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**Summary Minutes of the Joint Board Meeting
Lake Stevens Fire Conference Center
April 25, 2019**

Commissioner Elmore called the meeting of the Board of Fire Commissioners to order at 1700 hours. Commissioners Fay, Schaub, Snyder, Waugh, Wells and Woolery with District 7 were present. Commissioners Elmore and Gagnon with Lake Stevens Fire were present. Commissioner Steinruck was absent with prior notice.

LAKE STEVENS REGULAR BUSINESS

See Lake Stevens Fire Minutes for activity in this section.

DISTRICT 7 REGULAR BUSINESS

AGENDA CHANGES:

- ACTION: King County Facilities SNO911 Prime Lease
- ACTION: Resolution 2019-9 Appointment of Secretary for Limited Purpose During Absent of Duly Appointed Secretary.

GENERAL PUBLIC COMMENT: None.

UNION COMMENT: None.

CHIEF'S REPORT

Chief Meek discussed items from the Chief's Report.

CONSENT AGENDA

A. Voucher Review:

- Vouchers #19-00845 through #19-01019 in the amount of \$423,266.29 previously approved.
- Vouchers #19-01020; replaced voided voucher #19-00934.

B. Voucher Approval:

- Voucher: 19-01021-19-01133; (\$342,389.09)

C. Payroll Approval:

- The April 15, 2019 regular pay was submitted for approval in the amount of \$1,247,797.59.

D. Approval of Minutes

- 1) Approve Special Joint Board Meeting Minutes – April 18, 2019.

E. Payroll Approval:

- The March 31, 2019 regular pay to be submitted for approval in the amount of \$925,990.86.

F. Approval of Minutes

- 2) Approve Regular Meeting Minutes of March 14, 2019.

G. Secretary's Report on Correspondence:

MOTION: Commissioner Fay moved and Commissioner Wells seconded to approve the above consent agenda items. On vote, **Motion Carried 6/0**

DISCUSSION ITEMS:

- A. DRAFT Resolution to lift the Fire Levy

1 No comments were made.
2

3 **B. Leasing Spare EMS Vehicles (Dorsey)**

4 Deputy Chief Dorsey commented Braun frequently receives calls about leasing vehicles and they asked if we
5 might be interested in potentially leasing out our spare vehicles when there is a need. Internally this has been
6 accepted as a good idea. Deputy Chief Huff confirmed there would be back up through Lake Stevens Fire if
7 necessary. Braun has provided a recommendation on rates. This is an opportunity to help out other fire districts;
8 and everything is good to go pending approval from the Commissioners. Currently Orcas Island is interested in
9 leasing a vehicle.

10 **MOTION:** Commissioner Schaub moved and Commissioner Wells seconded to enter into an ongoing leasing
11 program with EMS Vehicle as proposed in the packet. On vote, **Motion Carried 6/0**
12

13
14 Schaub noted it could be terminated within 30 days' notice and feels that would be beneficial to the
15 District.
16

17 **ACTION ITEMS:**

18 **A. Resolution 2019-7 Changing Board Meeting Dates**

19 **MOTION:** Commissioner Wells moved and Commissioner Snyder seconded to approve Resolution 2019-7
20 Changing Board Meeting Dates. On vote, **Motion Carried 6/0**
21

22
23 **B. Resolution 2019-8 Course Registration Fees**

24 Chief Meek noted that the board had already voted to allow the District to collect fees that was restricted
25 and this is just putting a policy in place for it.
26

27 **MOTION:** Commissioner Snyder moved and Commissioner Schaub seconded to approve Resolution 2019-8
28 Course Registration Fees. On vote, **Motion Carried 6/0**
29

30
31 **C. ILA – Sno. Co ALS Agencies – CRP**

32 Deputy Chief Dorsey commented this was a collaboration with South County Fire and North County Regional
33 Fire Authority. The funding has been set between the three agencies and any future funding/participation from
34 anyone else will have to approach one of the three agencies. This ILA establishes the agreement on how others
35 may join in and set up a governing body.
36

37 **MOTION:** Commissioner Schaub moved and Commissioner Wells seconded to approve the ILA agreement with
38 Snohomish County ALS agencies as proposed. On vote, **Motion Carried 6/0**
39

40 Commissioner Snyder requested a more descriptive ILA title.
41

42 **D. SNOCO911 Tower Lease Extension**

43 **MOTION:** Commissioner Fay moved and Commissioner Snyder seconded to extend the SNOCO911 Tower
44 Lease. On vote, **Motion Carried 6/0**
45

46 Commissioner Wells questioned if the extension was to be only one month as the lease states. Members
47 from SNOCO911 were present and requested a 90 day extension.
48

49 An amendment was approved to extend the lease for 90 days.
50

51 **E. Water Rescue Trailer Grant**

52 **MOTION:** Commissioner Snyder moved and Commissioner Wells seconded to approve the Water Rescue
53 Trailer Grant and pay for sales tax & licensing. On vote, **Motion Carried 6/0**

1 **F. Resolution 2019-9: Appoint the Secretary for Limited Purpose During Absence of Duly**
2 **Appointed Secretary**

3
4 **MOTION:** Commissioner Wells moved and Commissioner Snyder seconded to approve Resolution 2019-9
5 Appointment of Chief as Secretary to the Board for Limited Purpose as submitted. On vote, **Motion Carried 6/0**
6

7 **COMMISSIONER COMMITTEE REPORTS**

8
9 **A. Risk Management:** Commissioner Schaub commented that cancellation notification was made with
10 Gordon MacIlvaney

11 **B. Shop Committee:** Correction to agenda - Commissioner Schaub it to be removed as listed on this
12 committee and Commissioner Woolery added.

13 **C. Capital Facilities Committee:**

14 1) **Station 33:** AC Guptill noted that Station 33 will be opening Monday April 1, 2019.
15

16 **OTHER MEETINGS ATTENDED**

17 **A. Snohomish County 911 (Waug).**

18 **B. Leadership Meeting:** Meets next Thursday June 5, 2019 – 0900 hours at Station 71.

19 **C. Sno-Isle Commissioner Meeting:** May 2 1930 at Snohomish Fire with the Speaker Max Fan,
20 Engineer Manager for Snohomish County Public Work will give a talk on Road Projects.
21

22 **OLD BUSINESS:** None.

23 **CALL ON BOARD:** None.

24 A 5 minute break was called.

25 **ATTENDANCE CHECK**

26 - The next meeting May 9, 2019 1530 at District 7 Admin Building. All commissioners will be in attendance.
27

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31 **JOINT MEETING BUSINESS**
32

33 **DISCUSSION ITEMS**

34 **A. DRAFT Board Rules and Policies**

35 Chief Meek commented the committee has been tasked with reviewing the policies of both districts.
36

37 Chairman Elmore commented we will plan to set a date to meet in the near future.
38

39 **B. Cultural Integration Team – Dr. Sikora Scope of Work**

40 Director of Finance & Administration Leah Schoof commented we have a Scope of Work from Dr. Pat Sikora
41 for the Cultural Integration Team for review, and we are asking for approval at the next Commissioner meeting
42 or tonight.
43

- 44 • We plan to initiate items 1 and 2 with a “Do not exceed” of \$7,500
- 45 • We will be sharing costs 50/50 between Lake Stevens Fire and Fire District 7
- 46 • Items 3 and 4 will be planned for, but we will seek your approval before executing
47

48
49 **MOTION:** Commissioner Gagnon moved and Commissioner Elmore seconded to authorize the Chief to sign the
50 scope of work with Dr. Pat Sikora as submitted. On vote, **Motion Carried 8/0**
51
52
53

1 Chairman Waugh asked if it would be appropriate to have a Commissioner from each District represented on
2 the team. Chairman Elmore commented the suggestion from Dr. Pat Sikora is not to have any Chiefs or
3 Commissioners on the Cultural Integration Team.
4

5 Commissioner Fay commented our history shows there is an element of integration to consider with the
6 Commissioners as well and could benefit from Dr. Pat Sikora at the Commissioner level as well.
7

8 Chairman Elmore commented he would be in favor of multiple retreats before the end of the year and will
9 continue to get know each other as the Commissioners work through things. He encouraged a more formal
10 retreat for the Commissioners.
11

12 Commissioner Fay suggested asking Dr. Pat Sikora if she might consider this. Chairman Elmore commented we
13 will ask Chief O'Brien to follow up with her. Chief Meek confirmed Chief O'Brien, he and the executive team
14 had a lengthy discussion about this; and he agrees with Commissioner Fay's idea to meet separately on a
15 Commissioner level. Chairman Waugh commented if the Commissioners were excluded from this team that the
16 Commissioners would be unknowledgeable of issues. Chief Meek noted that Dr. Pat Sikora will be providing a
17 report in a timely fashion, and not two years down the road.
18

19 Director of Finance & Administration Leah Schoof commented Dr. Pat Sikora encourages the grass roots
20 approach which is where they have had success.
21

22 Brief discussion took place surrounding cost share for this between both districts, and team selection.
23

24 **C. Draft Training Consortium ILA**

25 Deputy Chief Huff mentioned the Districts have been working on a new plan for the Training Consortium and
26 this is a first look at the draft ILA. The training consortium has been a successful joint venture and are working
27 on a plan with a vision for the next ten years for an all-hazards emergency services training consortium, including
28 EMS, law enforcement, dispatch, etc. This establishes the governance and staffing to start it up and identify the
29 formula for cost sharing. There will be more to come. Six staff members will be needed to start it up.
30

31 Commissioner Fay inquired about the training chief's assigned costs. Deputy Chief Huff stated that this refers
32 to funding for the lead agency; as they would be in charge of keeping the books, taking care of bills for facilities,
33 etc.
34

35 Commissioner Fay questioned if the Districts are re-engaging in talks about the use of the Fire District 7 property.
36 Deputy Chief Huff answered that Fire District 7 Deputy Chief Clinton is part of our group and he is looking at
37 locations. They are looking for 20+ acres and considering the Fire District 7 property and a county property off
38 Hwy 82 but plans are not yet confirmed.
39

40 **D. Future Capital Retreat meeting dates and times**

41 Assistant Chief Guptill discussed possible dates involving all joint commissioners along with the architect. Brief
42 discussion took place surrounding dates. It was agreed that the facilities meeting would occur April 18th at
43 5:30pm at Station 31. Commissioner Elmore asked that with the UGA modification, does it put any of the
44 Districts assets/station into question Chief Meek noted that our station in Mill Creek is co-owned by the District
45 and Mill Creek so they have a partial interest there. Station 72 is actually in Mill Creek's UGA area now, and
46 Station 73 is across the street from Bothell. Brief discussion took place surrounding annexations.
47

48 **ACTION**

49 **Move May 23 Joint Meeting**

50 Chief Meek commented that there was a scheduling conflict for the May 23 Commissioner Meeting due to the
51 Washington Fire Chiefs Conference many are attending.
52
53

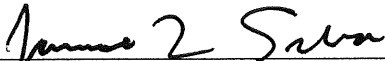
1 The Commissioners agreed to change the May 23rd Commissioner Meeting to 5pm Tuesday, May 28th to remain
2 located at the Fire District 7 Station 31 Training Room in Monroe.

3
4 **ADJOURNMENT**

5
6 **MOTION:** Commissioner Elmore moved and Commissioner Gagnon seconded to adjourn the meeting. On vote,
7 **Motion Carried 8/0**

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9 The meeting was adjourned at 1803 hours by Commissioner Waugh.

10
11 **Snohomish County Fire District #7**

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13 _____
14 Jamie Silva
15 Secretary of the Board

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