

BOARD OF FIRE COMMISSIONERS
SNOHOMISH COUNTY FIRE DISTRICT NO. 15
Regular Board Meeting Minutes
7812 Waterworks Rd, Tulalip WA 98271
November 20, 2018

CALL TO ORDER – Chairman Sherman called the regular meeting to order at 10:30 a.m. Those in attendance were: Chairman Sherman, Commissioner Hudson, Chief Shaughnessy, and Administrative Assistants Rachel Hughes and Erin Bickford. Six Crew were present. Commissioner Fryberg was excused due to personal business.

FLAG SALUTE – The flag salute was led by Erin Bickford.

AGENDA -

Commissioner Hudson moved to approve the agenda as presented. Chairman Sherman seconded; motion carried by unanimous vote.

CONSENT AGENDA –

1. Minutes of October 9, 2018, Regular Meeting
2. Minutes of October 9, 2018, Budget Hearing
3. Finances:
 - a. October Payroll in the amount of \$87,130.64
 - b. Accounts Payable in the amount of \$194,416.35
 - c. Agency Deposits in the amount of \$192,213.56

Commissioner Hudson moved to approve consent agenda as presented. Chairman Sherman seconded; motion carried by unanimous vote.

PUBLIC INPUT – None.

UNFINISHED BUSINESS -

- a) Levy Update- Chief Shaughnessy gave an update on the levy. The levy passed at 65.98%. Chief Shaughnessy and Chairman Sherman thanked the crews for all of their help with the levy.
- b) Station Remodel- Chief Shaughnessy gave an update on the station remodel and a discussion was held. Three bids were received. SilverKey Services, LLC bid \$66,557.61 including WA sales tax, Viking Construction Group bid \$144,988 including WA sales tax, and Oak Homes Inc. bid \$95,624.54 including WA sales tax for phase one of the remodel and \$58,095.75 including WA sales tax for phase two of the remodel.
Chairman Sherman moved to accept the bid for the station remodel from SilverKey Services, LLC in the amount of \$66,557.61. Commissioner Hudson seconded; motion carried by unanimous vote.
- c) 2019 Budget- Chief Shaughnessy gave an update on the 2019 budget. A discussion was held. Per the proposed budget, there will be a \$517,500.00 excess and \$1,184,677.26 in reserves at the end of 2019.
- d) Recruitment- Captain Smith gave an update on recruitment. The District recently hired four new firefighters. Captain Smith and Firefighter Chavez went to Everett Community College and gave a presentation about the District and employment.

NEW BUSINESS-

- a) Resolution 2018-20- 2019 Budget Approval-
Commissioner Hudson moved to approve Resolution 2018-20-2019 Budget Approval, approving the 2019 budget as presented. Chairman Sherman seconded; motion carried by unanimous vote.
- b) Resolution 2018-21-Levy Ordinance-
Commissioner Hudson moved to approve Resolution 2018-21 Levy Ordinance, approving the 1% levy increase for the 2019 tax year. Chairman Sherman seconded; motion carried by unanimous vote.
- c) Resolution 2018-22-Meeting Date Change-
Commissioner Hudson moved to approve Resolution 2018-22 Meeting Date Change, changing the regularly scheduled monthly meeting from November 13,2018 to November 20,2018. Chairman Sherman seconded; motion carried by unanimous vote.
- d) New Bunker Gear-A discussion was held about the purchase of new bunker gear. Chief Shaughnessy would like to use \$40,000 for the purchase of the bunker gear from the 2017 Tulalip Tribes payment that was just recently received. The District will possibly be buying on the Lake Stevens Fire Department bid. Chief Shaughnessy thanked Firefighter Cassidy for his work concerning the bunker gear replacement. Further discussion will be held at the next meeting.
- e) Administrative Assistant New Hire- Chief Shaughnessy introduced newly hired Administrative Assistant Erin Bickford.
- f) Tulalip Fire Authority/Partnerships/Contract for Services- Chairman Sherman asked the Board for permission to start dialog with the Tulalip Tribes about a Tulalip Fire Authority, partnerships, and contracts for services. Further discussion will be held in the future.
- g) Training Accident- A discussion was held about the training accident that occurred on November 17,2018 where a firefighter was injured during a training operation and transported to Providence Medical Center. Chief Shaughnessy will be conducting a training review in the next couple of weeks to review the incident. The employee is expected to return to work in six to eight weeks.

EXECUTIVE SESSION – The Board recessed and went into Executive Session at 11:10 a.m. to review the performance of a public employee per RCW 42.30.110(g). It was expected to last until 11:35 a.m. At 11:35 a.m. the Board extended Executive Session until 11:55 a.m. At 11:55 a.m. the Board emerged from Executive Session and returned to regular session.

ANNOUNCEMENTS – Next Commissioner meeting Tuesday, December 11, 2018, 10:30 a.m., at TBFD Station 60.

ADJOURNMENT - There being no further business, the meeting was adjourned at 11:57 a.m.

Respectfully Submitted,

Ryan Shaughnessy
Fire Chief/Board Secretary