



Snohomish County
FIRE DISTRICT 7
Earning Trust Through Action

SEMIMONTHLY ACTIVITY REPORT

July 3, 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, July 3, 2018

1. **Open the Meeting of July 3, 2018**
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: #1650-18 – #1771-18; (\$1,116,148.70)
 - B. Payroll Approval:
 - 1) Payroll: June 30, 2018; (\$1,247,546.97)
 - C. Minutes Approval:
 - 1) Regular Meeting Minutes – June 19, 2018
 - D. Secretary's Report on Correspondence
7. **Discussion Item**
8. **Action Item**
 - A. Change meeting date of August 7, 2018 (National Night Out)
 - B. Board to sign corrected ALS Contract with District 5
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) July 30, 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, September 6, 2018

11. Old Business:

12. Call on Commissioners:

13. Attendance Check:

- A. Tuesday, July 17, 2018 Regular Board Meeting 19:00 / Administration Building

14. Executive Session:

FIRE CHIEF REPORT



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

To: Board of Fire Commissioners
 From: Gary A. Meek, Fire Chief
 Subj: Fire Chief Report for July 3, 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. We have also been refining the Interlocal Agreement and working on response to the Commissioners questions. If any members of the Board have further questions please send them to me so they can be addressed. The redraft of the ILA will be presented at a later date.
3. The County Fire Commissioners and Fire Chiefs were well represented at the County Council hearing on June 20th to show support of a favorable vote by the County regarding the 1/10th of 1% sales tax to fund the fire agency's future emergency radio system including replacing current radios. After testimony the Council voted 5/0 in favor of placing the tax initiative on the November 2018 ballot.
4. I met with Greg Elwin, Mill Creek Police Chief / Acting City Manager to discuss the recent events occurring in Mill Creek. During this meeting he advised that Bob Stowe had been appointed as the Interim City Manager effective June 25th.
5. Chief Silva and I attended the Lake Stevens Fire Board meeting to hear their discussion on capital facility projects and the Draft Interlocal Agreement.
6. Commissioner Wells, Chief Silva and I attended the annual County Fire Chief / Sno-Isle Commissioner BBQ at Fire District 16. Presentations included:
 - a. Regional CRP Funding
 - b. UAS (unmanned aerial systems) capabilities and availability (Dist. 22)
7. I attended a "Lunch with the Chiefs" event with Chief Elwin (Mill Creek) and 3 members of the community on June 22nd. This was a benefit auction item to support the Big Brothers / Big Sisters of Snohomish County.
8. Many members of the district attended the Snohomish County Consortium Recruit Graduation on June 23rd. Thank you to those members that attended and supported these new members of District 7.
9. The newly created Officer Development Academy started on June 25th. The Chiefs / Ops Chiefs of District 7 and Lake Stevens Fire kicked off the 5 day academy with their expectations of district officers and to provide them the opportunity to ask questions. Following the Chief's presentations other divisions presented their expectations, why we do it, and instructional training on many technical components of their job including HR. This is a new concept to District 7 and I want to thank Chief Clinton for his vision and follow through to create this training opportunity to our members.
10. I am requesting the Board to take action on changing the August 7 regular Board Meeting to allow staff / members to participate in National Night Out.
11. I am requesting the Board to sign the ALS contract with District 5 that was presented and approved (with corrections) at your last meeting.

CONSENT AGENDA

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
1650 - 18	Alderwood Auto Glass	131.04
1651 - 18	All Battery Sales & Service	1,616.95
1652 - 18	All Battery Sales & Service	690.88
1653 - 18	Allied Construction	625,005.38
1654 - 18	Allied Construction	30,428.69
1655 - 18	Aramark	71.82
1656 - 18	Astral Communications	212.94
1657 - 18	Bickford Motors, Inc	181.47
1658 - 18	Brad Talley	3,000.00
1659 - 18	Brake & Clutch	258.22
1660 - 18	Braun Northwest, Inc.	804.43
1661 - 18	Central Supply International	83.35
1662 - 18	Chmelik Sitkin & Davis	1,155.00
1663 - 18	Clearview Hardware	25.16
1664 - 18	Cloth Tattoo, LLC	74.80
1665 - 18	Columbia Southern University	810.00
1666 - 18	Comcast	172.78
1667 - 18	Cummins Northwest, Inc.	1,455.78
1668 - 18	DiMartino Associates Inc	12,137.72
1669 - 18	DiMartino Associates Inc	1,034.84
1670 - 18	DiMartino Associates Inc	3,516.30
1671 - 18	DiMartino Associates Inc	817.92
1672 - 18	ESRI (LA)	1,201.20
1673 - 18	Everett Seal Coating	5,122.03
1674 - 18	Evergreen Sanitation, Inc.	629.20
1675 - 18	Fastenal	28.82
1676 - 18	Forcible Entry	2,796.16
1677 - 18	Freightliner Northwest	489.74
1678 - 18	Frontier	268.71
1679 - 18	Galls	175.05
1680 - 18	Galls	131.67
1681 - 18	Gary A. Meek	422.30
1682 - 18	Grainger	729.17
1683 - 18	Graybar Electric Co.	122.19
1684 - 18	HRA VEBA Trust	2,425.00
1685 - 18	HRA VEBA Trust	55,225.00
1686 - 18	HRA VEBA Trust	16,750.00
1687 - 18	HRA VEBA Trust	3,375.00
1688 - 18	HRA VEBA Trust	939.93
1689 - 18	Hughes Fire Equipment	84.91
1690 - 18	ISOOutsource	6,467.41
1691 - 18	Jamal Beckham	466.25

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
1692 - 18	Katherine Powers	236.20
1693 - 18	Kussmaul Electronics	1,485.52
1694 - 18	L. N. Curtis & Sons	50.94
1695 - 18	LEOFF Trust	171,754.45
1696 - 18	LEOFF Trust	50,313.38
1697 - 18	LEOFF Trust	9,151.30
1698 - 18	LEOFF Trust	4,538.48
1699 - 18	Les Schwab	758.24
1700 - 18	Life Assist	4,979.85
1701 - 18	Life Assist	1,441.21
1702 - 18	Life Assist	1,091.28
1703 - 18	Life Assist	1,311.06
1704 - 18	Life Assist	547.29
1705 - 18	Life Assist	931.91
1706 - 18	Life Assist	2,238.66
1707 - 18	Life Assist	105.00
1708 - 18	MacDonald-Miller	112.08
1709 - 18	MacDonald-Miller	336.24
1710 - 18	McKenzie, Rothwell, Barlow & Coughran	693.50
1711 - 18	MicroAge	7,638.14
1712 - 18	Norwest Business Services, Inc	750.00
1713 - 18	Office Depot	136.64
1714 - 18	Office Depot	3.59
1715 - 18	Office Team	1,123.94
1716 - 18	Oreilly Automotive	120.95
1717 - 18	Pacific Power Batteries	277.47
1718 - 18	PayChex Inc	906.98
1719 - 18	Petro Card	1,443.09
1720 - 18	Petty Cash	250.00
1721 - 18	Physio Control	916.23
1722 - 18	Professional Building Services, Inc	3,802.50
1723 - 18	Professional Building Services, Inc	977.50
1724 - 18	Puget Sound Energy	578.22
1725 - 18	Purcell Tires & Rubber	2,561.00
1726 - 18	Quick Response	2,063.88
1727 - 18	Robinson Noble	240.30
1728 - 18	Shawn Seltz	149.51
1729 - 18	Snohomish County Fire District #26	500.00
1730 - 18	Snohomish County Fire District 7	2,332.12
1731 - 18	Snohomish County P.U.D. #1	3,578.19
1732 - 18	Snohomish County P.U.D. #1	1,510.01
1733 - 18	Speedway Chevrolet	230.34

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
1734 - 18	Spokane Valley Fire Department	1,744.62
1735 - 18	TCA Architecture	18,324.05
1736 - 18	True North Emergency Equipment	819.37
1737 - 18	Tyler Technologies, Inc	250.00
1738 - 18	UPS	10.22
1739 - 18	UPS	8.99
1740 - 18	US Bank Card	772.80
1741 - 18	US Bank Card	67.59
1742 - 18	US Bank Card	181.74
1743 - 18	US Bank Card	1,227.65
1744 - 18	US Bank Card	428.00
1745 - 18	US Bank Card	1,318.92
1746 - 18	US Bank Card	413.00
1747 - 18	US Bank Card	21.44
1748 - 18	US Bank Card	1,883.76
1749 - 18	US Bank Card	430.00
1750 - 18	US Bank Card	21.44
1751 - 18	US Bank Card	1,821.10
1752 - 18	US Bank Card	498.71
1753 - 18	US Bank Card	2,052.73
1754 - 18	US Bank Card	101.99
1755 - 18	US Bank Card	1,854.12
1756 - 18	US Bank Card	1,579.90
1757 - 18	US Bank Card	941.99
1758 - 18	US Bank Card	2,368.64
1759 - 18	US Bank Card	256.74
1760 - 18	Verizon Wireless	1,160.56
1761 - 18	Verizon Wireless	1,700.92
1762 - 18	Verizon Wireless	2,705.28
1763 - 18	Verizon Wireless	1,220.49
1764 - 18	Verizon Wireless	213.49
1765 - 18	Waste Management Northwest	918.25
1766 - 18	Waste Management Northwest	506.35
1767 - 18	Waste Management Northwest	155.33
1768 - 18	Wave Business	540.36
1769 - 18	Wellspring Family Services EAP	316.20
1770 - 18	Western Fire Chiefs Association	1,100.00
1771 - 18	Whelen	509.56

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 4

Voucher No.	Vendor Name	Total
		Grand Total
		1,116,148.70

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 1771 - ~~18~~ are approved for payment in the amount of \$1,116,148.70 for the month of July 3, 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 : 06/29/2018 WEEK 25
PERIOD BEGIN : 06/16/2018
PERIOD END : 06/30/2018

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 06/29/2018. 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	789640.04		
READYCHEX DEBITED FROM YOUR ACCOUNT	19816.06	NUMBER OF PAYROLL CHECKS	189
TOTAL NET PAYROLL	809456.10		
AGENCY CHECKS	238034.80	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	199306.07		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	199306.07	NUMBER OF CHECKS PRINTED	203
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	1009512.17		
TOTAL COST OF PAYROLL	<u>1247546.97</u>	NUMBER OF MANUAL/VOID TRANSACTIONS	0

AGENCY	TOTALS
GPS	750.00
NON-GPS	238034.80

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	199306.07		07/02/2018 Deposit made by PAYCHEX INC. on your behalf.

**Summary Minutes of the Regular Board Meeting
June 19, 2018**

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

AGENDA CHANGES:

Snohomish County Fire District #5 ALS Contract added to Discussion item B.

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

CHIEF'S REPORT:

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

CONSENT AGENDA

A. Voucher Approval:

- 1) Vouchers #1572-18 through #1649-18 in the amount of \$153,201.97 was submitted for approval.

B. Payroll Approval:

- The June 15, 2018 regular pay was submitted in the amount of \$874,374.50
- Payroll Correction in the amount of \$369.43 for OASDI tax for Carrillo was submitted.
- Payroll Correction in the amount of \$109.39 for OASDI tax for M. Dickinson was submitted.
- Payroll Correction in the amount of \$515.91 for Pereira's negative check that had been deducted from the transfer in error was submitted.

C. Secretary's Report on Correspondence: None

D. Approval of Minutes

- 1) Approve Regular Meeting Minutes of June 5, 2018 and Special Meeting Minutes of June 12, 2018.

MOTION: Commissioner Wells moved and Commissioner Snyder seconded to approve the above consent agenda items. On vote, **Motion Carried 5/0**

DISCUSSION ITEMS:

A) Draft Inter Local Agreement with Lake Stevens Fire

Commissioner Fay had the following comments and or suggestions;

- 1) Section 1.4 striking the word "the" and replace it with "each", so that the sentence ends with "approved by each Districts' Board of Fire Commissioners.
- 2) Clarifying the word timely in Section 3.3 to ensure that our definition aligns with Lake Stevens Fire's definition.
- 3) Section 5 does not include a clear understanding of what the discipline actions would be while performing as a loaned employee. Do Fire District 7 and Lake Stevens Fire have a similar discipline structure? If there was an incident that involved employees from both parties would they receive similar consequences?

Commissioner Waugh questioned who the liability falls on if there is an accident that involves a Fire District 7 apparatus driven by a Lake Stevens Fire employee and vice versa. This will be clarified with the District's insurance provider.

Commissioner Fay continued with his comments and questions;

1 4) Section 6.2.1 He asked how the loaned mechanic compensation was determined. Chief Guptill explained the
 2 total cost of compensation reimbursement allows ECFSS to have more billable hours. He also mentioned ECFSS
 3 will be billing Lake Stevens Fire at the member rate for any apparatus repairs done by ECFSS. As well as, billing
 4 any work he performs for any other member of ECFSS.

5
 6 Commissioner Waugh mentioned he would like to see examples of what enhanced services we are going to see
 7 in regards to Section 7.2 - Service Level Changes.

8
 9 Commissioner Fay continued;

10 5) Section 13.1 specifically mentions the agreement will be effective until the two District's merge. Is there
 11 another word that could be used instead of merger that may be less restrictive if we decide a different path may
 12 suit the District's better in the future?

13 6) Commissioner Fay would like clarification on what the intent of Section 16.2 is. He would like the attorney
 14 to take another look to ensure the District is not leaving itself open to unnecessary liability.

15
 16 Commissioner Waugh continued with questions and comments he has;

17 7) Who are we going to be loaning? The District currently has a MOU in place with the union that allows them
 18 to work as loaned employees to other Districts. Lake Stevens Fire still needs to complete a MOU of the same
 19 nature. Currently our Teamster group doesn't have a MOU in place to work as a loaned employee this is
 20 something that needs to be addressed as well. The part time firefighters are included in the Operations agreement
 21 and many of them currently work for other Districts already.

22 8) How do we know that the loaned employees from Lake Stevens Fire meet our training standards? Our training
 23 division is working on a check list to ensure that all employees that are shared have the proper training that Fire
 24 District 7 requires and expects. It was requested that language be added to the agreement that states there are
 25 training standards, expectations and procedures that will be required to be met prior to working as a loaned
 26 employee.

27
 28 Commissioner Waugh stated clearly that in the event that the Districts do merge, he is not promising any
 29 positions to anyone. Additionally, he still has concern over the financials of a merged District. He requested
 30 some power point materials be sent and that the budget numbers be updated if need be.

31
 32 Chief Meek commented that they would work to get all the Board's questions answered and get the power point
 33 presentation back in front of them in order to go over additional topics that still need discussing or clarification.

34
 35 **B) ALS Agreement – Snohomish County Fire District #5**

36 The agreement presented is for the year 2018. A long term contract is still in process and expected to
 37 begin in 2019. The agreement has the closet apparatus being the responder instead of Medic 31 solely.
 38 The fee structure is to remain the same as in 2017, however they will not pay less in 2018 than the total
 39 they paid in 2017.

40 Commissioner Wells suggested adding the minimum total to be collected to the agreement.
 41 Commissioner Waugh suggested bringing the updated agreement with that information included to the
 42 next board meeting for signatures.
 43

44
 45 **MOTION:** Commissioner Snyder moved and Commissioner Fay seconded to approve the 2018 ALS Agreement
 46 with Snohomish County Fire District #5. On vote, **Motion Carried 5/0**

47
 48 **ACTION ITEM:** None

49
 50 **COMMISSIONER COMMITTEE REPORTS**

51 **A. Safety Committee:** Meets June 25, 2018, 18:00 at Station 71

52 **B. Capital Facilities Committee:**
 53

- 1 **a. Station 33:** Chief Guptill held a meeting earlier today to summarize the change orders so far.
 2 The current schedule has the station opening in late November or early December. Currently
 3 he is working on internet connections, the options at this point are Frontier or Wave. Frontier
 4 speed is not thought to be sustainable. Wave has provided a quote of a one-time fee of \$22,000
 5 to bring service to the property. It is currently estimated that Wave will be a higher quality
 6 service and even with the cost to bring service in would save the District approximately \$6,000
 7 over a ten year period. Station 73, 77 and 32 also have issues with bad connectivity. It was
 8 suggested to get a quote for getting Wave at each of those stations with the potential of saving
 9 the District money overall by doing the work at once.

10
11
12 **A. OTHER MEETINGS ATTENDED**

- 13 **1) Snohomish County 911:** Merger talks with SERS have begun. County Council is holding a
 14 hearing tomorrow in regards to where the funding is to come from. They are discussing adding a
 15 sales tax rate increase of a tenth of a percentage to the ballot.
 16 **2) Leadership Meeting:** Meets October 3, 2018, 09:00 at Station 71 in the training room.
 17 **3) Sno-Isle Commissioner Meeting:** Meets June 21 at Lake Roesiger (with the County Chiefs)

18
19 **OLD BUSINESS:** None

20
21 **CALL ON BOARD** None

22
23 **ATTENDANCE CHECK**

24 All board members in attendance noted they would be available for the July 3, 2018 1900 Regular Board Meeting
 25 at the Administration Building.

26
27 **EXECUTIVE SESSION**

28 The Commissioners went into Executive Session at 8:09 for twenty (20) minutes to review complaints or charges
 29 brought against a public officer or employee per RCW 42.30.110(1)(f) and to discuss collective bargaining per
 30 RCW 42.30.140(4)(a).

31
32 Regular session resumed at 8:30 pm with the following action:

33
34 **MOTION:** Commissioner Fay moved and Commissioner Wells seconded to deny the 3rd step grievance and
 35 uphold the termination of Firefighter Joseph Periera On vote, **Motion Carried 5/0**

36
37
38 The meeting was adjourned at 8:32 pm by Commissioner Waugh.

39
40 **Snohomish County Fire District #7**

41
42
43
44 _____
 45 Jamie Silva
 46 Secretary of the Board
 47
 48
 49
 50
 51
 52
 53

DISCUSSION ITEMS

ACTION ITEMS

ADVANCED LIFE SUPPORT SERVICES AGREEMENT

THIS AGREEMENT is entered into between Snohomish County Fire District #7, a municipal Corporation, hereinafter referred to as "**FIRE DISTRICT #7**", and Snohomish County Fire District #5, a municipal corporation hereinafter referred to as "**FIRE DISTRICT #5.**"

WHEREAS, FIRE DISTRICT #7 maintains and operates an emergency medical Advanced Life Support ("ALS") service in accordance with Chapter 18.71 RCW and Chapter 246-976 WAC; and

WHEREAS, such ALS services of **FIRE DISTRICT #7** are provided by certified advanced life support (Firefighter/ Paramedic) personnel as required by statutory provisions and in accordance with Chapter 18.71 and 18.73 RCW and Chapter 246-976 WAC; and

WHEREAS, FIRE DISTRICT #5 has a need for ALS services and **FIRE DISTRICT #7** has the ability to supply the needed services; and

WHEREAS, FIRE DISTRICT #7, agrees to provide (when available) an ALS unit, provided it is the closest available ALS unit

THEREFORE BOTH PARTIES AGREE TO THE FOLLOWING AGREEMENT PROVISIONS:

1. **Term:** This Agreement shall be effective on January 1st, 2018 and shall continue until December 31st, 2018.
2. **Advanced Life Support Services:**
 - a) During the term of this Agreement, **FIRE DISTRICT #7**, when available, shall furnish primary Advanced Life Support Services to **FIRE DISTRICT #5.**
 - b) ALS Services shall be provided typically by automatic dispatch of one (1) Firefighter/Paramedic and (1) Firefighter/EMT in a fully equipped **FIRE DISTRICT #7** vehicle to all ALS incidents.
 - c) Treatment and transport of patients shall be consistent with Snohomish County Emergency Medical Services Protocols, **Fire District 7** Standard Operating Procedures, and Snohomish County 911 dispatch protocol.
 - d) In the event of simultaneous emergency medical calls, whether within or outside of **FIRE DISTRICT #5**, the officers and agents of **FIRE DISTRICT #7** shall have discretion as to which incident shall be answered first and shall be the sole judge to the most expeditious manner of handling and responding to such incident.
 - e) **FIRE DISTRICT #7** assumes no liability for failure to provide ALS services for reasons beyond its reasonable control.
3. **Performance of services:** **FIRE DISTRICT #7** agrees that during the term of this Agreement, all ALS services supplied by **FIRE DISTRICT #7** and the vehicles and personnel used to supply ALS services will meet the applicable statutory and regulatory requirements set forth in Chapter 18.71 and 18.73 RCW and Chapter 246-976 WAC.

3.1 Transport **Fees.** **FIRE DISTRICT #7** will impose a fee for advanced life support

transports occurring within **FIRE DISTRICT #5's** jurisdiction (hereinafter "Transport Fees").

4. **Conditions of Performance:** In the event for any reason, **FIRE DISTRICT #7** shall lose its required Washington State certification of its emergency medical services, vehicles and/or personnel **AND** therefore become unable to perform the services required of it under this Agreement, it shall immediately notify **FIRE DISTRICT #5**.
5. **Evaluation of ALS Services:** **FIRE DISTRICT #7** shall provide review sessions, as requested by the Fire Chief with **FIRE DISTRICT #5** personnel to review and evaluate the services provided under this Agreement. The review sessions shall be available for attendance by **FIRE DISTRICT #7 AND FIRE DISTRICT #5** Commissioners, **FIRE DISTRICT #7 AND FIRE DISTRICT #5** Chief, and supervising physician.
6. **Payment for Services:**
 - a) For the ALS services set forth herein, **FIRE DISTRICT #5** shall pay **FIRE DISTRICT #7** an annual contract payment ("Contract Payment") as provided in this Article.
 - b) The minimum Contract Payment shall be \$98,860.50 plus any other funds identified in this contract.
 - c) Applicable Ground Emergency Medical Transport Fees applied to transports provided by **FIRE DISTRICT #7** will be paid to **FIRE DISTRICT #7**.
 - d) **FIRE DISTRICT #7** will invoice **FIRE DISTRICT #5** for each monthly Contract Payment installment. Monetary payments by **FIRE DISTRICT #5** to **FIRE DISTRICT #7** shall be made monthly through the regular voucher system. **FIRE DISTRICT #7 will credit all ALS transport collections received on behalf of Fire District #5 less all billing fees incurred.**
7. **Liability:** Each of the parties shall, at all times, be solely responsible for acts or failure to act of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel only; and to the extent permitted by law, save and hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including costs of defense, incurred as a result of any acts or omissions of the party's personnel relating to the performance of this Agreement.
8. **Insurance:** Each party agrees to maintain adequate insurance coverage for its own equipment and personnel.
9. **Administration of Agreement:** The Fire Chief of **FIRE DISTRICT #7** and the Fire Chief of **FIRE DISTRICT #5** or their designees shall jointly provide the administration necessary to supervise the services provided under this Agreement.
10. **Reports:** **FIRE DISTRICT #7** agrees to provide **FIRE DISTRICT #5** with appropriate reports indicating the number and nature of ALS responses within **FIRE DISTRICT #5** that occur during this Agreement.
11. **Modification:** This Agreement represents the entire Agreement between the parties. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the parties unless executed in writing by authorized

representatives of each of the parties. This Agreement may be modified, supplemented or otherwise affected by the course of dealing between the parties due to change of scope, practice, legal requirements, labor contracts, or adverse monetary considerations.

- 12. **Benefits:** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits (direct or implied) on any third person. Specifically and without limiting the foregoing, this Agreement shall not create or be construed as creating an exception to the Public Duty Doctrine.
- 13. **Further Cooperation.** The parties shall cooperate in good faith and execute such documents as necessary to effectuate the purposes and intent of this Agreement.
- 14. **Entire Agreement.** The entire agreement between the parties hereto is contained in this Agreement and exhibits 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 parties subsequent to the date hereof.

DATED: _____

DATED: _____

**SNOHOMISH COUNTY
FIRE PROTECTION DISTRICT 7**

**SNOHOMISH COUNTY
FIRE PROTECTION DISTRICT 5**

By: _____
Roy Waugh, Fire Commissioner

By: _____
Kelly Geiger, Fire Commissioner

By: _____
William Snyder, Fire Commissioner

By: _____
Steven Fox, Fire Commissioner

By: _____
Leslie Wells, Fire Commissioner

By: _____
Brian Cople, Fire Commissioner

By: _____
Randy Fay, Fire Commissioner

By: _____
District Secretary

By: _____
Randy Wollery, Fire Commissioner

By: _____
Jeff Schaub, Fire Commissioner

By: _____
District Secretary

COMMITTEE REPORTS

Safety Committee Meeting Minutes June 25, 2018

A Safety Committee meeting of Snohomish County Fire District No. 7 was held at Station 71 in Snohomish, WA on June 25, 2018. The meeting convened at 1800 hours with Battalion Chief Wirtz presiding.

Members in Attendance:	Bill Wirtz, Jeff Schaub, Colby Titland, Andrew Anderson, Randy Fay, Bill Gunterman, Ray Suhayda
Members not in Attendance:	Bill Ekse, Dave LeDuc, Jamie Silva
Guests:	

I. Approval of Meeting Minutes:

- Chief Wirtz reviewed action items and asked if there were any corrections to the minutes of the Safety Committee meeting held on April 30, 2018. Having no corrections identified, the following motion was made:

***Motion:** Moved by Commissioner Schaub and seconded to approve the minutes for the April 30, 2018 meeting.
Motion carried*

- The Safety Committee did not meet in May 2018. Chief Wirtz as for a motion to approve the minutes indicating no meeting was held. The following motion was made:

***Motion:** Moved by Andrew Anderson and seconded to approve the minutes of no meeting held during the month of May 2018.
Motion carried*

II. Unfinished Business:

- **Formal Safety Recommendation #2017-02: Alarm-activated Service Disconnects** – The Facilities Committee has researched this issue extensively and is in the process of replacing necessary equipment in a manner that the alarm-activated service disconnects will be consistent with other District facilities.

III. Review of Occupational Injury and Illness Reports:

- While loading a large patient into A77 on 4/4/2018, an employee injured his left elbow. There were three employees on this response. The injury report states the patient weighed over 300 pounds. The injured employee reported that on the initial loading of the patient, the wheels of the gurney somehow got caught up. Upon the crew resetting and loading on the second attempt, the employee experienced pain in his elbow. The employee stated that the patient's weight was what made the loading difficult. The employee initially stated that the wheels malfunctioned and suggested the incident may have been prevented with the use of a power-assist gurney. The employee remained on duty, but by the following morning experienced increased pain and swelling. The employee sought a physician evaluation and was released to the job of injury without restriction on 4/8/2018.

Please note there was a considerable delay in submission of this Occupational Injury Report. B/C Wirtz contacted the injured employee on 6/5/2108 for clarification of whether or not there was a mechanical concern with the gurney. And after discussion, concluded there was no indication of a malfunction of equipment, which the employee later confirmed in an attached statement. Although in reality we cannot always anticipate that something is going to go wrong and hindsight being 20/20; there was no indication of an emergent nature to this incident, and as such, please consider requesting additional personnel when a potential hazard (weight) exists. The District is however pursuing the implementation of power-assisted gurneys as an engineering control to help reduce the potential of injury.

- An employee injured his right trapezius muscle and shoulder while performing physical training on 4/5/2018. In this case, the employee reported that he had warmed up prior to doing his workout – legs and shoulders. He was in his second or third set of performing shoulder shrugs with 115# weight when he felt pain in his right shoulder-trapezius muscle area. He immediately ended his workout. The employee was able to remain on duty and perform his job, but later sought a physician evaluation after continued pain. The employee was released to the job of injury without restriction and there was no associated time loss.

The committee concluded based on the reported information that the employee properly warmed up prior to the exercise and that the weight was appropriate for this employee and within his normal workout activity. The only recommendation is to consider reducing the amount of weight in later sets to prevent potential overstrain during repetitive motions.

- An employee reported a cardiac-related illness on 5/2/2018. The employee was evaluated and transported to an emergency room for further evaluation. The employee was off SL for the remainder of the shift plus one additional shift.

The employee is under care of his private physician and was released to the job of illness without restriction effective 5/7/2018. There was no obvious unsafe act or condition associated with this illness.

- A near miss occurred during the Rapid Entry Rescue Swimmer Training Program on 5/25/2018. The situation is a little too technical to elaborate fully in these minutes, but involves our swimmer who became entangled in a buoy line. Proper safety procedures were in place, but additional steps to prevent a potential reoccurrence were identified by the instructors in a debriefing.

The committee discussed this issue in great detail with the employee who is a member of the committee and identified additional actions which should be considered further. The consensus of the committee was to have B/C Wirtz contact Lt. Grace with the details of the event so that Grace can contact the instructor group to discuss, share, and identify any further post-incident actions or changes that were and/or should be implemented.

- While performing hose training on 6/14/2018, an employee injured his right rib. In this case, the employee was demonstrating proper handling of a charged 2 ½” hose line to a group of explorers. The employee apparently picked up the hose from the ground and bent over to “lock it on his hip”. During this action, he felt an immediate sharp pain in his lower right rib cage area. The incident resulted in a lower rib fracture. The employee was evaluated by a physician and has not yet been released to the job of injury.

In review of this incident, water was not actually being flowed from the 2 ½” hose line. There was no obvious indication of an unsafe act or condition that contributed to the injury. The employee simply moved in such a manner that the injury occurred – a fluke.

IV. Monthly Safety Audit Review

- Safety Audits were reviewed for the months of May and June 2018. B/C Wirtz has met with Andrew Anderson to review any outstanding issues. At the time of this writing, it appears all reported issues have been resolved with the exception of one to be resolved by the end of this week.

V. Vehicle Collision Review:

- BT31 was involved in a minor collision with some pilings/trees on the shore while training on the Skykomish River on 5/22/2018. The incident occurred in a limited space channel of the river located about ¼ mile upstream from the SR 203 Bridge - river left. The collision resulted in minor cosmetic damage (small indentation) to port-side rail and a broken lens cover. The boat was inspected which resulted in a determination of no structural concerns.

The committee reviewed this case and agreed with the boat operator and officer that lack of experience operating the jet sled in a limited space channel was likely the primary factor in the mishap. Speed and unfamiliarity of the boat’s handling limitations were likely contributing factors. The operator was newly

trained and had limited experience. B/C Wirtz will follow-up with the boat training coordinator to assure operators receive adequate training in wide channel areas to gain familiarity before being placed in a situation such as described above.

- Apparatus #788 (M31) collided with a pillar at Evergreen – Monroe while pulling out of the ambulance area on 5/27/2018. The driver was attempting to maneuver M31 between a parked ambulance (next to building) and a brick pillar. While pulling forward to make a left turn out of the emergency entrance, the driver side top of the patient compartment struck against the brick pillar causing a scrape in the paint surface of M31. There was no damage noted to the building.

The committee agreed with the driver and officer that the collision was preventable and was secondary to human error – the need for better awareness of surroundings. Both recognized the hazard, but did not take appropriate actions (consider options) to avoid the unsafe act of driving forward in the restricted space.

There is evidence that other EMS vehicles have also collided with this same pillar. The ambulance entrance is somewhat limited in providing enough space for multiple units, and nearby curbing also contributes to not having enough clearance. The Safety Committee recommends that a simple Stop Line be painted on the inside lane (further back from the outside lane) which would provide additional space to maneuver when two vehicles are parked at the entrance. B/C Wirtz will contact the facilities person at Evergreen – Monroe to discuss this idea and/or any other appropriate solutions.

- Apparatus #762 (E76) collided with a parked vehicle while being backed on 6/16/2018. The crew was returning from a response and opted to back down a road. The road had a parked vehicle on the officer side shoulder area. As the apparatus approached a corner, the driver turned to back down an adjacent street and the right front officer side bumper struck the parked VW Jetta resulting in a dent and paint scratch to the driver's door. There was no reported damage to E76. The collision report indicates there was a back-up person positioned on the driver side rear of the apparatus and another person positioned on the officer side rear. By the time the officer realized the imminent collision and yelled "stop", it was too late. Information was obtained from the driver of the private vehicle and forwarded to the District's insurance carrier.

The committee reviewed this case and agreed with the driver and officer that the collision was preventable and was secondary to human error in the form of carelessness. Although there were two back-up persons, they were not positioned appropriately and in accordance with District Procedure #7-27 Section 7.1.4. The second back-up person should have been placed at the officer side front.

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 during the first part of July 2018.
- **New Washington State Law on PFAS in Firefighting Foam and Protective Equipment** – B/C Wirtz reported that Engrossed Substitute Senate Bill 6413, which was signed into law by Governor Inslee, goes into effect July 1, 2018. This new law states in part that a person, local government, or state agency may not discharge or otherwise use for training purposes Class B firefighting foam that contains intentionally added PFAS (perfluoroalkyl and polyfluoroalkyl) chemicals. There is also a section that pertains to manufacturers of firefighting personal protective equipment (clothing) to give notice to the purchaser at the time of sale of any PPE that contains PFAS chemicals.

B/C Wirtz will work with Chief Andrews to determine any impacts on our operations.

VII. Action Items:

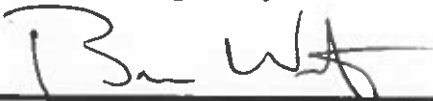
- Complete and distribute meeting minutes (*Wirtz*)
- Update YTD Health & Safety Comparative Statistic reporting (*Wirtz*)
- Follow-up on status of alarm-activated service disconnects at Stations 31 and 32 (*Silva, Wirtz*)
- Complete update of SDS Manuals (*Wirtz, Nuttbrock*)

- Follow-up on PFAS in Class B foam and protective equipment (Wirtz)
- Contact Lt. Grace regarding follow-up actions with Rescue Swimmer Course instructors (Wirtz)

VIII. Adjournment:

- **Monday, July 30, 2018 at 1800 hours - Station 71** was selected as the time and place of the next regular meeting.

The meeting was adjourned at 1930 hours.



6/26/2018

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

Health and Safety Comparative Statistics

Snohomish County Fire District Seven

	Year to Date: 2016 2017 2018 2019 2020 2021 2022 2023							
Apparatus Collisions								
Backing Accidents:	2	6	1					
Forward Motion Accidents:	6	12	3					
Accidents Caused by Second Party	1	2	0					
<i>Preventable (Reported by Driver/Officer):</i>	3	16	4					
Preventable (Per Committee Conclusion):	5	16	4					
Non-Preventable (Per Committee Conclusion):	4	4	0					
Total Apparatus Collisions:	9	20	4	0	0	0	0	0
Occupational Injuries								
Injuries During Fireground Operations:	2	1	0					
Injuries During Training:	4	3	2					
Injuries During Non-Fire Emergencies (EMS/Rescue):	5	8	2					
Other On-Duty Injuries:	6	7	2					
Responding/Returning From Alarm:	0	1	0					
Injuries During Physical Training:	0	0	1					
<i>Spinal (Back-Related) Injuries:</i>	2	7	0					
<i>Burn/Smoke-Related Injuries:</i>	0	0	0					
<i>Other Type Injuries:</i>	15	12	4					
<i>Preventable Occupational Injuries (Reported by Employee):</i>	7	10	3					
Preventable Occupational Injuries (Per Comm. Conclusion):	9	15	2					
Non-Preventable Injuries:	8	5	5					
Total Occupational Injuries:	17	20	7	0	0	0	0	0
Occupational Illnesses								
Occupational Illnesses - During Fire Suppression:	0	0	0					
Occupational Illnesses - During EMS:	0	0	0					
Occupational Illnesses - In quarters non-emergency:	0	1	1					
Occupational Other Illnesses:	0	0	1					
<i>Cardiac/Pulmonary Related Illnesses:</i>	0	1	2					
<i>Reportable Hearing Loss - Standard Threshold Shift</i>	2	2	0					
<i>Heat-Related Illnesses:</i>	0	0	0					
	0	0	0					
	0	0	0					
Total Occupational Illnesses:	2	3	2	0	0	0	0	0
Occupational Exposures								
Potential (non-confirmed) Needlestick Exposures:	0	0	0					
Potential (non-confirmed) Bodily Fluid Exposures:	1	0	0					
Potential (non-confirmed) Airborne Exposures:	0	0	0					
<i>Preventable Exposures (Reported by Employee):</i>	0	0	0					
Preventable Exposures:	1	0	0					
Non-Preventable Exposures:	0	0	0					
Total Occupational Exposures (Non-Confirmed):	1	0	0	0	0	0	0	0
Total Occupational Injuries, Illnesses & Exposures:	20	22	9	0	0	0	0	0
Injury, Illness & Exposures Resulting In Days Off or Modification	7	10	3	0	0	0	0	0
Total OSHA Reportable Injuries, Illnesses & Exposures:	10	12	3	0	0	0	0	0
Total Labor & Industry Claims Approved:	11	12	5	0	0	0	0	0

OTHER MEETINGS ATTENDED

CALL ON COMMISSIONERS

OLD BUSINESS

EXECUTIVE SESSION