



Snohomish County  
**FIRE DISTRICT 7**  
*Earning Trust Through Action*

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# **SEMIMONTHLY ACTIVITY REPORT**

**May 15, 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, May 15, 2018**

1. **Open the Meeting of May 15, 2018**
2. **Pledge of Allegiance**
3. **General Public Comment**
4. **Union Comment**
  - A. IAFF
  - B. Teamsters
5. **Promotional badge Pinning for 2 Lieutenants**
6. **Fire Chief Report**
  - A. As presented
7. **Consent Agenda**
  - A. Approve Vouchers:
    - 1) Vouchers: #1157-18 – #1366-18; (\$998,921.25)
  - B. Approve Payroll:
    - 1) Payroll: May 15, 2018; (\$868,498.49)
  - C. Secretary's Report on Correspondence
  - D. Approval of Minutes
    - 1) Approve Meeting Minutes – May 1, 2018
8. **Discussion Item**
9. **Action Item**
10. **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) TBD / Admin Bldg.
  - E. Safety Committee (Fay / Schaub)
    - 1) June 25, 2018 / 1800 – Station 71

- F. Risk Management (Schaub)
  - 1) August 28, 2018 – 18:30 / Fire District 15
  - 2) 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

**11. Other Meetings Attended:**

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
- C. Leadership Meeting (Fay / Schaub / Wells)
  - 1) Wednesday, June 6, 2018 – 09:00 / TBD
- D. Sno-Isle Commissioner Meeting
  - 1) TBD

**12. Old Business:**

**13. Call on Commissioners:**

**14. Attendance Check:**

- A. Tuesday, June 5, 2018 Regular Board Meeting 19:00 / Administration Building

**15. Executive Session**

- A. 42.30.140 - Employee Issue – Medical Confidentiality
- B. 42.30.140 – Union Grievances
- C. 42.30.140 – Unfair Labor Practice Complaints

# **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 May 15, 2018

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

1. The Staff continue to spend countless hours collecting data and reviewing the data for the Public Records Request we received.
2. Division Staff personnel from District 7 and Lake Stevens Fire continue to meet to develop our plan for moving forward.
3. The District has received the following from Local 2781 and PERC:
  - a. IAFF Grievance regarding the recent termination of an employee
  - b. IAFF Unfair Labor Practice regarding the recent termination of an employee
  - c. IAFF Grievance regarding Section 24.1 of the Represented Chief Officers Collective Bargaining Agreement
  - d. IAFF Unfair Labor Practice regarding the Boards action related to Section 24.1 of the Represented Chief Officers Collective Bargaining Agreement

I am requesting an executive session at this meeting to brief the Board on these items.
4. I am requesting the Board to hold a special meeting on May 21<sup>st</sup> to hold an executive session to meet with the District Attorney to discuss the grievances and ULP's.
5. I have been in contact with Mill Creek and their City Manager is out of the office on a medical leave for an undetermined amount of time. Following that, I contacted the City Attorney to inquire the status of our final signed contract. He indicated that he was the hold up and would sign and send to me on May 10. At this writing I still have not received it. The District Attorney is aware of this communication also.
6. District 7 was presented with the 2017 Dr. Cooper Cardiac Award for contributions to Emergency Cardiac Care in Snohomish County at the Snohomish County EMS Conference.
7. We received our 2017 cardiac arrest survival numbers. Our Utstein survival rate was 60%. This was the highest in Snohomish County.
8. The Fire District was ranked in the top 25 for customer service satisfaction nationally for ALL service providers that subscribe to EMS Survey Team. Within our department, the top four providers that received the patient experience scores are Corey Wenzel, Matt Ball, Kevin Sullivan and Erik Emerson. Thank you to these individuals for putting forth the extra effort in "Earning Trust Through Action".
9. The District suffered 2 tragic losses over the past 3 weeks. I want to send out my condolences to members and their families on behalf of the District. Additionally, I want to thank the members of this District for their compassion and commitment during these losses. It is this type of action that every member should be proud to be a part of. There were many districts who provided cover companies to allow our personnel to attend the service. Their support during this time is greatly appreciated.

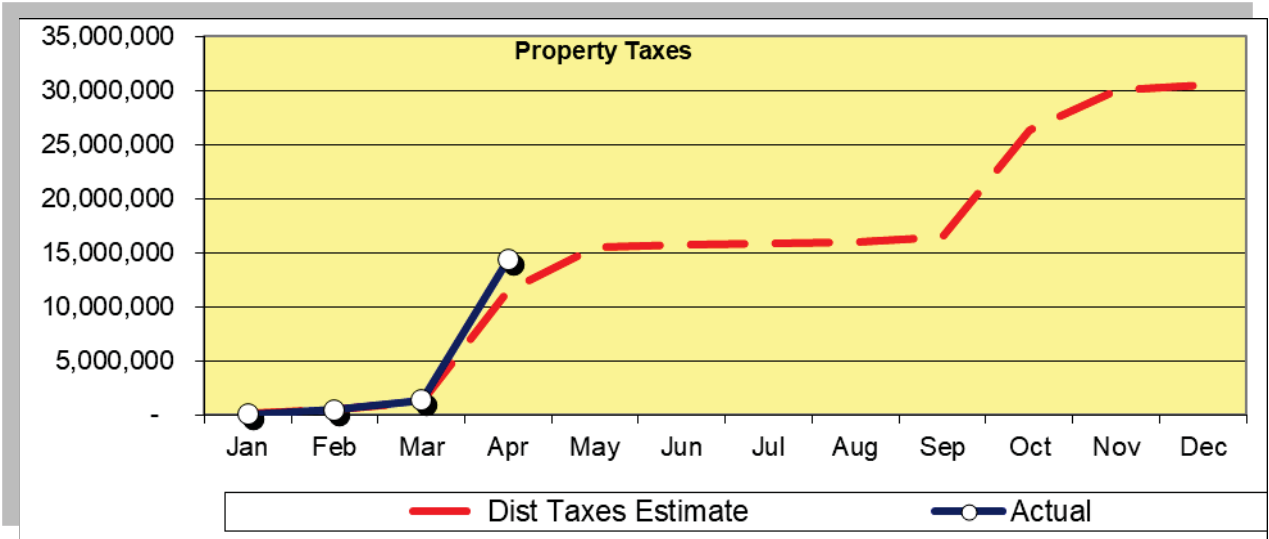
## **Finance Officer's Report:**

1. Finance Officer's Report:
2. We have billed the 2<sup>nd</sup> quarter payment from the City of Mill Creek in the amount of \$930,227.25.
3. PCG, our contractor for the GEMT report, completed the GEMT reports for fiscal year -end 2017, covering the period from July 1, 2017 through June 30, 2017. The reports were submitted to the healthcare Authority on time. It will be several months before we receive any payments; it could be as late as 2019.

4. The tables below show the number of transports, gross transport revenues, and MVC revenues, billed by Systems Design during the month of April for this year, and during the same months for each of the 2 previous years.

Systems Design No. of Transports Billed for District 7	2018	2017	2016
April	371	357	211
Systems Design Transport Revenues for District 7	2018	2017	2016
April	\$150,329	\$134,755	\$78,754
Systems Design MVC Revenues for District 7	2018	2017	2016
April	\$0	\$0	\$865

- 5. The budget and actual expenditures as of April, 2018 are \$14,445,507, 29% of the annual budget. At this time in 2017, District 7 had spent \$12,454,231, 28% of the total annual budget. The expenditures in the General fund are \$11,279,131; 31% of the General Fund budget. At this time in 2017, District 7 had spent \$10,256,000; 32% of its General Fund budget.
- 6. Total revenues in the general fund for April, 2018, are at 45% of budget. At this time in 2017, District 7 had collected 42% of budgeted revenues in the General Fund. The General Fund revenues collected through April, 2018 are \$16,695,546. In April of 2017, year to date revenues were \$13,333,248.
- 7. Regular, EMS, and M&O property tax collections in the General Fund and Bond Fund through April, 2018 are \$14,335,849, which is 47% of the amount budgeted. In 2017 at this time, these property tax collections were 45% of the amount budgeted, with collections of \$11,630,425. Below is a chart showing the 2018 year to date property tax collections as compared with expected collections.



**Training Officer’s Report:**

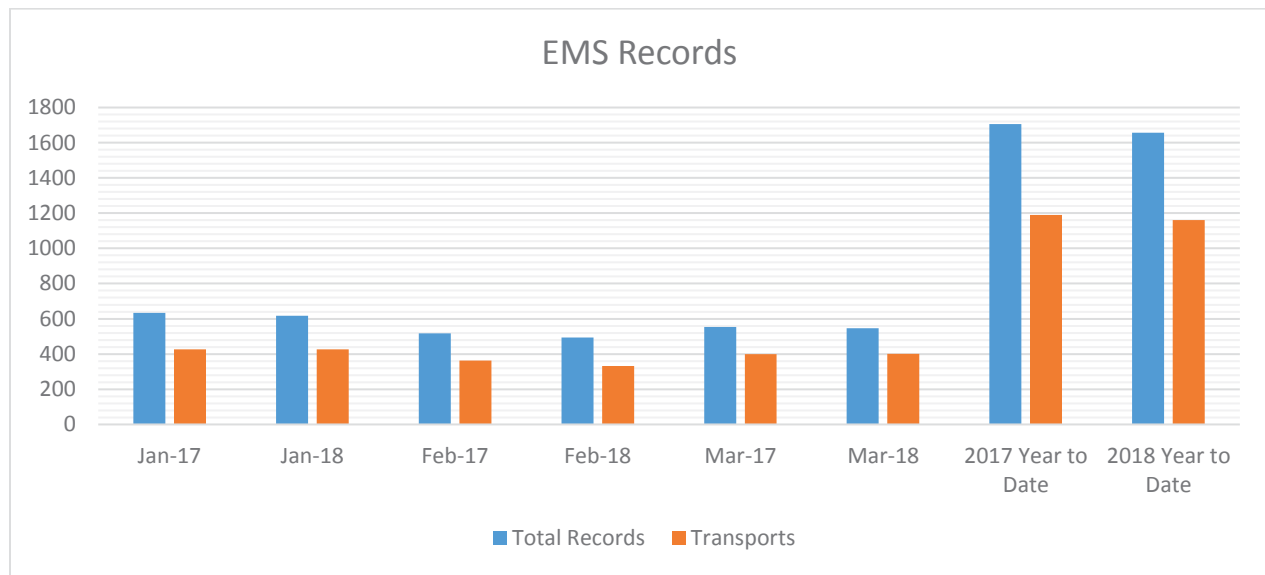
The Training focuses for April 15<sup>th</sup>, 2018 –, May 12<sup>th</sup>, 2018 centered on the following activities:

- 1. The 2nd quarter 2018 annual training consist of; ALS CBT Stroke, ALS CBT Video Laryngoscopy, ALS CBT Cardiac, CBT Evolution of ACS, ACS/ASA/Pulse Oximetry, High Performance CPR, New

Generations, Air Entrapment and Air Flow, Blue Card CE, Asbestos Awareness, MCI Kit, Hazmat IC Refresher, Modern Fire Environment – Flow Path, Water Rescue Operations, SCBA Quarterly, Elevator Rescue, SOAP Incident Reporting, Hazmat Operations, Wildland Apparatus, Single company engine operations, and Single company ladder operations.

2. District 7 and 4 continue to provide Multi Company Operations training to the county at the Snohomish Training Center. The MCOs occur Thursdays from 09:30 to 12:00.
3. Steve Johnson, Nate Brown and Brian Kendall successfully completed their Firefighter Probation. Congratulations Steve, Nate and Brian.
4. Captain Titland is working with the 6 New Part-Time Employees. They will start working shifts later this month.
5. Lt. Basta is currently assigned to the Snohomish County Fire Training Academy (SCFTA) as a recruit school coordinator.
6. Captain Titland and Smith are conducting bi-weekly recruit evaluations with the Probationary Firefighters in the SCFTA. The SCFTA is just over the half way point, graduation will be on June 23.
7. Captain Smith is representing SCFD7 on a Tri-County group on active shooter responses.
8. The Training Division is coordinating a post academy for our recruits and company officers. Lake Stevens and District 4 have been invited to participate.
9. Chief Clinton attended the Leadership in Crises class at the Harvard Kennedy School of Government (HKS) in April. Additionally, he completed an Executive Certificate in Public Leadership at the HKS.

### **EMS Officers Report:**



1. Our patient experience score for February was 95.87%. There were 72 patients included in this report. This ranks FD 7 16<sup>th</sup> nationally for similar sized agencies.
2. I spent time coordinating staffing the district for the Shouse memorial.
3. I did a presentation at the Snohomish County Fire Chief's Association meeting on PTSD.
4. Assisted Lake Stevens Fire with paramedic student selection.
5. Work with Snohomish County 911 on Pro QA call interrogation software.
6. Our staff have responded on several high acuity calls over the last couple of weeks. They have performed admirably.

#### Deputy MSA Report

1. No Report

#### Medical Services Officer Report

1. No Report

#### Community Resource Paramedic

1. No Report



**Community Risk Reduction Officer's Report (April 2018):**

1. Code Compliance Section
  - a. Awaiting Lake Stevens Fire configuration of their Streamline product and then plan to utilize their software through an ILA to improve productivity, provide redundancy, and reduce expenses. We continue to exploit our iPhone application software for activities other than annual inspections, including adding a Permit Inspection Report that is serving the City of Mill Creek very well.
  - b. Outdoor Burning
    - East
      - Permits Issued – 25
      - Unlawful Burning – 5
    - West
      - Permits Issued – 19
      - Unlawful Burning – 4
2. Plan Review
  - a. City of Mill Creek  
6.6 hours
  - b. City of Monroe  
14.3 hours
  - c. Unincorporated Snohomish County  
2.6 hours
3. Permit Inspection
  - a. City of Mill Creek  
23.2 hours
  - b. City of Monroe  
30.5 hours
  - c. Unincorporated Snohomish County  
0.0 hours
4. Fire & Life Safety Inspections (Annual) by CRRD Personnel
  - a. City of Mill Creek  
0.0 hours
  - b. City of Monroe  
24.0 hours
  - c. Unincorporated Snohomish County  
0.0 hours
5. Inspections – Fireworks
  - b. City of Mill Creek  
00.0 hours
  - c. City of Monroe  
00.0 hours
  - d. Unincorporated Snohomish County  
00.0 hours
6. Inspections – Other
  - a. City of Mill Creek  
0.0 hours
  - b. City of Monroe  
2.8 hours
  - c. Unincorporated Snohomish County  
0.0 hours
6. Company (Operations Division) Inspection
  - a. Not currently efficiently measured
7. Pre-Incident Planning Section
  - a. Pre-incident planning time
    - i. Operations Division
      1. Not currently efficiently measured
    - ii. Community Risk Reduction Division
      1. 68.0h

- b. Knox Rapid Entry System
  - Key Secure deployment complete for essential apparatus.
  - West Battalion appliances: 415
  - East Battalion appliances: 258
  - Other appliances: 8
- 8. Outcome Analysis (In-district activity only) (Mutual aid given to 4 structure fires)
  - a. Residential Structure Fires
    - Total Count: 1    Total Saved: \$ 10,000 value    Total Loss: \$ 60,000
    - o 10406 180<sup>th</sup> St SE, Snohomish – Cause: Under investigation
 

METRICS FOR THIS INCIDENT	OBJECTIVE	MET?
▪ Loss: \$ 60,000		
▪ Saved: \$ 10,000		
▪ Turnout Time: 01:14	01:30	Yes
▪ Response Time: 05:49	07:30	Yes
▪ ERF (14) Time: 08:52	12:00	Yes
▪ Fire protection: fire sprinkler system not present; smoke alarm system not present; residence undergoing renovation		
  - b. Commercial Structure Fires
    - Total Count: 0    Total Saved: \$    Total Loss: \$
  - c. Incident Count
    - a. EMS: 597 (66.0%)
    - b. Dispatched & canceled en route: 119 (13.2%)
    - c. MVC: 39 (4.3%)
    - d. Other: 149 (16.5%)
    - e. Total: 904
- 9. Division Management
  - a. Training
    - Bowen – 17.5h
    - Sexton – 36.5h
    - Fitzgerald – 28.0h
  - a. Leave
    - 1.5h
- 10. Challenges
  - a. Multiple software applications not interfaced
  - b. Division chief's focus is on task level work since no administrative staff available
  - c. Comprehension of LSF programs and how they may integrate
- 11. Successes
  - a. Light duty personnel (J. Thomas) have been a huge help this month
  - b. All City of Mill Creek inspection reports have been digitized; no more physical records retention
  - c. Many City of Monroe inspection reports have been digitized
  - d. All eligible non-value City of Monroe physical archived records have been destroyed
  - e. Implemented electronic Permit Inspection Report in the City of Mill Creek
- 12. Professional Associations
  - a. Bowen attended Snohomish County Fire Prevention Association meeting
  - b. Fitzgerald attended Snohomish County Fire Chiefs' General Membership Meeting
- 13. Noteworthy Comments
  - a. On track for new Quadrant map books to be distributed in Q2

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

- 1. News releases/articles:
  - a. 15 Facebook posts
    - 148 new page likes
    - 135.6 thousand total people reached
    - 221.8 thousand post impressions

- b. 7 Twitter posts
  - 26.1K Tweet impressions
  - 1,483 Profile visits
  - 48 new followers
  - 10 mentions
- c. 3 Nextdoor posts
  - Reaching 15,826 verified residents in 160 neighborhoods
- 2. Other communication:
  - a. April 2: Sirens Report
  - b. April 18: Fire District 7 hold badge pinning ceremony for new Training Captains
  - c. April 23: Fire District 7 and Camano Island Fire mourn the loss of one of their own
  - d. April 25: UPDATE - Fire District 7 and Camano Island Fire mourn the loss of one of their own
- 3. Media coverage:
  - a. Monroe firefighter re-enlists with family, friends' support
    - i. Everett Herald
  - b. Fire districts team up for regional trainings
    - i. Monroe Monitor
  - c. Fire District 7 holds badge pinning ceremony for new Training Captains
    - i. Everett Herald
  - a. Snohomish and Camano fire departments mourn Erik Shouse
    - ii. Stanwood/Camano News
  - d. Mill Creek Paramedic remembered for humor, quality of care
    - i. Everett Herald
- 4. Meetings/Training attended:
  - a. April 2: LS phone conference
  - b. April 3: Board Meeting
  - c. April 9: Joint LSF & D7 Meeting
  - d. April 10: Water Safety Meeting
  - e. April 10: CERT Discussion with Mill Creek
  - f. April 11: EMS Council Meeting
  - g. April 11: Draft Social Media Policy meeting
  - h. April 17: Live Fire Training for Academy
  - i. April 17: Board Meeting
  - j. April 19: WSDOT project debrief for emergency responders meeting
  - k. April 25: Public Education meeting with Lake Stevens
- 5. Tours/Events/Activities:
  - a. April 5: Visit to Kokanee Elementary Kindergarten – 6 classes (Chadwick & A.Fatkin)
  - b. April 13: T: Nick of Time Screening at Jackson High School – 20 personnel volunteered
  - c. April 17: Visit to Mill Creek Elementary Kindergarten – 4 classes (Chadwick, St 72 & St 73)
  - d. April 21: YMCA Healthy Kids Day - Monroe (St. 31 & Chadwick)
- 6. CPR/First Aid:
  - a. April 2: CPR Only (Chadwick) – 12 people certified
  - b. April 13: Hands Only CPR – Lake Stevens (Chadwick)
  - c. April 19: CPR class (Chadwick) – 16 people certified
  - d. April 21: CPR/First Aid class (Emmel) – 10 people certified
  - e. April 24: CPR Only (FM Messer Lake Stevens) – 6 people certified
- 7. Other Projects:
  - a. The PIO was supporting the Shouse family and assisting with the coordination of the memorial service April 22 – April 29.

# **CONSENT AGENDA**

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
1157 - 18	Action Communications	10.92
1158 - 18	Advanced Traffic Products	814.91
1159 - 18	Air Exchange, Inc.	1,870.09
1160 - 18	Alderwood Auto Glass	667.71
1161 - 18	All Battery Sales & Service	98.84
1162 - 18	All Battery Sales & Service	263.36
1163 - 18	Allied Construction	265,781.07
1164 - 18	Allied Construction	12,939.68
1165 - 18	Allstream	421.68
1166 - 18	Alpine Roof Care	1,963.80
1167 - 18	Aramark	147.44
1168 - 18	Aramark	21.84
1169 - 18	ASAP Appliance Service and Parts	104.50
1170 - 18	Bickford Motors, Inc	225.96
1171 - 18	Blanchard Auto Electric Co.	43.88
1172 - 18	Brad Henning	378.00
1173 - 18	Brake & Clutch	72.23
1174 - 18	Braun Northwest, Inc.	237.05
1175 - 18	Brian Hyatt	1,215.00
1176 - 18	Callback Staffing Solutions	828.52
1177 - 18	Cardio Partners	398.00
1178 - 18	CDW-G	5,623.80
1179 - 18	CDW-G	5,121.14
1180 - 18	Central Welding Supply	781.12
1181 - 18	Central Welding Supply	135.06
1182 - 18	Chris Edmundson	378.00
1183 - 18	Christian W. Dimonda	675.41
1184 - 18	Citi Cards	1,126.83
1185 - 18	City of Monroe	923.09
1186 - 18	City of Monroe	287.20
1187 - 18	Clearly Communications	755.06
1188 - 18	Cloth Tattoo, LLC	917.97
1189 - 18	Cogdill, Nichols, Rein	9,720.10
1190 - 18	Comcast	618.19
1191 - 18	Comcast	430.88
1192 - 18	Comdata Network, Inc	2,367.11
1193 - 18	Craig B. Clinton	242.00
1194 - 18	Cressy Door Company, Inc.	5,258.58
1195 - 18	Curtis Greiner	25.98
1196 - 18	Dave Jonker	184.21
1197 - 18	Dell Marketing	1,039.73
1198 - 18	Denise Mattern	31.50

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
1199 - 18	Drug Free Business	98.00
1200 - 18	Dunlap Industrial Hardware	759.90
1201 - 18	EMS Technology Solutions	391.00
1202 - 18	First Watch	403.00
1203 - 18	Fitness Experts	327.60
1204 - 18	Galls	832.71
1205 - 18	Galls	1,558.22
1206 - 18	Galls	1,154.76
1207 - 18	Galls	470.55
1208 - 18	Galls	813.51
1209 - 18	Galls	770.39
1210 - 18	Galls	1,282.87
1211 - 18	Galls	1,667.97
1212 - 18	Grainger	145.50
1213 - 18	Harmsen & Associates	210.00
1214 - 18	Heather Chadwick	141.29
1215 - 18	Hi Line Inc	30.30
1216 - 18	Highway Auto Supply	56.85
1217 - 18	Hill Street Cleaners	224.54
1218 - 18	HRA VEBA Trust	874.00
1219 - 18	Hughes Fire Equipment	44.58
1220 - 18	Iron Mountain	210.74
1221 - 18	ISOOutsource	4,678.38
1222 - 18	Jacob Winter	581.09
1223 - 18	Jamal Beckham	361.12
1224 - 18	Keith Wachalec	819.00
1225 - 18	Kenny's Truck Parts & Repair	45.45
1226 - 18	Kool Change Printing	486.56
1227 - 18	L. N. Curtis & Sons	820.80
1228 - 18	L. N. Curtis & Sons	21,431.22
1229 - 18	LEOFF Trust	171,940.42
1230 - 18	LEOFF Trust	50,955.08
1231 - 18	LEOFF Trust	9,151.30
1232 - 18	LEOFF Trust	3,403.86
1233 - 18	Leslie Wells	33.25
1234 - 18	Levrum, INC	615.82
1235 - 18	Life Assist	2,546.10
1236 - 18	Life Assist	728.47
1237 - 18	Life Assist	641.73
1238 - 18	Life Assist	9,600.32
1239 - 18	Life Assist	1,720.30
1240 - 18	Life Assist	462.02

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
1241 - 18	Lowe's Companies Inc.	901.89
1242 - 18	Lowe's Companies Inc.	161.71
1243 - 18	Lowe's Companies Inc.	40.88
1244 - 18	Macllvennie Associates, Inc.	76,941.01
1245 - 18	Mobile Health Resources	445.20
1246 - 18	Monroe Parts House	290.23
1247 - 18	Monroe Parts House	52.95
1248 - 18	Monroe Parts House	200.06
1249 - 18	Monroe Parts House	576.23
1250 - 18	Monroe Parts House	525.97
1251 - 18	Monroe Parts House	409.77
1252 - 18	Monroe Parts House	212.91
1253 - 18	Monroe Parts House	206.21
1254 - 18	Monroe Parts House	427.81
1255 - 18	Monroe Parts House	773.50
1256 - 18	Monroe Parts House	159.76
1257 - 18	Monroe Parts House	212.76
1258 - 18	Monroe Parts House	242.14
1259 - 18	Monroe Parts House	448.02
1260 - 18	Monroe Parts House	738.72
1261 - 18	Monroe Parts House	-149.57
1262 - 18	Monroe Parts House	487.99
1263 - 18	Municipal Emergency Services	178.03
1264 - 18	Municipal Emergency Services	1,157.33
1265 - 18	National Testing Network, Inc	500.00
1266 - 18	NC Machinery	2,602.88
1267 - 18	Nicholson & Associates	625.00
1268 - 18	North Coast Electric Co	33.57
1269 - 18	Norwest Business Services, Inc	750.00
1270 - 18	NRS	1,671.68
1271 - 18	Office Depot	49.83
1272 - 18	Office Depot	98.76
1273 - 18	Office Team	3,081.83
1274 - 18	Orkin	545.73
1275 - 18	Orkin	56.51
1276 - 18	PayChex Inc	881.95
1277 - 18	Petro Card	1,354.36
1278 - 18	Petro Card	462.25
1279 - 18	Petty Cash	4,151.36
1280 - 18	Physio Control	4,757.07
1281 - 18	Pro Comm	275.25
1282 - 18	Professional Building Services, Inc	4,695.00

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 4

Voucher No.	Vendor Name	Total
1283 - 18	Professional Building Services, Inc	525.00
1284 - 18	Puget Sound Energy	1,913.35
1285 - 18	Republic Services	622.47
1286 - 18	Republic Services	122.47
1287 - 18	Ricoh USA, Inc	336.44
1288 - 18	Ricoh USA, Inc	369.48
1289 - 18	Ricoh USA, Inc	274.45
1290 - 18	Robinson Noble	620.47
1291 - 18	Seaport	3,847.84
1292 - 18	Sider + Byers	205.00
1293 - 18	Sider + Byers	615.00
1294 - 18	Silver Lake Water	323.70
1295 - 18	Smarsh, Inc	1,150.12
1296 - 18	Snohomish County 911	60,991.86
1297 - 18	Snohomish County 911	2,053.30
1298 - 18	Snohomish County Finance Department	949.32
1299 - 18	Snohomish County Fire Chief's Assn.	350.00
1300 - 18	Snohomish County Fire District #26	29,792.00
1301 - 18	Snohomish County Fire District 7	31,694.95
1302 - 18	Snohomish County Fire District 7	1,251.78
1303 - 18	Snohomish County P.U.D. #1	4,489.34
1304 - 18	Snohomish County P.U.D. #1	393.71
1305 - 18	Snohomish County P.U.D. #1	1,181.12
1306 - 18	Soundview Aerial Photography	250.00
1307 - 18	Spartan Motors USA, Inc	2,273.98
1308 - 18	Speedway Chevrolet	115.59
1309 - 18	Staples Business Advantage	16.04
1310 - 18	Systems Design	8,263.50
1311 - 18	TCA Architecture	18,298.44
1312 - 18	Troy Smith	1,865.51
1313 - 18	True North Emergency Equipment	2,113.37
1314 - 18	True North Emergency Equipment	794.10
1315 - 18	True North Emergency Equipment	930.99
1316 - 18	U. S. Fire Equipment	18,159.30
1317 - 18	UPS	8.06
1318 - 18	UPS	11.67
1319 - 18	US Bank Card	2,549.27
1320 - 18	US Bank Card	253.16
1321 - 18	US Bank Card	4,435.61
1322 - 18	US Bank Card	1,440.09
1323 - 18	US Bank Card	838.71
1324 - 18	US Bank Card	3,779.53



SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 5

Voucher No.	Vendor Name	Total
1325 - 18	US Bank Card	3,483.54
1326 - 18	US Bank Card	2,511.81
1327 - 18	US Bank Card	2,147.97
1328 - 18	US Bank Card	3,225.81
1329 - 18	US Bank Card	20.91
1330 - 18	US Bank Card	295.41
1331 - 18	US Bank Card	156.21
1332 - 18	US Bank Card	5,613.27
1333 - 18	US Bank Card	1,049.23
1334 - 18	US Bank Card	391.84
1335 - 18	US Bank Card	302.98
1336 - 18	US Bank Card	613.07
1337 - 18	US Bank Card	1,883.78
1338 - 18	US Bank Card	583.24
1339 - 18	US Bank Card	2,646.22
1340 - 18	US Bank Card	681.22
1341 - 18	US Bank Card	1,255.54
1342 - 18	US Bank Card	57.12
1343 - 18	US Bank Voyager Fleet System	7,699.71
1344 - 18	US Bank Voyager Fleet System	375.61
1345 - 18	US Transmissions, Inc	5,409.40
1346 - 18	Verathon Medical	206.67
1347 - 18	Verax Chemical Company	149.06
1348 - 18	Verizon Wireless	15.47
1349 - 18	Verizon Wireless	1,640.89
1350 - 18	Verizon Wireless	1,160.61
1351 - 18	Verizon Wireless	1,932.21
1352 - 18	Verizon Wireless	1,097.61
1353 - 18	Verizon Wireless	130.59
1354 - 18	Vulcan Information Packaging	1,624.83
1355 - 18	Washington Fire Chiefs	1,000.00
1356 - 18	Waste Management Northwest	914.81
1357 - 18	Waste Management Northwest	504.10
1358 - 18	Waste Management Northwest	153.85
1359 - 18	Wave Business	681.13
1360 - 18	Whelen	313.01
1361 - 18	Winterbourne Landscape	2,220.14
1362 - 18	Winterbourne Landscape	1,288.00
1363 - 18	Winterbourne Landscape	354.19
1364 - 18	Xerox Corp.	325.50
1365 - 18	Zep Sales & Service	523.06
1366 - 18	Snohomish County Fire District 7	938.99

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 6

Voucher No.	Vendor Name	Total
		<b>Grand Total</b>
		<b>998,921.25</b>

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 \_\_\_\_\_ - 18 through 1366 - 18 are approved for payment in the amount of \$998,921.25 for the month of May 15, 2018.

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Commissioner

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Commissioner

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Commissioner

Attest to: \_\_\_\_\_  
District Secretary

Date: \_\_\_\_\_

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

**CHECK DATE :** 12/29/2017-2 WEEK 51  
**PERIOD BEGIN :** 12/16/2017  
**PERIOD END :** 12/31/2017

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 12/29/2017. 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	1006538.38		
READYCHEX DEBITED FROM YOUR ACCOUNT	18849.34	NUMBER OF PAYROLL CHECKS	187
<b>TOTAL NET PAYROLL</b>	<b>1025387.72</b>		
AGENCY CHECKS	220232.19	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	358542.90		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>358542.90</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>201</b>
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>1384680.62</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>1604912.81</b>	NUMBER OF MANUAL/VOID TRANSACTIONS	0

**AGENCY TOTALS**

GPS	750.00	Deposit made by PAYCHEX INC. on your behalf.
NON-GPS	220232.19	You are responsible for making the deposit on or before the due date.

**TAX DEPOSITS DUE**

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	358542.90		01/02/2018 Deposit made by PAYCHEX INC. on your behalf.

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

**CHECK DATE :** 12/29/2017-2 WEEK 51  
**PERIOD BEGIN :** 12/16/2017  
**PERIOD END :** 12/31/2017

**NEXT PERIOD DATES**

CHECK DATE : 12/29/2017 WEEK 51    TRANSMIT DATE : 12/29/2017  
PERIOD BEGIN : 12/16/2017  
PERIOD END : 12/31/2017

**Summary Minutes of the Regular Board Meeting  
May 1, 2018**

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

**AGENDA CHANGES:** None

**GENERAL PUBLIC COMMENT:** None

**UNION COMMENT:** None

**CHIEF'S REPORT:**

There was no Chief's Report provided for this meeting. Assistant Chief Silva did comment on the funeral service for Erik Shouse and wanted to pass on the Districts appreciation for the staff members who worked hard and put a lot of time into the planning of the service.

**CONSENT AGENDA**

**A. Voucher Approval:**

- Vouchers #1087-18 through #1156-18 in the amount of \$171,852.66 was submitted for approval.

**B. Payroll Approval:**

- The April 30, 2018 regular pay was submitted in the amount of \$881,650.72
- April 30, 2018 batch 2 direct deposit re-run for \$23.63

**C. Secretary's Report on Correspondence:** None

**D. Approval of Minutes**

- 1) Approve Regular Meeting Minutes of April 17, 2018.

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

**DISCUSSION ITEMS:** None

**ACTION ITEM**

**A. Resolution 2018-2 Participation in the Snohomish County Fire Chiefs Association Coordination Group "SCFCACG"**

Deputy Chief Clinton explained that it allows the District to participate in the DNR wildland firefighting recertification program and allows the district into the qualification system.

**MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve Resolution 2018-2 Participation in the Snohomish County Fire Chiefs Association Coordination Group. On vote, **Motion Carried 4/0**

**COMMISSIONER COMMITTEE REPORTS**

**A. Safety Committee:** The committee met April 30th @ Station 71. Safety Committee Meeting Minutes were provided at the Meeting. The most noteworthy was that there will not be a May meeting.

**B. Risk Management:** No accidents were reported.

1 **C. Union Negotiations-Teamsters:** Commissioner Wells noted that there has been a couple of meetings  
2 where we received the Teamsters proposals and we gave them our counter proposal. We have  
3 tentatively agreed on a couple items and are making good progress. The next negotiation meeting is  
4 scheduled for May 9<sup>th</sup> at 8am.

5 **D. Capital Facilities Committee:**

6 a. **Station 31:** Commissioner Schaub inquired as to where the district was at regarding the Fire  
7 suppression Hood for the stove at Station 31. Craig Fisher has made contact with a company  
8 who can retro the existing hood system. Another possible option is to purchase a detector  
9 system that would sense excessive heat from the stove and would serve as a shut off to the  
10 system. Some quotes have begun to come in. There should be more information for the  
11 facilities committee soon.  
12

13 **A. OTHER MEETINGS ATTENDED**

- 14  
15 1) **Snohomish County 911:** There were zero call transfers last month. They're already showing a  
16 \$500,000 savings and are looking for a full consolidation at the end of May.  
17 2) **Leadership Meeting:** Meets next June 6<sup>th</sup> 0900.  
18 3) **Sno-Isle Commissioner Meeting:** Meets next on May 3<sup>rd</sup> at SCFD#26 at 1930 with a program  
19 from the Red Cross smoke detector program.  
20

21 **OLD BUSINESS:** None

22  
23 **CALL ON BOARD** None

24  
25 **ATTENDANCE CHECK**

26 All board members in attendance noted they would be available for the May 15, 2018 Regular Board Meeting  
27 1900 at the Administration Building.  
28

29 The meeting was adjourned at 7:14 pm by Commissioner Waugh.  
30

31 **Snohomish County Fire District #7**  
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35 \_\_\_\_\_  
36 Jamie Silva  
37 Secretary of the Board  
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# **DISCUSSION ITEMS**

# **ACTION ITEMS**



# COMMITTEE REPORTS

## Safety Committee Meeting Minutes April 26, 2018

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

<b>Members in Attendance:</b>	Bill Wirtz, Jeff Schaub, Colby Titland, Jamie Silva, Dave LeDuc
<b>Members not in Attendance:</b>	Bill Ekse, Bill Gunterman, Andrew Anderson, Randy Fay
<b>Guests:</b>	

### 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 March 26, 2018. Having no corrections identified, the following motion was made:

***Motion:** Moved by Chief Silva and seconded to approve the minutes for the March 26, 2018 meeting.  
\*\*Motion carried\*\**

### II. Unfinished Business:

- **Formal Safety Recommendation #2017-02: Alarm-activated Service Disconnects** – The Facilities Committee reported back via A/C Guptill that they are exploring the idea of adding a hood suppression system at Station 31. This would allow us to keep the existing new Stove/oven assembly but would provide fire protection and automatic disconnect should something be left on. Should that system not be feasible, then the District will move forward with stove/oven replacement and installation of the service disconnects.

*The Safety Committee appreciates the response on this issue and reaffirmed that per Formal Recommendation #2017-02 the desire to have alarm-activated service disconnect devices which operate in a uniform manner at all District facilities. This action will help assure stove appliances are properly secured (standard outcome) when dispatched on a response.*

### III. Review of Occupational Injury and Illness Reports:

- An employee was injured during water stream training at the Snohomish County Fire Training Academy on 4/4/2018. This case involved an employee who was working in the capacity of a training instructor. During the drill, a recruit was flowing a 1 ¾" line in a non-IDLH environment from a kneeling position. The recruit was previously instructed to direct a stream at one wall, then turn the line to hit an opposite wall.

During the water application, the employee approached the recruit from behind while in a standing position to provide further instruction and while doing so, the recruit, who did not see the approaching employee, directed the stream to the back wall and struck the employee directly in the face and eyes. The injured employee was immediately evaluated and transported to a local hospital for further evaluation. Fortunately, the employee was released back to full duty on the following day.

*B/C Wirtz conducted an injury investigation at the South Snohomish County Fire & Rescue training site. He interviewed Lt. Basta and the injured employee about the details surrounding the incident. The Safety Committee discussed the incident and has the following recommendations to increase safety and to prevent a future incident of this nature:*

1. *In accordance with WAC 296-305-02004 (a), Face and eye protection shall be provided for and used by firefighters engaged in fire suppression and other operations involving hazards to the*

*eyes and face at all times when the face is not protected by the full facepiece of the SCBA. Primary face and eye protection appropriate for a given specific hazard shall be provided for, and used by, members exposed to that specific hazard. Such primary face and eye protection shall meet the requirements of the 2003 edition of ANSI Z87.1.*

2. *Direct nozzle person to shut down stream prior to giving supplemental instruction.*
3. *Approach from a position that is clear of any potential target areas.*

#### IV. Monthly Safety Audit Review

- April 2018 Safety Audits received to date were reviewed by the committee. 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:

- **Safety Data Sheet (SDS) Update** – B/C Wirtz reported that work is in progress to update all the SDS Manuals with globally harmonized format SDSs. All manuals will receive an extensive update in June.
- **Emergency Contact Information Updates** – A/C Silva recommended that all employees submit updated emergency/LODD contact information in light of our recent employee off-duty death. B/C Wirtz will work with Human Resources to send out packets so that updated information can be submitted.

#### 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, June 25, 2018 at 1800 hours - Station 71** was selected as the time and place of the next regular meeting.

The meeting was adjourned at 18:50 hours.



5/16/2018

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**

# **CALL ON COMMISSIONERS**

# **OLD BUSINESS**

# **EXECUTIVE SESSION**