

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 MEETING MINUTES SNOHOMISH COUNTY FIRE DISTRICT 7**

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

April 9, 2020

1726 hours

### **CALL TO ORDER**

Chairman Waugh called the meeting to order via Blue Jeans at 1726 hours. All Commissioners attended via Video Conference due to the COVID-19 ban on meeting gatherings with the exception of Commissioner Woolery and Fay who attended in person.

### **AGENDA CHANGES**

Discussion Item: ALS Service with Fire District 5 moved to Action Item

Action Item: Leave Policy and MOU put on hold

### **UNION COMMENT** None

### **CHIEFS REPORT**

As presented in the packet.

### **CONSENT AGENDA**

#### **Approve Vouchers**

Benefit Vouchers: #20-00845 – #20-00863 (\$576,762.95)

AP Vouchers: #20-00864 - #20-01000 (\$466,527.19)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes – March 26, 2020

Approve Special Board Meeting Minutes – March 31, 2020

### **Correspondence**

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Snyder and 2<sup>nd</sup> by Commissioner Elmore.

On Vote, **Motion Carried 9/0.**

### **OLD BUSINESS**

#### **Discussion**

##### **COVID-19**

Chief O'Brien noted information was included in his chief's report however; he wanted to mention the District has updated its District Launch to address the COVID-19 situation. He covered the key topics of the updated launch with the Board.

Commissioner Schaub questioned the possible economic decline and drop in AV. He asked what the AV decline was and Leah Schoof noted they would mirror the 2009 economic decline and recovery with a very conservative approach to begin with. CFO Tabor noted they left new construction at an increase of 2%. In 2023 dropped the AV by 8.89%, in 2024 8.54%, 2025 10.88% drop, 2026 a drop of an additional 7.77%.

Commissioner Fay encouraged District 7 to be at the table with the County to help address a better recovery



analysis. He also recommended a review afterwards of the PPE assembly along with a debriefing of action. Commissioner Waugh voiced a concern with the financial model's equipment and apparatus replacement fund and questioned how the District will cover themselves in the event of an economic downturn? CFO Tabor noted instead of paying cash for the vehicles, an option to consider is financing while the interest rates are at historic lows.

*Fire District Name*

Chief O'Brien informed the board of the survey completion today April 9, 2020.

*Allied Construction Settlement:* No Comment

*Capital Facility Plan:* No Comment

*ALS Service Agreement with District 5 Sultan*

Motion to move the discussion to an action and approve the ALS Service Agreement with District 5 Sultan as submitted.

Motion by Commissioner Snyder and 2<sup>nd</sup> by Commissioner Elmore

On Vote, **Motion Carried 9/0.**

Commissioner's requested District 5 have no more than 30 days to activate this agreement or the District will revert to manually billing for costs occurred.

*Strategic Planning* No Comment

*Executive Contracts:* To be discussed in Executive Session

**Action**

*2020 Budget Amendment #1:*

Motion to approve the 2020 Budget Amendment #1 as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Steinruck

On Vote, **Motion Carried 9/0.**

*Resolution 2020-10 Adopting Annexation*

Motion to approve Resolution 2020-10 Adopting Annexation.

Motion by Commissioner Schaub and 2<sup>nd</sup> by Commissioner Snyder

On Vote, **Motion Carried 9/0.**

*Resolution 2020-11 Surplus AEDs*

Motion to approve Resolution 2020-11 Surplus AEDs as submitted.

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Commissioner Fay

On Vote, **Motion Carried 9/0.**

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#### *Resolution 2020-12 Surplus Helmets*

Motion to approve Resolution 2020-12 Surplus Helmets as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon  
On Vote, **Motion Carried 9/o.**

#### *Union 2781 MOU #2019-07 Sharing Personnel in COVID-19 Response*

Motion to approve Union 2781 MOU #2019-07 Sharing Personnel in COVID-19 Response as submitted.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Woolery  
On Vote, **Motion Carried 9/o.**

### **NEW BUSINESS**

#### **Discussion**

##### *Guidance for County Assessor's Office on Non-Voted Bond Debt*

Leah Schoof noted the County had asked for guidelines regarding the non-voted debt by District 7 previous to merge. She explained the districts have combined all assets and liabilities. Resolution 2020-8 outlines guidance for the payment of the debt by the newly combined district.

##### *Shop Contract*

Leah Schoof thanked Human Resources for their work on the contract. The district will move forward and set some negotiation dates.

**Action** None

### **COMMISSIONER COMMITTEE REPORTS** None

### **OTHER MEETINGS ATTENDED** None

### **GOOD OF THE ORDER**

Commissioner Elmore thanked the staff for all their extra efforts in managing COVID-19.

Commissioner Snyder asked if there was anything to report on the riots at the prison the previous night. The concern of the inmates had to do with the prison protocol of COVID-19 now that there were confirmed cases. It was contained quickly.

Commissioner Gagnon noted he was proud to see labor and management share resources during the COVID-19 response.

### **ATTENDANCE CHECK**

All commissioners in attendance will be at the next Regular Commissioner Meeting, Thursday April 23 at 1730 – via Blue Jeans video.

### **EXECUTIVE SESSION**

At 1800 hours Chairman Waugh called for an executive session to discuss Executive Contracts per RCW 42.30.110(1) (g) for thirty (30) minutes.

Chief O'Brien, AC Guptill, Business Administrator Leah Schoof, HR Director Pamella Holtgeerts, and District Attorney Brian Snure also attended the executive session.

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The Commissioners decided to meet in small Executive Contract sub-committees as they proceed. These sub-committees will take place on Monday April 13, 2020 and Tuesday April 14, 2020.


Chairman Waugh reconvened the open public meeting at 1830 hours with no action as a result.

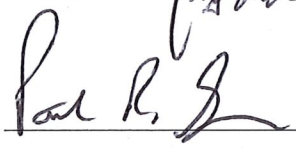
**ADJOURNMENT** Chairman Waugh adjourned the meeting at 1830 pm.


Snohomish County Fire District #7


~~By virtual attendance~~   
Commissioner Randy Fay


By virtual attendance   
Commissioner Rick Edwards


  
Vice Chairman Troy Elmore


  
Commissioner Paul Gagnon

By virtual attendance   
Commissioner Jeff Schaub

By virtual attendance   
Commissioner William Snyder

By virtual attendance   
Commissioner Jim Steinruck

By virtual attendance   
Chairman Roy Waugh

  
Commissioner Randal Woolery

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A handwritten signature in blue ink, appearing to read "Kevin", is written over a horizontal line.

Chief Kevin K. O'Brien