

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 LAKE STEVENS FIRE / FIRE DISTRICT 7**

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

October 30, 2019

1730 hours

### **CALL TO ORDER**

Both Vice Chair Steinruck and Chairman Waugh called the meeting to order at 1730 hours.

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

Present for LSF: Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Legal Counsel Brian Snure, and Director of Communication/District Secretary Laana Larson.

Chairman Elmore was absent with prior notice.

Present for District 7: Chairman Waugh, Commissioner Fay, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, HR Director Pamella Holtgeerts, HR Analyst Kendra Johnson, Assistant Chief/District Secretary Silva, Assistant Chief Andrews, Deputy Chief Dorsey, Deputy Chief Fitzgerald, CFO Camille Tabor, District Administrative Coordinator Denise Mattern.

Commissioner Snyder and Chief Meek were absent with prior notice.

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **UNION COMMENT**

IAFF: President Michael McConnell thanked Chief O'Brien and Lake Stevens Fire for a great open house the prior night and for the opportunity to speak at it for the future of the organization and also to the Board for the upcoming preparations of the merge and the requested patience for all involved in the process. He called attention to the MOU before the board tonight and asking for their support in that.

### **FIRE CHIEF REPORT**

### **CONSENT AGENDA**

#### **Approve Vouchers**

- Benefit Vouchers: #19-02497 - #19-02504; (\$407,157.70) *Previously Signed*
- Benefit Voucher: #19-02514; (\$157,799.56) *L&I Taxes*
- AP Vouchers: #19-02156 - #19-02674; (\$243,325.74)

#### **Approve Payroll**

October 31, 2019; (\$797,780.62)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes – October 10, 2019



Motion to approve the Consent Agenda as submitted.  
Motion by Schaub and 2<sup>d</sup> by Wells  
On vote, **Motion Carried 5/0.**

### **DISCUSSION ITEM**

#### **Resolution 2019-19 – Annexation of Unincorporated Areas**

Assistant Chief Silva noted there would be a public hearing at a regular board meeting on November 14 at 1730 and then the resolution will be up for approval. This is the same one that the board has seen before. This was all done by petitions so everyone included wanted to participate. It was noted that this includes 17 properties out of about 400.

#### **Budget Amendment #3**

CFO Camille explained that two grants were received and is adding \$10,000 to the revenue budget as well as expected additional GEMT revenue for the 2018 state fiscal year and about \$100,000 from 2016 for a total increased revenue of \$2,221,603. Rescue swimmers want to spend that \$5,000 Rescue Swimmer Grant on a shelter, the invoice was received for the election costs. Also GEMT Services that had to be paid to PCG (agency who collected the data) and Pierce County Fire and Rescue (helped front the funds to get the GEMT program started). A temporary employee was added to the Facilities department to help as well as transfers to the Emergency Reserve and Apparatus Funds for total additional General Fund expenditures of \$22,217.

Apparatus Fund movement, in 2020 6 new engines are slated to be purchased for the new combined district and funds need to be increased to accommodate that. \$250,000 were to be moved from the Construction Fund to the Bond Fund, it is clear it will not be needed.

Commissioner Waugh had asked for the District to draft a letter to Central Pierce Fire and Rescue to thank them for their aid in this program.

### **ACTION ITEM**

#### **Policy 1-33 – Meals, Lodging, Travel and Incidentals**

Commissioner Schaub called attention to the language in the policy that states that mileage reimbursement is to be calculated from the headquarters station or the member's residence, whichever is shorter.

Motion to approve Policy 1-33 Meals, Lodging, Travel and Incidentals as submitted.  
Motion by Wells and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 5/0.**

#### **Emergency Medical Supplies – Accepting a Request for Proposal**

Deputy Chief Dorsey noted that this is a project they've been working on most the year which resulted recently going out to bid in which there were three vendors. The first vendor was disqualified as they did not meet many of the requirements. The two remaining bids were included in the board packet with a recommendation to award the bid to Bound Tree with some of their benefits being that they had redundant warehouses so that in a disaster supplies would still be available, could mobilize quickly to get supplies to the District quickly, and were also the lowest bid. If approved, Dorsey would then begin to negotiate the final details with them.

Motion to Emergency Medical Supply Request for Proposal as submitted.  
Motion by Fay and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 5/0.**

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

### **COMMISSIONER COMMITTEE REPORTS**

**Joint Fire Board with Mill Creek (Fay / Woolery / Waugh):** TBD / Mill Creek City Hall

**Finance Committee (Waugh / Wells / Snyder):** October 29, 2019 – 14:00 / District 7 Admin Bldg. Reviewed the preliminary view of the 2020 combined budget and if the levy doesn't pass the effect on the budget looked pretty significant. Kudos to the staff for their work in combining these budget items with Lake Stevens and was noted to be a lot of hard work. Staff presentations will take place at the November 14 Regular Board Meeting.

**Policy Committee (Wells / Woolery / Schaub):** TBD / Admin Bldg. Commissioner Schaub inquired if the new policies agreed upon and was confused as to where they were at. Assistant Chief Silva clarified that the plan is to adopt District 7 policies come January 1 and the policy committee will begin reviewing all the policies at that time.

**Risk Management (Schaub):** November 5, 2019 – 19:00 / Snohomish Co. FD 22.

**Labor/Management (Waugh / Wells / Fay):** TBD

**Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay):** Monday, October 28, 2019 – 13:00 / Admin Bldg.

**Impact Bargaining – Teamsters (Wells):** TBD

**Shop Committee – (Snyder / Woolery / Fay):** TBD. Suggests the shop committee schedule a meeting to look at the shop rates. It was noted that there are plans being worked on with plans for a meeting soon. Commissioner Woolery believed that Steve planned on having the rates on November 18<sup>th</sup> at 1700.

**Strategic Plan Committee – (Fay / Schaub / Wells)**

**Capital Facilities Committee - (Schaub / Snyder / Woolery):** It was noted that there are a couple more Commissioners that still need tours.

### **OTHER MEETINGS ATTENDED**

**Snohomish County 911 (Waugh):** Bylaws changes that take no action but emails and letters have gone out regarding it. Sno911 and the purchase of the new radio system. The antenna is not functioning at the level the RFP indicated it was supposed to so they are looking into this correction. Brief discussion took place surrounding the radios and inventory.

**Regional Coordination:**

**Leadership Meeting (Fay / Schaub / Wells):** Wednesday December 4, 2019 – 09:00 / Sta 31 – Training Room

**Sno-Isle Commissioner Meeting:** Thursday, November 7, 2019 – 19:30 at Getchell Fire.

**OLD BUSINESS** None

**CALL ON COMMISSIONERS** None

### **EXECUTIVE SESSION**

Executive Session for District 7 was moved to be conducted after Joint Business.

## **LAKE STEVENS FIRE REGULAR BUSINESS**

**ADDITIONAL AGENDA ITEMS** None

### **MINUTES**

Minutes 19-10-10

Motion to approve the October 10, 2019 Commissioner Meeting minutes as submitted.  
Motion by Gagnon and 2<sup>nd</sup> by Steinruck.  
Vote Passed, Chairman Elmore is an excused absence.

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

## **FINANCIAL REPORT**

### **Investment Report**

#### **Vouchers**

Motion to approve Expense Vouchers 191002001 through 191002047 dated October 30, 2019 in the total amount of \$193,824.32 as submitted.

Motion by Steinruck and 2<sup>nd</sup> by Gagnon.

Vote Passed, Chairman Elmore is an excused absence.

Motion to approve Capital Replacement Voucher 191003001 dated October 30, 2019 in the total amount of \$10,385.90 as submitted.

Motion by Gagnon and 2<sup>nd</sup> by Steinruck.

Vote Passed, Chairman Elmore is an excused absence.

#### **Payroll**

Motion to approve the October 2019 Payroll in the total amount of \$671,476.26 as submitted.

Motion by Steinruck and 2<sup>nd</sup> by Gagnon.

Vote Passed, Chairman Elmore is an excused absence.

#### **Expense Line Item Review Summary & Reports**

Three additions were noted in the expense accounts.

## **CORRESPONDENCE** None

## **OLD BUSINESS**

### **Discussion**

Merger with Fire District 7

Fire Station 84: Tours are coming up but there was nothing new to report.

Temporary Lake Stevens Fire Office: Establishing a temp office at Station 82 with one person to help customers there.

**Action** None

## **NEW BUSINESS**

### **Discussion**

Chief Andrews commented that 11 members were out on a strike team right now and were assigned to the Kincaid fire, winds had died down and they were able to make some progress.

### **Action**

None

## **CHIEF'S REPORT**

- Driver / Operator Testing Update: Completed the Driver Operator test with 10 of the 12 driver operators in place November 1<sup>st</sup> with two current acting positions, 2 candidates are finishing the process who were out



- on L&I and are expected to complete that by Dec 1.
- Training Captain Testing Update: Keith Terry will be promoted to Training Captain effective November 1 reporting to Station 71.
- Open House / Recognition Ceremony Update: Open House at Station 81 where they swore in 10 firefighters, a Captain, an MSO, and a new Paramedic. A lot of Lake Stevens Fire community came out and it was nice to take time to thank them for the many years of support.
- Recruit Academy Update: All of them are doing very well with recruit evaluations on October 31, 2019.
- A new budgeted replacement boat (rigid inflatable - Boat 82 has been put into service.
- Harvest Festival on Halloween, 5-8pm Thursday October 31, Downtown Lake Stevens  
We will be participating with a booth and Touch a Truck with the rigs, calls permitting.
- Looking forward to the Lake Stevens Fire Awards Banquet this Saturday, November 2 at Tulalip Casino.

### **GOOD OF THE ORDER**

Vice Chair Steinruck commented that there was a wonderful celebration at Station 81 on October 29<sup>th</sup>. It was nice to see both District 7 and Lake Stevens mingling and the nice words that Union President McConnell stated while there. He also recognized Chief O'Brien for his graduation from the Executive Fire Academy that occurred last February.

## **JOINT MEETING BUSINESS**

### **DRAFT BOARD RULES AND POLICIES**

Chairman Waugh addressed standing committees. Commissioners are to email Commissioner Waugh their interest in being on any of the committees.

It was clarified that the Labor/Management Committee negotiates contracts and MOU's and stays ahead of concerns/issues.

There will also be a new Government Liaison/Community Outreach Committee (committee name still TBD): 2 assigned per region. This committee will deal with relationships with other City and County committees.

### **MEETING RULES OF ENGAGEMENT**

### **MERGER MANAGEMENT PLAN**

Chief O'Brien handed out an updated team structure to the Board and presented the new team structure. The structure was presented as though the levy is passing, if not there will be a need for adjustments.

He then presented an incident briefing plan for the merged district.

He noted there still remains one position unfilled, EMS Deputy Chief, with a notice going out Thursday to fill that position from the Lieutenant level and up.

### **FUTURE BOARD SIZE**

Attorney Brian Snure asked the Board if they would like him to take lead on this topic or if someone on the Board would like to. The legal issue being that by statute, the Commissioners of a 5 position Fire District cannot elect to go to a 7-position board but yet a 3 position Board can elect to become a 7 position board. It was noted to be a logistical error in language that will need correcting. The Board agreed to let Attorney Snure take the lead for this.

**CULTURAL INTEGRATION TEAM** Nothing new to report.

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

### **NAME WORK GROUP**

Meeting November 7, 2019

### **NEXT JOINT COMMISSIONER MEETING**

5:30pm Thursday, November 14 at the Fire District 7 Station 31 Training Room

### **DISTRICT 7 EXECUTIVE SESSION**

The Commissioners went into Executive Session at 1840 for thirty (30) minutes to discuss the IAFF Bargaining-Memorandum of Understanding per RCW 42.30.140(4)(a) and three Staff Contracts per RCW 42.30.110(1)(g).

At 1910 hours Chairman Waugh announced to the public that the executive session would be continued for an additional 30 minutes.

Regular session resumed at 1940 with the following actions:

Motion to accept the 2020 submitted retirement dates for Eric Andrews, Duane Stai, Jeff Chittenden, Rick Peters and Gary Meek as presented.  
Motion by Woolery and 2<sup>nd</sup> by Wells  
On vote, **Motion Carried 5/0.**

Motion to accept the early retirement for Kurt Schneider due to health issues.  
Motion by Woolery and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 5/0.**

Motion to accept the IAFF Local 2781 Memorandum of Understanding as presented.  
Motion by Fay and 2<sup>nd</sup> by Wells  
On vote, **Motion Carried 5/0.**

Motion to authorize staff to engage services with a neutral third party to conduct a salary survey for the professional service contract.  
Motion by Woolery and 2<sup>nd</sup> by Wells  
On vote, **Motion Carried 5/0.**

### **ADJOURNMENT**

The meeting was adjourned at 1944 by Chairman Waugh and Vice Chair Steinruck.

Snohomish County Fire District #7

Jamie Silva  
Secretary of the Board