



Snohomish County
FIRE DISTRICT 7
Earning Trust Through Action

SEMIMONTHLY ACTIVITY REPORT

June 19, 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, June 19, 2018

1. Open the Meeting of June 19, 2018

A. Commissioner Woolery is excused with prior notice

2. Pledge of Allegiance

3. General Public Comment

4. Union Comment

A. IAFF
 B. Teamsters

5. Fire Chief Report

A. As presented

6. Consent Agenda

A. Voucher Approval:
 1) Vouchers: #1572-18 – #1649-18; (\$153,201.97)
 B. Payroll Approval:
 1) Payroll: June 15, 2018; (\$874,374.50)
 2) Payroll Correction-OASDI tax Carrillo: (\$369.43)
 3) Payroll Correction-OASDI tax M.Dickinson: (\$109.39)
 4) Payroll Correction-May15 Transfer Pereira Negative Ck deducted in error: (\$515.91)
 C. Minutes Approval:
 1) Regular Meeting Minutes – June 5, 2018
 2) Special Board Meeting Minutes – June 12, 2018
 D. Secretary's Report on Correspondence

7. Discussion Item

A. Draft Lake Stevens Fire / District 7 Inter Local Agreement

8. Action Item

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) 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 – IAFF Represented Chief Officers (Waugh / Wells / Fay)
 - 1) TBD / Admin Bldg.
- I. Union Negotiations – Teamsters (Wells / Waugh)
 - 1) TBD
- J. Strategic Plan Committee – (Fay / Schaub / Wells)
 - 1) TBD – estimated to be July 2018
- K. Capital Facilities Committee - (Schaub / Snyder / Woolery)
 - 1) Tuesday, June 19, 2018 – 14:00 / Admin Bldg.
 - 2) Station 33
 - 3) Station 72
 - 4) Station 32
 - 5) Station 76

10. Other Meetings Attended:

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
- C. Leadership Meeting (Fay / Schaub / Wells)
 - 1) Wednesday, October 3, 2018 – 09:00 / Station 71 (training room)
- D. Sno-Isle Commissioner Meeting
 - 1) Thursday, June 21, 2018 / Lake Roesiger (with County Chiefs)

11. Old Business:

12. Call on Commissioners:

13. Attendance Check:

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

14. Executive Session:

- A. RCW 42.30.110(1)(f) - Review complaints or charges brought against a public officer or employee
- B. RCW 42.30.140(4)(a) - Discuss collective bargaining negotiations

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 June 19, 2018

Fire Chief's Report:

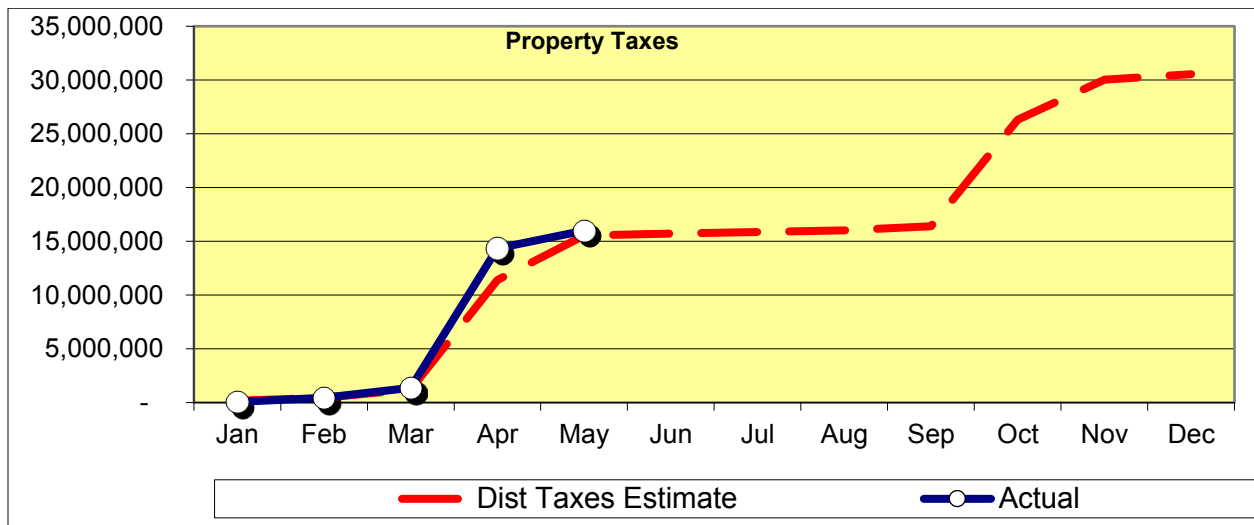
1. The Staff continue to spend countless hours collecting data and reviewing the data for the Public Records Request we received.
2. Division Staff personnel from District 7 and Lake Stevens Fire continue to meet to develop our plan for moving forward.
3. A Leadership Meeting was conducted on June 6th and was well attended by the officers and acting officers in the district.
4. Many members of the district participated in the Miracle League Baseball tournament on June 9th. Thank you to those members that helped out and made this a great day for the ball players.
5. The Staff have been participating in Adaptive Leadership training with Jeff Lawrence. This is the 2nd training on this subject for the staff.
6. The Union has refiled both of the Unfair Labor Practices with PERC. Staff will be preparing for these hearings as they are scheduled.
7. Staff members have been preparing for the Step 3 Grievance in Executive Session scheduled for Tuesday, June 12th.
8. Staff members have been preparing for the Represented Chief Officers union bargaining session scheduled for Wednesday, June 13th.
9. I have placed the Draft ILA for Lake Stevens / D7 in the Discussion Items section of this report for Board review / comment. Lake Stevens Fire has placed the ILA on their agenda as a discussion item for June 21st. Chief Silva and I will be attending their meeting prior to going to the Sno-Isle Commissioner / County Chiefs BBQ at District 16.

Finance Officer's Report:

1. We have received the Mobilization reimbursement for last year's California Fires. Total mobilization reimbursements received this year for last year's fires are \$1,040,496 including the Washington and California fires.
2. We have begun working with Tyler on some aspects of the new accounting software. At this time, implementation is expected sometime in mid-2019.
3. The tables below show the number of transports, gross transport revenues, and MVC revenues, billed by Systems Design during the month of May 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
May	404	365	183
Systems Design Transport Revenues for District 7	2018	2017	2016
May	\$176,304.79	\$170,126	\$93,209
Systems Design MVC Revenues for District 7	2018	2017	2016
May	\$0	\$615	\$0

- The budget and actual expenditures as of May, 2018 are \$17,357,792, 35% of the annual budget. At this time in 2017, District 7 had spent \$14,860,505, 33% of the total annual budget. The expenditures in the General fund are \$13,714,808; 37% of the General Fund budget. At this time in 2017, District 7 had spent \$12,473,372; 39% of its General Fund budget.
- Total revenues in the general fund for May, 2018, are at 51% of budget. At this time in 2017, District 7 had collected 52% of budgeted revenues in the General Fund. The General Fund revenues collected through May, 2018 are \$18,769,280. In April of 2017, year to date revenues were \$16,484,202.
- Regular, EMS, and M&O property tax collections in the General Fund and Bond Fund through May, 2018 are \$15,992,067, which is 52% of the amount budgeted. In 2017 at this time, these property tax collections were 52% of the amount budgeted, with collections of \$13,674,473. Below is a chart showing the 2018 year to date property tax collections as compared with expected collections.



EMS Officers Report:

- Our patient experience score for May was 95.45%. There were 56 patients included in this report. This ranks FD 7 11th nationally for similar sized agencies.
- Represented District 7 at the Monroe National Day of Prayer.
- Presented PTSD at the County Fire Chief's Meeting
- Attended LSF/D7 merger meetings
- Attended EMS Trauma Steering Committee meeting
- Continue work with county Opiate task force.
 - Our data sharing ordinance was passed by the county council

Deputy MSA Report

1. Active shooter drill
2. Cardiac arrest review
3. MCI/Trauma supplies and education
4. Working on criteria for EMS chart review
5. Refreshing paramedic assistant program
6. Establishing adjunct EMS continuing education instructors
7. Working on tasks associated with being chair of Snohomish County EMS Council
 - a. One notable task was the recent opening of the Opioid Crisis Center in Everett
8. Auditing controlled substance use within the organization
9. Working with EMS Committee

Medical Services Officer Report

1. No Report

Community Resource Paramedic

1. DSHS monthly meeting
2. Consistent Care monthly meeting
3. North Sound ACH Meeting
4. Wildland and Water Rescue team meetings
5. Work on completing fire training
6. Work with facilities committee
7. See normal case load of patients

Community Risk Reduction Officer's Report (May 2018):

1. Code Compliance Section
 - a. We experienced a high number of building fires in the month of May.
Will be meeting with Streamline in July to explore opportunities to begin utilization of this product as an inspection documentation program under the Lake Stevens Fire's license with Streamline. We continue to exploit our iPhone application software for activities other than annual inspections, including adding an Annual Fire & Life Safety Inspection Report that is serving the City of Mill Creek very well. Operations chiefs have supported an idea to move to electronic outdoor burn reporting on this iPhone application, which will be implemented in July 2018.
 - b. Outdoor Burning
 - East
Permits Issued – 29
Unlawful Burning – 5
 - West
Permits Issued – 22
Unlawful Burning – 7
2. Plan Review
 - a. City of Mill Creek
1.4 hours
 - b. City of Monroe
14.0 hours
 - c. Unincorporated Snohomish County
0.0 hours
3. Permit Inspection
 - a. City of Mill Creek
10.0 hours
 - b. City of Monroe
45.5 hours

- c. Unincorporated Snohomish County
0.0 hours
- 4. Fire & Life Safety Inspections (Annual) by CRRD Personnel
 - a. City of Mill Creek
12.2 hours
 - b. City of Monroe
16.0 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
0.0 hours
 - c. Unincorporated Snohomish County
0.5 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. 113.7h
 - b. Knox Rapid Entry System
 - Key Secure deployment complete for essential apparatus.
 - West Battalion appliances: 415
 - East Battalion appliances: 259
 - Other appliances: 8
- 8. Outcome Analysis (In-district activity only) (Mutual aid given to 12 structure fires)
 - a. Residential Structure Fires
 - Total Count: 7 Total Saved: \$1,897,109 Total Loss: \$ 686,472
 - o 17011 29th Dr SE, Bothell – Cause: pan left cooking on stove

METRICS FOR THIS INCIDENT		OBJECTIVE	MET?
Loss:	\$ 90,472		
Saved:	\$ 308,109		
Turnout Time:	00:39	01:30	Yes
Travel Time:	06:38	06:00	No
Response Time:	07:17	07:30	Yes
ERF (14) Time:	N/A	12:00	N/A
Fire protection: fire sprinkler system not present; smoke alarm present and operated, but only one device operational			
 - o 10617 206th St SE, Snohomish – Cause: undetermined; remains under investigation

METRICS FOR THIS INCIDENT		OBJECTIVE	MET?
Loss:	\$ 350,000		
Saved:	\$ 85,000		
Turnout Time:	01:04	01:30	Yes
Travel Time:	07:01	06:00	No
Response Time:	08:05	07:30	Yes
ERF (14) Time:	15:30	12:00	No

- Fire protection: fire sprinkler system not present; smoke alarms not present
 - 13312 Woods Creek Rd, Monroe – Cause: welding ignited gasoline fumes after can knocked over

<u>METRICS FOR THIS INCIDENT</u>	<u>OBJECTIVE</u>	<u>MET?</u>
▪ Loss: \$ 100,000		
▪ Saved: \$ 0		
▪ Turnout Time: 01:26	01:30	Yes
▪ Travel Time: 04:10	06:00	Yes
▪ Response Time: 05:36	07:30	Yes
▪ ERF (14) Time: 19:59	12:00	No
▪ Fire protection: fire sprinkler system not present; smoke alarm not present		
 - 18123 67th Ave SE, Snohomish – Cause: failed to extinguisher after use of propane weed burner

<u>METRICS FOR THIS INCIDENT</u>	<u>OBJECTIVE</u>	<u>MET?</u>
▪ Loss: \$ 5,000		
▪ Saved: \$ 360,000		
▪ Turnout Time: 02:20	01:30	No
▪ Travel Time: 05:05	06:00	Yes
▪ Response Time: 07:25	07:30	Yes
▪ ERF (14) Time: N/A	12:00	N/A
▪ Fire protection: fire sprinkler system not present; smoke alarm present		
 - 19010 13th Ave SE, Bothell – Cause: Unattended candle. Loss and save value reflect fire spread to an adjacent exposure structure.

<u>METRICS FOR THIS INCIDENT</u>	<u>OBJECTIVE</u>	<u>MET?</u>
▪ Loss: \$ 133,000		
▪ Saved: \$ 902,000		
▪ Turnout Time: 00:51	01:30	Yes
▪ Travel Time: 04:25	06:00	Yes
▪ Response Time: 05:16	07:30	Yes
▪ ERF (14) Time: 11:01	12:00	Yes
▪ Fire protection: fire sprinkler system not present; smoke alarm present and operated		
 - 18722 Fales Rd, Snohomish – Cause: Creosote buildup in chimney chase

<u>METRICS FOR THIS INCIDENT</u>	<u>OBJECTIVE</u>	<u>MET?</u>
▪ Loss: \$ 8,000		
▪ Saved: \$ 242,000		
▪ Turnout Time: 01:01	01:30	Yes
▪ Travel Time: 07:01	06:00	No
▪ Response Time: 08:02	07:30	No
▪ ERF (14) Time: 13:04	12:00	No
▪ Fire protection: fire sprinkler system not present; smoke alarm present		

b. Commercial Structure Fires

Total Count: 0 Total Saved: \$ Total Loss: \$

c. Incident Count

- a. EMS: 626 (64.1%)
- b. Dispatched & canceled en route: 124 (12.7%)
- c. MVC: 58 (5.9%)
- d. Other: 169 (17.3%)
- e. Total: 977

9. Division Management

- a. Training
 - Bowen – 3.5h
 - Sexton – 32.0h
 - Fitzgerald – 0h

- a. Leave
 - 57.5h

10. Challenges

- a. Multiple software applications not interfaced

- b. Division chief's focus is on task level work since no administrative staff available
 - c. Unlikely to complete the final street and parcel edits for west battalion in order distribute new quadrant books in Q2; will know better toward the end of June
 - d. Very little time to allocate time toward ILA/merger efforts of division with LSF
11. Successes
- a. All existing completed inspection reports have been digitized
 - b. Implemented electronic Fire & Life Safety Inspection Report in the City of Mill Creek
 - c. Time study of division personnel has been completed and a report being prepared
 - d. Time study of inspection time for City of Mill Creek completed; 26 minute average per inspection x 390 occupancies = 169 hours per year for initial inspections only
 - e. Utilized a D22 (Getchell Fire) UAS / drone to complete a pre-incident plan; this worked very well at completing a high-resolution site and area plan for Vintage at Mill Creek
12. Professional Associations
- a. Bowen attended Snohomish County Fire Prevention Association meeting
 - b. Bowen attended Snohomish County Fire Prevention Association meeting
 - c. Sexton attended WAURISA conference and education
13. Noteworthy Comments
- a. J. Thomas light duty ended 5-15-2018; no light duty personnel currently
 - b. The Knox Company has ended support on some Key Secure products owned by the district; minimal impact so far

Public Information/Public Education Officer's Report:

1. News releases/articles:
- a. 20 Facebook posts
 - 46 new page likes
 - 37.9 thousand total people reached
 - 61.2 thousand post impressions
 - b. 19 Twitter posts
 - 50.3 thousand Tweet impressions
 - 1,277 Profile visits
 - 64 new followers
 - 20 mentions
 - c. 3 Nextdoor posts
 - Reaching 16,143 verified residents in 165 neighborhoods
2. Other communication:
- a. May 1: Fire District 7 paramedic recognized during Patient Experience Week
 - b. May 6: Sirens Report
 - c. May 9: Bothell house fire displaces family of three and their four dogs
 - d. May 14: Sirens
 - e. May 16: New Lieutenants take oath during badge pinning ceremony
 - f. May 20: Sirens
 - g. May 21: Special Meeting Notice
 - h. May 29: Fire District 7 presented with Dr. Cooper Cardiac Award
3. Media coverage:
- a. Colleagues mourn death of Washington paramedic, fire commissioner
 - i. FireRescue1.com
 - b. House fire south of Mill Creek displaces family of three and their four dogs
 - i. News of Mill Creek
 - c. Responding to water emergencies
 - i. Monroe Monitor
 - a. New Fire District 7 Lieutenants take oath during badge pinning ceremony
 - ii. News of Mill Creek
 - d. Families offered free life jacket rentals at some parks and fire stations
 - i. KIRO 7 News

4. KIRO 7 covered the Mill Creek Memorial Day Parade: Fire District 7 Honor Guard and Ladder 72 were first in the video
5. Meetings/Training attended:
 - a. May 1: Board Meeting
 - b. May 7: LS phone conference meeting
 - c. May 8: Chamber Lunch Meeting
 - d. May 8: Meeting with Reporter at Water Rescue Academy
 - e. May 10: Impact Teen Driver Curriculum Update Meeting
 - f. May 14: Joint LSF & D7 Meeting
 - g. May 14: LSF & D7 Communications Meeting
 - h. May 16: LSF & D7 Communications Meeting
 - i. May 27: Interview with KIRO for Life Jacket story
 - j. May 30: LSF & D7 Communications Meeting
6. Tours/Events/Activities:
 - a. May 2: Nick of Time Screening at North Creek High School – 14 personnel volunteered
 - b. May 10: Vintage at Mill Creek Grand Opening
 - c. May 10: Visit to Mill Creek Elementary 2nd grade – 4 classes (Chadwick)
 - d. May 15: Visit to Jackson High School (Impact Teen Driver) – 8 classes (Gjerde & Scheinder)
 - e. May 17: Visit to Monroe High School (Impact Teen Driver) – 7 classes (Rybar)
 - f. May 18: Visit to Monroe High School (Impact Teen Driver) – 5 classes (Rybar & Gunterman)
 - g. May 18: Station Tour for Girl Scout group – Station 72
 - h. May 19: Book reading at Friends of the Mill Creek Library book sale – Station 76
 - i. May 22: Visit to Fernwood Elementary 2nd grade – 7 classes (Chadwick)
 - j. May 24: Station Tour for kindergarten & 2nd grade groups – Station 31 & Chadwick
 - k. May 26: Flags for our Fallen VFW 5K race – Water Table & Ladder Truck: St. 31 & Chadwick
 - l. May 28: Mill Creek Memorial Day Parade – Station 77 and Ladder 72
7. CPR/First Aid:
 - a. May 7: CPR Only (Hanna) – 12 people certified
 - b. May 18: CPR/First Aid Skills Check (Rodriguez) – 1 person certified
 - c. May 19: CPR/First Aid class (Rodriguez) – 9 people certified
 - d. May 24: CPR Only for Mayspond Clubhouse (St. 72: Chadwick had a family emergency) – 6 people certified.
 - e. May 30: CPR Only for Administrative Personnel (Chadwick) – 8 people certified
8. Other Projects:
 - a. The PIO was redeveloping the high school education program with updated data and technology.

CONSENT AGENDA

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
1572 - 18	AAA Fire Extinguisher	832.11
1573 - 18	Absolute Graphix	328.68
1574 - 18	Amerigas	127.76
1575 - 18	Aramark	31.86
1576 - 18	Aramark	147.15
1577 - 18	Associated Glass, Inc.	392.76
1578 - 18	Astral Communications	1,347.49
1579 - 18	Callback Staffing Solutions	688.53
1580 - 18	Cary Cronin	116.81
1581 - 18	Central Welding Supply	63.59
1582 - 18	Cindy Coker	166.00
1583 - 18	City of Monroe	969.97
1584 - 18	City of Monroe	282.94
1585 - 18	Cloth Tattoo, LLC	37.40
1586 - 18	Columbia Southern University	607.50
1587 - 18	Comcast	567.27
1588 - 18	Cressy Door Company, Inc.	439.53
1589 - 18	Department of Retirement Systems	340.74
1590 - 18	Dept. of Labor & Industries	69.90
1591 - 18	First Watch	403.00
1592 - 18	Galls	2,118.60
1593 - 18	Galls	576.11
1594 - 18	Galls	296.49
1595 - 18	Galls	343.70
1596 - 18	Gary A. Meek	221.78
1597 - 18	Hill Street Cleaners	275.31
1598 - 18	HRA VEBA Trust	1,327.00
1599 - 18	International Society of Fire Service Instructors	125.00
1600 - 18	Iron Mountain	391.70
1601 - 18	ISOOutsource	4,335.75
1602 - 18	Jacob Winter	8.18
1603 - 18	Jamie Silva	97.00
1604 - 18	Jeff Schaub	197.50
1605 - 18	Les Schwab	1,649.00
1606 - 18	Leslie Wells	55.05
1607 - 18	Life Assist	1,931.74
1608 - 18	Life Assist	2,494.01
1609 - 18	Life Assist	1,610.16
1610 - 18	Life Assist	1,552.05
1611 - 18	Life Assist	1,120.34
1612 - 18	Life Assist	1,683.34
1613 - 18	Life Assist	3,914.53

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
1614 - 18	MacDonald-Miller	1,624.08
1615 - 18	MacDonald-Miller	541.36
1616 - 18	MicroAge	622.59
1617 - 18	Mindy Leber	166.00
1618 - 18	Mitigation Banking Services	5,586.00
1619 - 18	Mobile Health Resources	564.40
1620 - 18	Office Depot	174.14
1621 - 18	Office Team	1,974.78
1622 - 18	PayChex Inc	1,639.54
1623 - 18	Petro Card	71.54
1624 - 18	Petty Cash	1,826.01
1625 - 18	Petty Cash	712.40
1626 - 18	Puget Sound Energy	103.45
1627 - 18	Puget Sound Energy	99.16
1628 - 18	Randall Fay	247.36
1629 - 18	Ricoh USA, Inc	336.44
1630 - 18	Roy Waugh	273.86
1631 - 18	Silver Lake Water	328.82
1632 - 18	Smarsh, Inc	1,163.44
1633 - 18	Snohomish Aquatic Center	132.01
1634 - 18	Snohomish County 911	60,986.38
1635 - 18	Snohomish County 911	2,053.30
1636 - 18	Snohomish County P.U.D. #1	270.28
1637 - 18	Soundview Aerial Photography	250.00
1638 - 18	Systems Design	8,993.50
1639 - 18	Town & Country Tractor	30.18
1640 - 18	Trusteed Plans Service Corp	17,470.43
1641 - 18	Trusteed Plans Service Corp	5,194.14
1642 - 18	Trusteed Plans Service Corp	922.64
1643 - 18	Verax Chemical Company	91.98
1644 - 18	Verizon Wireless	15.47
1645 - 18	William Snyder	236.69
1646 - 18	Winterbourne Landscape	2,220.14
1647 - 18	Winterbourne Landscape	1,288.00
1648 - 18	Winterbourne Landscape	354.19
1649 - 18	Xerox Corp.	351.94

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
		Grand Total
		153,201.97

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 _____ ~~1649~~ - ~~18~~ are approved for payment in the amount of \$153,201.97 for the month of June 19, 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 : 06/15/2018 WEEK 23
PERIOD BEGIN : 06/01/2018
PERIOD END : 06/15/2018

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 06/15/2018. 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	563823.35		
READYCHEX DEBITED FROM YOUR ACCOUNT	1727.81	NUMBER OF PAYROLL CHECKS	160
TOTAL NET PAYROLL	565551.16		
AGENCY CHECKS	196981.34	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	111092.00		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	111092.00	NUMBER OF CHECKS PRINTED	174
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	677393.16		
TOTAL COST OF PAYROLL	874374.50	NUMBER OF MANUAL/VOID TRANSACTIONS	0

AGENCY	TOTALS
GPS	750.00
NON-GPS	196981.34

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	110976.92		06/18/2018 Deposit made by PAYCHEX INC. on your behalf.

**Summary Minutes of the Regular Board Meeting
June 5, 2018**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1900 hours. Commissioners Fay (via phone), Schaub, Snyder, Waugh, Wells and Woolery were present.

AGENDA CHANGES:

- A. 2) New Vouchers submitted for approval.

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

CHIEF'S REPORT:

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

He also discussed the \$5,000 Washington Finance Officers Association position grant CFO Tabor applied for and was awarded for an intern to work in the area of finance. The grant is to reimburse the intern for the cost of wages and benefits and the plan is for them to work 10-20 hours per week. Chief Meek requested the board to authorize him to sign the contract for this grant.

MOTION: Commissioner Schaub moved and Commissioner Woolery seconded to authorize the chief to sign the Financial Assistance Agreement with Washington Finance Officers Association. On vote, **Motion Carried 6/0**

CONSENT AGENDA

A. Voucher Approval:

- 1) Review vouchers previously approved #1367-18 through #1441-18 in the amount of \$715,386.95.
- 2) Vouchers #1442-18 through #1571-18 in the amount of \$516,585.05 was submitted for approval.

B. Payroll Approval:

- The May 31, 2018 regular pay was submitted in the amount of \$864,526.45

C. Secretary's Report on Correspondence: None

D. Approval of Minutes

- 1) Approve Regular Meeting Minutes of May 15, 2018.

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

DISCUSSION ITEMS: None

ACTION ITEM: None

COMMISSIONER COMMITTEE REPORTS

A. Safety Committee: Meets June 25, 2018 1800 at Station 71

B. Capital Facilities Committee:

- a. **Station 33:** The building is underway and Steve has been working with TCA to obtain a complete list of all the change orders that have occurred. Once received the district will begin mitigating with TCA the responsibility of the change orders.

1 **A. OTHER MEETINGS ATTENDED**

- 2 1) **Snohomish County 911:** The two unions worked out their differences in just a few short days.
- 3 The New World systems projects a savings of the joint operations of over a million dollars through
- 4 the 2023 contract. The Personnel committee is addressing evaluations, customer surveys, & staff
- 5 satisfaction surveys and senior staff evaluations. The SERS group is also moving along as the Law
- 6 and Justice Committee at the county level has presented that it should be a countywide sales tax
- 7 that funds the SERS Emergency Radio System. There will be a presentation at Lake Roesiger by
- 8 Brad from SERS presenting on the topic. The County Council has a public hearing June 20 at
- 9 10:30am where District 7 will have representation.
- 10 2) **Leadership Meeting:** Meets June 6th 0900 at Station 31 Training Room
- 11 3) **Sno-Isle Commissioner Meeting:** Meets June 21 at Lake Roesiger (with the County Chiefs)
- 12 4) The Commissioners attended a great conference on leadership last weekend in Chelan.
- 13
- 14

15 **OLD BUSINESS:** None

16 **CALL ON BOARD** None

17 **ATTENDANCE CHECK**

18 All board members in attendance noted they would be available for the June 12th 1900 Special Meeting at the

19 Administration Building as well as the June 19, 2018 1900 Regular Board Meeting at the Administration

20 Building with the exception of Commissioner Woolery.

21

22

23 **EXECUTIVE SESSION**

24 The Commissioners went into Executive Session at 7:20 for thirty (30) minutes to discuss enforcement action

25 with legal counsel per RCW 42.30.110(1)(i) and to discuss collective bargaining with legal counsel per RCW

26 42.30.140(4)(a).

27

28 Regular session resumed at 7:55pm with the following action:

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31 **MOTION:** Commissioner Snyder moved and Commissioner Schaub seconded to have Mitch Cogdill represent

32 the District on this matter. On vote, **Motion Carried 6/0**

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34 The meeting was adjourned at 7:56 pm by Commissioner Waugh.

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36 **Snohomish County Fire District #7**

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41 _____

42 Jamie Silva

43 Secretary of the Board

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**Summary Minutes of the Special Board Meeting
June 12, 2018**

The Board of Fire Commissioners for SCFPD #7 met in special session on June 12, 2018 1900 at the Administration Building located at 953 Village Way Suite 200 - Monroe, WA 98272.

The purpose of the special meeting was to solely conduct an Executive Session.

Present for the meeting were Fire Commissioners, Schaub, Snyder, Waugh, Wells and Woolery. Commissioner Fay was absent from the meeting.

Chief Meek informed the Board that the grievance in discussion was related to outside employment that follows article 20 of the 2017-2019 Union 2781 Collective Bargaining Agreement. He explained the board would have executive session packets handed to them once the executive session has started. The point of this meeting was to allow the board to hear directly from Joe Pereira. As this is a personnel issue the board will enter into executive session to hear from Joe Pereira

Brief discussion took place with legal counsels regarding the process of the executive session and the allowance of Joe Pereira to give testimony.

EXECUTIVE SESSION

The Commissioners went into Executive Session at 7:30 pm for twenty (20) minutes to discuss an enforcement action with legal counsel representing the agency in regards to a Step 3 grievance with Union Local 2781 per RCW 42.30.110(1)(i). An extra 40 minutes was requested.

Regular session resumed at 8:30 pm with no action as a result.

The meeting was adjourned at 8:30 pm by Commissioner Waugh.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

DISCUSSION ITEMS

INTERLOCAL AGREEMENT FOR FIRE AND EMERGENCY MEDICAL SERVICES

THIS INTERLOCAL AGREEMENT (the “Agreement”) is entered into this 1st day of July, 2018 by and between **SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #7** (District 7) and **LAKE STEVENS FIRE**, (“LSF”), both Washington municipal corporations, (hereafter collectively identified as the “Districts”).

WHEREAS, consolidation of fire, EMS and other emergency services through cooperative agreement and/or through a merger, has recently gained support of elected officials in the Districts; and

WHEREAS, the Districts agree that an agreement between LSF and District 7 for fire, emergency medical and other services is beneficial to both agencies and their stakeholders; and

WHEREAS, the Districts have a long-term relationship for providing mutual and automatic aid toward the delivery of these services; and

WHEREAS, the Districts believe that taking incremental steps towards consolidating EMS and other emergency services will be in the best interests of the Districts, their personnel and the communities they serve; and

WHEREAS, District 7 operates a shop known as East County Fire Support Services Division (ECFSS) to service apparatus owned by District 7 and other agencies via interlocal agreement; and

WHEREAS, District 7 employs mechanics (“ECFSS Mechanics”) to perform the ECFSS services; and

WHEREAS, LSF currently employs one mechanic, but may in the future employ additional, full-time mechanics (“LSF Mechanics”) to service apparatus owned by LSF [herein, the mechanics employed by District 7 and LSF shall be collectively referred to as the “Mechanics”]; and

WHEREAS, the Districts are authorized, pursuant to Chapter 39.34 of the Revised Code of Washington, to enter into interlocal agreements which allow the Districts to cooperate with each other to provide high quality services to the public in the most efficient manner possible.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Districts hereto agree as follows:

1. SCOPE OF AGREEMENT

1.1 The purpose of this Agreement is to incrementally combine administrative and/or operational functions of both Districts in order to maximize efficiencies, improve service, reduce redundancies, and to initiate integration of the Districts.

1.2 Kevin O'Brien is designated as the LSF Fire Chief for purposes of statutory provisions and regulations.

1.3 Gary Meek is designated as the District 7 Fire Chief for purposes of statutory provisions and regulations.

1.4 Each District shall recognize a chain of command and authority structure for the day to day operations established by the organizational chart as approved by the Districts' Board of Fire Commissioners.

2. MECHANIC SERVICES

2.1 Staffing. District 7 will perform the scheduling and assignment of the LSF Mechanic as needed to effectuate the needs of the parties. As such, LSF Mechanic may be assigned to work at ECFSS on any given day. Herein, when an LSF Mechanic is assigned to work at ECFSS, the LSF Mechanic shall be referred to as a "Loaned Employee" during that period of time.

2.2 Supervision of LSF Mechanic. District 7 is solely responsible for supervising the performance of the LSF Mechanic on days when he/she is assigned to work at ECFSS, including supervision of both the services provided by the Loaned Employee and the means by which the services are accomplished.

3. OPERATIONS.

3.1 Each District may request emergency operational personnel (firefighting, EMS, rescue, etc.) to staff apparatus and fire stations in accordance with the provisions of this section and Memoranda of Understanding reached with their respective bargaining groups (the "Personnel Sharing MOUs").

3.2 Whenever a party (the "Requesting Party") has a Shift Vacancy, the Requesting Party shall follow its procedures and its collective bargaining agreement to offer such shift (the "Shift") to its own personnel on an overtime basis. If the Shift Vacancy is not voluntarily filled by the Requesting Party's employees then, in accordance with the Personnel Sharing MOU's, the Requesting Party may contact the other party (the "Providing Party") for purposes of filling the Shift Vacancy. The Providing Party will, in accordance with the terms of its collective bargaining agreement and the Personnel Sharing MOUs, offer the shift to its personnel and will notify the Requesting Party of the name of the individual who will work the Shift (the "Loaned Employee"). If no employee voluntarily elects to work the Shift, the Providing Party shall promptly notify the Requesting Party.

3.3 Each party shall ensure that the Loaned Employee knows it is their responsibility to timely notify the Providing Party and the Requesting Party if they are ill or otherwise unable to work the Shift. Upon receiving such notice, the Providing Party shall attempt to provide another Loaned Employee if time permits in advance of the Shift.

3.4 Each party reserves the right for any nondiscriminatory reason to refuse a Loaned Employee from filling Shifts for such party; provided, however, that such right shall be effective only from the time that notice is provided to the Providing Party. If the refused employee is

scheduled to work any future Shifts at the time such notice is issued, the Providing Party shall offer such Shifts to other employees.

3.5 All personnel loaned to a Requesting District shall be subject to Section 5 of this Agreement.

4. ADDITIONAL SERVICES

4.1 The Parties anticipate that they will combine other services in the future, which may include but not be limited to the following (each service shall be referred to as an “Additional Service”):

- a. Medical Services Officer
- b. Community Risk Reduction
- c. HR
- d. Training
- e. Office support
- f. Operations
- g. Facilities maintenance
- h. Executive administration

4.2 If the combination of any Additional Service results in an employee from either District being under the direction, control and supervision of the other District, the employee will be deemed to be a Loaned Employee, and the procedures set forth in Section 5 shall be followed.

4.3 Unless the combination of Additional Service would require an amendment to the terms and conditions of this Agreement, the Fire Chiefs of District 7 and LSF are authorized to combine any of the foregoing Additional Services by executing an Appendix to this Agreement to describe any specific terms and conditions. If the combined Additional Service would require an amendment to any of the terms and conditions herein or would constitute a “Compensable Service”, the Amendment shall be approved by the Boards of Fire Commissioners of each District.

5. LOANED EMPLOYEES

5.1 The combination of certain services may result in an employee of one District (“Provider District”) being assigned to work at, and under the direction, supervision and control of, the other District (“Receiving District”) on any given day. Herein, when a Provider District assigns such an employee to work under the direction, supervision and control of the Receiving District, such employee shall be deemed a “Loaned Employee” during that period of time, and the terms in this Section 5 shall apply to such Loaned Employee.

5.2 Performance Issues. The Receiving District shall promptly notify the Provider District of any performance deficiencies or misconduct by a Loaned Employee. All disciplinary action shall be the responsibility of the Provider District.

5.3 Loaned Employee Consent. Each Loaned Employee who agrees to be a Loaned Employee for the other District from time to time shall execute and provide to his/her employer the consent form attached hereto as Appendix “A” (“Employee Consent”). By obtaining such consent, it is the intent of the parties to establish that both Parties are the employers for any

Loaned Employee for purposes of the Industrial Insurance Act in accordance with the holding of *Novenson v. Spokane Culvert & Fabricating Co.*, 91 Wn.2d 550, 553, 588 P.2d 1174, 1176 (1979).

5.3.1 At any time hereunder, any Loaned Employee who has provided an Employee Consent may withdraw his or her consent by notifying his/her employer, and thereby withdraw him/herself from being loaned to the other District pursuant to this Agreement.

5.4 Employee Benefits and Withholdings. The Provider District shall be solely responsible for the following for any Loaned Employee:

- a. Administration of payment of all salaries, wages, and other forms of compensation;
- b. Compliance with all rules and regulations governing reporting, payment, and withholding of federal and state taxes imposed, including but not limited to:
 - i. Federal income tax withholding;
 - ii. State and local income tax withholding;
 - iii. Federal Insurance Contributions Act (FICA) and Medicare tax withholding, as well as the employer component of FICA and Medicare tax;
 - iv. Federal Unemployment Tax Act (FUTA) obligations, and;
 - v. Applicable state unemployment tax obligations;
 - vi. L&I premiums.
- c. Compliance with applicable workers' compensation laws.

6. COMPENSATION

6.1 Mutual Benefits. Except as to the Compensable Services identified below, the mutual benefits to be derived from this Agreement are deemed to be adequate consideration and no compensation will be paid by either District to the other. Provided, however, that as Additional Services are added, the parties may determine that compensation should be paid, in which case the terms will be described in the applicable Appendix which deals with the Additional Service.

6.2 Compensable Services. The following services shall be compensable as provided herein.

6.2.1 Mechanic Cost Considerations. ECFSS will reimburse LSF for the Total Cost of Compensation for the LSF Mechanic. ECFSS will bill LSF at the ECFSS member rate for apparatus/vehicle services. LSF and District 7 will evaluate the Cost Considerations on a quarterly basis to ensure equity and fiscal accountability. Based on the outcome of the quarterly evaluations, the parties reserve the right to adjust the cost model.

6.2.2 Loaned Operations Personnel. When operations personnel are loaned pursuant to Section 3, the Receiving Party shall be responsible for the Providing Party's cost of providing such personnel, i.e. the total hourly cost of compensation (TCC) multiplied by the number of hours worked, plus all taxes thereon.

6.2.3 Additional Services. If the parties agree that any Additional Service should be a compensable service, the terms of compensation shall be detailed in the applicable Appendix referencing such Additional Service.

6.3 Billing and Payment for Compensable Service Payments. Each party shall, by the 15th of each month, invoice the other party for any compensable services for which payment is owed for the prior month's compensable services. Such invoice shall identify the Loaned Employee, the date(s) of the Shift(s) worked, and the charges associated therewith. Payment of invoices shall be due within 30 days of the invoice date. Payments received after this date are subject to interest at the rate of one and one-half percent (1.5%) per month.

6.3.1 The parties recognize that a Providing Party whose Collective Bargaining Agreement has expired will not know the TCC for a Loaned Employee until such time as the CBA is settled. Such party shall notify the other of this fact. Once the CBA is settled, the Providing Party shall "true up" any charges previously billed for services during the time that the CBA was expired and will issue a "true up" invoice within sixty days of the date that the CBA is settled. It is expressly agreed that such revised invoice may be issued following the Termination Date if this Agreement is terminated prior to settling of the CBA or issuance of interest arbitration award.

7. STAFFING

7.1 Level of Staffing. Current staffing level practices, which vary daily in each District, shall be retained as they exist on the Effective Date. During the term of this Agreement, staffing levels are not planned to be reduced at any current station, but in the course of normal operations it is recognized that levels vary at stations. Any minimum staffing agreements with the labor groups will continue as if the Districts were not jointly operating.

7.2 Level of Service Changes. During the term of this Agreement, service level changes may occur that improve staffing or coverage. It is agreed that improvements to service are not prohibited by this agreement.

8. USAGE, ACQUISITION AND OWNERSHIP OF PERSONAL PROPERTY

8.1 Use. Personal property of each District may be used jointly as determined by the Fire Chiefs to be in the best interest of the Districts.

8.2 Ownership. All assets shall be marked and inventoried as property of the specific District that purchased the property with the exception of disposable items. This provision shall apply to all property owned as of the Effective Date and to all future property purchases during the term of this Agreement except for such property that is jointly purchased pursuant to section 8.3.

8.3 Joint Purchases. The Districts shall maintain a separate memorandum of understanding for any items which the Districts agree to purchase jointly. The memorandum of understanding shall identify the item to be purchased jointly, the cost contributed by each District, and the asset division in the unlikely event of dissolution of this Agreement, which does not result in a merger of the Districts.

8.4 Repairs. All repair and maintenance of personal property shall remain the responsibility of the District which owns the property.

8.5 Apparatus Replacement Schedule. Unless otherwise determined by the Districts, apparatus replacement plans may proceed by each District as currently planned and remain the property of the purchasing District. However, the parties agree to collaborate to determine if efficiencies can be achieved by adjusting such apparatus replacement plans.

9. FINANCES

9.1 Funding. All transactions of expense and revenue for the two districts shall be accurately accounted for as if the Districts had not entered into this Agreement.

9.2 Finance Approval. As the Districts will remain separate legal entities, finances shall be prepared for authorization by each District's Board of Fire Commissioners.

10. EMPLOYEES

10.1 Employer. Except with respect to Loaned Employee situations referenced above, employees shall remain the employees of their employing District and shall continue to be subject to the terms and conditions of employment (including collective bargaining agreements) of their employing District.

10.2 Assignment. Subject to fulfillment of any bargaining obligations, employees may be assigned different responsibilities during the duration of this Agreement in order to fulfill the purposes of this Agreement.

10.3 Indemnification Regarding Personnel Claims. Each District shall indemnify, defend, and hold the other harmless from any and all demands, claims or actions by employees which (i) arose prior to the Effective Date of this Agreement or (ii) arise during the term of this Agreement and which result from the negligent or wrongful acts and/or omissions of the indemnifying party. Provided, however, that in the event of concurrent negligence, the foregoing indemnification shall only apply to the percentage of the party's fault.

11. OVERSIGHT

11.1 Governance. Pursuant to RCW 39.34.030, this Agreement shall be administered by the Fire Chiefs of each Party.

12. AGREEMENTS

12.1 Existing. This Agreement shall not affect any agreements to which a District may currently be a party. Before a District renews or enters into new agreements with third parties, the Fire Chiefs of both parties shall be advised of same and shall have opportunity for input; provided, however, that only the District which is a party to the agreement shall have the right to take action to approve such agreement.

12.2 Mutual and Automatic Aid. The Districts currently have individual responsibilities and contractual obligations under their respective agreements with other fire agencies that shall continue under this agreement.

12.3 Full Information as Basis for Relationship. The Districts agree to coordinate their

individual relationships with other entities and agencies so that the services under this Agreement will be provided in an efficient manner. The Districts agree to keep each other fully informed and advised as to any changes in their respective relationships with those entities or agencies, whether or not those changes impact obligations under this Agreement. Notice of any change in the relationship or obligations shall be provided to the other party in a timely manner that allows a reasonable opportunity to discuss proposed changes in relationships or obligations.

13. TERM

13.1 Term. This Agreement shall be effective July 1st, 2018, and shall continue in full force and effect indefinitely until terminated by either party upon not less than thirty (30) days' written notice (herein the effective date of termination shall be referred to as the "Termination Date"). Notwithstanding the foregoing, this Agreement shall automatically terminate upon the effective date of a merger between the two Districts.

14. PUBLIC RECORDS

14.1 In the event public records requests are received by either party for records associated with this joint undertaking, the parties shall cooperate for purposes of responding to such requests.

15. DISTRICTS ARE INDEPENDENT MUNICIPAL GOVERNMENTS

15.1 Independent Governments. District 7 and LSF recognize and agree that both Fire Districts are independent municipal corporations. Except as may be agreed to herein, nothing herein shall be construed to limit the discretion of the Board of Fire Commissioners of either party.

15.2 Debts and Obligations. Neither LSF nor District 7, except as expressly set forth herein or as required by law, shall be liable for any debts or obligations of the other.

16. INSURANCE AND LIABILITY

16.1 Maintenance of Insurance. For the duration of this Agreement, each party shall continue to independently acquire and maintain sufficient insurance coverage for its respective operations, facilities, equipment and personnel.

16.2 Hold Harmless. To the extent each Party's insurance coverage is not voided, each party agrees to defend, indemnify and hold harmless the other Party, its officers, officials, employees and volunteers from any and all claims, costs, including reasonable attorneys' and expert witness fees, losses and judgments arising out of the negligent and intentional acts or omissions of such Party's officers, officials, employees and volunteers in connection with the performance of this Agreement. The provisions of this section shall survive the expiration or termination of this Agreement.

16.3 Release from Claims. Except as specifically provided in this Agreement, and except in the event of breach of this Agreement, District 7 and the LSF do hereby forever release each other from any claims, demands, damages or causes of action related to damage to equipment or property owned by LSF or District 7 or assumed under this Agreement. It is the intent of the parties to cover this risk with the insurance noted above.

17. **DISPUTE RESOLUTION**

17.1 Dispute Resolution. In the event that any dispute between the Districts cannot be resolved by good faith negotiations between LSF and District 7, then the dispute resolution provision of this Article shall apply.

17.2 Mediation. It is the intent of the Districts to resolve disputes without litigation. If a dispute arises, either party may request mediation. If the other party consents to mediation, the parties shall mutually select a mediator. Any expenses incidental to mediation, including the mediator's fee, shall be borne equally by the Districts.

17.3 Litigation. Jurisdiction and venue for this Agreement shall lie exclusively in the Superior Court for Snohomish County, Washington. Each party waives the right to a jury trial.

18. **MISCELLANEOUS PROVISIONS**

18.1 Noticing Procedures. All notices, demands, requests, consents, and approvals which may, or are required to be given by any party to any other party hereunder, shall be in writing and shall be deemed to have been duly given if delivered personally, sent by nationally recognized overnight delivery service, or if mailed or deposited in the United States mail, sent by registered or certified mail, return receipt requested, and postage prepaid to:

Fire Chief:
Snohomish County Fire Protection District 7
163 Village Ct.
Monroe, WA 98272

Fire Chief:
Lake Stevens Fire
1825 S. Lake Stevens Rd
Lake Stevens, WA 98258

or, to such other address as the foregoing Districts hereto may from time-to-time designate in writing and deliver in a like manner. All notices shall be deemed complete upon actual receipt or refusal to accept delivery.

18.2 Other Cooperative Agreements. Nothing in this Agreement shall preclude LSF and District 7 from entering into contracts for service in support of this Agreement.

18.3 Public Duty Doctrine. This Agreement shall not be construed to provide any benefits to any third parties. Specifically, and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine. The Districts shall cooperate in good faith and execute such documents as necessary to effectuate the purposes and intent of this Agreement.

18.4 Recording. Pursuant to RCW 39.34.040, this Agreement shall be recorded with the Snohomish County Auditor immediately after execution by the parties hereto or, alternatively, posted on the website for either of the parties.

18.5 Entire Agreement. The entire agreement between the Districts hereto is contained in this Agreement and exhibits attached hereto; and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. This Agreement may be amended only by written instrument executed by the Districts subsequent to the date hereof.

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #7

Dated this _____ day of July, 2018.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

Lake Stevens Fire

Dated this _____ day of July, 2018.

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

APPENDIX "A"

[CONSENT TO LOANED MECHANIC EMPLOYEE AGREEMENT]

I, _____, am an employee of LAKE STEVENS FIRE (LSF). I understand that SNOHOMISH COUNTY FIRE DISTRICT NO. 7 ("DISTRICT 7") has requested that LSF provide an employee to DISTRICT 7 to fill mechanic services on an as needed basis pursuant to an Interlocal Agreement dated _____, 2018 (the "Loaned Employee Agreement").

In consideration for the wages and benefits that I will receive from LSF as a Loaned Employee to DISTRICT 7, I agree to the following:

1. I consent and agree to perform services for DISTRICT 7 as required by DISTRICT 7 (the "Services") in accordance with the Loaned Employee Agreement.
2. I understand that DISTRICT 7 will be supervising and directing my performance of the Services while working on a Shift but that I will be deemed to be an employee of both LSF and DISTRICT 7 for purposes of the Industrial Insurance Act, RCW 52 during that time.
3. I understand that for the Services I provide to DISTRICT 7, I will receive the same compensation and benefits I am receiving for my work for LSF. I further understand that I will receive my compensation and benefits from LSF and not from DISTRICT 7.

At any time hereunder, any Loaned Employee who has provided an Employee Consent may withdraw his or her consent by notifying his/her employer, and thereby withdraw him/herself from being loaned to the other District pursuant to this Agreement.

Dated this ____ day of _____, 2018.

(Signature)

(Print Name)

[CONSENT TO LOANED OPERATIONAL EMPLOYEE AGREEMENT]

LSF Provides an Employee to Dist. 7

I, _____, am an employee of LAKE STEVENS FIRE (LSF). I understand that SNOHOMISH COUNTY FIRE DISTRICT NO. 7 (“DISTRICT 7”) has requested that LSF provide an employee to DISTRICT 7 to fill operational (firefighting, EMS, rescue, etc.) services on an as needed basis pursuant to an Interlocal Agreement dated _____, 2018 (the “Loaned Employee Agreement”).

In consideration for the wages and benefits that I will receive from LSF as a Loaned Employee to DISTRICT 7, I agree to the following:

1. I consent and agree to perform services for DISTRICT 7 as required by DISTRICT 7 (the “Services”) in accordance with the Loaned Employee Agreement.
2. I understand that DISTRICT 7 will be supervising and directing my performance of the Services while working on a Shift but that I will be deemed to be an employee of both LSF and DISTRICT 7 for purposes of the Industrial Insurance Act, RCW 52 during that time.
3. I understand that for the Services I provide to DISTRICT 7, I will receive the same compensation and benefits I am receiving for my work for LSF. I further understand that I will receive my compensation and benefits from LSF and not from DISTRICT 7.

At any time hereunder, any Loaned Employee who has provided an Employee Consent may withdraw his or her consent by notifying his/her employer, and thereby withdraw him/herself from being loaned to the other District pursuant to this Agreement.

Dated this ____ day of _____, 2018.

(Signature)

(Print Name)

[CONSENT TO LOANED OPERATIONAL EMPLOYEE AGREEMENT]

Dist. 7 Provides Employee to LSF

I, _____, am an employee of SNOHOMISH COUNTY FIRE DISTRICT NO. 7 ("DISTRICT 7"). I understand that Lake Stevens Fire (LSF) has requested that District 7 provide an employee to LSF to fill operational (firefighting, EMS, rescue, etc.) services on an as needed basis pursuant to an Interlocal Agreement dated _____, 2018 (the "Loaned Employee Agreement").

In consideration for the wages and benefits that I will receive from District 7 as a Loaned Employee to LSF, I agree to the following:

1. I consent and agree to perform services for LSF as required by LSF (the "Services") in accordance with the Loaned Employee Agreement.
2. I understand that LSF will be supervising and directing my performance of the Services while working on a Shift but that I will be deemed to be an employee of both District 7 and LSF for purposes of the Industrial Insurance Act, RCW 52 during that time.
3. I understand that for the Services I provide to LSF, I will receive the same compensation and benefits I am receiving for my work for District 7. I further understand that I will receive my compensation and benefits from District 7 and not from LSF.

At any time hereunder, any Loaned Employee who has provided an Employee Consent may withdraw his or her consent by notifying his/her employer, and thereby withdraw him/herself from being loaned to the other District pursuant to this Agreement.

Dated this ____ day of _____, 2018.

(Signature)

(Print Name)

[CONSENT TO LOANED ADMINISTRATIVE EMPLOYEE AGREEMENT]

LSF Provides an Employee to Dist. 7

I, _____, am an employee of LAKE STEVENS FIRE (LSF). I understand that SNOHOMISH COUNTY FIRE DISTRICT NO. 7 ("DISTRICT 7") has requested that LSF provide an employee to DISTRICT 7 to provide administrative services on an as needed basis pursuant to an Interlocal Agreement dated _____, 2018 (the "Loaned Employee Agreement").

In consideration for the wages and benefits that I will receive from LSF as a Loaned Employee to DISTRICT 7, I agree to the following:

1. I consent and agree to perform services for DISTRICT 7 as required by DISTRICT 7 (the "Services") in accordance with the Loaned Employee Agreement.
2. I understand that DISTRICT 7 will be supervising and directing my performance of the Services while working on but that I will be deemed to be an employee of both LSF and DISTRICT 7 for purposes of the Industrial Insurance Act, RCW 52 during that time.
3. I understand that for the Services I provide to DISTRICT 7, I will receive the same compensation and benefits I am receiving for my work for LSF. I further understand that I will receive my compensation and benefits from LSF and not from DISTRICT 7.

At any time hereunder, any Loaned Employee who has provided an Employee Consent may withdraw his or her consent by notifying his/her employer, and thereby withdraw him/herself from being loaned to the other District pursuant to this Agreement.

Dated this ____ day of _____, 2018.

(Signature)

(Print Name)

[CONSENT TO LOANED ADMINISTRATIVE EMPLOYEE AGREEMENT]

Dist. 7 Provides Employee to LSF

I, _____, am an employee of SNOHOMISH COUNTY FIRE DISTRICT NO. 7 ("DISTRICT 7"). I understand that Lake Stevens Fire (LSF) has requested that District 7 provide an employee to LSF to provide administrative services on an as needed basis pursuant to an Interlocal Agreement dated _____, 2018 (the "Loaned Employee Agreement").

In consideration for the wages and benefits that I will receive from District 7 as a Loaned Employee to LSF, I agree to the following:

1. I consent and agree to perform services for LSF as required by LSF (the "Services") in accordance with the Loaned Employee Agreement.
2. I understand that LSF will be supervising and directing my performance of the Services while working but that I will be deemed to be an employee of both District 7 and LSF for purposes of the Industrial Insurance Act, RCW 52 during that time.
3. I understand that for the Services I provide to LSF, I will receive the same compensation and benefits I am receiving for my work for District 7. I further understand that I will receive my compensation and benefits from District 7 and not from LSF.

At any time hereunder, any Loaned Employee who has provided an Employee Consent may withdraw his or her consent by notifying his/her employer, and thereby withdraw him/herself from being loaned to the other District pursuant to this Agreement.

Dated this ____ day of _____, 2018.

(Signature)

(Print Name)

APPENDIX B – ADDITIONAL SERVICE

DRAFT

ACTION ITEMS

COMMITTEE REPORTS

OLD BUSINESS

CALL ON COMMISSIONERS

EXECUTIVE SESSION