



**SNOHOMISH COUNTY  
CONSOLIDATED FIRE  
DISTRICTS 26 & 28**

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**Draft Regular Business Meeting Minutes, April 12, 2017**

**Commissioner Chair Position:** Bill was nominated for Commissioner Chair of the consolidated 26/28 Fire District, and was unanimously elected. Pat was nominated for Vice Commissioner Chair, and unanimously elected.

The meeting was then called to order at 19:05. Present were Commissioner Chair Bill Tubbs, Vice Commissioner Chair Pat Sample, and Commissioners Kate Hayes, Michelle Adie, Mike Moore, Molly Olson, Dean Johnson, Tim Folsom, and Leigh Christianson. Commissioner Doug Rupp's absence was excused. Also present were Chief Eric Andrews, Assistant Chief Ernie Walters, and Secretaries Linda Larsen and Karen McPeters (Recorder). Index resident Pete Klienfelter was also present.

**Public Commentary:** Pete requested that meeting minutes be posted on the District 26 website. Previously, minutes were posted, but that had been discontinued due to lack of personnel to update the website. The district will resume posting minutes on the website, with Draft added to the title until the minutes are approved by the board.

**Action Items**

**Employment Contracts:** Michelle moved to authorize Chief Andrews to sign employment contracts for Administrative Secretary Karen McPeters, and Assistant Fire Chief Ernie Walters. With a second from Tim, the motion passed unanimously.

Bill requested job descriptions be added to both contracts to allow better performance evaluation, and Chief Andrews agreed to add descriptions to the contracts.

**Resolution 02-2017:** Bill moved to surplus the old H & W engine that will be replaced by the demo model Pierce Saber engine the department will be putting into service in June. The retired engine has a throttle issue that is cost prohibitive to repair. With a second from Pat, the motion passed unanimously. The engine will go to auction, with the proceeds returned to the district's general fund.

**Chief's Report:** One month into consolidation, Chief Andrews noted that there has been good feedback from the firefighters, and good staffing at Station 55 in Index.

There were several major incidents in the past month, including 2 house fires and an electrocution.

The district is developing a new organizational chart, appointing and giving more responsibility to lieutenants, and creating more opportunities for leadership.

The Auditor's Exit Meeting for the 2014/15 reporting years took place. The auditor

recommended that a commissioner be appointed to Financial Officer to meet state requirements for two people to review financial records. Commissioner Olson will be performing the recommended monthly review.

**Assistant Chief's Report:** The Assistant Chief, along with Scott Coulson, will be leaving on May 10 to drive the new engine back. It will go to the Pierce Saber plant in Tacoma for inspection before being put into service.

Thirteen potential residents came to a Q & A session recently, and 6 EMTs plan to join the department when they complete certification, with 2 more interested in becoming out-of-district volunteers.

**Minutes:** Kate moved to approve the minutes from the March 8 Consolidated District 26/28 meeting, and with a second from Mike, the motion passed unanimously.

Dean moved to approve the minutes from the March 28 District 28 meeting, and with a second from Tim, the motion passed unanimously.

**Secretary's Report:** Linda reported that there were 81 calls in March.

**Payroll:** Bill moved to sign the payroll in the amount of \$ 63,450.88 and with a second from Tim, the motion passed unanimously.

**Vouchers:** Bill moved to sign the blanket vouchers approval for 139-17 through 209-17 for a total of \$52,761.09. With a second from Michelle, the motion passed unanimously. Bill then moved to sign the blanket vouchers approval for 210-17 through 212-17 in the amount of \$404,100.72. With a second from Mike, the motion passed unanimously.

The next meeting of the combined District 26/28 will be on May 10 at 19:00 at Station 53. Doug will be absent but can participate via Skype if needed, and Tim may be traveling but can participate by speakerphone if needed.

The bi-annual meeting with Skykomish FD will be on Thursday, May 4<sup>th</sup>.

Meeting adjourned at 20:08