

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

November 25, 2019

1730 hours

CALL TO ORDER

Chairman Elmore and Chairman Waugh call the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

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

Present for Fire District 7: Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Fay, Commissioner Wells, Assistant Chief Silva, Assistant Chief Guptill, CFO Camille Tabor, Public Information & Education Officer, and various members from the District

Excused absence: Commissioner Woolery.

ACTION

RESOLUTION 2019-20: 2020 BUDGET

Commissioners address the 2020 Budget in the Joint Meeting portion of the meeting.

There was no public comment.

FIRE DISTRICT 7 REGULAR BUSINESS

UNION COMMENT

IAFF

Teamsters

No additional comment.

FIRE CHIEF REPORT

No additional comment.

CONSENT AGENDA

Benefit Vouchers: #19-02923 – 19-02924; (\$4,058.97)

Vouchers #19-02925; (\$49,001.27)

Vouchers #19-02926 – 19-02939; (\$371,263.25)

AP Vouchers: #19-02860 – #19-02922; (\$212,475.65)

Approve Payroll

November 29, 2019; \$810,652.44

Approval of Minutes

Approve Regular Board Meeting Minutes – November 14, 2019

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Secretary's Report on Correspondence

Motion to approve Consent Agenda as submitted.
Motion by Wells and 2nd by Commissioner Schaub.
Vote Passed, all in favor.

DISCUSSION ITEM

None

ACTION ITEM

Resolution 2019-21 – 2020 Regular Fire Levy

Motion to adopt Resolution 2019-21 Fire Ordinance for the Regular District Levy in the amount of \$245,338.64 for the calendar year of 2020 as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Wells.
Vote Passed, all in favor.

Resolution 2019-22 – 2020 EMS Levy

Motion to adopt Resolution 2019-22 EMS Ordinance for the 1% of the EMS Levy amount of \$73,425.10 for the calendar year of 2020 as submitted.
Motion by Commissioner Fay and 2nd by Commissioner Wells.
Vote Passed, all in favor.

Allied / District 7 Settlement Agreement and Release

Motion to approve Allied / District 7 Settlement Agreement and Release as submitted.
Motion by Commissioner Fay and 2nd by Commissioner Wells.
Vote Passed, all in favor.

Budget Amendment #4

Motion to approve Budget Amendment #4 as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Wells.
Vote Passed, all in favor.

Staff Recommendation on District Liability Insurance Coverage Provider for 2020

Assistant Chief Silva commented we sent our information to four different insurance companies, and he recommended WSCIA as they are the largest and have the most resources when it comes to training. He offered to provide a packet of supporting information to those interested.

Motion to approve Staff Recommendation on District Liability Insurance Coverage Provider to WSCIA effective January 1, 2020.
Motion by Commissioner Wells and 2nd by Vice Chair Snyder.
Vote Passed, all in favor.

Chairman Waugh asked the LSF Commissioners if there were any additional questions regarding our insurance coverage; and there were no questions.

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COMMISSIONER COMMITTEE REPORTS

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

Finance Committee (Waugh / Wells / Snyder): November 20, 2019 – 13:00 / District 7 Admin Building

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

Risk Management (Schaub): November 18, 2019 – 19:00 / Snohomish Co. FD 22

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

Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay): Wednesday November 21, 2019 – 1300/
Admin Bldg

Impact Bargaining – Teamsters (Wells): TBD

Shop Committee – (Snyder / Woolery / Fay): Wednesday, November 20, 2019 – 18:00 / Admin Bldg
Commissioner Fay commented they discussed the topic of how bad the pad is underneath the tent. This has been a topic of discussion for several years and we need to start the conversation on the long-term solution to keep the shop moving forward.

Vice Chair Snyder agreed we need to address this in a timely fashion.

Assistant Chief Guptill commented we are asking for a 6% shop rate increase for 2020. The adjusted rates would include: Member Rate at \$136.00, Associate Rate at \$142.80, Shuttle Rate for Member at \$56.83, and Shuttle Rate for Associate at \$60.28. We are still 20-25% below average rates within the industry. Both Commissioner Fay and Vice Chair Snyder support this recommendation.

Motion to increase the shop rates by 6% as recommended.
Motion by Commissioner Fay and 2nd by Commissioner Wells.
Vote Passed, all in favor.

Strategic Plan Committee – (Fay / Schaub / Wells)

Capital Facilities - (Schaub / Snyder / Woolery)

Station 33, Station 72, Station 32, Station 76

Chairman Waugh commented we would like someone from the LSF Board to join the Capital Facilities Committee if there is an interest.

Chairman Elmore offered to join the committee.

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)

Chairman Waugh commented at some point we will have a presentation on rapid dispatch. Something that came up in our meeting the other day is that everyone wants the best out of the system that is being developed and we are on hold because of the antennas. New technology is right around the corner and the thought is that we should wait and see what is about to become available, before we make a purchase.

Assistant Chief Guptill commented that Motorola just recently unveiled a new model for the portable radio; it is the next generation of technology. The good news is we haven't placed the order for radios just yet.

Regional Coordination

Leadership Meeting (Fay / Schaub / Wells): Wednesday, December 11, 2019 – 09:00 / Sta 31 – Training Room

Sno-Isle Commissioner Meeting: Thursday, December 5, 2019 – 19:30 – Station 31 / Kelly Fox will be the presenter.

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OLD BUSINESS

Chairman Waugh commented that he and Chief Meek delivered a letter to one of our neighbors; and Chief Halverson appreciated that we took the time to stop by. He apologized for the breakdown in communications; and he was sure he and Chief Meek could finalize the contract before the end of the year.

Chairman Waugh thanked CFO Camille Tabor for another clean audit report; the auditor had nothing but great things to say about our staff.

CALL ON COMMISSIONERS

Chairman Waugh commented the annual report is amazing, it's an open book for our citizens presented cleanly and professionally. Wow! Thank you staff!

EXECUTIVE SESSION

RCW 42.30.110(1)(g) – Staff Contract

There was no executive session for Fire District 7.

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

Chairman Elmore requested an executive session at the end of the meeting to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g).

MINUTES

Minutes 19-10-29

Minutes 19-10-30

Minutes 19-11-14

Motion to approve the October 29 and October 30, 2019 Commissioner Meeting minutes as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Passed, Chairman Elmore abstained as he was not present at these two meetings.

Motion to approve the November 14, 2019 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 191105001 – 191105040 dated November 25, 2019 in the total amount of \$85,801.08 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Motion to approve Capital Replacement Voucher 191106001 dated November 25, 2019 in the total amount of \$5,838.04 as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

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Motion to approve Strategic Voucher 191107001 dated November 25, 2019 in the total amount of \$1,175.00 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we just have three additions as noted, please let us know if you have any questions.

Resolution 2019-12 LSF Fire Ordinance 2020

Motion to adopt Resolution 2019-12 LSF Fire Ordinance 2020 for the Regular District Levy in the amount of \$100,290.27 for the calendar year of 2020 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Resolution 2019-13 LSF EMS Ordinance 2020

Motion to adopt Resolution 2019-13 LSF EMS Ordinance 2020 for the 1% of the EMS Levy amount of \$30,337.97 for the calendar year of 2020 as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

2020 Levy Certification

Motion to authorize Director of Finance & Administration Leah Schoof to sign the Levy Certification as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

CORRESPONDENCE

Thank You from Sonoma County
Thank You from Santa Rosa

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we are on track with a move out date of Thursday, December 5. We have a great office plan here in Monroe and we will also have Laana Larson staffing an office at Station 82 for a period of time and see how it goes. Our crews are working well together and our administration teams are working well together. We have EMS Deputy Chief interviews this week and hope to have a decision later this week. We continue to move forward with our mission.

Action

None

NEW BUSINESS

Discussion

None



Action

Policy 212 Meals with Meetings

Policy 213 Member Recognition

Policy 214 Organizational Effectiveness

Motion to adopt Policy 212 Meals with Meetings, Policy 213 Member Recognition, and Policy 214 Organizational Effectiveness as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Gagnon.

Vote Unanimous.

CHIEF'S REPORT

- As a component of a comprehensive capital facility analysis, on Saturday November 16, from 9am to 3pm, Commissioner Elmore, Commissioner Steinruck, and Commissioner Gagnon toured the new district stations to assess the construction and general conditions of each station. Thank you to Chief Silva, Chief Guptill, Chief Messer and Mike Frymire for leading this final Commissioner tour.
- We had interviews for the Deputy Chief of EMS today.
- Tuesday November 19 Chief attended the East Snohomish Training Academy Graduation in Gold Bar.
- Wednesday November 20 Chief attended Coffee with the Chiefs at the Lake Stevens Senior Center.
- Friday November 22 Chief attended the Chaplains Meeting.
- We are close to finalizing an interlocal agreement for review.
- Tips for Firefighters is scheduled for Friday, December 6 at Ixtapa from 5-9pm and we'd love to have you join us.

GOOD OF THE ORDER

Chairman Elmore thanked everyone for all their efforts; we have lots of work ahead of us.

Commissioner Gagnon thanked Chief Silva and Chief Guptill for their help guiding the facility tours.

Vice Chair Steinruck commented he appreciated the facility tours over the weekend; and he thanked everyone for their hard work.

EXECUTIVE SESSION

Chairman Elmore requested an executive session after the Joint Meeting to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g).

JOINT MEETING BUSINESS

DRAFT BOARD RULES AND POLICIES

Chairman Waugh commented we have a change in committees, we added the government liaison committee. Also in section 16 regarding ethics, there is no censure. What does the Board think about this?

Chairman Elmore commented this is the expectation we hold each other to.

Chairman Waugh suggested we finalize the draft policy.

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Commissioner Schaub asked about section 10, and suggested we scratch the risk management committee.

Chairman Waugh asked if there is a plan for our political involvement in all four of our communities. It would be nice if we could have at least two people involved in each community.

Commissioner Wells commented we need to check the numbering system with the committees listed in the policy.

Vice Chair Snyder questioned whether preparation for a Board Meeting should be considered a date of service.

Chairman Elmore supports preparation for the Board Meeting as a date of service.

Commissioner Wells commented she doesn't think we should put in for Meeting Preparation as a date of service.

Chairman Waugh commented the Chief would review the timesheets at some point and he would let us know if there are any concerns. He suggested we remove "activities approved".

Chairman Elmore confirmed with these modifications the Board approves the Board Rules and Policies.

MERGER MANAGEMENT PLAN

No additional comment.

FUTURE BOARD SIZE

No additional comment.

NAME WORK GROUP

Public Information & Education Officer Heather Chadwick commented we had a Name Work Group meeting this afternoon, and reviewed input from external stakeholders and internal surveys. We came up with five options for consideration.

Commissioner Wells confirmed the input from their Commissioner Retreat was proposed to the work group for consideration.

DISTRICT DISPATCH SYSTEM

Chief O'Brien commented we are planning for a District Dispatch System presentation at the next Commissioner Meeting. This will be an opportunity to learn how dispatch occurs within our District.

COMMUNITY RESOURCE PARAMEDIC PROGRAM

Chief O'Brien commented we are planning for a Community Resource Paramedic Program presentation at the next Commissioner Meeting. We have a new CRP and he will be joining us at the next meeting.

Additionally, Chief O'Brien commented we will be selecting a District Secretary for the new district. We will place this topic on the agenda for the next meeting and plan to provide a recommendation.

ATTENDANCE CHECK

1730 hours Thursday, December 12 at the Fire District 7 Station 31 Training Room in Monroe
Vice Chair Snyder will be unable to attend the December 12 Commissioner Meeting.

Chairman Waugh commented we need to update our policy on how we handle votes and executive sessions for conference calls.

Additionally Chairman Waugh commented we have had a citizen who was actively involved with us and recently passed away; just want to follow up that we have followed up with his family.

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RESOLUTION 2019-20: 2020 BUDGET

CFO Camille Tabor requested the Commissioners approve the 2020 Budget as submitted.

Motion to adopt Resolution 2019-20 for the 2020 Budget as presented at the last Commissioner Meeting.
Motion by Commissioner Fay and 2nd by Commissioner Wells.
Vote Unanimous.

Real Heroes Breakfast

Chairman Steinruck mentioned the Red Cross Real Heroes Breakfast coming up Friday morning, December 12 at the Tulalip Resort Casino. He invited everyone to this event and welcomes members to join his table. Please let Vice Chair Steinruck know if you would like to join him.

EXECUTIVE SESSION

At 1832 hours Chairman Elmore called for an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no action to follow. Executive session included Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Director of Finance & Administration Leah Schoof, Communications Director Laana Larson, Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Fay, Commissioner Wells, Chief Silva, Chief Guptill, CFO Camille Tabor, and Public Information & Education Officer Heather Chadwick.

Chairman Elmore reconvened the open public meeting at 1847 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1847 hours.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

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

Snohomish County Fire District #7


Jamie Silva
Secretary of the Board