



Snohomish County
FIRE DISTRICT 7
Earning Trust Through Action

SEMIMONTHLY ACTIVITY REPORT

March 6, 2018

7:00 PM

Administration Building / Monroe

**SNOHOMISH COUNTY FIRE DISTRICT #7
WASHINGTON**

AGENDA



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

BOARD OF FIRE COMMISSIONERS REGULAR MEETING AGENDA
Snohomish County Fire District 7
Administration Building / Monroe, WA
7:00 PM
Tuesday, March 6, 2018

1. Open the Meeting of March 6, 2018

A. Commissioner Schaub to call in for meeting

2. Pledge of Allegiance

3. General Public Comment

4. Union Comment

A. IAFF
 B. Teamsters

5. Fire Chief Report

A. As presented
 B. Introduction of 6 New Recruit Firefighters

6. Consent Agenda

A. Approve Vouchers:
 1) Vouchers: #557-18 – #681-18; (\$1,613,183.33)
 B. Approve Payroll:
 1) Payroll: February 28, 2018; (\$825,458.49)
 C. Secretary's Report on Correspondence
 D. Approval of Minutes
 1) Approve Meeting Minutes – February 20, 2018 (including the continuation on the 27th)

7. Discussion Item

8. Action Item

A. Policy 24 Radio Communications
 B. Policy 55 Disposal of Surplus Property

9. Commissioner Committee Reports:

A. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
 1) TBD / Station 71
 B. Finance Committee (Waugh / Wells / Snyder)
 1) TBD / Admin Bldg.
 D. Policy Committee (Wells / Woolery / Schaub)
 1) March 5, 2018 – 17:00 / Admin Bldg.

- E. Safety Committee (Fay / Schaub)
 - 1) March 26, 2018 – Station 71
- F. Risk Management (Schaub)
 - 1) April 24, 2018 – 18:30 / Fire District 15
 - 2) August 28, 2018 – 18:30 / Fire District 15
 - 3) November 6, 2018 – 18:30 / Fire District 15
- G. Labor / Management (Waugh / Wells / Fay)
 - 1) Postponed for Labor Negotiations / Station 71
- H. Union Negotiations – Teamsters (Wells / Waugh)
 - 1) TBD
- I. Strategic Plan Committee – (Fay / Schaub / Wells)
 - 1) TBD – estimated to be July 2018
- J. Capital Facilities Committee - (Schaub / Snyder / Woolery)
 - 1) Station 33
 - 2) Station 72
 - 3) Station 32
 - 4) Station 76

10. Other Meetings Attended:

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
- C. Leadership Meeting (Fay / Schaub / Wells)
 - 1) Wednesday, April 4, 2018 – 09:00 / Brightwater
- D. Sno-Isle Commissioner Meeting
 - 1) March 1, 2018 – 19:00 – Silvana Fire

11. Old Business:

12. Call on Commissioners:

13. Attendance Check:

- A. Tuesday, March 20, 2018 Regular Board Meeting 19:00 / Administration Building

14. Executive Session

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 6, 2018

Fire Chief's Report:

1. I would like to introduce the 6 new hires for the District. They are - Noah Young, Jacob Eldredge, Jesse Abercrombie, Benjamin Bloomquist, Bryce Human and Johnson Brooks. These 6 recruits will report to the Snohomish County Recruit Training Academy on March 19th. Good luck to them and congratulations on their new positions.
2. The Mill Creek Contract has been signed and finalized. I want to thank everyone who participated in this process and for the guidance and support from the rest of the staff and commissioners.
3. Kevin O'Brien and I have scheduled a joint Executive Staff meeting on February 15th to bring both teams together and work on the process moving forward. Draft petition letters and resolutions are being drafted and I will be bringing them forward in the near future.
4. I conducted the Chief's interviews for the Lieutenant positions. We had 15 members pass the promotional testing. Following the Chief's interviews Jeremy Karapostoles and James Hammeren have been promoted to Lieutenant effective March 16th. Both of these personnel will immediately be assigned to the Snohomish County Recruit Academy as Company Officers as part of their probation. Congratulations to both of these new Lieutenants and good luck in their new positions.

CONSENT AGENDA

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
557 - 18	All Battery Sales & Service	875.57
558 - 18	Allied Construction	734,558.79
559 - 18	Allied Construction	35,762.35
560 - 18	Andgar Corporation	457.73
561 - 18	Aramark	149.53
562 - 18	Aramark	31.86
563 - 18	Braun Northwest, Inc.	202.76
564 - 18	Braun Northwest, Inc.	140,554.86
565 - 18	Cardio Partners	416.00
566 - 18	Clearview Hardware	19.36
567 - 18	Columbia Southern University	810.00
568 - 18	Comcast	481.80
569 - 18	Datec, Inc.	65.52
570 - 18	DiMartino Associates Inc	11,836.06
571 - 18	DiMartino Associates Inc	805.64
572 - 18	DiMartino Associates Inc	3,722.50
573 - 18	DiMartino Associates Inc	793.92
574 - 18	Frontier	279.06
575 - 18	Galls	635.45
576 - 18	Galls	411.55
577 - 18	Galls	636.82
578 - 18	Galls	697.06
579 - 18	Grainger	72.75
580 - 18	HRA VEBA Trust	939.93
581 - 18	HRA VEBA Trust	2,425.00
582 - 18	HRA VEBA Trust	53,475.00
583 - 18	HRA VEBA Trust	17,250.00
584 - 18	HRA VEBA Trust	3,375.00
585 - 18	Hughes Fire Equipment	634.74
586 - 18	ISOOutsource	6,787.61
587 - 18	Johnson & Son Tire	649.81
588 - 18	Kool Change Printing	172.72
589 - 18	L. N. Curtis & Sons	69.64
590 - 18	LEOFF Trust	167,215.91
591 - 18	LEOFF Trust	53,456.77
592 - 18	LEOFF Trust	9,151.30
593 - 18	LEOFF Trust	3,403.86
594 - 18	Les Schwab	285.29
595 - 18	Les Schwab	2,638.06
596 - 18	Life Assist	1,942.18
597 - 18	Life Assist	1,548.15
598 - 18	Life Assist	876.82

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
599 - 18	Life Assist	671.48
600 - 18	Life Assist	824.78
601 - 18	Life Assist	1,940.34
602 - 18	Lifetek, Inc.	410.00
603 - 18	Lone Mountain Communications	303.00
604 - 18	MacDonald-Miller	93.01
605 - 18	MacDonald-Miller	279.01
606 - 18	MicroAge	335.13
607 - 18	Municipal Emergency Services	96,449.66
608 - 18	Municipal Emergency Services	3,326.40
609 - 18	National Fire Sprinkler Association	85.00
610 - 18	Norwest Business Services, Inc	347.40
611 - 18	Norwest Business Services, Inc	750.00
612 - 18	NWCICC/Membership	100.00
613 - 18	Office Team	1,073.98
614 - 18	Oreilly Automotive	34.17
615 - 18	Orkin	300.08
616 - 18	Pacific Power Batteries	161.31
617 - 18	PayChex Inc	829.41
618 - 18	Petro Card	241.63
619 - 18	Petro Card	82.39
620 - 18	Petty Cash	2,343.08
621 - 18	Petty Cash	148.00
622 - 18	Physio Control	204.15
623 - 18	President and Fellows of Harvard College	7,650.00
624 - 18	Pro Comm	320.31
625 - 18	Pro Comm	67.50
626 - 18	Professional Building Services, Inc	525.00
627 - 18	Professional Building Services, Inc	2,445.00
628 - 18	Puget Sound Energy	2,245.50
629 - 18	Puget Sound Energy	145.34
630 - 18	Puget Sound Energy	436.00
631 - 18	Rescue Response Gear	106.72
632 - 18	Ricoh USA, Inc	474.02
633 - 18	Ricoh USA, Inc	494.71
634 - 18	Robinson Noble	1,707.81
635 - 18	Scott M. Dorsey	592.00
636 - 18	Snohomish County Finance Department	93,772.00
637 - 18	Snohomish County P.U.D. #1	3,998.96
638 - 18	Snohomish County P.U.D. #1	1,302.74
639 - 18	Snohomish County P.U.D. #1	434.25
640 - 18	Snohomish County Treasurer	2,742.29

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
641 - 18	Snohomish County Treasurer	45.00
642 - 18	Speedway Chevrolet	451.04
643 - 18	Staples Business Advantage	604.82
644 - 18	State Auditor's Office	1,806.90
645 - 18	TCA Architecture	26,727.12
646 - 18	True North Emergency Equipment	745.69
647 - 18	Tyler Technologies, Inc	19,549.63
648 - 18	UPS	14.87
649 - 18	US Bank Card	2,511.30
650 - 18	US Bank Card	1,012.83
651 - 18	US Bank Card	2,240.27
652 - 18	US Bank Card	1,523.78
653 - 18	US Bank Card	35,045.90
654 - 18	US Bank Card	1,066.55
655 - 18	US Bank Card	389.98
656 - 18	US Bank Card	2,107.05
657 - 18	US Bank Card	1,443.89
658 - 18	US Bank Card	828.44
659 - 18	US Bank Card	891.15
660 - 18	US Bank Card	1,860.03
661 - 18	US Bank Card	771.79
662 - 18	US Bank Card	818.04
663 - 18	US Bank Card	255.73
664 - 18	US Bank Card	201.03
665 - 18	US Bank Card	4,991.29
666 - 18	US Bank Card	1,549.52
667 - 18	US Bank Card	1,115.49
668 - 18	US Bank Card	474.29
669 - 18	US Bank Card	35.42
670 - 18	US Bank Card	374.00
671 - 18	US Bank Card	2,438.10
672 - 18	Verizon Wireless	1,160.59
673 - 18	Verizon Wireless	1,640.54
674 - 18	Verizon Wireless	1,932.22
675 - 18	Verizon Wireless	777.90
676 - 18	Verizon Wireless	130.87
677 - 18	Washington State F.F. Association	165.00
678 - 18	Waste Management Northwest	922.05
679 - 18	Waste Management Northwest	502.56
680 - 18	Waste Management Northwest	152.01
681 - 18	Wave Business	540.36

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 4

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Voucher No. Vendor Name

Total

Grand Total

1,613,183.33

We the undersigned Board of Fire Commissioners of Snohomish County Fire District #7, do hereby certify that the materials have been received or the services rendered as hereinafter specified and that the Vouchers #'s 557 - 18 through 681 - 18 are approved for payment in the amount of \$1,613,183.33 for the month of March 6, 2018.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest to:

District Secretary

Date:

**SNOHOMISH COUNTY FIRE DISTRICT NO 7 - S948
8010 180TH ST SE
SNOHOMISH, WA 98296-0000**

CHECK DATE : 02/28/2018 WEEK 8
PERIOD BEGIN : 02/16/2018
PERIOD END : 02/28/2018

Dear Paychex Preview Client,

Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.

If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.

This is a summary of your payroll transactions of the check date of 02/28/2018. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

PAYROLL TOTALS

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	526093.29		
READYCHEX DEBITED FROM YOUR ACCOUNT	12081.66	NUMBER OF PAYROLL CHECKS	177
TOTAL NET PAYROLL	538174.95		
AGENCY CHECKS	186529.62	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	100003.92		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	100003.92	NUMBER OF CHECKS PRINTED	191
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	638928.87		
TOTAL COST OF PAYROLL	<u>825458.49</u>	NUMBER OF MANUAL/VOID TRANSACTIONS	0

AGENCY	TOTALS
GPS	750.00
NON-GPS	186529.62

Deposit made by PAYCHEX INC. on your behalf.
You are responsible for making the deposit on or before the due date.

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	100003.92		03/01/2018 Deposit made by PAYCHEX INC. on your behalf.

**Summary Minutes of the Regular Board Meeting
February 20, 2018**

Commissioner Snyder called the meeting of the Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Schaub, Snyder, and Wells were present. Commissioners Waugh and Woolery were absent with prior notice.

Agenda Changes:

Executive Session added.

PUBLIC COMMENT: None

GENERAL PUBLIC COMMENT: None

UNION COMMENT:

Union 2781: President Michael McConnell thanked the board for their attendance at the combined Lake Stevens meeting and also congratulated Troy Smith and Colby Titland for their promotions to Captain.

CHIEF'S REPORT

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

CONSENT AGENDA

A. Voucher Approval:

- Vouchers #431-18 through 556-18 in the amount of \$263,600.59 was submitted for approval.

B. Payroll Approval:

- The February 15, 2018 regular pay was submitted in the amount of \$992,967.15

C. Secretary's Report on Correspondence:

D. Approval of Minutes

- 1) Approve Special Meeting Minutes: Exit Audit of February 1, 2018.
- 2) Approve Regular Meeting Minutes of February 6, 2018.
- 3) Approve the Special Meeting Minutes: Joint Lake Stevens/District 7 of February 13, 2018.

MOTION: Commissioner Schaub moved and Commissioner Wells seconded to approve the above consent agenda items. On vote, **Motion Carried 4/0**

DISCUSSION ITEMS:

A. Lake Stevens Fire / District 7 Merger Consolidation

Chief Meek commented on the future steps and vision of merging with Lake Stevens Fire. He noted Lake Stevens' board met last Thursday and they gave the approval to keep moving forward. He requested approval from the board to continue moving forward with consolidations with Lake Stevens. If approved the staff would work collectively on a management plan with further joint fire board meetings. He did note to the Board that it was imperative that Lake Stevens Fire continue forward with their levy lid lift. It could go as early as November for the ballot. There was brief conversation with biting off too much too fast and it was mentioned that ILA's are also a good interim step toward future mergers. The next step would be for Lake Stevens Fire to adopt a resolution to merge into District 7.

MOTION: Commissioner Schaub moved and Commissioner Fay seconded to move this to an action item and approve moving forward with merger consolidations with Lake Stevens Fire. On vote, **Motion Carried 4/0**

B. Policies 57 & 58

The third party payer section was further clarified by Scott Dorsey.

MOTION: Commissioner Wells moved and Commissioner Schaub seconded to move this to an action item and approve Policies 57 & 58. On vote, **Motion Carried 4/0**

ACTION ITEMS

None

COMMISSIONER COMMITTEE REPORTS

A. Mill Creek Contract Negotiations: Chief Meek noted the two attorney's agreed to the language in the addendum in the event of termination of the contract. There is a tentative agreement with all the language and what's left is a final document to sign. It was agreed to continue this board meeting on Tuesday Feb 27th to approve & sign the final contract in an effort to meet the requested press release deadline.

B. Union Negotiations -BC contract: For executive session.

C. Capital Facilities Committee:

- a. **Station 33:** The District is looking at an additional delays. The initial rock removal put it about 30 days out but the manufacturer of the metal building is about three months behind schedule.

A. OTHER MEETINGS ATTENDED

- 1) **Snohomish County 911:** Chief Meek commented they are entertaining moving Fire District 7 to one dispatch frequency which is great news for the District. With the merger of the dispatch center they are looking to remove that.
- 2) **Leadership Meeting:** An outside speaker is coming April 4th to be held at Brightwater and have invited all District 7 and Lake Stevens Fire staff.
- 3) **Sno-Isle Commissioner Meeting:** The next meeting will be held March 1, 2018 1900 at Silvana Fire.

OLD BUSINESS: None

CALL ON BOARD

Commissioner Schaub commented that he will not be able to attend any meetings in March but should be available by phone.

ATTENDANCE CHECK

All board members in attendance noted they would be available for the March 6, 2018 Regular Board Meeting 1900 at the Administration Building with the exception of Commissioner Schaub.

EXECUTIVE SESSION***IAFF Agreement with the represented Chief Officers***

The Commissioners went into Executive Session at 7:30 pm for ten (10) minutes to discuss a bargaining contract per RCW 42.30.140(4)(a). An additional five (5) minutes was requested.

Regular session resumed at 7:45 pm with the following action:

MOTION: Commissioner Fay moved and Commissioner Wells seconded to approve the IAFF agreement with the Represented Chief Officers. On vote, **Motion Carried 4/0**

At 7:46pm the meeting was to be continued on February 27 at 7pm by Commissioner Snyder.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

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**Summary Minutes of the Regular Board Meeting
February 27, 2018 continued from February 20, 2018**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Schaub, Snyder, Waugh, and Woolery were present. Wells was absent without prior notice.

ACTION ITEMS

A. Mill Creek Contract / Closing Memorandum

MOTION: Commissioner Snyder moved and Commissioner Woolery seconded to approve the final Mill Creek contract. On vote, **Motion Carried 5/0**

At 7:01 pm the meeting was adjourned by Commissioner Waugh.


Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

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DISCUSSION ITEMS

ACTION ITEMS

 SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY	
POLICY NUMBER:	24
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	RADIO COMMUNICATON SYSTEM
EFFECTIVE DATE:	3/6/18
REVISION DATE(S):	5/23/2002

POLICY STATEMENT:

It shall be the policy of the District to have, maintain, and/or operate a two-way radio communication system that will serve the total response system of the fire district.

The communication system utilized by this agency shall comply with all applicable Federal Communications Commission (FCC) regulations.

The system shall include the capability of transmitting and receiving single or multiple alarms and the district will take into consideration the ability to communicate ~~communicating~~ with neighboring fire departments with which we have mutual aid.

Radio communication equipment shall be used for official use only.

Standard operating procedures shall be developed and followed by all personnel utilizing the radio communication system in this department.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 6th DAY OF MARCH, 2018.

Randy Fay, Commissioner


Jeff Schaub, Commissioner

William Snyder, Commissioner

Roy Waugh, Commissioner

Leslie Wells, Commissioner

Randy Woolery, Commissioner

 SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY	
POLICY NUMBER:	55
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	DISPOSAL OF SURPLUS PROPERTY
EFFECTIVE DATE:	3/6/18
REVISION DATE(S):	2007, 2/6/18

POLICY STATEMENT:

~~It is the policy of the District to establish~~ ~~In an effort to establish the district's~~ ~~a~~ policy regarding the disposal of surplus property. ~~the following shall be the policy of Snohomish County Fire District 7:~~

The District may, pursuant to RCW 39.33 010, sell, transfer, exchange, lease or otherwise dispose of any property, real or personal, or property rights, including but not limited to, the title to real property, to the state or any municipality or any political subdivision thereof, or the federal government, on such terms and conditions as may be mutually agreed upon by the proper authorities concerned.

Before disposing of surplus property with an estimated value of more than fifty thousand dollars (\$50,000), the district shall hold a public hearing pursuant to RCW 39.33.020.

No sale or disposal of surplus property which was acquired under federal grants and contracts shall be in conflict with special title provisions in such grants or contracts.

SURPLUS PROPERTY DISPOSAL PRIORITIES:

- (1) Sale or transfer to tax-supported agencies, municipalities, ~~or~~ political subdivisions, or trade-in to manufacturer.
- (2) Sale to the general public including by auction, sealed bid, and negotiation.
- (3) Other action as needed, such as destruction where it has been determined that the item has no sale value, a potential for compromising sensitive of confidential information or is in a state of disrepair or extreme use where the sale of such may represent a safety issue for a purchaser.

SALE OF SURPLUS PROPERTY TO TAX-SUPPORTED AGENCIES:

When the Board of Fire Commissioners has determined to sell or donate surplus equipment to other ~~tax supported~~ municipal agencies, the following shall apply:

- (1) The Chief shall present the board with a suggested "fair market value" of the equipment to be sold or donated.
- (2) ~~Advertisement in the state circulated newsletters for the Washington State Fire Commissioners Association and the Washington State Fire Chiefs Association Staff shall determine the most advantageous method of advertising surplus property depending on property type. Such advertisement shall be obtained which will~~ announce a date for sealed bids to be accepted and opened by the board Secretary.
- (3) The board may accept and/or reject any and all bids submitted based on factors they determine appropriate.

(4) If no bids were received from the advertisement above, and the board feels the surplus equipment has a market value, they may decide to utilize the services of a third party broker to sell the equipment.

~~(4) If no bids were received, the board may also consider a donation of surplus property to another municipal agency.~~

SALE UTILIZING THIRD PARTY BROKERS:

Whenever the Board of Fire Commissioners determines that it would be advantageous to sell the surplus equipment through a broker, the following shall apply:

- (1) A broker agreement shall be presented to the board for approval in advance of any sale.
- (2) Where insurance is required on the equipment to be sold, it shall be maintained until the title is transferred.

SALE TO THE GENERAL PUBLIC:

It is recognized by the board that the sale of emergency vehicles to the general public would be an option with the highest associated risk. When this option is selected by the board, the following shall apply:

- (1) Public notice shall be give of sealed bid and the date set for public bid openings. In addition, information will be provided to interested parties describing the merchandise in question, together with an opportunity for inspection of the same.
- (2) No fire district vehicle being sold to the general public shall bear any sign or plate indicating a fire department connection.
- (3) All emergency equipment including lighting, warning devices and radio equipment shall be removed prior to sale to the general public.
- (4) No fire district vehicle shall be permitted to be released to the general public with a county license plate on same.
- (5) All funds received by the general public for surplus equipmet shall be in the form of a certified check.

NEGOTIATION – SURPLUS PROPERTY:

Negotiation shall be the method of disposal whenever it is determined by the board that such procedure is the most advantageous to the district. The reasons for choosing negotiation shall be set forth in writing and made a permanent record of the board.

GUARANTEE OF QUALITY, ETC., DISTRICT RESPONSIBILITY FOR – SURPLUS PROPERTY:

All sales of surplus property are “as is,” and the district takes no responsibility for and makes no guarantees with respect to items sold. ~~However, the district shall make a statement of the condition of the merchandise, including major known defects, before sale.~~ No sale shall be invalid due to defects after sale which may have been discovered by a reasonable inspection of the property before sale.

REMOVAL – SURPLUS PROPERTY:

Surplus property must be removed within a reasonable time after purchase, or if a specific time is stated, within that time.

WITHDRAWAL FROM SALE OR REJECTION OF BIDS:

The district may withdraw from sale the item(s) scheduled for disposal at any time prior to the formation of a contract. The district may also reject any and all bids if the best interests of the district so require.

SALE OF SURPLUS PROPERTY TO DISTRICT ELECTED OFFICIALS OR EMPLOYEES:

Surplus property available for disposal shall not be sold to district elected officials, officers or employees, except at public sale. However, an item valued at less than direct buy cost and declared surplus is of a personal nature which in some way depicts or represents the office in which they have served, may be sold to an elected official or employee after leaving office or position at private sale as used equipment.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 6th DAY OF MARCH, 2018.

Randy Fay, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Roy Waugh, Commissioner

Leslie Wells, Commissioner

Randy Woolery, Commissioner

COMMITTEE REPORTS

Safety Committee Meeting Minutes February 26, 2018

A Safety Committee meeting of Snohomish County Fire District No. 7 was held at Station 71 in Snohomish, WA on February 26, 2018. The meeting convened at 1800 hours with Battalion Chief Wirtz presiding.

Members in Attendance:	Bill Wirtz, Jeff Schaub, Bill Gunterman, Bill Ekse, Colby Titland, Andrew Anderson, Randy Fay
Members not in Attendance:	Dave LeDuc (on duty/not available), Jamie Silva
Guests:	

I. Approval of Meeting Minutes:

- Chief Wirtz reviewed action items and asked if there were any corrections to the minutes of the Safety Committee meeting held on January 29, 2018. Having no corrections identified, the following motion was made:

***Motion:** Moved by F/F Suhayda and seconded to approve the minutes for the January 29, 2018 meeting.
Motion carried*

II. Unfinished Business:

- **Formal Safety Recommendation #2017-02: Alarm-activated Service Disconnects** – B/C Wirtz reported that per Asst. Chief Guptill, the Facility Group will be meeting sometime next week to discuss how best to resolve this issue at Station 31.
- **Station 76 Exterior Lighting** – Andrew Anderson reported that the concern for adequate exterior lighting at Station 76 has been addressed and resolved. New LED fixtures and digital timers have been installed.

III. Review of Occupational Injury and Illness Reports:

- An employee injured his knee at the scene of an EMS call on 2/9/2018. This incident occurred at about 0630 hours when the employee was checking vital signs from a squatted position. After being in this position for a period of time, the employee experienced some unusual soreness which lingered. The employee submitted an Occupational Injury Report as the soreness continued for three days. There is no time loss associated with this injury. The employee was contacted by B/C Wirtz as a follow-up and he reported that the condition had resolved with rest and no further treatment was sought.

The committee reviewed this incident and based on reported information and follow-up investigation, there was no obvious unsafe act or condition that caused the injury. Remaining in a squatted position for an appreciable amount of time was likely the primary factor. No further action taken in this case.

IV. Monthly Safety Audit Review

- Monthly Safety Audits received to date were reviewed by the committee for the month of February 2018. There were no critical issues, and B/C Wirtz is working with others to resolve any outstanding issues.

V. Vehicle Collision Review:

- There were no collisions involving District apparatus reported for this period.

VI. New Business:

- **Review LadderLight Technology** – The committee looked at an emerging technology aimed at increasing the visibility of an extended ladder during fireground or rescue operations. LadderLights are attached to the tip section (end caps) of ladders and provide an array of strobing green LEDs positioned for increased visibility. The lights are automatically activated when the ladder is positioned in the range of 13 – 77 degrees.

Committee members agreed that the technology appears sound and would likely increase visibility of extended ladders. The lights are configured in such a manner that they do not appear to create a blinding condition to firefighters or such that they would interfere with operations.

The committee suggests that we get a confirmation from UL Testing that installing this equipment does not compromise certification of our ladders and a statement from our ladder manufacturer(s) that installation would not affect any warranty. Finally, the committee recommends, provided there are no identified issues with the parties mentioned above, that the District commence a trial period and install a demo set of the lights on one extension ladder assigned to be used during the upcoming recruit academy.



VII. Action Items:

- Complete and distribute meeting minutes (Wirtz)
- Update YTD Health & Safety Comparative Statistic reporting (Wirtz)
- Follow-up on status of alarm-activated service disconnects at Stations 31 and 32 (Silva, Wirtz)

VIII. Adjournment:

- Monday, March 26, 2018 at 1800 hours - Station 71 was selected as the time and place of the next regular meeting.

The meeting was adjourned at 18:35 hours.

Bill Wirtz

2/26/18

Bill Wirtz, Battalion Chief
Health & Safety Officer

Date:

Cc: Fire Chief
Board of Fire Commissioners
Asst. Chief of Operations
Asst. Chief of Administration
Committee Members
Memorandum
Safety Committee File

OTHER MEETINGS ATTENDED

OLD BUSINESS

CALL ON COMMISSIONERS

EXECUTIVE SESSION