

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

December 12, 2019

1730 hours

### **CALL TO ORDER**

Chairman Elmore and Chairman Waugh called 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, Deputy Chief Messer, 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, Chief Meek, Assistant Chief Silva, Assistant Chief Guptill, CFO Camille Tabor, Public Information & Education Officer Heather Chadwick, and various members from the District

Excused absence: Commissioner Woolery and Vice Chair Snyder.

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **UNION COMMENT**

IAFF

Teamsters

President McConnell thanked the staff and negotiating team for meeting with them regarding the merger impacts and they look forward to the blending of a new organization, while honoring the history and legacy of each organization. He congratulated both Chief Meek and Chief Andrews on their great careers with fire service, a great example for all of us.

### **Community Resource Paramedic**

Chief O'Brien commented he is happy to introduce Dave Hanson as our new Community Resource Paramedic and thanked Dave for stepping up into this role.

CRP Dave Hanson introduced his wife Kimberly, and children Lily, Travis, and Elias. He commented it is important to have their support in this new role and he wanted to acknowledge them. He started out as a resident in 2001; he was hired as career in 2003, and went to Harborview Paramedic school in 2006. He appreciates the support of this department; and he is excited about this new role. The goals are to improve the health of the patient; improve the health of the community; and reduce healthcare costs. It's a challenge to help patients find the necessary resources and he commented he is up for the challenge. He appreciates the opportunity.

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## **CONSENT AGENDA**

### **Approve Vouchers**

Benefit Vouchers: 19-02940 - #19-02947; (\$529,534.14)

AP Vouchers: #19-02948 - #19-03074; (\$447,102.63)

### **Approve Payroll**

December 15, 2019; \$765,006.23

### **Approval of Minutes**

Approve Regular Board Meeting Minutes – November 25, 2019

### **Secretary's Report on Correspondence**

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

## **DISCUSSION ITEM**

None

## **ACTION ITEM**

None

## **COMMISSIONER COMMITTEE REPORTS**

Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)

Finance Committee (Waugh / Wells / Snyder)

Policy Committee (Wells / Woolery / Schaub)

Risk Management (Schaub)

Labor/Management (Waugh / Wells / Fay)

Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay)

Impact Bargaining – Teamsters (Wells)

Chief Meek commented we've come to a tentative agreement and we will discuss this further in executive session.  
He thanked both sides for working through this.

Shop Committee – (Snyder / Woolery / Fay)

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)

Commissioner Schaub commented he appreciated the Leadership Meeting earlier this week. We had great attendance and we honored Chief Meek.



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#### Sno-Isle Commissioner Meeting

Chairman Waugh thanked Chief Silva for his work with the food preparation at the Sno-Isle Meeting.

Commissioner Wells commented she appreciated the comprehensive presentation from Kelly Fox from EMS Council and Dr. Cooper. The Sno-Isle Banquet is scheduled for February 1 and the next meeting will be in March. Our new president will be Randy Fay - congratulations!

### LAKE STEVENS FIRE REGULAR BUSINESS

#### ADDITIONAL AGENDA ITEMS

None

#### MINUTES

**Minutes 19-11-16**

**Minutes 19-11-25**

Motion to approve November 16 and November 25, 2019 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

#### FINANCIAL REPORT

##### **Vouchers**

Motion to approve Expense Vouchers 191201001 through 191201029 dated December 12, 2019 in the total amount of \$80,909.24 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

Motion to approve Expense Vouchers 191203001 through 191203027 dated December 13, 2019 in the total amount of \$170,222.78 as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to approve Capital Replacement Voucher 191202001 dated December 12, 2019 in the total amount of \$62,853.57 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to approve Capital Replacement Voucher 191204001 dated December 13, 2019 in the total amount of \$1,274.61 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Chairman Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Voucher 191205001 dated December 13, 2019 in the total amount of \$8,569.50 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.



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

Director of Finance & Administration Leah Schoof commented we have three additions to the line item review summary report and please let us know if there are any questions.

### **Audit Update**

Director of Finance & Administration Leah Schoof commented the auditor issued a good clean audit for the 2018 Financial Audit. We still have the Accountability Audit for 2018 and 2019; and one more Financial Audit for 2019; and we expect them to be done during the first quarter of 2020.

### **CORRESPONDENCE**

None

### **OLD BUSINESS**

#### **Discussion**

#### **Merger with Fire District 7**

Chief O'Brien thanked District 7 for the warm welcome, and he thanked the entire staff for moving. Chief Silva, Brandon Vargas and Mike Frymire have worked so hard to get us moved in. He also thanked the crews for working through this with everyone. Chief O'Brien also thanked Chief Guptill and our IT team for assisting with the move.

#### **HQ Closing**

Chief O'Brien commented we are in the process decommissioning the HQ building in Lake Stevens; and our closing date is at the end of the month.

#### **Action**

#### **Station 84**

#### **PUD Easement Agreement**

Chief O'Brien commented this is an easement that PUD is asking for on 20<sup>th</sup>, and we are seeking approval on the agreement. The proposed Easement Agreement is to relocate power lines on the Station 84 property. Thank you to Chief Messer for his hard work on this.

Motion to authorize the Chief to sign the PUD Easement Agreement as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

### **NEW BUSINESS**

#### **Discussion**

None

#### **Action**

None

### **CHIEF'S REPORT**

**Fire Works Ordinance** passed by the County Council on 12.5.19

Fire District 7 Team spoke and represented, including Commissioner Shaub, Fire Marshal Fitzgerald, Assistant Chief Dorsey, and Chief O'Brien.

**Tips for Firefighters Update** – Friday 12.6.19 at Ixtapa

Thank you Firefighter Adam Blue for coordinating this event and thank you to all the firefighters who attended and helped. Special thanks to Francisco and Emma Barajas and their family for hosting at Ixtapa.



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**Dickens Fair Update - Saturday 12.7.19 at Cavelero Mid High School**

Thank you to Firefighter Lars Lian and Firefighter Liam Shelley, along with Intern Atira Roberts for representing Lake Stevens Fire.

**Winterfest Update 12.7.19**

Thank you to D Shift for their support at the tree lighting downtown Lake Stevens. We appreciate the great partnership with Police Chief John Dyer to deliver Santa.

**Logistics Assistant Interviews 12.9 – 12.12**

Thank you to Kendra and Pamella for coordinating these interviews. Chief Meek, Chief Silva and Chief O'Brien interviewed three candidates.

**Facilities Tour with Rice, Fergus, and Miller 12.10.19**

This tour included all facilities in the New District. Dave Fergus is developing a scope of work to create a comprehensive Capital Facility Plan. Thank you to Chief Silva and Chief Messer for their work with this.

**Leadership Meeting 12.11.19**

- Team Building Exercise
- Turn the Ship Around
- Leader's Intent – Flight Plan
- New District Mission, Vision, Values, Goals, Objectives
- New District Naming Process
- News & Updates

**American Red Cross Real Heroes Breakfast 12.12.19**

The American Red Cross recognized Firefighter Chris Harrott for his actions with his team during a water rescue in Lake Stevens. Joining our table were Chris Harrott, Stephanie Harrott, Tanner Harrott, Commissioner Steinruck, Commissioner Waugh, Commissioner Fay, Ryan Lundquist, Larry Huff, Ron Rasmussen, Leah Schoof, and Chief O'Brien.

**Fire Recruit Academy Graduation 12.19.19**

Recruit School Class 2019-03  
Graduation exercises will be held at the Everett Performing Arts Center.  
Thursday, December 19, 2019 from 6pm – 8pm  
Address: 2710 Wetmore Avenue, Everett, WA 98201

**Kevin Brice Flag Lowering Ceremony 1.30.19**

0745 hours at Fire District 7 Station 31

**GOOD OF THE ORDER**

Chairman Elmore thanked everyone for what they do, and commented he is looking forward to what is ahead in the new year.

Vice Chair Steinruck thanked everyone for their hard work; and commented he enjoyed the Real Heroes Breakfast this morning.

Commissioner Gagnon also thanked everyone for their hard work.



## JOINT MEETING BUSINESS

### **OLD BUSINESS DISCUSSION**

#### **Board Rules and Policies**

No additional comment.

#### **Merger Management Plan**

Chief O'Brien commented we continue to move forward; and we have updated our New District Launch 2020. This document was built by the cultural integration team; and our vision is to be the best fire department in the world. Our priority is our mission, building the team, updating systems and processes.

In our Mission Statement we added "while being fiscally responsible."

In continuous improvement we added "with humility"

We also added some Guiding Values service, leadership, professionalism, family, and transparency.

This will be a bridge to our new strategic plan to help us start in 2020. It has been very collaborative and we appreciate everybody's work.

#### **Name Work Group**

Chief O'Brien distributed document with possible name options. This was discussed at the Leadership Team meeting earlier this week. We are still in the discussion phase, and eventually we will bring the Board some options for consideration.

#### **Station 84 Sign**

Chief O'Brien commented as we have worked through the purchase and preliminary design of Station 84, we asked our architect Frank Lawhead to develop a sign for the Station 84 property that would let our community know we plan to build a fire station. He thanked DC Messer and AC Silva for their work on this.

Commissioner Steinruck suggested we add to the signage "For more info call ..." in case citizens have questions or concerns.

#### **Community Resource Paramedic**

This topic was addressed earlier at the beginning of the meeting.

### **NEW BUSINESS DISCUSSION**

#### **District Dispatching System**

Chief O'Brien commented we want to take some time to present our District Dispatching System; we are always evaluating the ways we do business. The goal is to make sure we are accomplishing our mission in an efficient, effective, and thoughtful manner.

Chief Huff and Chief Dorsey gave a presentation on the District Dispatching System.

The purpose of this presentation is to walk you briefly through the dispatch system.

- 911 Call Assessment
- Preliminary Triage Medical CFS
- The EMD Protocol
- Sample call and how 911 can help the citizen through their emergency. It is a much more robust system with the increased amount of instruction they can provide.





- CPP Overview – Answer to dispatch (median) January 2018 – August 2019
- Two Primary Dispatch Models; Rapid Dispatch or Accelerated/Standard
- Rapid Dispatch Sub Committee
- Rapid Dispatch vs. Standard (Departments)
- Plan

Snohomish 911 is more than happy to give you a tour if you are interested.

Chairman Waugh thanked Chief Huff and Chief Dorsey for the work that went into this presentation.

Additionally Chairman Waugh recognized Lundquist, Huff, and McConnell and the team who put together a response grid that we can now use for reference with our staffing plans. Thank you for all the work that went into this. It is amazing step forward for our department and our future.

#### **New District Secretary**

Chief O'Brien commented we want to have this on the agenda, and we have a recommendation for you to consider for next year.

Motion to appoint Leah Schoof as our new District Secretary.  
Motion by Commissioner Wells and 2<sup>nd</sup> by Commissioner Schaub.  
Vote Passed, all in favor.

Chairman Elmore thanked Chief Silva and Laana Larson for their services over the years as District Secretary.

#### **New Board Chair and Vice Chair**

Commissioner Wells suggested Commissioner Elmore and Commissioner Waugh to fill these positions for the new year.

Chairman Waugh asked the Board to consider this; and we can discuss it again at the next meeting.

#### **Future Board Size**

Chief O'Brien commented the proposed draft legislation crafted by Brian Snure addresses the issue of allowing a Board to increase in size. We have talked about increasing our Board size from 5-7.

Brian Snure commented we could get this to the Firefighters Legislative Committee to get it started; and asked if he should go ahead and forward this to Roger with the Fire Commissioners. The Board agreed to move forward with this.

#### **District Physician Contract**

Chief O'Brien commented we are working on the contracts for our District Physician. Given the increase in EMTs, paramedics and cases, we recommend that we retain both physicians. We will evaluate this throughout 2020 and determine whether this works best for us.

#### **NEXT JOINT COMMISSIONER MEETING**

5:30pm Monday, December 30 at the Fire District 7 Station 31 Training Room in Monroe

Vice Chair Steinruck and Commissioner Gagnon will be unable to attend on December 30. Lake Stevens Fire will reschedule their regular business meeting for December 23 at Station 82. Chairman Elmore will still plan to attend the December 30 meeting as well.

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### **EXECUTIVE SESSION**

At 1845 hours Chairman Elmore called for an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g); to discuss Labor Relations pursuant to RCW 42.30.140 (4) (a); and regarding contract settlement with contractor with counsel present pursuant to RCW 42.30.110 (1) (i) for 45 minutes with expected 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, Legal Counsel Brian Snure, Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Fay, Commissioner Wells, Chief Meek, and CFO Camille Tabor.

Chairman Waugh reconvened the open public meeting at 1930 hours and the meeting moved forward with the following motions.

Motion to agree to the MOU for the impact bargaining agreement as presented.  
Motion by Commissioner Wells and 2<sup>nd</sup> by Commissioner Schaub.  
Vote Passed, all in favor including both Fire District 7 and Lake Stevens Fire Commissioners.

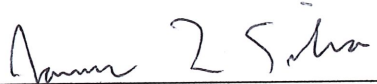
Motion regarding the public contract with Allied, to allow Mitch to settle on the agreed amount.  
Motion by Chairman Waugh and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor including Fire District 7 Commissioners.

### **ADJOURNMENT**

Both Chairman Waugh and Chairman Elmore adjourned the meeting at 1932 hours.

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

**Snohomish County Fire District #7**

  
\_\_\_\_\_  
Jamie Silva  
Secretary of the Board