



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

# **SEMIMONTHLY ACTIVITY REPORT**

**January 15, 2019**

**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, January 15, 2019**

1. **Open the Meeting of January 15, 2019**
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. Approve Vouchers:
    - 1) Vouchers: #105-19 – #270-19; (\$928,359.89)
  - B. Approve Payroll:
    - 1) Payroll: January 15, 2019; (\$931,962.55)
  - C. Approval of Minutes
    - 1) Approve Joint Board Workshop Minutes – January 8, 2019
    - 2) Approve Regular Meeting Minutes – January 2, 2019
  - D. Secretary's Report on Correspondence
7. **Discussion Item**
  - A. Joint Board meeting with Lake Stevens Fire
8. **Action Item**
  - A. Resolution 2019-3 - Change to Board Meeting Schedule for 2019
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
- C. Policy Committee (Wells / Woolery / Schaub)
  - 1) Monday, January 28, 2019 – 15:00 / Admin Bldg.
- D. Safety Committee (Fay / Schaub)
  - 1) Monday, January 21, 2019 – 18:00 / Station 71
- E. Risk Management (Schaub)
  - 1) Tuesday, April 23, 2019 – 19:00 / Snohomish Co. FD 22
  - 2) August 27, 2019 – 19:00 / Snohomish Co. FD 22
  - 3) November 5, 2019 – 19:00 / Snohomish Co. FD 22
- F. Labor / Management (Waugh / Wells / Fay)
  - 1) TBD
- G. Shop Committee – (Snyder / Woolery / Schaub)
  - 1) TBD / Admin Bldg.
- H. Strategic Plan Committee – (Fay / Schaub / Wells)
  - 1) Dr. Sikora scheduled to present Executive Summary at the **February 5, 2019** Regular Meeting (Chief Silva working on this since we moved meeting dates)
- I. Capital Facilities Committee - (Schaub / Snyder / Woolery)
  - 1) Station 33
  - 2) Station 72
  - 3) Station 32
  - 4) Station 76

**10. Other Meetings Attended:**

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
  - 1) Joint Fire Board Meeting – Lake Stevens / District 7  
TBD
- C. Leadership Meeting (Fay / Schaub / Wells)
  - 1) Thursday, February 21, 2019 – 09:00 / North Creek Community Church
- D. Sno-Isle Commissioner Meeting
  - 1) Saturday, January 26, 2019 – 19:30 / Shawn O'Donnell's
- E. SR 522 Coalition Meeting (Woolery / Silva)
  - 1) Wednesday, January 9, 2019 – 18:30 / Monroe City Council Chambers
- F. Joint Leadership Team Building Retreat (Schaub)
  - 1) Monday, February 11, 2019 – 08:00 – Wednesday February 13, 2019 – 17:00  
Camp Orkila / Orcas Island

**11. Old Business:**

**12. Call on Commissioners:**

**13. Attendance Check:**

- A. Thursday, February 7, 15:30 / District 7 Admin 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 January 15, 2019

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

1. The Staff continues to spend countless hours collecting data and reviewing the data for the Public Records Request we received.
2. Staff members are preparing for the upcoming mediation and ULP's.  
 Below is the list of the scheduled hearings:
  - a. Grievance – Pereira Termination, February 26 – 28, 2019, 09:30 – 17:00, Station 31 Training Room
  - b. Station 33 Mediation, Date and Time TBD
3. Division Staff personnel from District 7 and Lake Stevens Fire continue to meet to develop our plan for moving forward. There were several meetings preparing for the Joint Fire Board meeting on January 8<sup>th</sup>. We are now finalizing the 2019 budget numbers for input to the 6 year forecasting model. We are planning on presenting this early in February. If any members of the Board have further questions please send them to me so they can be addressed.
4. The Sno-Isle Commissioners have confirmed that we have 11 reservations for the Installment Banquet at Shawn O'Donnell's on January 26<sup>th</sup>.
5. Staff attended the County Chief's meeting on Monday, January 7<sup>th</sup>. The Officer elections were finalized and Chris Alexander, Mukilteo Fire, is now the President and Rich Llewellyn, Everett Fire, is the Vice President, Jim Haverfield remains the Secretary/Treasurer and Travis Hotts will be the Past President. This election characterized a defined split in the County Chief's Association related to Small vs Large departments. One of the main issues is related to large agency provision of ALS services to the smaller agencies through contracts and the cost of these contracts. The issue has been confused because it has muddled into mutual aid discussions. We will be holding a meeting on January 22<sup>nd</sup> to discuss this issue.
6. I met with Chief Wirtz to review the executive summary from Professional Health Services (PHS) following our annual physicals. We discussed educations of areas in this summary where we can work to do a better job educating our members and encouraging a healthier lifestyle. Chief Wirtz will be working with the Peer Fitness Evaluators on this.
7. I met with Acting Captain Basta to review the last recruit academy and discuss moving forward. There were some challenges due to live fire training facilities and Capt. Basta did an excellent job overcoming these by working collaboratively with other agencies to secure acquired structures to conduct this burns. Overall this academy is working very well and we continue to improve the training.
8. Chief Guptill has been subpoenaed to a deposition in Mitch's office by the Attorneys relating to the dispute between Allied Construction and Mosbrucker Trucking. They have submitted a fairly substantial records request related to the contractor payments with completed timeline.
9. Once the resolution is approved by the Board to move our regular meetings to the first and third Thursday at 15:30, the schedule for distribution of the Board Packets will be changed to no later than the Tuesday before the meeting.

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

1. Code Compliance Section
  - a. Outdoor Burning
    - East
      - Permits Issued – 5
      - Unlawful Burning – 4
    - West
      - Permits Issued – 4
      - Unlawful Burning – 4
2. Plan Review
  - a. City of Mill Creek
    - 5 hours
  - b. City of Monroe
    - 16 hours
  - c. Unincorporated Snohomish County
    - 2 hours
3. Permit Inspection
  - a. City of Mill Creek
    - 1 hours
  - b. City of Monroe
    - 5 hours
  - c. Unincorporated Snohomish County
    - 0 hours
4. Fire & Life Safety Inspections (Annual) by CRRD Personnel
  - a. City of Mill Creek
    - 36 hours
  - b. City of Monroe
    - 60 hours
  - c. Unincorporated Snohomish County
    - 0 hours
5. Inspections – Fireworks
  - b. City of Mill Creek
    - 0 hours
  - c. City of Monroe
    - 1 hour
  - d. Unincorporated Snohomish County
    - 0 hours
6. Inspections – Other
  - a. City of Mill Creek
    - 0 hours
  - b. City of Monroe
    - 0 hours
  - c. Unincorporated Snohomish County
    - 32 hours
6. Company (Operations Division) Inspection
  - 0 hours
7. Pre-Incident Planning Section
  - a. Pre-incident planning time
    - i. Operations Division
      1. Not currently efficiently measured
    - ii. Community Risk Reduction Division
      1. 10h
  - b. Knox Rapid Entry System
    - West Battalion appliances: 423
    - East Battalion appliances: 294
    - Other appliances: 11

## 8. Outcome Analysis (In-district activity only) (Mutual aid given to 12 structure fires)

## a. Structure Fires

In-District Fires: 4      Mutual Aid Given Fires: 7      Total Fire Count: 11

Total Saved: \$1,481,095      Total Loss: \$1,300

Location	Area	Type	Battalion	Shift	Loss	Saved	Call Proc. Time	Turnout Time	Travel Time	Response Time	ERF (14) Time	Fire Alarm	Fire Sprinkler	Cause
South County Fire	Lynnwood	Res.	West	C										Not Analyzed - Mutual Aid Given to Neighboring Agency
South County Fire	Lynnwood	Comm.	West	A										Not Analyzed - Mutual Aid Given to Neighboring Agency
South County Fire	Lynnwood	Comm.	West	A										Not Analyzed - Mutual Aid Given to Neighboring Agency
South County Fire	Lynnwood	Res.	West	C										Not Analyzed - Mutual Aid Given to Neighboring Agency
11322 Wood Creek Rd	Monroe	Res.	East	C	\$1,300	\$ 284,960	01:02	01:24	05:10	07:34	N/A	Failed to Operate	None	Undetermined
13510 North Creek Dr	Mill Creek	Comm.	West	A										Undetermined - Incomplete Report
Bothell Fire	Bothell	Res.	West	B										Not Analyzed - Mutual Aid Given to Neighboring Agency
21307 87th Ave SE	Woodinville	Comm.	West	B										Undetermined - Incomplete Report
Fire District 26	Gold Bar	Comm.	East	D										Not Analyzed - Mutual Aid Given to Neighboring Agency
13510 North Creek Dr	Mill Creek	Comm.	West	D	\$ -	\$1,196,135	0:01:57	0:01:07	0:02:26	0:03:33	N/A	Operated & alerted	None	Cooking on stove
Everett Fire	Everett	Comm.	West	D										Not Analyzed - Mutual Aid Given to Neighboring Agency

## b. Other Incidents

- a. EMS: 583 (63.0%)
- b. Dispatched & canceled en route: 114 (12.3%)
- c. MVC: 44 (4.8%)
- d. Other: 184 (19.9%)
- e. Total: 925

## 9. Division Management

## a. Training

Bowen – 5h

Sexton – 0h

Fitzgerald – 0h

## a. Leave

76h

## 10. Challenges

- a. Working to migrate to Streamline software for inspections
- b. Working to identify an effective system for collecting / documenting / displaying pre-incident planning data

## 11. Successes

- a. Inspections in Monroe: we have sunset the use of FFF software (moving to Streamline in 2019)
- b. Meeting objectives for inspections in Mill Creek
- c. Sent quadrant book pages to print shop to print and assemble new Quadrant (map) Books
- d. Faulds is making excellent progress on pre-incident plan drafts

## 12. Professional Associations

- a. Fitzgerald attended Northwest Washington Chapter of ICC meeting
- b. Bowen and Fitzgerald attended Bulk Liquid CO<sub>2</sub> Taskforce meeting

## 13. Noteworthy Comments

- a. Working with LSF on a division merger plan
- b. Working to develop a succession plan within CRR
- c. Continuing to advocate for additional fire inspector position

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

\*\*PIO/PE was on vacation 12/21/18 – 1/2/19

1. **News releases/articles:**

- a. 9 Facebook posts
  - 28 new page likes
  - 25.3 thousand total people reached
  - 43.7 thousand post impressions
- b. 5 Twitter posts
  - 15 thousand Tweet impressions
  - 636 Profile visits
  - 42 new followers
  - 3 mentions



- c. 3 Nextdoor post
  - 12,372 post views
  - 22 post reactions
  - 2 post replies
  - Reaching 18,433 verified residents in 166 neighborhoods
- 2. **Other communication:**
  - a. December 9 Sirens report
  - b. December 18: Commissioner Meeting Date Change
  - c. December 18: Joint Special Meeting Notice
- 3. **Meetings/Training attended:**
  - a. Dec. 5: Leadership Meeting
  - b. Dec. 6: Joint Administrative Meeting
  - c. Dec. 13: Executive Staff Meeting
- 4. **Tours/Events/Activities:**
  - a. Dec. 1: Mill Creek Santa Parade – St. 76
  - b. Dec 4: Station Tour for scout group - Station 72
  - c. Dec 5: Station Tour for scout group – Station 31
  - d. Dec 12: Station Tour for girl scout group – Station 76
  - e. Dec 17: Auction item reimbursement: Fire truck ride to school – Station 31
  - f. Dec. 19: Visit to Salem Woods Elementary – 4<sup>th</sup> grade: 4 classes (Chadwick)
  - g. Dec 21: Station Tour for birthday group – Station 76
  - h. Dec 21: Serve Christmas Dinner at Monroe Community Senior Center
  - i. Dec 28: Auction item reimbursement: Firefighter for the afternoon – Station 77
- 5. **CPR/First Aid:**
  - a. Dec 3: CPR Only – (Emmel) 5 people certified
  - b. Dec 15: CPR/First Aid – (Emmel) 12 people certified

# **CONSENT AGENDA**

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
105 - 19	Alba	42,769.71
106 - 19	All Battery Sales & Service	34.02
107 - 19	Allied Construction	82,336.85
108 - 19	Allied Construction	4,008.61
109 - 19	Allstream	548.00
110 - 19	Amerigas	312.80
111 - 19	Aramark	145.96
112 - 19	Arrow International	2,032.50
113 - 19	Bickford Motors, Inc	114.84
114 - 19	Bound Tree Medical, LLC	26.48
115 - 19	Brad Talley	3,000.00
116 - 19	Brake & Clutch	418.42
117 - 19	Braun Northwest, Inc.	150.42
118 - 19	Brett Fetcho	220.00
119 - 19	Callback Staffing Solutions	827.42
120 - 19	Central Welding Supply	513.99
121 - 19	Champion Bolt & Supply	207.30
122 - 19	City of Monroe	934.73
123 - 19	City of Monroe	270.71
124 - 19	Clearly Communications	732.70
125 - 19	Cogdill, Nichols, Rein	6,051.80
126 - 19	Columbia Southern University	607.50
127 - 19	Comcast	1,180.58
128 - 19	Comcast	507.83
129 - 19	Comdata Network, Inc	1,543.73
130 - 19	Courierwest	1,932.00
131 - 19	Craig Fisher	56.00
132 - 19	Cross Valley Water District	991.62
133 - 19	Dave Jonker	750.00
134 - 19	Dept. of Labor & Industries	108.70
135 - 19	Design & Graphic Consulting	600.00
136 - 19	Economy Fence Center	12,059.17
137 - 19	EMS Technology Solutions	1,126.00
138 - 19	Evergreen Sanitation, Inc.	3,257.93
139 - 19	Fitness Experts	125.58
140 - 19	Galls	903.23
141 - 19	Galls	536.46
142 - 19	HRA VEBA Trust	882.55
143 - 19	HRA VEBA Trust	2,450.00
144 - 19	HRA VEBA Trust	55,850.00
145 - 19	HRA VEBA Trust	16,500.00
146 - 19	HRA VEBA Trust	3,375.00

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
147 - 19	International Association of Fire Chiefs	4,170.00
148 - 19	Iron Mountain	276.11
149 - 19	ISOOutsource	7,035.00
150 - 19	Justin Bradley	5.23
151 - 19	Keith Wachalec	245.70
152 - 19	Keith Wachalec	737.10
153 - 19	Lemay Mobile Shredding	70.00
154 - 19	LEOFF Trust	190,934.79
155 - 19	LEOFF Trust	56,387.99
156 - 19	LEOFF Trust	10,057.27
157 - 19	LEOFF Trust	4,364.29
158 - 19	Leslie Wells	28.34
159 - 19	Life Assist	2,308.34
160 - 19	Life Assist	1,557.06
161 - 19	Life Assist	674.93
162 - 19	Life Assist	1,507.52
163 - 19	Life Assist	1,366.37
164 - 19	Lowe's Companies Inc.	164.89
165 - 19	Lowe's Companies Inc.	388.15
166 - 19	Lowe's Companies Inc.	170.35
167 - 19	Lowe's Companies Inc.	1,374.93
168 - 19	Lowe's Companies Inc.	69.89
169 - 19	Matt Hereth	5.34
170 - 19	Matt James	54.91
171 - 19	Michael Camerer	100.00
172 - 19	Monroe Parts House	688.28
173 - 19	Monroe Parts House	443.73
174 - 19	Monroe Parts House	738.60
175 - 19	Monroe Parts House	51.19
176 - 19	Monroe Parts House	47.08
177 - 19	Monroe Parts House	145.46
178 - 19	Monroe Parts House	411.26
179 - 19	Monroe Parts House	299.65
180 - 19	Monroe Parts House	279.25
181 - 19	Monroe Parts House	158.29
182 - 19	Monroe Parts House	30.81
183 - 19	Monroe Upholstery	218.40
184 - 19	Motor Trucks, Inc.	170.76
185 - 19	Municipal Emergency Services	126,170.55
186 - 19	North Coast Electric Co	52.62
187 - 19	North Sound Hose & Fittings, Inc.	362.73
188 - 19	Occupational Health Centers of WA	869.00

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
189 - 19	Office Depot	122.68
190 - 19	Oreilly Automotive	237.90
191 - 19	Pacific Power Batteries	18.62
192 - 19	Pat Gjerde	19.57
193 - 19	PayChex Inc	1,520.42
194 - 19	Petro Card	1,409.97
195 - 19	Petro Card	41.37
196 - 19	Petty Cash	908.20
197 - 19	Purcell Tires & Rubber	586.32
198 - 19	Republic Services	660.68
199 - 19	Republic Services	163.24
200 - 19	Ricoh USA, Inc	446.80
201 - 19	Ridgid Plumbing and Drain Services	114.12
202 - 19	Ridgid Plumbing and Drain Services	342.34
203 - 19	Robinson Noble	110.00
204 - 19	Rotary Club of Monroe	225.00
205 - 19	Silver Lake Water	337.88
206 - 19	Six Robblee's Inc.	54.35
207 - 19	Smarsh, Inc	1,076.86
208 - 19	Snap On Tools	12,770.95
209 - 19	Sno/Isle Commissioners Assoc.	150.00
210 - 19	Snohomish County 911	61,590.91
211 - 19	Snohomish County 911	2,053.30
212 - 19	Snohomish County 911	2,445.99
213 - 19	Snohomish County Fire District #26	500.00
214 - 19	Snohomish County Fire District 7	54,782.76
215 - 19	Snohomish County P.U.D. #1	3,252.33
216 - 19	Snohomish County Planning & Services	218.25
217 - 19	SoftwareOne	830.39
218 - 19	Soundview Aerial Photography	250.00
219 - 19	South County Fire	32,815.14
220 - 19	Speedway Chevrolet	219.85
221 - 19	Squarerigger Software	5,595.45
222 - 19	True North Emergency Equipment	864.12
223 - 19	Tyler Technologies, Inc	7,840.12
224 - 19	UPS	30.76
225 - 19	US Bank Card	1,450.38
226 - 19	US Bank Card	1,910.86
227 - 19	US Bank Card	654.94
228 - 19	US Bank Card	235.73
229 - 19	US Bank Card	331.96
230 - 19	US Bank Card	599.61

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 4

Voucher No.	Vendor Name	Total
231 - 19	US Bank Card	738.03
232 - 19	US Bank Card	58.91
233 - 19	US Bank Card	868.51
234 - 19	US Bank Card	736.34
235 - 19	US Bank Card	15.02
236 - 19	US Bank Card	6,350.49
237 - 19	US Bank Card	3,113.41
238 - 19	US Bank Card	3,994.49
239 - 19	US Bank Card	3,881.87
240 - 19	US Bank Card	408.97
241 - 19	US Bank Card	327.33
242 - 19	US Bank Card	1,006.54
243 - 19	US Bank Card	97.70
244 - 19	US Bank Card	2,390.66
245 - 19	US Bank Card	661.82
246 - 19	US Bank Card	2,358.41
247 - 19	US Bank Card	2,114.63
248 - 19	US Bank Card	1,939.57
249 - 19	US Bank Card	1,016.51
250 - 19	US Bank Card	3,380.55
251 - 19	US Bank Card	2,495.63
252 - 19	US Bank Card	1,162.77
253 - 19	US Bank Card	715.55
254 - 19	US Bank Card	1,598.93
255 - 19	US Bank Card	2,423.25
256 - 19	US Bank Card	139.39
257 - 19	US Bank Card	2,334.75
258 - 19	US Bank Voyager Fleet System	9,190.02
259 - 19	US Bank Voyager Fleet System	413.66
260 - 19	Verizon Wireless	1,539.96
261 - 19	Verizon Wireless	538.29
262 - 19	Verizon Wireless	141.00
263 - 19	Verizon Wireless	14.95
264 - 19	Washington Association of Future Firefighters	50.00
265 - 19	Waste Management Northwest	919.28
266 - 19	Waste Management Northwest	504.42
267 - 19	Waste Management Northwest	154.14
268 - 19	Wave Business	684.89
269 - 19	West Coast Fire & Rescue	1,698.43
270 - 19	Xerox Corp.	197.40

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 5

Voucher No.	Vendor Name	Total
		<b>Grand Total</b>
		<b>928,359.89</b>

We the undersigned Board of Fire Commissioners of Snohomish County Fire District #7, do hereby certify that the materials have been received or the services rendered as hereinafter specified and that the Vouchers #'s \_\_\_\_\_ - 19 through \_\_\_\_\_ 270 - 19 are approved for payment in the amount of \$928,359.89 for the month of January 15, 2019.

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

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Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

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

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

**SNOHOMISH COUNTY FIRE DISTRICT NO 7 - S948  
 163 VILLAGE COURT  
 MONROE, WA 98272-0000**

**CHECK DATE :** 01/15/2019 WEEK 2  
**PERIOD BEGIN :** 01/01/2019  
**PERIOD END :** 01/15/2019

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 01/15/2019. 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	583094.50		
READYCHEX DEBITED FROM YOUR ACCOUNT	6932.22	NUMBER OF PAYROLL CHECKS	161
<b>TOTAL NET PAYROLL</b>	<b>590026.72</b>		
AGENCY CHECKS	221940.83	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	119245.00		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>119245.00</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>175</b>
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>710021.72</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>931962.55</b>	NUMBER OF MANUAL/VOID TRANSACTIONS	0

**AGENCY TOTALS**

GPS	750.00	Deposit made by PAYCHEX INC. on your behalf.
NON-GPS	221940.83	You are responsible for making the deposit on or before the due date.

**TAX DEPOSITS DUE**

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	119245.00		01/16/2019 Deposit made by PAYCHEX INC. on your behalf.



**Summary Minutes of the Special Joint Commissioner Workshop  
January 8, 2019**

The Board of Fire Commissioners for SCFPD #7 and Lake Stevens Fire met in special session on January 8, 2019 at the Lake Stevens Fire Conference Center located at 10518 18<sup>th</sup> Street SE, Lake Stevens, WA 98258.

Commissioner Elmore called the meeting of the Joint Board of Fire Commissioners to order at 1800 hours. Commissioners Fay, Snyder, Waugh, Wells and Woolery with Snohomish County Fire District 7 and Commissioners Elmore, Gagnon, and Steinruck with Lake Stevens Fire were present. Commissioner Schaub was absent with prior notice.

**CHIEF'S UPDATE**

Chief O'Brien welcomed everyone and explained that the meeting will discuss the "why" for a merge, benefits of merging, a merger process session from Brian Snure and discussing a merger draft management plan. He thanked the staff of both districts for their hard work over the course of the past 1.5 years for working together on looking at ways of improving the community. He explained the "why" for a potential merge with the main purpose of improving service to our citizens.

A PowerPoint presentation was given on the benefits of a merge. The presentation covered seeking improved regional service, what's been accomplished for today's current partnerships and the benefits of merging. He noted specific efficiencies, fiscal responsibility for the region, enhanced fleet and facility maintenance, general quality improvement, and future strategic planning.

Some specific areas of ongoing partnership with Fire District #7 and Lake Stevens Fire are:

- Community Resource Paramedic
- Combined Training Division
- Regional Fire Academy (District 7 Company Officers helped provide supervision to Lake Stevens Fire)
- CRRD working together
- Shop
- Job Shadowing is in process
- Upcoming Leadership Retreat

**ATTORNEY BRIAN SNURE**

Attorney Brian Snure introduced himself and his history with legal help in many agency consolidations. He discussed the merger process and the Board of Fire Commissioner roles and responsibilities. Legally a merger is two agencies becoming one where there is a merging district (Lake Stevens) and a merger district (Fire District #7). Two districts now only have to be geographically within reasonable proximity to each other rather than adjacent to each other.

He explained the legal process to be simple:

- Lake Stevens Fire would file a petition to merge into Fire District 7.
- Resolutions would be adopted by both Districts approving the merger
- Begin the State Environmental Policy Act (SEPA) process to identify any environmental impacts of the merge.
- File a notice of intention to merge with the Snohomish County Boundary Review Board. The Districts must prove reasonable proximity. If denied by the Board, the districts must wait a year before applying to merge again
- Lake Stevens Fire calls for an election in August or November. Approval at voter election
- Both Districts would then pass a final resolution agreeing with the voters to merge January 2020.

He felt that financially, there wouldn't be a significant change to the taxpayers since our levy rates are similar.

1 Commissioner Fay questioned if this fire district merger would be the first merge with the new language  
2 surrounding proximity. It was confirmed that it would be.  
3

4 Commissioner Elmore inquired if Lake Stevens and District 7 need to be reassessed for a new merged  
5 WSRB rating. Chief Meek noted that the new merged agency would need to be reassessed.  
6

7 By law, the commissioners would eventually be reduced from 8 to 5 when a position term expires.  
8 An increase to 7 commissioner member board could go out for election to the voters if desired as well.  
9

10 Mr. Snure further presented a Fire District “anatomy” as Title 52 RCW the heart, the Board of  
11 Commissioners as the Brain, etc. He further explained what a board can (statutory powers) and cannot do  
12 (exclusions). He noted a board of commissioner’s duties and responsibilities with a commissioner’s  
13 purpose being to manage the district and delegate, not micromanage.  
14

#### 15 **DRAFT MANAGEMENT PLAN**

16 Chief O’Brien presented the draft merger management plan. He stressed the fact that this plan is a draft that will be  
17 changed and adapted over time but provides a framework to build from.  
18

19 The objective was identified as to consolidate the services of the districts through voter approval with  
20 recommendations to have Lake Stevens Fire merge into Fire District 7. The philosophy is a new organization, with  
21 a new name and to improve the qualities of both districts with neither organization taking over the other.  
22 February 2019, the districts will begin a combined strategic planning process and financial plan.  
23

24 A cultural integration team will be formed in March 2019 through the merger process. When merged legally, a  
25 blend is planned right away to break down divides and build work relationships right away.  
26

27 Chief O’Brien is recommended by senior staff to be the Fire Chief with Chief Meek serving as advisor of the merged  
28 district and is to be ultimately determined by the Lake Stevens Fire and Fire District 7 Commissioners. The Fire  
29 Chief of the new district will select executive leadership positions based on the needs of the district through  
30 structured interviews.  
31

32 Chief O’Brien then further explained the draft organizational chart and the merger process timeline.  
33

34 Chief Meek thanked the board for the opportunity to entertain a merge. He reinforced the benefits of the merge and  
35 strongly encouraged the board to seriously look at a merge.  
36

#### 37 **EXECUTIVE SESSION**

38 The Commissioners and Brian Snure went into Executive Session at 1930 for thirty (30) minutes per RCW  
39 42.30.110(1)(g) to evaluate the qualifications of current employees who are considered as applicants for the Fire  
40 Chief position of a merged fire district including the review of the performance of current employees of Lake  
41 Stevens Fire and District 7 as such performance relates to identifying the appropriate person to serve as Chief of  
42 the merged districts.  
43

44 Regular session resumed at 2000 with no action as a result.  
45

46 The meeting was adjourned at 2000 by Commissioner Elmore.  
47

#### 48 **Snohomish County Fire District #7**

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Jamie Silva

1 Secretary of the Board  
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**Summary Minutes of the Regular Board Meeting  
January 2, 2019**

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

**AGENDA CHANGES:**

- Addition to Consent Agenda: \$903.76 in taxes for a correction to Collier
- Board Chair and Vice Chair Elections

A. Action Addition: Post Retirement Increase Resolution 2019-2

**BADGE PINNING – NEWLY PROMOTED DRIVER/OPERATOR**

Chief Meek gave a brief history of Matt Suhayda's career path before performing the Oath of Office and badge pinning ceremony. Congratulations to Matt Suhayda.

**CHAIR & VICE CHAIR ELECTIONS**

**MOTION:** Commissioner Snyder moved and Commissioner Woolery seconded to vote Commissioner Waugh as the 2019 Board Chair. On vote, **Motion Carried 6/0**

**MOTION:** Commissioner Waugh moved and Commissioner Woolery seconded to vote Commissioner Snyder as the 2019 Board Vice Chair. On vote, **Motion Carried 6/0**

Commissioner Waugh requested comments or changes to the committees be sent to him.

**GENERAL PUBLIC COMMENT:** None.

**UNION COMMENT:** None.

**CHIEF'S REPORT**

Chief Meek discussed items from the Chief's Report.

**CONSENT AGENDA**

**A. Voucher Approval:**

- Vouchers #1-19 through #104-19 in the amount of \$341,243.82.

**B. Payroll Approval:**

- The December 31, 2018 regular pay was submitted for approval in the amount of \$1,643,822.26 (includes AL sellback)
- Additional Social Security Tax: Schaub from Sept-Dec \$176.70
- Additional Social Security Tax: Collier for \$903.76

**C. Approval of Minutes**

- 1) Approve Regular Meeting Minutes of December 18, 2018.

**D. Secretary's Report on Correspondence:**

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

**DISCUSSION ITEMS:** None

**ACTION ITEMS:*****B. Resolution 2019-1 Establishing a Paid FML Trust Fund***

**MOTION:** Commissioner Snyder moved and Commissioner Woolery seconded to approve Resolution 2019-1 Establishing a Paid FML Trust Fund. On vote, **Motion Carried 6/0**

***C. Proposed Change to Board Meeting Schedule for 2019***

The proposal was to have the meetings held at 3:30pm on the first and third Thursday to begin at the second meeting in February. A resolution documenting this change will be drafted for the next meeting.

***D. Snohomish County 2019 Signature Authorization Form***

Commissioner Waugh was corrected to be added in the signature line and was to be signed after the meeting.

***E. Post Retirement Increase Resolution 2019-2***

Cost of living increase to the retiree's medical benefit in the amount of \$2,206.60 for 2019.

**MOTION:** Commissioner Snyder moved and Commissioner Wells seconded to approve Resolution 2019-2 Post Retirement Increase. On vote, **Motion Carried 6/0**

**COMMISSIONER COMMITTEE REPORTS**

- A. Joint Board:** Chief Meek sent out an email to Bob Stowe and Chief Elwin and is still awaiting response back.
- B. Policy Committee:** Meeting next January 7<sup>th</sup>, 2019 at 1700 in the Admin Building POD
- C. Safety Committee:** Meeting next January 21, 2019 at 1800 Station 71
- D. Strategic Plan Committee:** Dr. Pat Sikora is scheduled to present the report at the February 5, 2019 Regular Meeting.

**OTHER MEETINGS ATTENDED**

- A. Snohomish County 911:** Commissioner Waugh noted that Commissioner Dick Schrock came back with public relations analysis of the election. It was interesting that District 7 had voted it down at the Highway 9 corridor. The higher density areas in the unincorporated county typically voted it down versus the rural areas. AC Guptill talked about the recent 911 outage that did not affect District 7.
- B. Regional Coordination:** Joint Commissioner Workshop, January 8<sup>th</sup> 6pm Lake Stevens Conference Center. There will be light appetizers and social hour at 5pm for anyone who'd like to get there early.
- C. Leadership Meeting:** Meets next February 21, 2019 0900 at North Creek Community Church.
- D. Sno-Isle Commissioner Meeting:** Meets January 26<sup>th</sup> 1930 at Shawn O'Donnell's
- E. SR 522 Coalition Meeting:** January 9<sup>th</sup> Public Meeting at Monroe City Council Chambers 1830.
- F. Joint Leadership Team Building Retreat:** Scheduled for February 11, 2019 at 0800 – February 13, 2019 1700 at Camp Orkila, Orcas Island. Commissioner Schaub plans to attend.

**OLD BUSINESS:** None

**CALL ON BOARD:**

Commissioner Fay inquired if there had been any movement on the Station 77 & Station 13 discussions. AC Andrews noted the district is drafting a proposed Interlocal that would outline the specifications of it. District 7 and South County Regional Fire Authority had historically been discussing a shared station with 77 and 13 as they are within a mile of each other and have been looking at ways of better serving the community in that affected area. One of the last meetings was with the labor unions and getting their views on mixed crews. A brief history of these communications over the years was provided. Overall talks seem to be going well.

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**ATTENDANCE CHECK**

All board members in attendance noted they would be available for the special Joint Meeting with Lake Stevens Fire at the Lake Stevens Conference Center Tuesday January 8, 2019

All board members in attendance noted they would be available for the Regular Board Meeting Tuesday January 15, 2019 at the Administration Building.

**EXECUTIVE SESSION:** None

The meeting was adjourned at 1932 pm by Commissioner Waugh.

**Snohomish County Fire District #7**

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Jamie Silva  
Secretary of the Board

# **DISCUSSION ITEMS**

# **ACTION ITEMS**



**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7  
RESOLUTION NO. 2019-2**

**WHEREAS**, Snohomish County Fire Protection District No. 7 Board of Commissioners regular meetings are currently held on the first and third Tuesdays of every month at 7:00 PM at Fire District 7 Administration Building; and

**WHEREAS**, the District desires to change the dates and times of the Board's regular meetings.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Board of Commissioners regular meetings will start at 3:30 PM on the first and third Thursdays of every month beginning on February 21<sup>st</sup>, 2019.
2. The meetings will be held on the second floor of the Fire District Administration Building located at 953 Village Way, Monroe WA 98272.

**ADOPTED** by the Board of Fire Commissioners of Snohomish County Fire Protection District No. 7, at an open public meeting thereof this 15<sup>th</sup> day of January, 2019, of which notice was given in the manner provided by law, the following Commissioners being present and voting.

\_\_\_\_\_  
Randy Fay, Fire Commissioner

\_\_\_\_\_  
Jeff Schaub, Fire Commissioner

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William Snyder, Fire Commissioner

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Roy Waugh, Fire Commissioner

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Leslie Jo Wells, Fire Commissioner

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Randy Woolery, Fire Commissioner

ATTEST:

\_\_\_\_\_  
Jamie Silva, District Secretary

# COMMITTEE REPORTS

## **OTHER MEETINGS ATTENDED**

# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**

# **EXECUTIVE SESSION**