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# **JOINT COMMISSIONER BOARD MEETING**

**March 28, 2019  
Station 31 Training Room**

**LAKE STEVENS FIRE AND  
SNOHOMISH COUNTY FIRE DISTRICT #7  
WASHINGTON**

# **AGENDA**




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**JOINT BOARD OF FIRE COMMISSIONERS REGULAR MEETING AGENDA  
Lake Stevens Fire & Snohomish County Fire District 7  
5:00 PM  
March 28, 2019  
Station 31 Training Room / Monroe, WA**

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- I. **Open the Meeting of March 28, 2019**
  - A. Commissioner Snyder excused with prior notice
- II. **Pledge of Allegiance**
- III. **DISTRICT 7 REGULAR BUSINESS**
  - A. **Citizen Life Saving Award**
  - B. **General Public Comment**
  - C. **Union Comment**
    - 1. IAFF
    - 2. Teamsters
  - D. **Fire Chief Report**
    - 1. As presented
  - E. **Consent Agenda**
    - 1. Review Vouchers: NONE
    - 2. Approve Payroll: NONE
    - 3. Approval of Minutes
      - i. Approve Regular Meeting Minutes – March 14, 2019
      - ii. Secretary's Report on Correspondence
  - F. **Discussion Item** - None
  - G. **Action Item** - None
  - H. **Commissioner Committee Reports:**
    - 1. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
      - i. TBD / Station 71
    - 2. Finance Committee (Waugh / Wells / Snyder)
      - i. TBD / Admin Bldg.
    - 3. Policy Committee (Wells / Woolery / Schaub)
      - i. TBD / Admin Bldg.
    - 4. Safety Committee (Fay / Schaub)
      - i. Monday, March 25, 2019 – 18:00 / Station 71
    - 5. Risk Management (Schaub)
      - i. Tuesday, April 23, 2019 – 19:00 / Snohomish Co. FD 22
      - ii. August 27, 2019 – 19:00 / Snohomish Co. FD 22

- iii. November 5, 2019 – 19:00 / Snohomish Co. FD 22
- 6. Labor / Management (Waugh / Wells / Fay)
  - i. TBD
- 7. Shop Committee – (Snyder / Woolery / Schaub)
  - i. TBD / Admin Bldg.
- 8. Strategic Plan Committee – (Fay / Schaub / Wells)
- 9. Capital Facilities Committee - (Schaub / Snyder / Woolery)
  - i. Station 33
  - ii. Station 72
  - iii. Station 32
  - iv. Station 76

I. **Other Meetings Attended:**

- 1. Snohomish County 911 (Waugh)
- 2. Regional Coordination
- 3. Leadership Meeting (Fay / Schaub / Wells)
  - i. Thursday, April 3, 2019 – 09:00 / Location TBD
- 4. Sno-Isle Commissioner Meeting
  - i. Thursday, April 4, 2019 – 19:30
- 5. SR 522 Coalition Meeting (Woolery / Silva)
  - i. TBD

J. **Old Business:**

K. **Call on Commissioners:**

L. **Attendance Check:**

- 1. Thursday, April 18, 2019 – 17:00 / LSF Conference Center

M. **Executive Session:**

- 1. RCW - 42.30.140(4)(a) – Post Retirement Medical Contract (IAFF Member)

IV.

**JOINT MEETING AGENDA**

- A. DRAFT Board Rules and Policies
- B. Meeting dates and times

**DISTRICT 7**  
**REGULAR BUSINESS**

# **FIRE CHIEF REPORT**



# Snohomish County FIRE DISTRICT 7

*Earning Trust Through Action*

To: Board of Fire Commissioners  
 From: Gary A. Meek, Fire Chief  
 Subj: Fire Chief Report for March 28, 2019

## **Fire Chief's Report:**

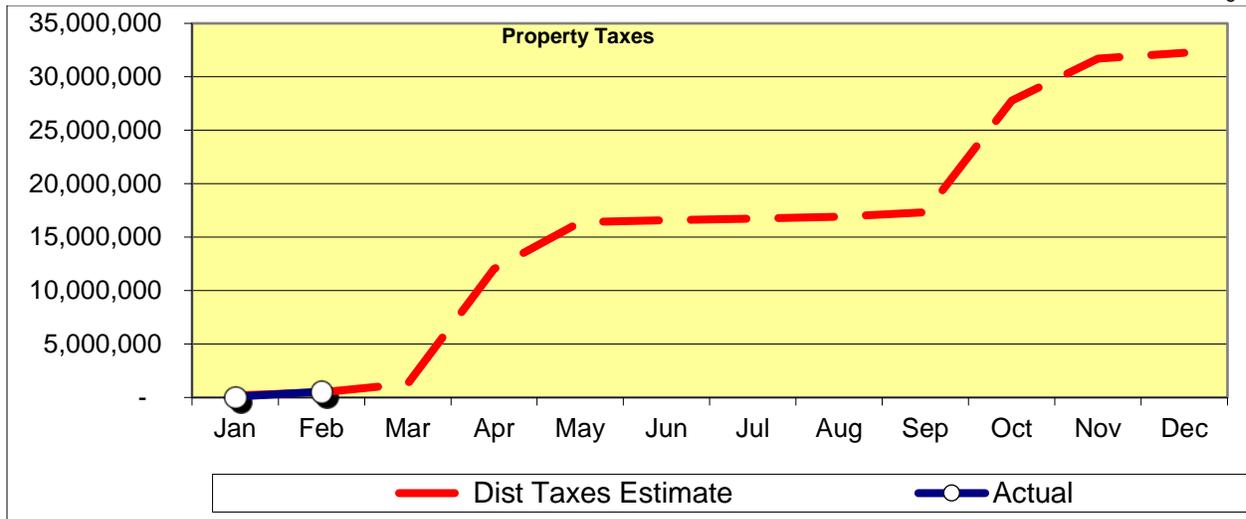
1. Staff members continue preparing for the upcoming mediation for Station 33. The date and time are still to be determined.
2. Battalion Chief Toycen and Lieutenant Hill participated with the City of Monroe in the Functional Exercise – Southern Whidbey Island Fault Earthquake. They will be participating in another follow-up exercise on May 17<sup>th</sup>.
3. Commissioners Fay, Schaub and I attended the Community Meeting at Lake Stevens on Saturday, March 16<sup>th</sup> to present the merger with District 7. There were approximately 20 people in attendance for this presentation. All in attendance were favorable of the regionalization approach.
4. Commissioner Schaub and I attended the informational meeting held by the State of Washington on the future plan of the UGA boundaries. The focus of this meeting was addressing the Southwest Snohomish County (SWUGA) area. The area of interest expands the growth area from the King County line following SR522 to Paradise Lake Rd., then Broadway north to approximately 145<sup>th</sup> St. S.E., then west to connect to the current UGA. This area was previously considered in the Maltby Incorporation proposal.
5. I conducted a District update presentation on March 19<sup>th</sup> to the Mill Creek Chamber of Commerce at their lunch meeting and another at the Monroe City Council regular meeting.
6. Chief O'Brien and I met with the Roy Waugh and Troy Elmore on Friday, March 22<sup>nd</sup> to look at the vision of the merger, discuss various topics and plan for our joint meeting coming up.
7. I attended the Community Meeting on Friday, March 22<sup>nd</sup> in Mill Creek to meet the finalists for the City Manager position. They introduced the 4 final candidates at this meeting. The City Council will now deliberate on their selection.
8. Chief Dorsey and I are participating in the MSO selection process for Lake Stevens Fire on Monday, March 25<sup>th</sup>. Lake Stevens Fire plans to promote one MSO.
9. I was contacted by Chief Stedman of South Snohomish County Fire where he expressed interest in re-joining our Shop. He had some favorable discussion at their regular meeting on 3/19. Currently it is only in discussion on their part and no proposal has been presented.
10. Chief Silva contacted Gordon MacIvannie to determine if VFIS would have coverage concerns regarding our proposal to co-staff Station 13. Gordon responded that they did not have any issues based on our current coverage.
11. The Petition to Merge packet has been submitted to the Boundary Review Board by Chief Messer. They are conducting their final review and starting the 45 day process.
12. With the final work wrapping up on Station 33 we are planning on moving the crew into the station on April 1<sup>st</sup>. We will notify the Washington Survey and Rating Bureau (WSRB) as soon as this happens. We will then send notices out to the local community to contact their insurance carriers once we receive the timeline from the WSRB. Once we get moved in we will begin the plan of an open house at the new station.

**Finance Officer's Report:**

1. We have received the City of Mill Creek for the first quarter service agreement in the amount of \$982,686.25.
2. We are continuing to work with Tyler on setting up the rules involving payroll, accounts payable and so forth, and training on the new accounting software. We still have a go-live date of April 1<sup>st</sup>. We have already run a test parallel payroll this month. There will be more live training in the new Incode software for most of this week.
3. The tables below show the number of transports, gross transport revenues, and MVC revenues, billed by Systems Design during the month of February 2019, and during the same months for each of the 2 previous years.

Systems Design No. of Transports Billed for District 7	2019	2018	2017
February 2019	327	332	363
Systems Design Transport Revenues for District 7	2019	2018	2017
February 2019	\$174,234	\$132,766	\$139,307
Systems Design MVC Revenues for District 7	2019	2018	2017
February 2019	\$3,625	\$0	\$0

4. The budget and actual expenditures of February 28, 2019 are \$6,626,899, 14% of the annual budget. At this time in 2018, the district had spent \$6,891,736; also 14% of the total annual budget. The expenditures in the general fund are \$5,758,340; 14% of the general fund budget. In February of 2018, the district had spent \$5,629,680, 15% of the annual general fund budget.
5. Total revenues in the general fund as of February 28, 2019 are \$1,163,887, which is 3% of the amount budgeted. At this time in 2018, we had received \$1,442,527 in general fund revenues, which was 4% of the annual budgeted amount. The reason for this significant difference is that we had received \$563,964 in state mobilization revenues in February of 2018 from 2017 fires. Whereas in 2019 we have received \$83,447 in state mobilization revenues from the prior year's fires.
6. Regular, EMS and M&O property tax collections in the general and bond funds as of February 28, 2019 are \$546,339, which 2% of the total amounts budgeted. As of February 28, 2018, we had received \$437,092 in these property tax collections, which was 1% of the total amounts budgeted.



### Training Officer's Report:

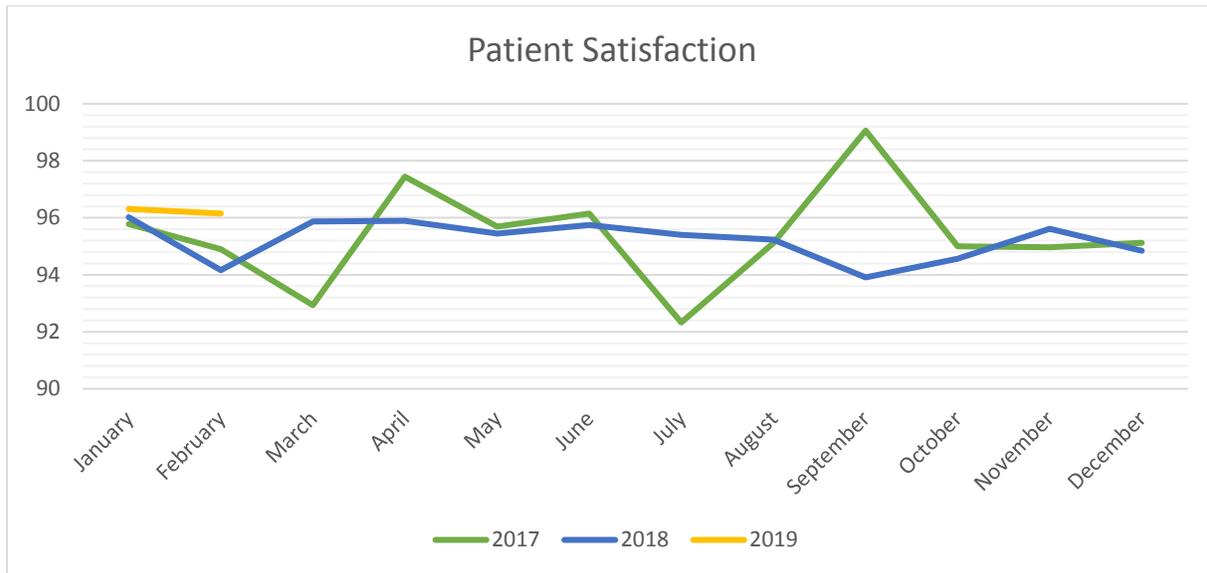
The Training focuses for February 20<sup>th</sup>, 2019 – March 25<sup>th</sup>, 2019 centered on the following activities:

1. The 1<sup>st</sup> quarter 2019 annual training consist of; ALS Run Review Anaphylaxis and Angioedema, ALS Run Review Emergency Pediatric Care The Travis Law, ALS Skill Lab Trauma, ALS CAM #1, EMT CBT Head, Neck, Spine, EMT CBT Epinephrine, EMT CBT Oxygen Therapy, iGel Training, Recognizing Child Maltreatment and Elder Abuse, Wildland Red Card and State Mobilization Review, Annual Fire Shelter Deployment, BC Drill Elevated Master Stream, Block One Transitional Attack, Blue Card Module 1, Hazmat Operations Air Monitoring, Confined Space Review, Driver's License Check, Mayday Project Part 1, Emergency Vehicle Bridge Limits and Restrictions, Hazard Communication and Right to Know, Hazmat Operations Training Air Monitoring, Pipeline Emergencies, SCBA Quarterly, SCBA Annual Emergency Skills Refresher, Oriented Search, Single Company Engine Operations, and Single Company Ladder Operations.
2. Probationary Firefighters Noah Young, Jesse Abercrombie, Benjamin Bloomquist, Bryce Human, Johnson Brooks, and Jacob Eldridge completed their probationary firefighter requirements February 28<sup>th</sup>, 2019. Congratulations to our new Firefighter I's
3. Probationary Firefighters Soren Johnson, John Timmerman, Landen Bell, Brandon Huber, and Joseph Strong Started the Snohomish County Fire Training February 25<sup>th</sup>.
4. Captain Titland and Smith completed their Captains probation February 28<sup>th</sup>.
5. Lt. Basta continues his assignment as a recruit school coordinator to the Snohomish County Fire Training Academy (SCFTA).
6. Acting Lt. Sam Langheld is assigned to the SCFTA as a company officer.
7. The Training Division is holding promotional testing for Paramedic Student April 29<sup>th</sup>, Battalion Chief May 8<sup>th</sup>, Technical Rescue and Hazmat Technician May 21<sup>st</sup>.
8. District 7 and the Snohomish County Training Officers hosted Dennis Le Gear March 15<sup>th</sup> and 16<sup>th</sup> on the impact of fire attack utilizing interior and exterior streams on firefighter safety an occupant survival. Additionally, Dennis Le Gear worked with District 7 on mid-rise, high-rise operations March 18<sup>th</sup>.
9. The Training Division is hosting an Instructor series starting April 1<sup>st</sup> with Drilling for Function with Aaron Fields, April 4<sup>th</sup> and 5<sup>th</sup> SCFD7 in house Instructor Development Training and April 25<sup>th</sup> and 26<sup>th</sup> with IFSAC Instructor 1.
10. The Training Division is presenting a SCFD7 Tactics Class June 12<sup>th</sup>.
11. May 6<sup>th</sup> - 10<sup>th</sup> District 7 is hosting a Water Rescue Academy.
12. The Training Division and the D/O committee will be instructing a SCFD7 Pump School May 13<sup>th</sup>, 14<sup>th</sup>, 15<sup>th</sup>, and 17<sup>th</sup>.
13. The Training Division is preparing a 2 week Officer Development Academy the first 2 weeks of June.

- 14. The Training Division is preparing a post academy for the probationary firefighters during the month of June. The post academy will consist of 2 weeks of District 7 fire operations, 1 week of EMS and a 1 week Red Card class.
- 15. Lt. Karapostoles is finalizing a firefighter academy in April for new part-time firefighters.
- 16. Chief Clinton, Fitzgerald and Lundquist attended the Center for Public Safety Excellence Conference March 12<sup>th</sup> – 15<sup>th</sup>. The conference focuses on agency accreditation and professional credentialing.
- 17. Captain Titland attended the Fire and Emergency Services Training Program Manager class at the National Fire Academy March 9<sup>th</sup> – 16<sup>th</sup>.

**EMS Officers Report:**





The EMS Division has been working on numerous projects this month. The Community Resource Paramedic has been splitting time working at Lake Stevens and in District 7. A workspace has been established at station 82. This has provided better access of the CRP to the crews in Lake Stevens. The CRP is also continuing to learn the operation of the new CRP software that has been implemented. The software has produced greater efficiency and is saving time in the office which results in more time to operate in the field.

The MSO's report the following:

#### **MSO71 Calls**

- Multiple Fire Residential Responses
  - MSO71 self-dispatched to assist LSFD on two residential fires.
- MVC Medic and Entrapment Responses
  - Both in district and out of district responses. It is the season for Motorcycle accidents.
- Multiple MEDX responses
  - MSO71 transporting in with ALS units
- Self-dispatching
  - BLS calls for QA review
  - 2<sup>nd</sup> medic on ALS calls if nearby or sounds like a critical response.
- **QA REVIEW**
  - MSO Smith with the Webmaster developed an internal QA reporting system.
    - [www.snofire7.org](http://www.snofire7.org) / login / site management / quality assurance
  - 3 QA's this month.
    - 1 external
    - 2 internal

#### **EDUCATION**

- Dallas – Gathering of Eagles Conference for EMS Division Feb 28<sup>th</sup> - March 3<sup>rd</sup>.
  - Dr Cooper, Dr Talley, DC Dorsey, MSO's Read, Smith, Shevlin, Capt. Rasmussen (LSFD).
- CBT Instruction - March
  - I-Gel training for our new supraglottic device for all crews.
  - CBT 02/Epi check and inject for all crews by PM Odgers
- ALS CAM – Comprehensive Airway Management Run Review – March 12th
  - Surgical Airway/Rapid Sequence Intubation/I-Gel Lab
- ALS Run Review – Toxicology – March 26<sup>th</sup> (rescheduled from snow cancellation)

**MEETINGS**

- South County Fire and SCFD7 MSO Meeting at South County March 13<sup>th</sup>.
  - Capt. Terry and Capt. Nelson from LSFJ also attended
  - Discussions:
    - MEDX/Trauma/Fire Responses
    - Station 77/13
    - Improving communications
    - Responding into each other's areas to observe/assist if in the area
    - Next meeting Sept/Oct 2019
- Monroe Correctional Complex – 3/12/19
  - Lynn Kunkel RN at MCC, DC Dorsey, MSO Shevlin
  - Discussion on MCC capabilities and crew interactions with staff
- QA Committee Meeting (SCFD7 internal) – 3/12/19
  - MSO Shevlin
- Evergreen Health Monroe – 3/14/19
  - Trauma/Stroke/STEMI review for EHM – MSO Shevlin attended.
- EMS Committee Meeting – MSO Read as Chair
- SCFD7 EMS Division Meeting – 3/26/19
- Various vendor meetings
  - Stryker/Physio
- MSO Smith assisted with LSFJ MSO testing (oral board panel) – 3/21/19

**PROJECTS**

- Handtevy – ALS Pediatric care management system adopted by SCEMS.
  - MSO Read as lead.
- OIQ – Audit of entire EMS supply system
  - MSO Smith as lead
- Supply Ordering
- New Airway Management Research Project
  - PM Ball and PM Wenzel to assist EMS Division
  - Research during 2019 for possible 2020 implementation
  - Developed after attending Gathering of Eagles Conference/Dallas
- Researching new Suction Tips – Ducanto
- Development of Vomiting airway mannequin
  - Initial phases – PM Odgers to Lead

**Community Risk Reduction Officer's Report (February 2019):**

1. Code Compliance Section
  - a. Outdoor Burning
    - East
      - Permits Issued – 4
      - Unlawful Burning – 1
    - West
      - Permits Issued – 5
      - Unlawful Burning – 3
2. Plan Review
  - a. City of Mill Creek
    - 2 hours
  - b. City of Monroe
    - 5.75 hours
  - c. Unincorporated Snohomish County
    - 2 hours
3. Permit Inspection
  - a. City of Mill Creek
    - 1.25 hours

- b. City of Monroe  
3 hours
- c. Unincorporated Snohomish County  
0 hours
- 4. Fire & Life Safety Inspections (Annual) by CRRD Personnel\*
  - a. City of Mill Creek  
5 hours
  - b. City of Monroe  
1 hour
  - c. Unincorporated Snohomish County  
0 hours

\*plus an additional 107 inspections recorded in Streamline inspection software
- 5. Inspections – Fireworks
  - b. City of Mill Creek  
0 hours
  - c. City of Monroe  
0 hours
  - d. Unincorporated Snohomish County  
0 hours
- 6. Inspections – Other
  - a. City of Mill Creek  
0 hours
  - b. City of Monroe  
2 hours
  - c. Unincorporated Snohomish County  
1 hour
- 6. Company (Operations Division) Inspection  
0 hours
- 7. Pre-Incident Planning Section
  - a. Pre-incident planning time
    - i. Operations Division
      - 1. Not currently efficiently measured
    - ii. Community Risk Reduction Division
      - 1. 106.75
  - b. Knox Rapid Entry System
    - West Battalion appliances: 426
    - East Battalion appliances: 310
    - Other appliances: 11
- 8. Outcome Analysis (In-district activity only) (Mutual aid given to 12 structure fires)
  - a. Structure Fires
    - In-District Fires: 3      Mutual Aid Given Fires: 3      Total Fire Count: 6
    - Total Saved: \$106,400      Total Loss: \$315,600

Location	Area	Type	Battalion	Shift	Loss	Saved	Call Proc. Time	Turnout Time	Travel Time	Response Time	ERF (14) Time	Fire Alarm	Fire Sprinkler	Cause
Bothell Fire	Bothell	Res.	West	D			Not Analyzed - Mutual Aid Given to Neighboring Agency							
12110 Wagner Rd	Monroe	Comm.	East	B	\$ 110,000	\$ -	01:01	01:24	11:01	12:25	28:21	Undetermined	None	Undetermined
19930 Fales Rd	Snohomish	Res.	East	B	\$ 5,600	\$ 106,400	01:57	01:29	05:58	00:00	11:37	None	None	Spontaneous Heating
South County Fire	Everett	Res.	West	D			Not Analyzed - Mutual Aid Given to Neighboring Agency							
13424 Chain Lake Rd	Monroe	Comm.	East	A	\$ 200,000	\$ -	01:57	03:25	05:07	08:32	16:55	None	None	Undetermined
Snohomish Fire	Snohomish	Res.	West	C			Not Analyzed - Mutual Aid Given to Neighboring Agency							

- b. Other Incidents
  - a. EMS: 485 (62.5%)
  - b. Dispatched & canceled en route: 94 (12.1%)
  - c. MVC: 29 (3.7%)
  - d. Other: 168 (21.7%)
  - e. Total: 776
- 9. Division Management
  - a. Training
    - Bowen – 10h
    - Sexton – 0h
    - Fitzgerald – 0h

- a. Leave  
33.5h
- 10. Challenges
  - a. No letters of interest for temporary fire inspector
  - b. Standing up new system for operational permit billing and issuance
  - c. Working to identify an effective system for collecting / documenting / displaying pre-incident planning data
  - d. Great candidates for public educator position but didn't identify a strong fit for the organization
  - e. See \* note above; data represents only inspection data from Fast Field Forms (not Streamline, where 107 additional inspections were recorded)
- 11. Successes
  - a. Streamline software functioning well; vendor responsive
  - b. Posted opening for public educator
  - c. Modifying part team's work from task to strategy to help plan growth
- 12. Professional Associations
  - a.
- 13. Noteworthy Comments
  - a. Working to create a permanent fire inspector position
  - b. Working with countywide team to implement modernized pre-incident planning program
  - c. Working with statewide team to implement liquid carbon dioxide best practices

### **Public Information/Public Education Officer's Report:**

1. **News releases/articles:**
  - a. 12 Facebook posts
    - 71 new page likes
    - 37.5 thousand total people reached
    - 62.6 thousand post impressions
  - b. 18 Twitter posts
    - 26.6 thousand Tweet impressions
    - 131 Profile visits
    - 45 new followers
    - 13 mentions
  - c. 5 Nextdoor post
    - 26.3 thousand post views
    - 183 post reactions
    - 30 post replies
    - Reaching 19693 verified residents in 169 neighborhoods
2. **Other communication:**
  - a. Feb. 2: Lake Stevens - MVC Water Rescue Sirens report
  - b. Feb. 5: Special Joint Meeting Notice
  - c. Feb. 6: Notice of Commissioner Meeting Date Change
  - d. Feb. 14: Innovative Fire Service Response
  - e. Feb. 16: Lake Stevens – Fire Incident Report
  - f. Feb. 19: Notice of SEPA Determination
  - g. Feb. 20: Fire Incident Report
3. **Meetings/Training attended:**
  - a. Feb. 5: Board Meeting
  - b. Feb. 6: Joint Board Meeting
  - c. Feb. 7: Engage Monroe Event Planning Meeting
  - d. Feb. 11 – Feb. 13: Joint Leadership Retreat
  - e. Feb. 18: Probationary Firefighter Orientation
  - f. Feb. 19: PIO Presentation Planning
  - g. Feb. 21: Leadership Meeting
4. **Tours/Events/Activities:**
  - a. Feb. 15: Station Tour for Co-op group – Station 76
  - b. Feb. 18: Station Tour for preschool group – Station 71

- c. Feb. 19: Station Tour for preschool group – Station 71
  - d. Feb. 23: Annual District 7 Banquet
  - e. Feb. 26: Visit to Mill Creek Elementary – 2<sup>nd</sup> grade: 5 classes (Chadwick)
  - f. Feb. 27: Station Tour for girl scout group – Station 72
  - g. Feb. 28: Mill Creek Elementary Health and Fitness Night – St. 77 & St. 76
5. **CPR/First Aid:**
- a. Feb 4: CPR Only – CANCELLED DUE TO SNOW
  - b. Feb. 16: Healthcare provider skills check – (Rodriguez) 1 person
  - c. Feb. 16: CPR/First Aid – (Emmel) 7 people certified

# **CONSENT AGENDA**

**Summary Minutes of the Regular Board Meeting  
March 14, 2019**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1530 hours. Commissioners Fay, Schaub, Snyder, Waugh, and Woolery were present. Commissioner Wells was absent with prior notice.

**AGENDA CHANGES:**

- Consent Agenda Addition: Additional Payroll submitted for approval in the amount of \$2,545.42 for a Garnishment Order to Pay.
- Executive Session was added per RCW 42.30.110.1(g) regarding employee performance.

**GENERAL PUBLIC COMMENT:** None.

**UNION COMMENT:** President Michael McConnell showed excitement to the Board for the future in working with Lake Stevens as a catapult in improving service and looks forward to continuing to work collaboratively together with the labor and management to create a healthy district and working conditions.

**CHIEF'S REPORT**

Assistant Chief Silva discussed items from the Chief's Report.

**CONSENT AGENDA**

**A. *Voucher Approval:***

- Vouchers #718-19 through #844-19 in the amount of \$642,529.53 to be approved.

**B. *Payroll Approval:***

- The March 15, 2019 regular pay was submitted for approval in the amount of \$879,161.46.
- Additional payroll submitted for the approval in the amount of \$2,549.42 for a Garnishment Order to Pay.

**C. *Approval of Minutes***

- 1) Approve Regular Meeting Minutes of February 28, 2019.
- 2) Approve Special Joint Board Meeting Minutes – March 4, 2019.

**D. *Secretary's Report on Correspondence:***

- Seminar flyer
- Evergreen Health Monroe Award presented to Snohomish County Fire District #7

<p><b>MOTION:</b> Commissioner Snyder moved and Commissioner Woolery seconded to approve the above consent agenda items. On vote, <b>Motion Carried 5/0</b></p>
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**DISCUSSION ITEMS:**

**A. *Updated Draft Co-Staffing Agreement for Station 13***

AC Andrews updated the commissioners on a couple issues with South County Fires' labor that needed resolved before co-staffing so the agreement was pushed out to January 3, 2020. Transport fees are now in agreement, and some different staffing changes were also made. It was noted that the fill-in of positions still need to be worked out. Brief discussion took place surrounding medics on the engine at this station. Commissioner Waugh commented that labor will also need to review and weigh in on this as well. It is expected to put a Memorandum of Understanding in place with labor. Labor President, Michael McConnell, noted that preliminary discussions have taken place with AC Andrews as well as South County Fire labor.

**ACTION ITEMS:**

**A. Board approval directing Chief to draft & send a letter to VFIS of our notice of intent to terminate the contract at the end of 2019.**

**MOTION:** Commissioner Schaub moved and Commissioner Fay seconded to direct the Chief to draft and send a letter to VFIS of our notice of intent to terminate the contract at the end of 2019.

Commissioner Fay questioned if the staff felt that there were much better options out there, and it was noted that there was. It was also mentioned that legal advice was that the District should go out and look for better options.

On vote, **Motion Carried 5/0**

**B. Resolution #2019-6 Accepting Lake Stevens Fire petition to merge into Fire District 7**

**MOTION:** Commissioner Woolery moved and Commissioner Schaub seconded to approve Resolution #2019-6 Accepting the Lake Stevens Fire petition to merge into Fire District 7. On vote, **Motion Carried 5/0**

**C. Resolution #2019-5 Award the bid for the purchase of the Alumapro Rescue Watercraft**

AC Guptill noted that this is a very rare sole source project. This particular watercraft really is the only watercraft that's manufactured in that class type of boat that has the features that this one has. This boat is manufactured and sold by only one agency. Commissioner Snyder asked what the crew capacity was and it was indicated that it was a single occupancy but could hold as many as four and has the ability to tow some floatable devices as well. The old Alumaweld will go to surplus which would bring the cost down. The refitting cost is not all included in the bid and it was explained there will be a small amount of other items. Brief discussion took place regarding some of the additional options. There was brief discussion regarding whether the marine radio not being included in the bid. AC Guptill clarified that the price before them included all the options they wanted. It was believed that the bid did not pick up the windshield, the GPS Garmin, or the marine radio or it was not charged for them.

**MOTION:** Commissioner Snyder moved and Commissioner Schaub seconded to approve Resolution #2019-5 Awarding the bid for the purchase of the Alumapro Rescue Watercraft from MacKinnon Marine Technologies Inc. (MMTI) for \$55,572. On vote, **Motion Carried 5/0**

**D. Budget Amendment #1**

**MOTION:** Commissioner Fay moved and Commissioner Schaub seconded to approve Budget Amendment #1. On vote, **Motion Carried 5/0**

**E. Approve renewing the Department of Corrections (DOC) Contract with 3% COLA**

To go into effect later this month.

**MOTION:** Commissioner Schaub moved and Commissioner Snyder seconded to approve renewing the Department of Correction Contract with a 3% COLA.

Commissioner Fay questioned if the period of performance is accurate on page 67. AC Silva noted that he would make sure it reads as a two year contract.

On vote, **Motion Carried 5/0**

1  
2 **F. Approve the Bid for Auto Extrication Hydraulic Tools**

3 AC Andrews commented that \$270,000 was budgeted this year to replace all the apparatus with auto extrication  
4 hydraulic tools that don't have it currently. Some of the current auto extrication tools also don't meet the current  
5 needs and potential strengths of current vehicles today. This year the goal was to get all the apparatus equipped  
6 with the same capabilities, type and streamline training. One bid was received back with specifications from LN  
7 Curtis. The committee reviewed and came back with this as the recommendation.  
8

9  
10 **MOTION:** Commissioner Woolery moved and Commissioner Schaub seconded to approve the bid for the Auto  
11 Extrication Hydraulic Tools with L.N. Curtis for \$267,000. On vote, **Motion Carried 5/0**

12 **G. Policies:**

- 13     *a. 1-43 Serious Diseases*  
14     *b. 1-68 Pets in the Workplace*

15  
16 **MOTION:** Commissioner Fay moved and Commissioner Snyder seconded to approve Policy #1-43 Serious  
17 Diseases and Policy #1-68 Pets in the Workplace. On vote, **Motion Carried 5/0**  
18

19 **COMMISSIONER COMMITTEE REPORTS**

20 **Policy Committee:** Commissioner Schaub noted that he had a book from the conference he recently  
21 attended regarding Risk Management at Clearwater Casino and there was a lot of emphasis on policies  
22 if anyone was interested. They made the point to go out and look at other agencies policies to fill holes.

23 **A. Safety Committee:** Meeting next March 25, 2019 at 1800 Station 71.

24 **B. Capital Facilities Committee:** AC Guptill spoke with the architect regarding their availability to  
25 come out and the architect requested around 2 hours to discuss everything with the commissioners. It  
26 was noted that the week after Easter April 22<sup>nd</sup> would work best and to send out a doodle poll and to  
27 include the Lake Stevens commissioners as well.

- 28     1) **Station 33:** the last couple items are being resolved with the concrete items and are  
29 anticipating staffing the station sometime early April.  
30

31 **OTHER MEETINGS ATTENDED**

32 **A. Snohomish County 911:** None

33 **B. Regional Coordination:** Joint Commissioner Meeting is meeting next March 28, 2019 at 1700 Station  
34 31. It was agreed that the 1700 timeframe worked for everyone present.

35 **C. Leadership Meeting:** Meets next Wednesday April 3 0900.

36 **D. Sno-Isle Commissioner Meeting:** Meets next April 4, 2019 at 1930. Commissioner Schaub gave  
37 kudos to Heather and another PIO with South County Fire, Leslie, who did a great job speaking at the  
38 last meeting regarding how to address the public.  
39  
40

41 **OLD BUSINESS:**

42 Commissioner Waugh handed out notes that he took on each of the speakers from the Leadership conference he  
43 recently attended.  
44

45 **CALL ON BOARD:** None

46 **ATTENDANCE CHECK**

47 All board members in attendance noted they would be available 1700 for the March 28, 2019 at Station 31  
48 Training Room. Commissioner Snyder will be absent from the next two meetings.  
49  
50

51 **EXECUTIVE SESSION:**

52 The Joint Commissioners went into Executive Session at 1616 for fourteen (14) minutes per RCW  
53 42.30.110.1(g) regarding employee performance.

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Regular session resumed at 1630 with the following action as a result:

**MOTION:** Commissioner Fay moved and Commissioner Woolery seconded to approve the exception and authorizing the chief to prepare the documents related to the exception. On vote, **Motion Carried 5/0**

The meeting was adjourned at 1632 pm by Commissioner Waugh.

**Snohomish County Fire District #7**

---

Jamie Silva  
Secretary of the Board

# **DISCUSSION ITEMS**

# **ACTION ITEMS**

# COMMITTEE REPORTS

## **OTHER MEETINGS ATTENDED**

# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**

# **EXECUTIVE SESSION**

# **JOINT AGENDA**

**DRAFT SNOHOMISH COUNTY FPD NO. 7 AND LAKE STEVENS FIRE MERGER**

**GOVERNING RULES AND BOARD POLICIES**

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**SECTION - 1. AUTHORITY**

- 1.1. Status.** Snohomish County Fire Protection District No. 7 is a municipal corporation organized and operating pursuant to Title 52 RCW.
- 1.2. Board of Commissioners.** The Board of Commissioners “Board” possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 1.3. Purpose.** The Board of Commissioners hereby establishes the following Governing Rules and Board Policies to guide the conduct of the Board in managing the operation of the fire district. These rules shall be in effect upon adoption by resolution of Board and until such time as they are amended or new rules are adopted in the manner provided by these rules.

**SECTION - 2. COMMISSIONERSHIP/QUORUM/VOTING/VACANCIES**

- 2.1. Commissioner Positions.** The Board of Commissioners consists of five Commissioner positions each with a six-year term. Elected Commissioners shall take office at the first meeting in January following an election, provided that Commissioners elected to fill the remainder of a vacant term may take office at the first meeting following the certification of the election.

- 2.2. Commissioner Oath.** Commissioners shall take an oath of office before beginning to perform the duties of the office, but no more than ten days prior to the date the Commissioner's term begins.
- 2.3. Individual Commissioners.** Each Commissioner is an elected or appointed representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board and to make and second motions regardless of whether the Commissioner is serving as chair. Commissioners shall, however, be governed by the provisions of these Rules and chapter 42.23 RCW in respect to any matter in which the Commissioner may have a conflict of interest. Individual Commissioners do not have authority to manage or direct the affairs of the District. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel and for the establishment of a chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the District operations and to meet the paid and volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.
- 2.4. Quorum.** A quorum shall constitute three Commissioners.
- 2.5. Voting.** The Board shall act by majority vote except where statutory requirements require a supermajority or unanimous vote in which case the statutory requirement shall control. Voting shall occur as follows:
- (a) **Voice vote.** A generalized verbal indication by the Board as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Board. Silence of a Commissioner during a voice vote shall be recorded as a vote with the prevailing side, except where such a Commissioner abstains because of a stated conflict of interest or appearance of fairness.
  - (b) **Roll call vote.** A roll call vote may be requested by the Chair or by any Commissioner.
  - (c) **Abstentions.** It is the responsibility of each Commissioner to vote when requested on a matter before the full Board. However, a Commissioner may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
  - (d) **Votes by Chair.** The Chair may vote on the same basis as any other Commissioner.
- 2.6. Absences.** Commissioners will inform the Chair or Board Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Commissioner as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.

- 2.7. Removal of Commissioner.** If a Commissioner has three unexcused absences from three consecutive regularly scheduled meetings of the Board the Commissioner shall be removed from the Board and that member's position shall be considered as a vacancy to be filled in accordance with Section 2.8. The Board Secretary shall notify the Commissioner by mail after two consecutive unexcused absences that the position will be declared vacant if the Commissioner is absent without being excused from the next regularly scheduled meeting of the Board.
- 2.8. Vacancies.** In case of a board vacancy, the remaining Commissioners shall fill such vacancy by appointment. The appointee shall be a registered voter residing within the jurisdictional boundaries of the District and shall serve until the next regularly scheduled fire district general election, at which time the individual elected shall take office on the certification of the election and serve the remainder of the unexpired term. The board may fill the position immediately or may go through an application process substantially as follows:
- (a) The Board will publish notice of the vacancy and receive applications from any qualified persons seeking to fill the position for a minimum of fifteen calendar days after suitable public notice.
  - (b) After applications have been received, the Board may conduct interviews of the candidates in an open public meeting.
  - (c) The Board shall appoint a qualified individual to fill the vacancy within ninety (90) days, by a vote of the remaining fire Commissioners.
  - (d) If the Board fails to fill the vacancy within the ninety-day period the Board shall notify the county legislative authority and the county legislative authority shall make the appointment.

### **SECTION - 3. BOARD CHAIR SELECTION/DUTIES**

- 3.1. Selection of Chair.** Annually at the first meeting in January of each year, or if required at other times by changes in the Commissionership, the members thereof, by majority vote, shall designate one Commissioner to serve as Chair and one Commissioner to serve as Vice Chair for the ensuing year. Nominations will be called for and closed by the governing Board before the vote.
- 3.2. Conduct of Meetings.** The Chair shall preside at all meetings of the Board and, in the absence of the Chair, the Vice Chair will act in that capacity. If both the Chair and Vice Chair are absent and a quorum is present, the Board shall elect one of its members to serve as Chair until the return of the Chair or Vice Chair.
- 3.3. Duties of the Chair:**
- (a) Shall preserve order and decorum at all meetings of the Board and cause the removal of any person from any meeting for disorderly conduct;

- (b) Shall observe and enforce all rules adopted by the Board;

#### **SECTION - 4. BOARD SECRETARY**

- 4.1.** The Board shall appoint a qualified individual to serve as Secretary to the Board of Commissioners as required by RCW 52.14.080. The Secretary shall take an oath of office and shall perform all duties as required by law or as assigned by the Board.

#### **SECTION - 5. BOARD MEETINGS**

- 5.1. Open Public Meetings.** All meetings of the Board shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30. The Board Secretary, or designee, shall be responsible for preparing agendas for all Board meetings. The Board Secretary, or designee, shall cause to be prepared minutes of all of the Board meetings, which minutes shall contain an account of all official actions of the Board. **The open public portions of the Board meetings shall be electronically recorded and retained for the period of time as provided by State law.**
- 5.2. Regular Meetings.** The date, time and location of the regular meetings of the Board shall be established by Resolution of the Board.
- 5.3. Special Meetings.** Special Meetings may be called by the Chair or by any three members of the Board by written notice delivered to each member of the Board in the manner required by RCW 42.30.080.
- 5.4. Emergency Meetings.** Emergency meetings may be called by the Chair, in accordance with RCW 42.30.070.
- 5.5. Executive and Closed Sessions.** The Board may hold executive sessions pursuant to a purpose authorized under RCW 42.30.110 and may hold closed meetings pursuant to RCW 42.30.140. Attendance in executive sessions or closed meetings shall be limited to the Commissioners and such other staff members and consultants authorized by the Chair or a majority of the Commissioners. The public is restricted from attendance. Executive and closed sessions shall not be recorded.
- 5.6. Cancellation of Meetings.** Meetings may be canceled by a majority vote of the Board and proper notice given by the Board Secretary.

#### **SECTION - 6. ORDER OF BUSINESS/REGULAR BOARD MEETING AGENDA**

- 6.1. Agenda Preparation.** All items to be included on the Board's agenda for consideration should be submitted to the Board Secretary, in full by Noon  days preceding each regular Board meeting. The Board Secretary shall then prepare a proposed agenda according to the order of business, for approval by the Chair, or Chair's designee. A final agenda will then be prepared by the Board Secretary and distributed to Commissioners as the official agenda for the meeting. The agenda shall be posted on the District website at least 24 hours in advance of the meeting but may be modified at any time. The agenda format of the Regular Board meeting shall be substantially as follows:

- (a) **Call to order.** The Chair shall call the meeting to order.
- (b) **Flag salute.** The Chair, Commissioners and, at times, invited guests will lead the flag salute.
- (c) **Roll call.** The Chair will call the roll. Commissioners may request to be excused from a meeting by requesting the same of the Chair in advance of the meeting.
- (d) **Agenda modifications.** Changes to the Board's published agenda may be requested and announced at this time.
- (e) **Announcements, Proclamations and Presentations.** A proclamation is defined as an official announcement made by the Chair or the Governance Board regarding a non-controversial event, activity or special interest group which has a major authority-wide impact.
- (f) **Public Comment.** Members of the audience may comment on items relating to any matter related to District business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Rules. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board when specifically invited to do so by the Chair.
- (g) **Consent Agenda.** Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action.
  - (i) Approval of minutes.
  - (ii) Fixing dates for public hearings and appeals.
  - (iii) Approval of claims and vouchers, bid awards and contracts.
  - (iv) Other items designated by the Governance Board.
- (h) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.
- (i) **Commissioner Reports.** The Chair and Commissioners may report on significant activities since the last regular meeting, to inquire on matters of general District business, or to initiate investigation or action on a matter of concern.
- (j) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Board of the operations of the District.

- (k) Department Reports.** When requested by the Board, the Chair or the Chief, department heads shall provide reports to the Board on issues of general interest and importance to the Board.
- (l) Correspondence.** The Board Secretary or Chief shall report to the Board regarding correspondence received that is relevant to the Board's proceedings. The content of the correspondence shall be summarized but shall not, unless requested by a Commissioner, be read into the record.
- (m) Unfinished Business.** Unfinished business of a general nature.
- (n) New Business.** Business that has not been previously before the Governance Board.
- (o) Good of the Order**
- (p) Executive Sessions.** When executive sessions are required the Chair shall announce the time of the executive session and the purpose of the executive session with specific reference to the statutory authority for the executive session. The Chair may, but is not required, to announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.
- (q) Future Meetings.**
- (r) Adjournment.**

## **SECTION - 7. CONDUCT AT MEETINGS/DEBATES/RULES OF PROCEDURE**

- 7.1. Interruption.** No member of the Board, including the Chair, shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings.
- 7.2. Courtesy.** All speakers, including members of the Board, which includes the Chair, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.
- 7.3. Challenge to Ruling.** - Any member of the Board, including the Chair, shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Board present, including the Chair, shall govern.
- 7.4. Rules of Order.** These Rules establish the governing rules of order for the Board. In the event a situation arises in which these Rules do not adequately address or resolve a procedural issue, then, except where such rules conflict with these rules or state law, the

rules of procedure for small boards established in the latest edition of *Roberts Rules Of Order, Newly Revised* shall control.

- (a) If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore a second is not needed for those matters.
- (b) A motion that receives a tie vote is deemed to have failed.
- (c) When making motions, Commissioners shall be clear and concise and not include arguments for the motion within the motion.
- (d) After a motion has been made and seconded, the Commissioners may discuss their opinions on the issue prior to the vote.
- (e) If any Commissioner wishes to abstain, from a vote, that Commissioner shall advise the Governance Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Commissioner perceives a need to abstain, provided that, prior to the time that a Commissioner gives advice of an intent to abstain from an issue, the Commissioner may confer with the District Attorney to determine if the basis for the Commissioner's intended abstention is appropriate. If the intended abstention can be anticipated in advance, the conference with the District Attorney should occur prior to the meeting at which the subject matter would be coming before the Board.
- (f) A motion may be withdrawn by the maker of the motion at any time without the consent of the Board.
- (g) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (h) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (i) Debate of a motion only occurs after the motion has been moved and seconded.
- (j) The District Attorney shall act as the Board's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Board meeting.
- (k) These rules may be amended, or new rules adopted, by a majority vote of the full Board.

## **SECTION - 8. PUBLIC COMMENTS**

- 8.1.** Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Board as a whole. The Board Secretary shall serve as timekeeper. The Chair, or a majority of the Board, may make exceptions to the time restrictions of persons addressing the Board when warranted, in the discretion of the Chair or the Board.
- 8.2.** Any person making personal, impertinent or slanderous remarks while addressing the Board shall be barred from further audience participation by the Chair, unless permission to continue is granted by a majority vote of the Board.

## **SECTION - 9. BOARD MEETING STAFFING**

- 9.1. Board Secretary.** The Board Secretary shall attend all meetings of the Board unless excused by the Chair or the Chief and in such event, an acting Board Secretary shall be designated to attend the meeting by the Chair or the Chief.
- 9.2. Fire Chief.** The Fire Chief or designee shall attend all meetings of the Board unless excused.
- 9.3. District Attorney.** The District Attorney shall attend all meetings of the Board when requested by the Chief or the Chair and shall, upon request, give an opinion, either written or oral, on legal questions.

## **SECTION - 10. BOARD COMMITTEES AND CITIZEN ADVISORY BOARDS**

- 12.1.** The Standing Committees of the Governance Board of the Puget Sound Regional Fire Authority are as follows:
- (a)

## **SECTION - 11. BOARD REPRESENTATION**

- 11.1.** If a Commissioner appears on behalf of the District before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Governance Board if known, on such issue. Personal opinions and comments which differ from those of the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position. Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another government agency or community organization.

## **SECTION - 12. CONFIDENTIALITY**

- 12.1.** Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the District's position is not

compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered exempt from disclosure under exemptions set forth in the Revised Code of Washington.

## **SECTION - 13. BOARD COMPENSATION**

**13.1. Commissioner Compensation.** Commissioners shall receive compensation in the manner provided in RCW 52.14.010 implemented in accordance with the following rules. It is the function of the Board to approve the services that any member is authorized to perform for the District. Members of the Board shall be entitled to receive the full amount of compensation authorized by statute for the following activities:

- (a) Actual attendance at all regular and special meetings of the Board.
- (b) Attendance at regular Fire Commissioners Association meetings and at meetings of the Board of Directors of the Association if the Commissioner is a member of the Board.
- (c) Attendance at Washington Fire Commissioners Association meetings, conferences and seminars.
- (d) Attendance at Fire District related seminars and educational classes.
- (e) Attendance at Fire District open house functions.
- (f) Travel time when a separate day of travel is required because of the location and scheduling of the activity.
- (g) Attendance at other Fire District related activities approved by the Board.

**13.2. Waiver of Commissioner Compensation.** Any Commissioner may waive all or any portion of his or her compensation payable under this section, by a written waiver filed with the Board Secretary prior to the date on which the compensation would otherwise be earned. The waiver shall specify the time period or the specific activities for which the waiver is made.

**13.3. Commissioner Expense Reimbursement.** Commissioners shall, on approval by the Chair, receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the District including the following:

- (a) Mileage reimbursement for use of personal automobiles at the District approved rate together with parking fees, ferry fees, etc.
- (b) Registration fees for conferences, seminars and educational classes related to governance of the District.

- (c) Actual expenses for overnight accommodations when required by the nature of the activity attended (receipts required) not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website .
- (d) Actual Meal expense including gratuity (receipts required) when meals are not provided in the registration fee at an event attended not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website.

#### **SECTION - 14. ACCESS TO DISTRICT RECORDS**

- 14.1.** Each Commissioner shall have access to District records during regular business hours of the District; provided, that the review or examination of the records shall not interfere with the normal operation of the District staff. Commissioners shall not remove original District records from District buildings. The administration shall provide copies of records requested by Commissioners subject to the following limitations:
- 14.2.** No copies of confidential records will be provided without prior approval of the Board.
- 14.3.** Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.
- 14.4.** District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

#### **SECTION - 15. PERSONAL LIABILITY PROTECTION**

- 15.1. Insurance.** The Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with defense coverage and liability protection subject to the following conditions:
  - (a) The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
  - (b) The cause of action must not have arisen as a result of intentionally negligent or criminal conduct of the Commissioner.
- 15.2. Liability Protection Procedure.** The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner.
  - (a) The matter shall be referred to the District's attorney for investigation and review.
  - (b) The District's attorney or designee shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.

- (c) The District's attorney shall report to the Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.
- (d) The Board shall make the final determination based on the report and investigation of the attorney.

## **SECTION - 16. ETHICS**

- 16.1. Purpose.** The District and its Commissioners find that the proper operation of a fire protection district, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the Commissioners of this District.
- 16.2. Policy.** The policy of the District is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the District is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all District employees to emulate. The expectations of the Board and the District shall be that the prohibitions contained herein will always be honored and that the recommendations contained herein will be aspired to, and achieved whenever feasible.
- 16.3. Definitions.** The following terms or words shall have the following meanings, throughout this ethics policy:
- (a) **Major Infraction:** A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed herein that involves honesty or integrity.
  - (b) **Minor Infraction:** A minor infraction means any ethics code violation not deemed to be major.
  - (c) **Misfeasance:** Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.
  - (d) **Malfeasance:** Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
  - (e) **Violation of oath of office:** This term is also defined by statute, and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a Commissioner, would be an example of a violation of the oath of office.

**16.4. Prohibited Conduct-** A Commissioner Shall Not:

- (a) Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the Commissioner's duties.
- (b) Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the Commissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- (c) Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (d) Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the Commissioner's services unless provided for by law.
- (e) Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Commissioner, or be considered as part of a reward for action or inaction.
- (f) Accept employment or engage in business or professional activity that the Commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (g) Neither disclose confidential information gained by reason of the Commissioner's position, nor may the Commissioner otherwise use such information for his or her personal gain or benefit.
- (h) Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such Commissioner's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Commissioner's position.
- (i) Employ or use any District employee or other person, District funds or money, or District property under the Commissioner's official control or direction, or in his or her official custody, for the private benefit or gain of the Commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or official duties, or otherwise allowed by law.
- (j) Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.

- (k) Participate, by voting or otherwise, in any issue that comes before the Board, when the Commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
- (l) Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of Commissioner, if concurrently serving as a Commissioner.

**16.5. Recommended Conduct** - At All times a Commissioner should:

- (a) Respect and comply with the law.
- (b) Act at all times in a manner that promotes public confidence in the office of Commissioner.
- (c) Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- (d) Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- (e) Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- (f) Have the courage to do what is right and stand up for those without power or authority.
- (g) Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- (h) Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- (i) Lead by example.
- (j) Never forget that public office requires public trust and confidence.

**16.6. Exceptions.**

- (a) A Commissioner is allowed by state statute to be financially involved in a contract with the District, so long as payment to the Commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such Commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the Board and noted in the minutes before formation of the contract.

- (b) A Commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- (c) A Commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the Commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of an employee of a contracting party, where the compensation of that employee (Commissioner) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Commissioner who attempts to influence, or does influence other District officers with respect to entering into the contract.

**16.7. Complaints.** All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.