



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

Po Box 376
Gold Bar, WA 98251
(360) 793-1335



Business Meeting Minutes, March 14, 2018

The meeting was called to order at 19:22. Present were Commissioner Chair Pro Tem Pat Sample, and Commissioners Molly Olson, Kate Hayes, Michelle Adie, Mike Moore, Leigh Christianson, Dean Johnson and Tim Folsom. Also present were Chief Eric Andrews, Assistant Chief Ernie Walters, and Secretary Karen McPeters (Recorder). The absences of Commissioners Bill Tubbs and Doug Rupp were excused.

Public Commentary: There was no public commentary.

Chief's Report

Portland Leadership Training: The District's command staff and officers' annual leadership training and planning took place last week.

Secretary Retirement: Secretary Linda Larsen will be retiring at the end of March. The terms discussed for her severance package include medical insurance through the end of April, and 2 months' severance pay. With board approval, the district attorney will draw up a severance agreement including these terms. Karen McPeters will be taking over the secretary position on April 1.

MSA: The Medical Services Administrator contract with Matt Abers is presented for board approval.

MSO: Matt Abers has selected Corey Wenzel to take on the position of Medical Services Officer, and the district has submitted a part-time employment contract for board approval today.

Merger Timeline: The ballot measure vote will be held on April 24th, for approval by registered voters in District 28. Informational meetings are scheduled in Index on 3/29 and 4/7. Meeting postcards will be sent out to all registered voters, with the meeting dates.

New Brush Truck: The new brush truck has arrived, and work has begun transferring the flat bed from the old brush truck for mounting on the new truck chassis. Striping and decals are completed, and radios and lights have been ordered. The truck should be ready to go into service for this year's wildland fire season.

The old skid unit from B54A and Brush 55 can be surplused once all usable parts have been

removed.

Station 53: Assistant Chief Walters met with Mayor Clem to discuss moving the City's records and other stored items to a new location, to allow the district to proceed with plans to better utilize the old precinct building. Mayor Clem suggested that the records could possibly be moved to the attic of the Town Hall, or to the building currently used by Public Works. He will research these options and meet with Walters again in a week or two.

Bids for Skid Unit: The district solicited bids for a skid unit, and found that there is only one vendor, L.N. Curtis.

Secretary's Report

County Voucher System: The secretary noted that the county voucher approval system is causing the district to pay a lot of late fees and penalties, since vouchers are only submitted once a month. She proposes that the district approve a signing authority resolution, allowing the Chief and the Assistant Chief to sign a second monthly voucher approval, which will then be presented for review at the following public meeting.

Consent Agenda

Vouchers: Leigh moved to approve District 26/28 vouchers 093-2018 through 142-2018 for a total of \$160,965.76. With a second from Dean, the motion passed unanimously.

Payroll: Pat moved to approve payroll in the amount of \$71874.69 and with a second from Michelle, the motion passed unanimously.

Minutes: Molly moved to approve the minutes from the February 14 Consolidated District 26/28 meeting, and with a second from Michelle, the motion passed unanimously.

Action Items

Resolution 1-2018, Petty Cash Limit: In an effort to meet the auditor's request for better controls over the petty cash account, the resolution sets a limit of \$10,000 to be maintained in the petty cash account, and Commissioner Molly Olson is appointed Petty Cash oversight, and will conduct monthly audits of petty cash expenditures and receipts, and reconcile the petty cash account. The petty cash account no longer will receive funds from any source other than the county vouchers used to maintain a balance of \$10,000. Pat moved to approve and sign Resolution 1-2018, and with a second from Dean, the motion passed unanimously and the resolution was signed.

Approval of Severance Package for Larsen: Leigh moved to approve the severance package as described, and with a second from Pat, the motion passed unanimously.

Approval of Admin. Assist. Contract with McPeters: Michelle moved to approve the Admin Assist contract with Karen McPeters, and with a second from Tim, the motion passed unanimously, and the contract was signed as presented. Leigh moved to appoint McPeters

Secretary to the Board of Commissioners, and with a second from Kate, the motion passed unanimously.

Approval of MSA Contract with Abers: Leigh moved to approve and sign the MSA contract with Matt Abers, and with a second from Molly, the motion passed unanimously.

Approval of MSO Contract with Wenzel: Leigh moved to approve and sign the MSO contract with Wenzel, and with a second from Molly, the motion passed unanimously.

Final Merger Date: Pending the results of the ballot measure, the commissioners voted to have an effective final merger date of June 1, 2018.

Surplus Items: Pat moved to surplus the old skid unit, and the old brush truck, once all usable parts have been removed for installation on the new truck, at Murphy's Auction House in Kenmore. With a second from Dean, the motion passed unanimously.

Skid Unit Bid: Pat moved to award the bid for the skid unit to the lone vendor, L.N. Curtis. With a second from Tim, the motion passed unanimously.

Old Business

GEMT Contract: The contract with Systems Design is in place, and a meeting is scheduled on 3/23 to go over cost reports and revenue estimates.

Commissioner Laptops: The commissioners' meetings will be moving to digital format, to save paper and provide better accessibility to meeting documents prior to the meeting. Paper documents will still be available to members of the public who attend. The district will provide small dedicated laptops for this use.

New Business

Pancake Breakfast: A pancake breakfast is planned for April 21 in Index.

The next meeting of the combined District 26/28 will be on April 11 at 19:00 at the Resident House in Index.

Meeting adjourned at 20:14.