

BOARD OF FIRE COMMISSIONERS
SNOHOMISH COUNTY FIRE DISTRICT NO. 15
Regular Board Meeting Minutes
7812 Waterworks Rd. Tulalip, WA 98271
November 14, 2023

CALL TO ORDER – Chairman Sherman called the regular meeting to order at 10:36 a.m. Those in attendance were: Chairman Sherman, Commissioner Hudson, Chief Shaughnessy, Assistant Chief White, Executive Assistant Erin Bickford, Finance Director Jasmine Perez and Board Secretary Rachel Hughes. Crew were present. Commissioner Fryberg was excused.

FLAG SALUTE – Flag salute led by Assistant Chief White.

WA STATE AUDIT ENTRANCE CONFERENCE CALL – The Board listened to a presentation given by the State Auditor’s Office reference the upcoming audit. The audit will cover the dates of January 1, 2021- December 31, 2022. Morgan Fairbanks will be conducting the audit and Maggie Wallace will be the supervisor over the audit.

AGENDA –

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

CONSENT AGENDA –

1. Minutes of October 24, 2023, Regular Meeting
2. October Payroll: Check #'s 4103-4112, 4132, and EFT's in the amount of \$280,502.39
3. Agency Deposits in the amount of \$433,129.10
4. Claims: Check #'s 4113-4131 and check #'s 4133-4158 in the amount of \$883,713.01

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

PUBLIC INPUT – None.

CHIEFS REPORT– Chief Shaughnessy gave an update on multiple District items.

- Hired all 3 BC’s.
- Four part timers hired on full time.
- Firefighter entry level test coming up.
- Medic unit and pumper will be arriving by the end of the month.
- Discussion held on options for sending unpaid fees to collections.

OFP REPORT – Chairman Sherman advised that there are lots of changes happening. Sherman has been working with the command staff and Chief White on all things OFP. Discussion held.

UNFINISHED BUSINESS –

- 1) Quil Ceda Village – Chief Shaughnessy advised nothing new.

- 2) Pumper Update- Covered in Chief's report.

NEW BUSINESS –

- 1) Public Hearing of Draft 2024 Budget- A balanced budget was presented to the Board. Finance Director Jasmine Perez highlighted some of the significant changes to the budget. Moving forward, Jasmine would like the District to look at a full replacement schedule for apparatus. Jasmine also advised that there is a separate fund for the QCV startup costs. Further discussion was held.
- 2) Resolution 2023-10 Fire Levy-
Chairman Sherman moved to approve Resolution 2023-10 Fire Levy authorizing an increase in the regular property tax levy as outlined in the resolution to be collected in the 2024 tax year. Commissioner Hudson seconded; motion carried by unanimous vote.
- 3) Resolution 2023-11 EMS Levy-
Chairman Sherman moved to approve Resolution 2023-11 EMS Levy authorizing an increase in the regular property tax levy as outline in the resolution to be collected in the 2024 tax year. Commissioner Hudson seconded; motion carried by unanimous vote.
- 4) Resolution 2023-12 Change of Credit Card Issuing Bank-
Chairman Sherman moved to approve Resolution 2023-12 Change of Credit Card Issuing Bank authorizing the District to change from TCM Bank NA to Savi Bank for the use of District credit cards. Commissioner Hudson seconded; motion carried by unanimous vote.
- 5) Resolution 2023-13 Waiver of Competitive Bidding-Fire Engine Pumper-
Chairman Sherman moved to approve Resolution 2023-13 Waiver of Competitive Bidding-Fire Engine Pumper waiving the competitive bidding requirements as outlined in RCW 52.14.110 for the purchase of the Fouts FB94 Fire Engine due to a special market condition and a single source of supply. Commissioner Hudson seconded; motion carried by unanimous vote.

EXECUTIVE SESSION – The Board recessed and went into Executive Session at 11:24 a.m. to review the performance of a public employee per RCW 42.301.110(g). It was expected to last 30 minutes. At 11:54 a.m. Chairman Sherman advised that 11 additional minutes were needed in Executive Session. At 12:05 p.m. the Board emerged from Executive Session and returned to Regular Session.

ANNOUNCEMENTS –

- 1) The next Commissioner meeting is December 12, 2023 at 10:30 a.m.

ADJOURNMENT - There being no further business, the meeting was adjourned at 12:08 p.m.

Respectfully Submitted,

Rachel Hughes
Board Secretary