

SNOHOMISH COUNTY FIRE DISTRICT NO. 5

Commissioners Meeting Agenda



March 23, 2020

CALL TO ORDER

ADDITIONS TO THE AGENDA

PUBLIC/STAFF COMMENTS - (Limited to 3 minutes per person not to exceed 20 minutes overall)

CONSENT ITEMS

CHIEF'S REPORT- To be presented

SECRETARY'S REPORT –

REPORTS

OLD BUSINESS

Open Issues / Actions

Resolution 2020-01 – Voucher Pre-approval Authority

NEW BUSINESS

Special Meeting Discussion

EXECUTIVE SESSION

INFORMATIONAL

Records Requests

COMMISSIONER COMMENTS

ADJOURN

NOTE: *Commissioner's please complete additional meeting time cards and provide to the Secretary.*



Open Issues/Actions

Date Last Visited	OPEN ISSUES	Action Taken	Priority
11/12/19	ALS Contract		
03/09/20	Sunset Clause addition to Resolution 2020-01 Voucher pre-approval		
03/09/20	Resolution 2020-01 Sunset Clause		

Date Last Visited	CLOSED ISSUES	Action Taken
11/13/17	Apparatus Storage	Completed
10/10/17	Kittitas Valley Fire And Rescue -Visit to view the Station	Completed
10/23/17	Apparatus Storage (Rental Agreement)	Completed
12/11/17	Lynnwood Fire Station - Visit to view the station	Completed
02/26/18	Confirm #52 Reserved for new station	Completed
03/25/19	Five Year Plan	Completed
05/13/19	FMC Surplused and sold	Completed
05/13/19	1997 Ford Expedition surplused and sold	Completed
11/27/17	Training trailer surplus	Completed
11/12/19	Vulnerability Assessment	Dismissed

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO.5
RESOLUTION NO. 2020-01**

VOUCHER PREAPPROVAL AUTHORITY

Background: The monthly payment of the District's vouchers occasionally requires the issuance and approval of the vouchers prior to the Board of Commissioner's regular monthly meetings to insure timely processing by Snohomish County.

Under normal procedure vouchers are approved by the Board of Commissioners at its regular scheduled monthly meeting.

The schedule of the meetings of the Board of Commissioners and the time required for issuance of warrants, occasionally restricts the ability of the Board to approve qualifying vouchers at its regular meeting, and still pay the underlying invoices in a prompt and timely manner.

RCW 42.24.180 authorizes a procedure where the existing problem could be resolved.

Resolution: NOW THEREFORE, BE IT RESOLVED, to accomplish the purposes expressed above and to comply with RCW 42.24.180 it is resolved by the Board of Commissioners as follows:

1. The procedure for payment of claims prior to approval by the Board of Commissioners shall apply to all payroll claims, all claims approved by the District Architect related to the Construction of the District Fire Station; and to any other claims against the District under \$50,000 that the District's auditing officer determines need to be approved prior to the Board's regular meeting "qualifying vouchers."
2. The Fire Chief or any single Commissioner are designated as officers to sign the qualifying vouchers.
3. Each employee or commissioner authorized to sign the qualifying vouchers shall obtain, at District expense, an official bond in the amount of no less than \$50,000 to secure the faithful discharge of their respective duties under this resolution.
4. In the preparation of the qualifying vouchers, the staff shall follow and adhere to established District policies and procedures.
5. The District Secretary or designee shall audit and approve the qualifying vouchers each month and the Fire Chief shall sign the qualifying vouchers. In the absence of the Fire Chief any single commissioner may sign the qualifying vouchers. Staff shall then submit the preapproved qualifying vouchers to Snohomish County.
6. The District Secretary or designee shall submit to the Board at its regular monthly meeting a full and complete report of all claims paid on vouchers approved and signed pursuant to this Resolution.

7. In the event that a warrant is issued on an erroneous voucher the District Secretary or designee and Fire Chief shall cause the disapproved payment to be recognized as a receivable and shall diligently pursue collection of the erroneous payment or take such other action as may be directed by the Board of Commissioners.
8. This Resolution and voucher preapproval process shall take effect on adoption and shall terminate without further action of the Board on December 31, 2021.

Adoption: ADOPTED at an open public meeting of the Board of Commissioners of Snohomish County Fire Protection District No. 5 on March 23, 2020, the following Board Members being present:

Chair

Commissioner

Commissioner

District Secretary

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Public Records Request - Commissioner Notification Log

Date	Type of Request	Requestor	Time spent on Request	Attorney Cost
1/9/19	MIR	Sultan Resident	10 minutes	\$0.00
1/19/19	Personnel records	Evergreen Research Advocates	12.5 hours	\$168.00
1/24/19	Personnel records	Evergreen Research Advocates	1.00 hours	Included above
1/30/19	Native Format and Meta Data, Redaction log for material previously sent	Evergreen Research Advocates	7.25 hours + 8.25 hours	\$1,440.00
2/13/19	MIR - - Cancelled request	T-Scan	45 minutes	\$0.00
2/16/19	Personnel records	Evergreen Research Advocates	30 minutes	\$0.00
3/25/19	Union Labor Agreement Local 2781	Cline and Associates	15 minutes	
3/28/19	Personnel salaries, titles, hire dates	Washington@openthebooks.com	2.5 hours	\$0.00
4/4/19	Part time and volunteer pay information	jadietzel@hotmail.com	15 minutes	\$0.00
4/17/19	MIR - Not our Patient	Russ Juckett, Attorney	15 minutes	\$0.00
4/22/19	Personnel records	Evergreen Research Advocates	53.25 hours	\$996.00
6/11/19	Union Contract	J.dunning@freedomfoundation.com	15 minutes	\$0.00
0629/19	MIR	Life Center Northwest	30 minutes	\$120.00
8/15/19	MIR	Wife of deceased	20 minutes	\$0.00
8/19/19	Fire District Policies, minutes, ALS contract, budgets, Five Year plan etc.	Deborah Chase	17.75 hours	\$96.00
8/24/19	James Sena	Car Fire Report	5 Minutes	\$0.00
9/3-09/04/2019	Chief's reports and attachments, Annual Report, State Auditor Exit report, Contracts,	Deborah Chase	12.00 hours	\$0.00
9/16/19	MIR	Brian Leonard Attorney	.30 minutes	\$0.00
9/19/19	MIR	Resident	.15 minutes	\$0.00
9/23/19	Meeting minutes and Cushman model	Jeff Estes	.15 minutes	\$0.00
10/2/19	Meeting minutes	Amy Fulcher	.15 minutes	\$0.00
10/23/19	Part time Firefighter rate of pay information	Sno. Co. Fire Dist. 4	.10 minutes	\$0.00
11/13/19	MIR	GLP Attorneys, PS, Inc.	35 minutes	\$0.00
12/20/19	Salary Survey	Spokane FD 10	1.25 hours	\$0.00
1/3/20	MIR	Attorney JS & L	.20 minutes	\$0.00
1/6/20	Insurance for Firefighters	Cline & Associates'	3.00 hours	\$0.00
1/20/20	Revenues and Expenditures	Dept. of Commerce	5.50 hours	\$0.00
1/31/20	District Secretary and DC of Admin contracts	Jason Gwilt	.15 minutes	\$0.00
3/13/20	Time Cards 2016-2017	Eric Shaeffer	1.5 hours	\$0.00
3/18/20	Part time, Full Time work hours, pay, DRS contributions, Medical benefits 2017-present	Barnard,Iglitzin & Lavitt, LLD for theIAFF Local 2781		