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**Summary Minutes of the Regular Board Meeting
February 5, 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:

- Action: Agreement to Provide Medical Benefits in for Retirement for Cindy Coker.
- Other Meeting Attendees Line D and E is to be deleted.

GENERAL PUBLIC COMMENT: None.

UNION COMMENT: None.

DR. SIKORA EXECUTIVE SUMMARY OF ORGANIZATIONAL SWOT

She presented a high level summary of the report with key findings. She noted that she is happy to take phone calls, chat with groups, etc. regarding any questions. She went over the goals, methods, analysis for creating the report. Her finding is that overall morale is high and the job gets five stars and love their jobs. The context for feedback was continuous improvement being of great value, growth was also valued, external stressors and union issues at the time were also factors for feedback.

She then went over the strengths, weaknesses, opportunities, threats. Major strengths were firefighter driven ops, training, reputation, hiring/probation, the variety of the job (stations and calls). Major weaknesses were communication, leadership, inconsistency, technology, and shuffling personnel. Underlying strengths were Vision-Goals-Values, empowerment, excellence, continuous improvement, and efficiency. Underlying weaknesses were leader behavior, lack of focus (silos), excellence can become arrogance, continuous improvement but to what end, machine-like/ineffective. Major opportunities (D8 merger) were positive or don't know, more career options, strong EMS program, leadership team, and succession plan for the Chief. Major threats (lessons from the D3 merge) were top-down leaders, benefits to the community, "takeover" history, promotion lists and tests, speed focus, and creating a new "we".

Her suggestion was to celebrate. The District is doing a lot of things well, should acknowledge where we are, learn from others and the past, use our tools, bust the silo's, balance efficient and effective, watch and walk the talk, and focus on the ends.

CHIEF'S REPORT

Chief Meek discussed items from the Chief's Report.

MOTION: Commissioner Waugh moved and Commissioner Wells seconded to give the chief authority to sign three ILA with East Pierce Fire and Rescue, Pierce County Fire Protection District #21, and Pierce County Fire Protection District #5 to piggyback on the Districts bid for Levrum Technologies (Code 3 Strategist) software. On vote, **Motion Carried 6/0**

CONSENT AGENDA

A. Voucher Approval:

- Vouchers #271-19 through #373-19 in the amount of \$310,135.92 previously approved.

B. Payroll Approval:

- The January 31, 2019 regular pay was submitted for approval in the amount of \$1,460,898.34 (included sick leave cash outs)

C. Approval of Minutes

- 1) Approve Regular Meeting Minutes of January 17, 2019

1
2 **D. Secretary's Report on Correspondence:**

- 3 - Families of Monroe Police and Fire District 7 donated \$500 to the Monroe Food Bank.
4 - Coker Retirement Letter.
5

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

8
9 **DISCUSSION ITEMS:**

10 **A. Draft Petition – Lake Stevens Fire to Merge into Fire District 7**

11 Informational only. Chief O'Brien clarified that the petition had not yet been signed by Lake
12 Stevens and once signed by them, it will come back to the District 7 board for approval.
13

14 **B. Draft Co-Staffing Agreement for Station 13**

15 AC Andrews noted they had been meeting at the operations level to create the draft. The Districts' lawyer, Rich
16 Davis, has reviewed the draft and will also review the final draft. They left out the transport fee collection
17 language that will be added in the next version. An effective date of June 1 is a possibility at the earliest and
18 possibly by January 1, 2020. They are also working on a public education plan for communication this.
19 Commissioner Fay inquired if there was a defined trial period. AC Andrews noted that there is a 2 year
20 commitment trial period with a 1 year advance notice to cancel unless mutually agreed. The plan is to reevaluate
21 at 2 years and renew at that time.
22

23 **ACTION ITEMS:**

24 **A. Resolution 2019-3 Change to Board Meeting Schedule for 2019**

25 This resolution is to align our resolution numbers and to confirm the new board meeting schedule.
26

27 **MOTION:** Commissioner Snyder moved and Commissioner Woolery seconded to approve the renumbering of
28 Resolution 2019-2 Change to Board Meeting Schedule for 2019 to Resolution 2019-3. On vote, **Motion Carried**
29 **6/0**
30

31 **B. Resolution 2019-4 Course Registration Fees 1-30-2019**

32 Chief Meek noted there is a previous resolution that allows the District to perform public CPR and Burn Permits.
33 This resolution is broader to allow for regional training to include outside agencies to participate, and this will
34 allow the District to collect those funds and then disperse them to the General budget appropriately. An
35 upcoming example is a Water Rescue class the District is teaching. This resolution was also reviewed by District
36 attorney, Rich Davis who had some initial comments where he recommended item #3 discussing quarterly
37 review of classes where money was collected to balance against the books.
38

39 **MOTION:** Commissioner Fay moved and Commissioner Schaub seconded to approve Resolution 2019-4 Course
40 Registration Fees effective 1-30-2019. On vote, **Motion Carried 6/0**
41

42 **C. Agreement to Provide Medical Benefits for Retirement for Cindy Coker.**
43

44 **MOTION:** Commissioner Waugh moved and Commissioner Wells seconded to approve the Agreement to Provide
45 Medical Benefits for Retirement for Cindy Coker. On vote, **Motion Carried 6/0**
46

47 **COMMISSIONER COMMITTEE REPORTS**

48 **A. Policy Committee:** Met January 28, 2019 1500 Admin Building. Commissioner Schaub noted that
49 they reviewed three policies that will be coming to the board for approval soon.

50 **B. Safety Committee:** Met January 21, 2019 at 1800 Station 71. Meeting next February 18, 2019 at 1800
51 Station 71. Commissioner Schaub noted and L&I claim on a recent structure fire. A reminder is needed
52 to have the crews pull their ear flaps down. A bubble light was also damaged upon entering a garage.
53

1 **C. Capital Facilities Committee:** AC Guptill noted that there was a meeting last week. He noted the
2 District is at a crossroads with future facilities planning and the District will need some board direction
3 on the preliminary pricing on Station 72, the direction the Board would like to see the District take on
4 Station 76 and the work that was requested to be done there versus what was initially set out to be
5 done. It was estimated to take 30-45 minutes to discuss the two topics. They did get a preliminary
6 design and ballpark cost for replacement of Station 72. It has not been to the professional cost
7 estimators yet and is currently at a best guess by the architects based on similar scopes. Brief
8 discussion took place surrounding a full district facilities plan. Commissioner Fay asked how this is in
9 line with the Fitsch Study. If there is a merge with Lake Stevens, the study will need to be updated. It
10 was agreed that station 76 activity was because of the Fitsch study. A presentation will occur at a board
11 meeting soon.
12

13 **OTHER MEETINGS ATTENDED**

- 14 **A. Snohomish County 911:** Normal business was reported.
15 **B. Regional Coordination:** Joint Commissioner Meeting, February 6, 2019 1800 at Station 31 Training
16 Room.
17 **C. Leadership Meeting:** Meets next February 21, 2019 at 0900 at North Creek Community Church.
18 **D. Sno-Isle Commissioner Meeting:** Meets next February 7, 2019 at 1930
19 **E. SR 522 Coalition Meeting:** It was commented that Feb 6 is their legislative day. Woolery noted that
20 the project has been locked into the packet but not the funding.
21 **F. Joint Leadership Team Building Retreat:** Scheduled for February 11, 2019 at 0800 – February 13,
22 2019 1700 at Camp Orkila, Orcas Island. Commissioner Schaub plans to attend.
23
24

25 **OLD BUSINESS:**

26 Commissioner Waugh noted they sent off a letter to the county regarding fireworks and was requesting the status
27 of that.
28

29 He also commented that a donation was made to the District by a citizen three years ago in their will for \$109,000
30 for something the firemen could use in this citizens area. With Station 33 getting completed in this area,
31 Commissioner Waugh would like to see this money earmarked specifically for something at the new station.
32

33 **CALL ON BOARD:**

34 Commissioner Waugh noted that AC Guptill introduced two new bills.
35

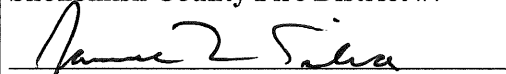
36 **ATTENDANCE CHECK**

- 37 All board members in attendance noted they would be available for the upcoming meetings:
38 - Joint Board Meeting February 6, 2019 at 1800 Station 31 Training Room
39 - Regular Board Meeting Thursday February 28, 2019 at 1530 in the District 7 Administration Building.
40

41 **EXECUTIVE SESSION:** None
42

43 The meeting was adjourned at 2026 pm by Commissioner Waugh.
44

45 **Snohomish County Fire District #7**

46 
47 _____
48 Jamie Silva
49 Secretary of the Board
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51
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