

**Summary Minutes of the Joint Board Meeting
October 2, 2018**

Commissioner Waugh called the meeting of the Joint Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Schaub, Waugh, Wells and Woolery with Snohomish County Fire District 7 and Commissioners Gagnon, and Steinruck with Lake Stevens Fire were present. Commissioner Snyder from Snohomish County Fire District 7 was absent with prior notice. Commissioner Elmore from Lake Stevens Fire was absent with prior notice.

AGENDA CHANGES/ADDITIONS: None

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

DISTRICT 7 REGULAR BUSINESS

CHIEF'S REPORT

Chief Meek briefly discussed items from the Chief's Report.

CONSENT AGENDA

A. Voucher Approval:

- Vouchers #2479-18 through #2594-18 in the amount of \$620,240.15 was submitted for approval.

B. Payroll Approval:

- The September 30, 2018 regular pay was submitted for approval in the amount of \$988,849.15.

C. Secretary's Report on Correspondence: Chief Meek mentioned that a letter was received from the Mayor of Monroe, requesting someone from Fire District 7 to participate in the 522 Coalition Executive Committee. Commissioner Woolery volunteered to participate in the committee. Assistant Chief Silva also volunteered for this committee or at least to attend as an alternate to Commissioner Woolery.

D. Approval of Minutes

- 1) Approve Regular Meeting Minutes of September 18, 2018.

MOTION: Commissioner Schaub moved and Commissioner Woolery seconded to approve the above consent agenda items. On vote, **Motion Carried 5/0**

Chief Meek noted that the minutes stated the joint board meeting at Lake Stevens would take place at 5:00pm but this was mentioned in the meeting in error and the meeting will take place at 5:30pm. There was no need to correct the minutes but wanted to make note of the correct time.

DISCUSSION ITEMS: None

ACTION ITEMS:

A. Employee Recognition Letters for Board Signature

Commissioners Waugh and Fay read the two Letters of Commendation to Jeff Thompson, Russel Hunt, Brian Kerr and Jessica Hanna for a California wildland last December as well as a letter issued to Eric Andrews, Jeff Zornes, Camille Tabor, Steve Guptill, Jessica Ober and Jennifer Pardee for a recent SCBA grant the District received.

COMMISSIONER COMMITTEE REPORTS

A. Finance Committee: Scheduled to meet November 5, 2018 - 0900 at Admin Building.

- 1 **B. Safety Committee:** Meeting October 22, 2018 at Station 71. Commissioner Schaub updated the board
2 on the new stove added to Station 31 with a shut off button. It was discovered that there were some
3 chemicals stored in the same room as the SCBA Compressor at Station 31 so that's being addressed.
4 There were three occupational injuries: first was for back pain due to soft mattresses, a firefighter
5 twisted an ankle on steep terrain, and another got their hand shut into an apparatus door. An apparatus
6 struck a post exiting the fairgrounds while being guided by a state patrolman.
7 **C. Risk Management:** Scheduled to meet on November 6, 2018 – 18:30 at Fire District 15.
8 **D. Strategic Plan Committee:** Meeting September 24, 2018 – December 15, 2018. The District has been
9 consulting with Dr. Sikora who is conducting a swat analysis. Once that analysis report is back from
10 her the District will get back on line with the Strategic Plan.
11 **E. Capital Facilities:** Commissioner Waugh noted that the Facilities committee has come to the
12 realization that what they ask of Station 72 can't be performed in a remodel and would like to bring
13 that to the Board. The strategic plan did not plan to replace Station 32 fully, before going too far
14 further this all needs to be re-evaluated. Commissioner Schaub also commented that we also want to be
15 sure to plan for the future.
16

17 **OTHER MEETINGS ATTENDED**

- 18 **A. Snohomish County 911:** Merger vote by SERS on the 4th. Sno911 will vote on that same issue on the
19 18th. They are still having some staffing challenges. The draft assessments and draft budget were
20 presented. Ours is projected to go down \$45,000, but with Mill Creek included it goes up overall.
21 **B. Leadership Meeting:** Scheduled to meet October 3 0900 at Station 31 in the Training Room.
22 **C. Sno-Isle Commissioner Meeting:** Scheduled October 4, 2018. North County RFA – Station 99. The
23 program is the Public Meetings Record Act with Rich Davis.
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25

26 **OLD BUSINESS:** None

27 **CALL ON COMMISSIONERS:** None

28 **ATTENDANCE CHECK**

29 All board members in attendance noted they would be available for the October 16, 2018 Regular Board Meeting
30 at 1900 in the Admin Building Board Room.
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34 **LAKE STEVENS REGULAR BUSINESS**

35 See Lake Stevens Fire District for their Board Meeting Minutes.
36

37 **JOINT MEETING AGENDA**

38 **A. Interlocal Agreement Update**

39 1) Potential Joint Ventures

40 Lake Stevens Fire is still working with their bargaining group to begin cross-staffing.

41 Administrative staff is looking at cross staffing, the training divisions of both Districts have moved to
42 Station 71 and are now working together, and the Lake Stevens mechanic will begin working at Station
43 31 November 1st. The districts are looking at purchasing and software compatibilities and the
44 committees have been working together to decide which route to go.
45

46 Michael McConnell and Jay Stickney met with the new Lake Stevens recruits before the academy and
47 did some physical training with them leading up to the academy and took them under their wing at the
48 training academy. Lake Stevens wanted to express their appreciation for doing that.
49

50 Commissioner Waugh and Fay commented on thoughts as to how the Board stays in touch with realistic
51 fiduciary spending.
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53 **B. Board Governance Policy**

1 Commissioner Waugh noted that they are looking to take the best from both policies. Chief Meek
2 passed out the Board of Commissioner policy #30 so that it can be digested and compared with the
3 Lake Stevens' Board Governance Policy. For a while during the last merge there was a 10 member
4 board, there was little conflict but more procedural questions. The Commissioners briefly discussed
5 commissioner position procedure. It was noted by Commissioner Fay that it would be wise to look
6 ahead at the standardization to identify the expense that would be needed to do so.

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8 **C. Operation Advantages**

9 1) **Advantages of Consolidation Document**

10 This document was passed out to the board. It was requested that the board members review and to come back
11 with any comments or suggestions.

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13 **D. Consolidation Options:**

- 14 1) **Long term Interlocal Agreement:** Gives the best option to separate if needed.
15 2) **Merger:** Chief Meek felt it was the best option.
16 3) **RFA:** Has its challenges in the planning committee, but will certainly entertain if this is the direction
17 the Board would like to move toward.
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20 A fall vote at the earliest is what's looking more feasible. It is still thought that the Districts would date
21 leading up to the vote. It was felt that integration of the operations would be the biggest obstacle. The
22 administrative side is starting to gel. Integration of the unions was questioned in which Craig Fisher,
23 Union Vice President of Snohomish County Fire District 7 noted that it seems that the Lake Stevens
24 Fire Union is waiting to hear a more solid timeline and see more consolidation efforts.

25
26 Commissioner Waugh questioned if a merge of Fire District 7 into Lake Stevens was considered in
27 evaluating the merge. AC Guptill noted that it may confuse the Fire District 7 voters who just voted to
28 merge and to turn around and vote to merge again. This topic was briefly discussed. The key was that
29 everyone feels respected in the merge. PIO Chadwick commented that Chief O'Brien has been doing
30 a great job collaborating with the public and has already laid the groundwork with the Lake Stevens
31 community for a merge.

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33 AC Silva also noted that a possible new name should be looked at and was agreed upon by some. It
34 was also felt that there was hesitance with a new name with a great expense involved in rebranding and
35 there would need to be a good reason for it to be on board with it.

36
37 Commissioner Steinruck commented that as a resident for 26 years and in talking with others, he
38 believed it would be perceived better by the public if the merge were presented as a larger District with
39 a new name that included Fire District 7.

40
41 Commissioner Wells pointed at that in the RCWs there is a difference between a consolidation and a
42 merger. She requested to be careful of using the word "consolidation" and requested that the term
43 restructuring was a better word choice. It was felt that reading any of these documents could be
44 misleading. A brief discussion took place.

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46 It was also noted that we would be the first case to look at some sort of consolidation since the new
47 boundary rule was put into place. A brief discussion took place.

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49 Senior staff consolidation was also discussed with potential retirements and hierarchy and will need
50 further board discussion.

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52 **E. Board Expectations of Consolidation**

53 Chief Meek informed the board that this topic was put here to ask for the Commissioners to create a
list of the topics/items important to them and to bring them back.

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2 **F. Policies & Procedures Process**

3 Chief Meek noted that Lake Stevens Fire uses Lexipoll system (policy and procedures are combined and
4 approved by the Board) whereas District 7 has a process where the board adopts policy and the Chief adopts
5 procedures. It's a philosophical difference and wanted to point that out now as it will need be a decision at some
6 point.
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8 **G. A list of concerns from a Citizen that have been expressed**

- 9
10 1) Commissioner Wards: a citizen expressed the desire for a 7 person board whereas each 3 areas
11 would be represented by 1 ward each and 4 positions at large. AC Andrews noted that the wards
12 would have to be equal population with the maps drawn.
13 2) 7 Commissioner Board: brief discussions took place regarding being a separate ballot requirement.
14 3) Involving the Boundary Review Board in Merger Process.
15 4) Third Party Financial Review: To have an outside party come in and review this. It was noted that
16 both sides' financial positions collaborated along with Bill Cushman, an outside party. This citizen
17 seemed to approve of that practice.
18 5) Update Consultant Report for Standards of Cover to Include Lake Stevens Fire: It was noted that
19 this is planned.
20 6) Ensure Public Meeting on Process before consolidation: It was noted this will also occur.
21

22 Commissioner Fay commented that it would be beneficial to look at which stations would be addressed in a
23 merged district via a capital strategy and plugging that into the strategic model.
24

25 **H. Call on Commissioners:** None
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27 **I. Attendance Check for Next Joint Meeting**

28 All commissioners in attendance noted they would be available at the next Joint Board Meeting November 15,
29 2018 at Lake Stevens Fire Conference Center with the exception of Commissioner Woolery.
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31 The meeting was adjourned at 8:41 pm by Commissioner Waugh.
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33 **Snohomish County Fire District #7**

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36 Jamie Silva
37 Secretary of the Board
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