

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
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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

November 14, 2019

1730 hours

CALL TO ORDER

Chairman Waugh called the District 7 meeting to order at 1730 hours. Chairman Elmore called the Lake Stevens meeting to order at 17:35.

PLEDGE OF ALLEGIANCE

ATTENDANCE

LSF Excused absence: Commissioner Gagnon

D7 Excused absence: Vice Chair Snyder and Commissioner Woolery

DNR PROPERTY ANNEXATION PUBLIC HEARING

Chairman Waugh opened the Public hearing at 1731. Assistant Chief Silva explained the past and future process for the unprotected properties. Only the 17 properties that signed the petition are included in the resolution.

A few citizens were present and were interested in the process and signing the petition. Brief discussion took place.

The Public Hearing was closed at 17:35.

STAFF PRESENTATIONS ON DIVISIONS

Chief Meek noted that last year during the leadership meeting, staff presented the year's accomplishments and next year's goals for each of their divisions and the commissioners present felt it would be beneficial to present that same thing to the Board prior to approving the next year's budget. Chief O'Brien noted staff has worked very hard over the year. He explained the presentation has a part that explains accomplishments and another is the vision. He noted the vision has 3 main parts: 1) The Ground-where we're going, The Mission: Saving Lives, protecting property, taking care of people while being fiscally responsible. 2) Build our team, the whole team including citizens. 3) as a new merging district evaluate and build our systems and processes.

All division heads presented on their 2019 division accomplishments and their 2020 vision.

At 1927 hours Chairman Waugh called for a 5 minute break. The open public meeting reconvened at 1932 hours.

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS None

MINUTES

Minutes 19-10-29

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Minutes 19-10-30

Chairman Elmore postponed the approval of the minutes until the next regular Commissioner Meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 191101001 – 191101030 dated November 14, 2019 in the total amount of \$67,853.11 as submitted.
Motion by Steinruck and 2nd by Elmore
Vote Passed

Motion to approve Capital Initiative Voucher 191104001 dated November 14, 2019 in the total amount of \$3,754.67 as submitted.
Motion by Elmore and 2nd by Steinruck
Vote Passed

Motion to approve Capital Replacement Voucher 191102001 dated November 14, 2019 in the total amount of \$12,554.64 as submitted.
Motion by Steinruck and 2nd by Elmore
Vote Passed

Motion to approve Strategic Fund Voucher 191103001 dated November 14, 2019 in the total amount \$19,287.50 as submitted.
Motion by Elmore and 2nd by Steinruck
Vote Passed

Payroll

Motion to approve the November 2019 Payroll in the total amount of \$926,478.01 as submitted.
Motion by Steinruck and 2nd by Elmore
Vote Passed

Expense Reports

Leah Schoof noted there were no summary updates for the expense reports.

Resolution 2019-12 LSF Fire Ordinance 2020

Resolution 2019-13 LSF EMS Ordinance 2020

Levy Certification 2020

The ordinance/resolutions for Lake Stevens Fire are to ensure we receive our 1% in 2020. These are for reference and not to be signed yet, and can be signed once the budget is adopted.

CORRESPONDENCE

Thank You for Service

Thank You for All You Do

OLD BUSINESS

Discussion

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Merger with Fire District 7

Action: None

NEW BUSINESS

Discussion

Snohomish County 911

We received the attached correspondence from Snohomish County 911. These are the proposed amendments to the Snohomish County 911 Interlocal Agreement. The SNO911 Board will consider these amendments for approval at its November 21, 2019 meeting. No action by any member agency is required to approve the ILA changes.

Action

ISOutsourcing IT Services

Chief O'Brien requested to allow him to sign the ISOutsourcing IT Service Contract. The three main cost drivers for the ISOutsourcing cost increase are:

- Conversion to Office 365
- Server replacement and replication
- IT updates due to the merger

Motion to authorize exceeding the current ISOutsourcing Contract, up to \$25,000 for IT services, as requested.
Motion by Steinruck and 2nd by Elmore
Vote Passed

CHIEF'S REPORT

- Harvest Festival Update – Thank you to A Shift, along with Laana & Atira representing Lake Stevens Fire with a booth and the engine; we handed out 750 fire prevention cards that evening and enjoyed connecting with community; thank you to the City of LS for hosting this event.
- Annual Banquet Update – Thank you to everyone for their help making this a great evening. Special thanks to Paramedic Virnig, Firefighter Robertson, Firefighter Seda, Firefighter Rhoades, and MSO Rasmussen.
- Coffee with the Chiefs – 11am Wednesday Nov 20 at the LS Senior Center.
- New date for Tips for Firefighters Event – 5-9pm Friday, December 6 at the Lake Stevens IXTAPA.

GOOD OF THE ORDER

Vice Chair Steinruck commented thanked everyone for all their presentations and is really looking forward to 2020.

Chairman Elmore also thanked everyone for all their hard work as well.

Motion to adjourn at 1940 hours.
Motion by Elmore and 2nd by Steinruck
Vote Passed

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2020 BUDGET PUBLIC HEARING

Commissioner Waugh opened the 2020 Budget Public Hearing at 1941. Chief Meek briefly mentioned that if the results of the most recent levy lid lift change the resolutions will also change. Chief O'Brien handed out a New District Launch 2020 that highlighted were the district plans to go and briefly went over this document and its meaning. He previously noted that he had intended to re-evaluate the org chart if the levy failed. And further explained that the team analyzed this and believes the best decision is to continue with the existing org chart.

CFO Camille Tabor gave a presentation that went over the 2020 budget, handed out at the meeting. The 2020 budget is based on a failed levy. It was confirmed that the anticipated numbers relating to the merger impact costs were reflected in the budget as well as labor issues/legal expenses.

Commissioner Waugh commented that the firefighter safety issues need to first be addressed and noted that we are in pretty good financial shape in preparation for an emergency such as the levy not passing.

Commissioner Waugh ended the 2020 Budget Public Hearing at 2003

FIRE DISTRICT 7 REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

UNION COMMENT

IAFF

Teamsters

FIRE CHIEF REPORT

Chief Meek presented and passed out the 2019 Annual Report. He thanked both Jennifer Pardee and Heather Chadwick for all their hard work on producing such a professional report.

Items from the Chief's Report were then discussed.

CONSENT AGENDA

Approve Vouchers

- Benefit Vouchers: #19-02675 - #19-02688; (\$362,598.32) *Previously Signed*
- Benefit Vouchers: #19-02689 - #19-02690; (\$4,145.45) *Previously Signed*
- Benefit Voucher: #19-02691; (\$48,788.46) *Previously Signed*
- Benefit Voucher: #19-02692 - #19-02698; (\$358,128.30)
- AP Vouchers: #19-02699 - #19-02856; (\$1,397,888.42)
- New Benefit Voucher: #19-02857; (\$48,944.54)

Approve Payroll

November 15, 2019; (\$779,714.92)

Approval of Minutes

Approve Regular Board Meeting Minutes – October 30, 2019

Motion to approve the Consent Agenda as submitted.

Motion by Wells and 2nd by Schaub

On vote, **Motion Carried 4/0**

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DISCUSSION ITEM

Draft Resolution – 2020 Regular Fire Levy

Draft Resolution – 2020 EMS Levy

Draft Resolution Approving the 2020 Budget

There were no questions or discussion and it was noted that they will be brought to the board for action at the next meeting.

11/05/19 Allied, District 7 & TCA Agreement

The CR2A agreement, signed by the three parties in the mediation agreement, was for the Station 33 construction. Page 1 Item B Payment discusses the payment inclusive for all the retainage money, and all the prior D7 approved change orders sent to Allied but held for mediation discussion. Chief Meek noted most of that money had already been approved. The remaining portion of it was settled by District lawyer, Mitch Cogdill, through the mediation process and is below the number the Board had previously authorized him to work up to. TCA stepped up to the plate on this and were truly partners with us through this mediation process including a final settlement that Allied came back with and TCA graciously agreed to pay 50% of that additional step. He commended TCA on this, it was a tough project and TCA was certainly humbled by this experience.

Commissioner Fay asked on page 2 letter C if there was a particular reason they were exempted from this section? Chief Meek noted that once this is signed and completed, our lawyer made sure the language removed District 7 from further issues between Allied and TCA. This is the draft agreement through the mediation and there will be another final document. No actions are necessary tonight on this agreement. The 31 days does not start until the final document is signed.

ACTION ITEM

Resolution 2019-19 to accept annexations of unincorporated areas into the District.

Assistant Chief Silva noted that the resolutions being approved is to approve the added territory 9.

Motion to accept Resolution 2019-19 as submitted.
Motion by Wells and 2nd by Schaub
On vote, **Motion Carried 4/0**

Re-sign Amended Cooperative Purchasing Agreement – City of Bellingham

Chief Meek noted that the board previously authorized it but that the City of Bellingham did their signature page section incorrectly and are asking for a new signed document.

Budget Amendment #3

Motion to approve the Consent Agenda as submitted.
Motion by Schaub and 2nd by Wells
On vote, **Motion Carried 4/0**

COMMISSIONER COMMITTEE REPORTS

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

Finance Committee (Waugh / Wells / Snyder): November 13, 2019 – 13:00 / District 7 Admin Building

Policy Committee (Wells / Woolery / Schaub): TBD / Admin Bldg.

Risk Management (Schaub): November 5, 2019 – 19:00 / Snohomish Co. FD 22. Commissioner Schaub noted that the meeting has been changed to November 18th and as a result he would not be able to attend. Commissioner Fay offered to attend in his place.

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

Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay): Wednesday November 13, 2019 – 09:00 / Admin Bldg

Impact Bargaining – Teamsters (Wells): TBD

Shop Committee – (Snyder / Woolery / Fay): There will be a meeting next week.

Strategic Plan Committee – (Fay / Schaub / Wells)

Capital Facilities Committee - (Schaub / Snyder / Woolery)

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)

Regional Coordination

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

Sno-Isle Commissioner Meeting: Thursday, December 5, 2019 – 19:30 – Station 31. Speaker will be Kelly Fox. Commissioner Waugh noted he would not be able to attend.

JOINT MEETING BUSINESS

DRAFT BOARD RULES AND POLICIES

MEETING RULES OF ENGAGEMENT

MERGER MANAGEMENT PLAN

FUTURE BOARD SIZE

CULTURAL INTEGRATION TEAM

NAME WORK GROUP

ATTENDANCE CHECK

5:30pm Monday, November 25 at the Fire D7 S31 Training Room in Monroe (moved due to holiday). All commissioners in attendance noted they will be in attendance

ADJOURNMENT

Chairman Waugh adjourned the meeting at 2023 hours.

Snohomish County Fire District #7



Jamie Silva
Secretary of the Board