



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

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**Business Meeting Minutes, April 11, 2018**

The meeting was called to order at 19:13. Present were Commissioner Chair Bill Tubbs, Vice Commissioner Chair Pat Sample, and Commissioners Molly Olson, Kate Hayes, Michelle Adie, Mike Moore, Leigh Christianson and Dean Johnson. Also present were Chief Eric Andrews, Assistant Chief Ernie Walters, and Secretary Karen McPeters (Recorder). The absences of Commissioners Tim Folsom and Doug Rupp were excused.

**Public Commentary:** There was no public commentary.

**Chief's Report**

**Secretary Retirement:** Secretary Linda Larsen will be retiring effective April 1, and accepted the severance agreement.

**Merger Timeline:** The ballot measure vote will be held on April 24<sup>th</sup>, for approval by registered voters in District 28, with an effective merger date of June 1 if the measure passes.

**New Brush Truck:** The new brush truck is awaiting the new skid unit and should be ready to go in time for wildfire season.

**Station 53:** An adjacent property behind the station may be available for sale, and the commissioners discussed purchasing this property for resident firefighter housing since there has been little progress on negotiations to relocate city property stored in the precinct building, and the department bond funding for resident housing requires that the project be advancing. Kate moved to proceed with an appraisal, and with a second from Leigh, the motion passed unanimously. Commissioner Tubbs will research zoning and building options on the adjacent property. The disrepair of the precinct building was also discussed.

**EMT Class Graduates:** 15 volunteers graduated, with two more applying to the district. They will be taking the National Registry exam shortly.

**Sonic Wall Failure:** The computer sonic wall failed at station 54, and a replacement was installed, with completed connection with the station 55 network.

**EMS Updates:** The new MSA and MSO are reviewing processes and billing needs, and attended

King County planning meetings, working on information for discussion of rural ALS delivery in King County in advance of the 6-year levy.

**Operative IQ:** This inventory monitoring system is being utilized to keep EMS supplies stocked and could also be used for bunker gear and other firefighting apparatus.

**GEMT:** After meeting with Public Consulting Group, the anticipated revenue from this program has been downgraded from \$251,000 to around \$98,000. The period between July 1, 2015 and Dec 31, 2016 will not be billable. The recoverable billing will be for transports from July 1, 2016 on. The planned budget will be reduced to reflect this shortfall.

### **Secretary's Report**

**Annual Reporting:** The secretary has begun work on the 2017 annual reports, and will meet with Commissioner Olson monthly for petty cash review. The petty cash fund was the primary area of concern in the last audit, and the district is no longer allowing any deposits other than the county warrants required to maintain a balance of \$10,000, and has implemented a stricter use and receipting practice. The secretary has also ordered receipt books in order to comply with requirements for receipting of donations.

### **Consent Agenda**

**Vouchers:** Voucher 143-2018 for \$19879.88 was approved and submitted on April 5<sup>th</sup>, and available for public review.

Bill moved to approve District 26/28 vouchers 144-2018 through 184-2018 for a total of \$56,762.28. With a second from Michelle, the motion passed unanimously.

**Payroll:** Bill moved to approve payroll in the amount of \$72,163.78 and with a second from Mike, the motion passed unanimously.

**Minutes:** Kate moved to approve the minutes from the March 14 Consolidated District 26/28 meeting, and with a second from Pat, the motion passed unanimously.

### **Action Items**

**Resolution 2-2018, Signing Authority:** Resolution 2-2018 states that both the Chief and the Assistant Chief may sign documents for the fire district. This resolution replaces Resolution 7-99, which stated that only the Chief had signing authority for the district. This resolution will be submitted to the county finance and will allow the district to submit warrant requests twice per month.

### **Old Business**

**Appointments of Officers of the Board:** The board of commissioners will appoint officers of the board at the next meeting.

**Training Center:** Updated drawings have been completed. The main issue has been stormwater retention and impervious surfaces.

### **New Business**

**Sno-Isle Commissioners Meeting:** District 26 will host the next meeting, on May 3 at 7 pm. There will be refreshments, followed by a presentation by the Red Cross.

The next meeting of the combined District 26/28 will be on May 10 at 19:00 at the King County fire station #296 in Baring, and will follow a brief bi-annual meeting of Skykomish Valley Fire and Rescue.

Meeting adjourned at 20:15.