

Lake Stevens Fire
1825 South Lake Stevens Road
Lake Stevens, WA 98258
(425) 334-3034
www.LSfire.org



Snohomish County Fire District 7
163 Village Court
Monroe, WA 98272
(360) 794-7666
www.Snofire7.org

BOARD OF FIRE COMMISSIONERS JOINT MEETING MINUTES DRAFT LAKE STEVENS FIRE / FIRE DISTRICT 7

Fire District 7 Station 31 Training Room
163 Village Court, Monroe, WA 98272

May 28, 2019

1700 hours

CALL TO ORDER

Chairman Elmore and Vice Chair Snyder called the meeting to order at 1700 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

LSF: Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Director of Finance & Administration Leah Schoof, Legal Counsel Brian Snure, and Communications Director/District Secretary Laana Larson.

Fire District 7: Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, Chief Meek, and various members from the District.

Chairman Waugh is an excused absence.

FIRE DISTRICT 7 REGULAR BUSINESS

UNION COMMENT

IAFF – The locals from Lake Stevens Fire and Fire District 7 have decided to merge into one local – Local 2781. They will be submitting a resolution to the IAFF to make it official; and hoping this will assist with the passing of both the levy and the merger.

Teamsters – No additional comment.

FIRE CHIEF REPORT

Chief Meek reviewed the Fire Chief Report including Fire Chief's Report, Finance Officer's Report, and Public Information/Public Education Officer's Report as submitted.

CFO Camille Tabor explained the copay for GEMT, and commented we received notice last week for the amount and we have 30 days to pay. The voucher has been prepared and is included in the packet. We expect to receive a net of \$3,522, 420.45 and we expect to receive payment late July or early August. This net amount will not be an annual expectation, and in the future we can expect closer to 1.4 million.

CONSENT AGENDA

Approve Vouchers:

Vouchers: #19-01293- #19-01300; (\$399,854.49) – Benefit Checks

Vouchers: #19-01305 - #19-01416 (\$1,404,375.06)

Approve Payroll:

Payroll: May 15, 2019; (\$712,149.55)

Payroll: May 31, 2019; Amount will be provided at the meeting, \$751,114.00

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Approval of Minutes:

Approve Joint Board Meeting Minutes – March 28, 2019

Approve Board Meeting Minutes – May 9, 2019

Secretary's Report on Correspondence

Graduation Notice – Recruit School Class 2019-01

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Wells and 2nd by Commissioner Schaub.

Vote Unanimous.

DISCUSSION ITEM

Budget Amendment #2

CFO Camille Tabor commented both the GEMT revenue and expenditure amount are included in this amendment.

ACTION ITEMS

Fireworks Ban letter to County Council

Chief Meek commented he submitted a draft letter for review at the last Commissioner Meeting, and he is now asking for authorization to send the letter to County Council.

Vice Chair Snyder confirmed the Commissioners are in agreement to authorize Chief Meek to send the letter to our County Council.

Letter to Fire District 5 Commissioners - ALS Agreement

Chief Meek distributed copies of a draft letter to Fire District 5.

Motion to send letter to Fire District 5 as submitted.

Motion by Commissioner Fay and 2nd by Commissioner Woolery.

Vote Unanimous.

Termination Letter for ILA with Mill Creek for Fire Mitigation

Chief Meek reviewed letter to cease and desist the interlocal agreement with Mill Creek for Fire Mitigation.

Motion to authorize Chief Meek to sign the termination letter for ILA with Mill Creek for fire mitigation as submitted.

Motion by Commissioner Woolery and 2nd by Commissioner Schaub.

Vote Unanimous.

Motion to adopt Resolution 2019-11 Termination of Interlocal Agreement with City of Mill Creek as submitted.

Motion by Commissioner Woolery and 2nd by Commissioner Wells.

Vote Unanimous.

Liz Loomis Contract for Marketing Services

Chief Meek reviewed the Liz Loomis Contract for Marketing Services. The project cost is \$18,000 plus expenses, and the duration of the contract is 4 months.

Motion to authorize Chief Meek to sign contract with Liz Loomis Public Affairs as submitted.

Motion by Commissioner Fay and 2nd by Commissioner Schaub.

Vote Unanimous.



Approve First Quarter Financial Report:

- First Quarter Report Highlights
- First Quarter Budget Actual

Motion to approve First Quarter Financial Report as submitted.
Motion by Commissioner Wells and 2nd by Commissioner Woolery.
Vote Unanimous.

- Review Mechanical Services Division Finances

Motion to approve Mechanical Services Division Financial Report as submitted.
Motion by Commissioner Wells and 2nd by Commissioner Fay.
Vote Unanimous.

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Fay, Woolery, Waugh): TBD
Finance Committee (Waugh, Wells, Snyder): TBD
Policy Committee (Wells, Woolery, Schaub): TBD / Admin Bldg.
Safety Committee (Fay, Schaub): Monday, June 24, 2019 – 18:00 / Station 71
Risk Management (Schaub)
 August 27, 2019 – 19:00 / Snohomish Co. FD 22
 November 5, 2019 – 19:00 / Snohomish Co. FD 22
Labor / Management (Waugh, Wells, Fay): TBD
Shop Committee – (Snyder, Woolery, Fay): TBD
Strategic Plan Committee – (Fay, Schaub, Wells)
Capital Facilities Committee – (Schaub, Snyder, Woolery)
 Station 33, Station 72, Station 32, Station 76

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)
Regional Coordination
Leadership Meeting (Fay, Schaub, Wells): Wednesday June 5, 2019 – 09:00 / Station 31 – Training Room
Sno-Isle Commissioner Meeting: Thursday, May 2, 2019 – 19:30 / Snohomish Fire – HQ. The next meeting is scheduled for June 20 at Lake Rosieger.

OLD BUSINESS

None

CALL ON COMMISSIONERS

None

ATTENDANCE CHECK

Thursday, June 13, 2019 – 15:30 / Admin Building

EXECUTIVE SESSION

Discuss Collective Bargaining Contract – RCW 42.30.140(4)(a)
Vice Chair Snyder postponed the executive session until the end of the Joint Commissioner Meeting.

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LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-05-02

Motion to approve the May 2, 2019 Commissioner Meeting minutes as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck abstained as he was not present at the May 2 meeting.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated May 8, 2019 in the total amount of \$100,571.43 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Motion to approve Expense Vouchers dated May 23, 2019 in the total amount of \$47,907.36 as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated May 23, 2019 in the total amount of \$424,044.56 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated May 8, 2019 in the total amount of \$5,593.70 as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Unanimous.

Payroll

Motion to approve the May 2019 Payroll in the total amount of \$594,304.88 as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have added one additional item for operating supplies.

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CORRESPONDENCE

Thank You from Lake Stevens Kiwanis
Thank You from Constitutional Park Housing
Thank You from Lake Stevens Police Department

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented on May 20 we received our letter from the Boundary Review Board. We have successfully navigated the BRB 45-day waiting period and there were no requests to invoke jurisdiction. He thanked Chief Silva and Deputy Chief/Fire Marshal Messer for putting together a great packet, and everyone who worked so hard on this. We are looking forward to the August 6 vote in Lake Stevens.

Chief O'Brien commented we have drafted our FAQ card for the community and it will be going to print soon. We are busy connecting with our community about the merger, and so far the comments have been very positive.

Fire Station 84

Chief O'Brien commented on May 17 the Petersen property officially became property of the new district for Station 84.

Purchase & Sale Agreement for LSF Admin Campus to City of Lake Stevens

Chief O'Brien commented the City's Feasibility study will end June 22. We are looking at a temporary structure across from Station 82, so we still continue to have a presence in Lake Stevens.

Lexipol Policy for Electronic Signature

Chief O'Brien commented we are still working on a Lexipol Policy for Electronic Signatures.

Action

GEMT

Chief O'Brien commented we have received our first GEMT reimbursement of \$34,745.02. We expect to receive an additional \$1,052,499.19 by the end of the year for the combined Fiscal Years 2017 and 2018.

The cost-share letter outlines the program, and includes an invoice for Districts who are now benefitting from the program, to reimburse the original agencies a portion of the original costs. To date, 55 other agencies have provided a proportional reimbursement. The total cost of initiating the program was \$560,000 and the proportional cost for Lake Stevens Fire is \$7,063.98.

The cost request has been reviewed by legal counsel Brian Snure, and he notes that he believes we are able to legally contribute, but that we have no contractual obligation to contribute. If we choose to contribute, we have funding available in the strategic fund specifically reserved for consultants, which this program and invoice would fall under.

Chief O'Brien commented he has been in touch with BC Keith Wright who spearheaded to program and appreciates his great work and the financial investment of his agency and seven others to get the GEMT started for Washington State. In the spirit of partnership and fairness, it would be good for LSF to reimburse Central Pierce the proportional cost of \$7,063.98.

Director of Finance & Administration Leah Schoof commented they were willing to front the funding to bring this program to Washington.

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Motion to authorize Chief to reimburse Central Pierce Fire & Rescue for GEMT initial program start expenses for the amount of \$7,063.98 as requested.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Unanimous.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Chief O'Brien commented it was great to attend the opening of Fire Station 33 and he enjoyed participating with the North County Fire Recruit Academy Graduation.

New Hires Update

All seven of our new hires have been cleared for their June 1, 2019 start date. Chief O'Brien is looking forward to a pre-recruit academy run on Monday, June 3.

Academy Company Officer Position

We will be interviewing for company officer position later this week.

Captain Testing Update

Six interviews with the Chief have been scheduled for next week, and we are looking to fill four positions. Thank you to all who helped with the Captain testing process.

Paramedic Update

Chief O'Brien thanked the EMS Division for securing an apartment for our three medics. Paramedic student Nadia Kukhotskaya has been working hard and she will be graduating in July.

WFC Conference Update

Chief O'Brien commented he has been appointed to Position 5 with the WFC Association. He also congratulated Chief Guptill on being recognized at the WFC Conference.

The next Regular LSF Commissioner Meeting is scheduled for 5:30pm Thursday, June 6 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

GOOD OF THE ORDER

Vice Chair Steinruck thanked everyone for the collaboration going on between our districts.

Commissioner Gagnon thanked everyone for their efforts.

Chairman Elmore thanked everyone for their hard work.

EXECUTIVE SESSION

None

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JOINT MEETING BUSINESS

Draft Board Rules and Policies

Chief O'Brien thanked Brian Snure for joining us this evening and for his work on this draft document. Both Boards received a draft in their agenda packets.

Chairman Elmore commented it is a good thorough document; a good blend of our policies. He asked if anyone has any concerns.

Brian Snure explained the yellow highlights are where the Commissioners would need to confirm the details. This policy has worked well for other districts.

Commissioner Wells asked about section 10 regarding Board Committees.

Brian Snure explained if you decide to continue with committees, you would need to include that information in this area.

Chief O'Brien commented we will finalize the draft and we welcome any feedback prior to adopting it in the near future.

Chairman Elmore asked about Board compensation. If we do work at home it should be considered an option for the timesheet.

Brian Snure commented the key is that it is up to the Board to approve anything outside of the statute. Meeting preparation is reasonable, it simply needs to be approved by the Board.

Operational Policy

Chief O'Brien commented after a discussion with Chairman Elmore; we have established an internal team to look at operational policies and procedures; to see which need to be modified or removed. This team will provide recommendations. Along the same lines, Chief Silva and Director of Finance & Administration Leah Schoof will look at administrative policies.

Chairman Elmore commented it is a mountain of policies; and as Commissioners we should keep our focus on governance.

Chief O'Brien commented we want to be a resource to the Commissioners.

Commissioner Schaub commented we are planning to look at the policies side by side.

Merger Management Plan

Chief O'Brien commented we are working along this path with the Merger Management Plan. We are developing an assessment center process with Chief Meek and Pamella Holtgeerts, and planning for a September date for the assessment center. Additionally Chief Silva and Director of Finance & Administration Leah Schoof have put together a Post-Merger Planning Team.

Director of Finance & Administration Leah Schoof commented we have representation from both admin staffs. We are unable to job shadow as this group has to keep performing their jobs until the merger; so we are looking at what we can do. The goal of this team is to build a thriving administration and we appreciate the feedback from our

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members. Thank you to our team members: Summer Young, Jen Pardee, Mel Claiborne, Brandie Reece, Jessica Ober, Sonya Dudder, Denise Mattern and Brandon Vargas.

Sharing Technology between Lake Stevens Fire and Fire District 7

Chief O'Brien commented we are doing what we can to bring our systems together.

Chief Meek commented we are working on integrating Outlook, it is just taking some time.

Cultural Integration Team

Chief O'Brien commented we have 28 members on our Cultural Integration Team, and we have had a brief orientation. We will be meeting with Dr. Pat Sikora for a retreat over the next three days, it is a good mix of our members from both districts. Their mission is our mission. Their vision is to create a new district with a high functioning culture working together to support our mission. They will create guiding values; recommend a new District name and a new logo; and develop a meeting plan. It will be an ongoing process and Dr. Pat Sikora is on retainer until the fall. She will consult with the team.

Draft Training Consortium ILA

Chief O'Brien commented we will continue to discuss the draft Training Consortium Interlocal Agreement.

WFCA Chelan Conference & Executive Session

Chief Meek commented we are suggesting that we strike the executive session; and meet with the Chiefs to discuss the impacts of the merger, giving a clear direction on where we are going.

Friday, May 31 following the training session, we will plan for a Commissioner Workshop starting at 7pm following dinner.

Next Joint Commissioner Meeting – June 27

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, June 27 at the Fire District 7 Station 31 Training Room.

Commissioner Wells commented she will be unable to attend the June 27 Joint Commissioner Meeting.

FIRE DISTRICT 7 REGULAR BUSINESS CONTINUED

ADDITIONAL AGENDA ITEM FOR FIRE DISTRICT 7 REGULAR BUSINESS

At 1805 hours Vice Chair Snyder moved the meeting back into Fire District 7 Regular Business.

Contract with Department of Corrections

Chief Meek explained we need another contract with the Department of Corrections. It is the same contract language, just a change in the dates; as our current contract ends June 30.

Motion to authorize the Chief Meek to sign contract K9362 Amendment #5 between Fire District 7 and the Department of Corrections.

Motion by Commissioner Wells and 2nd by Commissioner Schaub.

Vote Unanimous.

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ADJOURNMENT FOR LAKE STEVENS FIRE COMMISSIONER MEETING

Motion to adjourn the Lake Stevens Fire Commissioner Meeting at 1808 hours.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

EXECUTIVE SESSION FOR FIRE DISTRICT 7

At 1810 hours Vice Chair Snyder requested an executive session to discuss the collective bargaining contract pursuant to RCW 42.30.140 (4) (a) for 15 minutes with possible action to follow. Executive session included Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, and Chief Meek, CFO Camille Tabor, Deputy Chief Dorsey, Deputy Chief Fitzgerald and Assistant Chief Guptill from Fire District 7; and Chief O'Brien and Director of Finance & Administration Leah Schoof from Lake Stevens Fire. At 1825 hours Vice Chair Snyder announced to the public that the executive session would be continued for an additional 5 minutes.

Vice Chair Snyder reconvened the open public meeting at 1830 hours and the meeting moved forward with the following motion.

Motion to authorize Chief Meek to sign MOU-FF 2019-02 between Fire District 7 and Local 2781 as submitted.
Motion by Commissioner Wells and 2nd by Commissioner Schaub.
Vote Unanimous.

Chief Meek commented MOU FF 2019-02 is regarding the fire inspector position for our fire reduction division.

ADJOURNMENT FOR FIRE DISTRICT 7 COMMISSIONER MEETING

Vice Chair Snyder adjourned the Fire District 7 meeting at 1832 hours.

Minutes respectfully submitted by Laana Larson, LSF Communications Director/District Secretary.

Laana Larson
Sno Fire 7 Board Secretary