

**BOARD OF COMMISSIONERS  
SNOHOMISH COUNTY FIRE DISTRICT #15  
Regular Board Meeting May 16th, 2017**

**MINUTES**

**CALL TO ORDER/ROLL CALL**

The regular meeting of the Snohomish County Fire District #15 Board of Commissioners was called to order by Chairman Marlin Fryberg at 10:34 a.m. on the 16<sup>th</sup> of May, 2017, at 7812 Waterworks Road in Tulalip, WA.

Members Present:

Marlin Fryberg  
Ryan Hudson  
Buck Evans

Staff Present:

Bronson Smith  
Chris Finley  
Nick Litvinchuk  
Doug Cassidy  
Patrick Dinneen  
Mike Reed

**APPROVAL OF MINUTES**

The minutes of the April 11th, 2017 regular board meeting were presented for approval. Fryberg moved, and Hudson seconded, to approve the minutes of the April 11<sup>th</sup>, 2017, Regular Board meeting. Motion carried.

**COMMENTS FROM THE PUBLIC**

No public comment was provided.

**APPROVAL OF AGENDA**

Hudson moved, and Evans seconded, to approve the agenda for the May 16<sup>th</sup>, 2017 regular board meeting. Motion carried.

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**CONSENT AGENDA**

Hudson moved, and Evans seconded, to approve the consent agenda for the May 16<sup>th</sup> regular board meeting. Motion carried.

**COMMUNICATIONS**

Staff Acknowledgements/Communications attached hereto.

**NEW AND PENDING BUSINESS**

- A. The consulting period, for Retired Fire Chief Teri Dodge to assist Interim Fire Chief Bronson Smith, will conclude on the May 22<sup>nd</sup>, 2017.
- B. It was brought to the Board's attention that the Audit for the department will be sometime in July. The exit interview from the auditor from years past was to be presented at the next meeting. Smith is doing everything possible, with limited resources, to prepare necessary documents for the audit.
- C. It was discussed that David Sherman would be paid \$5,000 for his contributions to the department during his short tenure as Assistant Chief. Evans moved, and Hudson seconded to approve the amount to be paid to Sherman. Motion carried.
- D. It was requested by the Commissioners that there be a Volunteer Firefighter and Fire Chief Job description in the same format as the Fire Captain Job description presented at the next Regular Board Meeting. It was made clear that this was of high importance and was agreed upon by the Captains that it would be taken care of.
- E. It was agreed upon that from now on the Annual Firefighter Appreciation banquet would be held sometime in January. Litvinchuk will handle all of the details pertaining to the matter.
- F. Finally the issue of the lack of current policies/procedures of the department was discussed. Smith/Litvinchuk are in the process of working with members of both Marysville Fire and Snohomish County Fire District #1 to obtain and adapt their policies/procedures to fit out department.

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**ITEMS FOR INFORMATION**

- A. Monthly/YTD call data reported and attached.
- B. The Fire Captain Job description was presented to the Commissioners. Buck moved, and Hudson seconded to approve the job description. Motion carried.
- C. Significant Events were discussed. It was reported by Smith that the department staffed an EMS tent for the Annual Tulalip Canoe Races and that the event went very smoothly with only minor injuries at the event.

**EXECUTIVE SESSION**

There was no executive session during the regular board meeting on May 16<sup>th</sup>, 2017.

**ADJOURNMENT**

There being no further business the Regular Board Meeting, of the Snohomish County Fire District #15 Board of Commissioners, was adjourned at 11:15 with it being agreed upon that the next Regular Board Meeting would be held on June 6<sup>th</sup> at 10:30 a.m.