



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

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Gold Bar, WA 98251
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Draft Business Meeting Minutes, October 12, 2017

The meeting was called to order at 19:05. Present were Commissioner Chair Bill Tubbs, and Commissioners Molly Olson, Michelle Adie, Mike Moore, Dean Johnson, and Leigh Christianson. Doug Rupp participated via telephone. Also present were Chief Eric Andrews, Assistant Chief Ernie Walters, and Secretaries Linda Larsen and Karen McPeters (Recorder). Marney Larsen and Ray Krona were also present. The absences of commissioners Pat Sample and Tim Folsom were excused. The meeting date was changed by one day to achieve a quorum, which was posted in advance.

Public Commentary: There was no public commentary.

Chief's Report

Mobilizations: The extended fire season has caused mobilizations to continue into October. A brush truck and an engine and several district firefighters will be headed to CA following the meeting, to assist with the fires there.

Wildland Firefighting: The new engine is in active service, and has been dispatched multiple times already. E-55 is being modified to match E-54, so they will be "sister engines," and as similar as possible.

Training Property: The area next to station 54 is being cleared of small brush and trash, to prepare for the potential building next year.

New Engine: The crews are making a list of surplus items no longer in use, to be sold at a surplus sale to the public. When the list is finalized, the surplus sale will be advertised.

Station 53 Update: There has been no headway in the discussions with the City of Gold Bar regarding relocating city records and other items stored at Station 53, and the subject has been tabled for the time being.

Recruit Academy: The firefighter recruit class is going well. 20 recruits are on track to complete the class. A big debt of gratitude is owed to instructors who are volunteering their time to help with the academy, and to paid instructors from District 7 as well.

Drone Class: A preliminary procedure for handling the department's drone has been completed, and a class in handling the drone is planned.

Secretary's Report

Call Report: There have been about 130 calls this month. The call reports are formatted to provide more detail on the calls now.

Merger Timeline: There was a delay in getting the legal description of the districts completed, but the secretary anticipates submitting the NOI to the BRB before the end of the month.

Consent Agenda

Vouchers: Bill moved to approve District 26/28 vouchers 510-17 through 579-17 for a total of \$83,975.21. With a second from Michelle, the motion passed unanimously.

Leigh moved to approve District 28 voucher 17-079 in the amount of \$60,000. With a second from Dean, the motion passed unanimously.

Payroll: Bill moved to sign the payroll in the amount of \$112,112.40 and with a second from Dean, the motion passed unanimously.

Minutes: Molly moved to approve the minutes from the September 13 Consolidated District 26/28 meeting, and with a second from Michelle, the motion passed unanimously.

Discussion Items

2018 Budget: Chief Andrews presented an estimate of 2018 revenues, and asked for budget priorities or requests from the commissioners.

Policy 14: The commissioners discussed Policy 14: Apparatus Replacement Plan, and made minor suggestions for the final version.

Commissioner Oversight of Petty Cash: Commissioner Olson continues to track the petty cash expenditures and verify that the petty cash account balances each month. She maintains a spreadsheet of petty cash expenditures.

Inventory of Small and Attractive Items: The consolidation of district resources has complicated the inventory that each district maintained. Assistant Chief Walters is in the process of revising and merging the inventory. Commissioner Tubbs suggested a labeling system with photos to document each item.

Competitive Bid Process: The district continues to use a competitive bid process, and documents bids from at least 3 vendors for each purchase over \$10,000. In the event that there is a single vendor for a particular item, the district will document that, using a screenshot of the internet search. Documentation of competitive bidding will also be retained for third party purchases.

Volunteer Appreciation and Meals Policies: The district still needs to establish guidelines for providing meals to volunteers during calls and training, and for volunteer appreciation purchases. The secretary will present a first draft of a policy for discussion at the November meeting.

Firefighters' Associations: The District 26 and 28 Firefighters' Associations have merged into the Gold Bar Firefighters' Association.

Emergency Warning Systems: Commissioner Christianson asked if there is a district wide emergency warning system that could be used to advise residents of evacuation orders. Chief Andrews noted that Reverse 911 can be used to map specific areas and contact residents by phone, but does not include cell phones at this time.

Action Items

Policies Updates: Molly moved to approve the revised Policy 13: Codes and Prevention, with minor corrections. With a second from Michelle, the motion passed unanimously.

The next meeting of the combined District 26/28 will be on November 8 at 19:00 at Station 53.

Meeting adjourned at 20:21