

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

DECEMBER 8th, 2016

The Meeting was called to order by Chairman Hayes at 7:00pm.

Board members in attendance were: Chairman Hayes, Commissioner Stephenson and Commissioner James.

Staff members in attendance were: Chief Jim Haverfield, Office Assistant Gerry James, Captain Jeff Torgerson, Captain Ted Bergstrom, Firefighter Kevin Glover, and Firefighter Josiah Windle.

VISITORS: Karen Glover.

CONSENT AGENDA

- Approval of Meeting Minutes for November 2016.
- Approval of voucher document #12001 - #12034 in the amount of \$ 113,814.68.
- Approval of December payroll in the amount of \$ 96,270.33.
- Approval of November 2016 financial reports.

MOTION: Commissioner Stephenson made a motion to approve the consent agenda as presented. Commissioner James seconded the motion. **Motion was approved unanimously.**

FIREFIGHTER'S REPORT

Association Report

Firefighter Kevin Glover provided the report on the following:

1. Christmas House will be held December 10th, 2016, beginning at 8:30 a.m.
2. Shopping for Christmas House was done last week.
3. Cash donations for Christmas House have been larger than usual. Any funds not utilized this year will be saved for next year.

Local Report

Captain Ted Bergstrom reported on the following:

1. Two (2) children residing in our District benefit from the MDA events coordinated by the Firefighters Association.

Chief's Report

Activity Report

Chief Haverfield provided the Board with the monthly run totals. November was a slower month with 138 calls.

Accident Update

Chief Haverfield provided the Board with an update on the accident which occurred December 2nd. He stated he has received guidance from our insurance company. The two (2) EMT's and patient were transported to Cascade Valley Hospital with non-life threatening injuries. Contact was received from the

property owner and he requested his mailbox be replaced. The Claims Adjuster has been out and inspected the vehicle and it has been moved to a shop in Lake Stevens for repair.

Practice Burn

A practice burn will be held on Saturday, December 11th, beginning at 7:30 a.m. The structure is located at the corner of South Alder and East Galena.

UNFINISHED BUSINESS

Future Station Site Tree Removal

Chief Haverfield reported that he has spoken with the logging contractor and he is hesitant to proceed with the proposed 50/50 split as the condition of the timber is unknown.

The Board discussed various ways of proceeding with this work.

The full scope of the project will be provided at the next meeting on December 15th, 2016.

Office Assistant Position Update

Chief Haverfield provided an update on the position. The two (2) remaining applicants were interviewed again and the job has been offered conditionally to Rebecca Duncan.

The Board will review the employment letter and any further discussions will be held in Executive Session.

2016 4th Quarter Budget Review

The 4th quarter budget was reviewed by the Board.

Chief Haverfield stated we will complete the year of 2016 with approximately \$12,000.00 balance in the budget and will begin the year of 2017 with a beginning cash balance of \$860,000.00.

A Resolution amending the operating line item budget in total and incorporating the 4th quarter line items will be presented at the next meeting.

2017 Draft Budget Review

Chief Haverfield provided the Board with information regarding the budget for 2017. A change from previous years is planned which includes drafting warrants from the actual funds rather than drafting all warrants from the expense account and transferring funds.

The 2017 Budget Review will be continued at the next meeting.

REPORTS FROM THE BOARD/GOOD OF THE ORDER

Karen Glover reported the Santa Cruz will be held on the weekend of December 17th and 18th.

Chief Haverfield reported that one (1) part-time employee received a conditional offer of employment from Snoqualmie and one (1) part-time employee received a conditional offer of employment of Tualatin, Oregon.

EXECUTIVE SESSION RCW 42.30.110(g)

The Board adjourned to Executive Session pursuant to RCW 42.30.110(g) to discuss employment issues at 7:50 p.m. The Executive Session will be for 30 minutes until 8:20 p.m.

The Board announced they would be extending the Executive Session for an additional 5 minutes until 8:25 p.m.

Chairman Hayes reconvened the open public meeting at 8:25 p.m.

The regular meeting was recessed at 8:25 p.m. for continuation on December 15th, 2016.

The Regular Board Meeting was recessed at 8:25 pm.

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
DECEMBER 15th, 2016

The Meeting was reconvened by Chairman Hayes at 7:00 p.m.

Board members in attendance were: Chairman Hayes, Commissioner Stephenson and Commissioner James.

Staff members in attendance were: Chief Jim Haverfield, Office Assistant Gerry James, Captain Jeff Torgerson, and Firefighter Kevin Glover.

VISITORS:

Present visiting was future employee Rebecca Duncan.

CONSENT AGENDA

- Approval of voucher document #12035- #12043 in the amount of \$ 3,687.70.

MOTION: Chairman Hayes made a motion to approve the consent agenda as presented. Commissioner James seconded the motion. **Motion was approved unanimously.**

UNFINISHED BUSINESS

Employment Letter - Rebecca Duncan

Chief Haverfield presented the Employment Letter to the Board which has been corrected and reviewed by the Attorney.

The changes to the letter include:

- Rate of pay
- 90 day clause
- Termination wording
- Vacation hours based on the hours worked per day

MOTION: Chairman Hayes made a motion to approve the Employment Letter with changes as recommended by the Board. Commissioner James seconded the motion. **Motion was approved unanimously.**

Public Works Contract – Tree Removal

Chief Haverfield presented the updated Public Works Contract to the Board. The revision to the contract is relating to the compensation as follows:

- 100% of the timber value will be paid to the Fire District
- The contractor will be paid 45%
- 5% will be retained until the project is complete
- The limb removal will be paid from the remaining 50% of timber revenue with any balance to be divided in half with 50% to the Contractor and 50% retained by the District.

MOTION: Chairman Hayes made a motion to move forward with the tree removal project. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

Review 2017 Operating Account Forecast

The 2017 Operating Account Budget was reviewed by the Board. The Budget Authorization will be presented for approval at the next meeting.

Review 2017 Capital Accounts Forecast

The 2017 Capital Accounts Budget was reviewed by the Board. The Board agreed that the Capital Accounts Forecast was adequately addressed for the next 10 year period.

NEW BUSINESS

Safety Committee

The Safety Committee will meet with the firefighters involved in the accident on December 26th, 2017.

MOTION: Commissioner James made a motion to recess the meeting. Commissioner Stephenson seconded the motion. **Motion was approved unanimously.**

The Regular Board Meeting was recessed at 7:25 p.m. until Wednesday, December 28th, 2017 at 7:00 a.m.

Chairman Hayes

Commissioner Stephenson

Commissioner James



SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #17
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
DECEMBER 28th, 2016

The meeting was reconvened by Chairman Hayes at 7:00 a.m.

Board members in attendance were: Chairman Hayes and Commissioner James.

Commissioner Stephenson was excused due to illness.

Staff members in attendance were: Chief Jim Haverfield.

VISITORS/PUBLIC COMMENTS: No visitors were present.

UNFINISHED BUSINESS

Resolution 2016-07

Resolution 2016-07, a resolution to amend the 2016 Operating Budget, was read into the record by Chairman Hayes. The amendments were reviewed by the Board.

MOTION: Commissioner Hayes made a motion to approve Resolution 2016-07 as presented. Commissioner James seconded the motion. **Motion was approved unanimously.**

Resolution 2016-08

Resolution 2016-08, a resolution adopting the 2017 Budget Authorization, was read into the record by Chairman Hayes. The Board discussed the Budget Authorization.

MOTION: Commissioner Hayes made a motion to approve Resolution 2016-08 as presented. Commissioner James seconded the motion. **Motion was approved unanimously.**

EXECUTIVE SESSION RCW 42.30.110(g).

The Board adjourned to Executive session pursuant to RCW 42.30.110(g) to discuss employment issues at 7:05 p.m. The Executive Session will be for 15 minutes until 7:20 p.m.

Chairman Hayes reconvened the open public meeting at 7:20 a.m.

The Regular Board Meeting was adjourned at 7:25 a.m.

Chairman Hayes

Commissioner Stephenson

Commissioner James

APPROVED