of the month as a work session.

Commissioner Waugh asked what Sue Mackey and Sherry Bealkowski can do for the board. Sue Mackey asked to defer until further discussion with the board.

Old Business:

Chief Eastman gave an update on the Training Center. Chief Eastman referred to page 46 of the board packet, noting that phase 1 environmental assessment has been completed. All that is left is completion of the biologist's report and the ALTA survey. We are 3 weeks into our 6 week review. We are still working on the road issue. The owner has agreed to meet with the board regarding the 30 ft. right of way to see what they can do to work with the District on it. Chief

Eastman has also had conversations with the planning department on access from the other side of the property.

Deputy Chief Craig Clinton received six proposals for the project consultant.

Commissioner Doherty wanted to clarify whether we were contemplating buying the additional property. Chief Eastman explained that we are trying to negotiate an easement, and that the County has it assessed at less than \$500.00. Commissioner Doherty stated that we made an agreement not to spend money on the training center. Commissioner Knapp stated this would be an item of discussion in the next training center partner meeting. Commissioner Andrew noted there is still money remaining in the account from the \$2 million. If it comes down to the neighbors or District 7 buying it, the District would want to buy it. Commissioner Hausmann suggested getting the owners to donate it for a tax write – off.

Chief Eastman met with Bob Stowe regarding the Bothell annexation. Chief Eastman referred the Board to page 49 in the board packet for the summary and to page 50 for the letter to the boundary review board. Chief Eastman explained that NEWBA analyzes annexations and the fire service impact. Chief Eastman wrote them back to let them know that their information is incorrect, and that there is significant impact to Fire District 7. Refer to pages 51 -59 regarding this issue. The acting chief at the City of Bothell asked to meet with District 7 to mitigate the matter and to bring a city planner to the meeting. Chief Eastman had suggested to the City Manager that the city contract back to us. Bob Stowe, the City Manager promised to set up a meeting within 2 weeks. Commissioner Knapp volunteered to attend the meetings. The board agreed. Commissioner Waugh suggested documenting the meetings. Chief Eastman agreed to document them.

Commissioner Doherty would like to return to the policy requiring MOUs to come to the board before being signed. Commissioner Waugh agreed to the point. Commissioner Knapp stated that it is not a written board policy. Commissioner Knapp also noted that the Board observes policies about 99% of the time, and that Board should be concerned about making it a policy in the event of an emergency. Lieutenant Troy Smith was concerned that it would take a month to get the MOU signed. Commissioner Waugh noted that the policy could include an e-mail. Commissioner Doherty added that they can have a special board meeting to address that. Commissioner Waugh stated that any policy should be done thoughtfully, and agreed to defer making a policy on MOUs so the matter can be discussed. Commissioner Waugh suggested including the discussion of the MOU policy in the second meeting in April, as well as discussion of the secretarial position, the correspondence issue, and the succession plan.

New Business:

Commissioner Doherty asked about measures for the Economic Budget / Staffing Adjustment document. Commissioner Waugh stated that the union reports monthly on the debit day overtime savings. Commissioner Waugh asked Chief Eastman to provide a list of other measures for the next meeting.

Committee Reports:

The Safety Committee meeting is scheduled for April 24, 2009.

The Joint shop meeting scheduled for March 24, 2009, was cancelled.

The Leadership committee meeting has been changed to April 1, 2009.

Commissioner Waugh noted that SNOPAC is currently working on strategic positioning. They have moved their meeting to tomorrow, March 2, 2009. SNOPAC is projecting \$4.5 million in 2011. SNOPAC expects this system will be funded by the e-911 system and that our costs should go down. Chief Eastman noted that there is a programmed increase in the e-911 system in the state legislature.

The Risk Management meeting is scheduled for April 28, 2009.

The Joint Shop meeting is scheduled for April 28, 2009.

Training Committee: _____.

Joint Fire Board _____.

Good of the Order:

It was suggested that personal trainers or somebody might want to go to the annual employee health academy.

Executive Session: None.

Adjournment:

The regular meeting was adjourned at 0925 hours.

Respectfully Submitted,

Gregg Knapp, Commissioner
Secretary of the Board