

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  
SNOHOMISH COUNTY FIRE DISTRICT 7**  
Fire District 7 Station 31 Training Room/ Via Blue Jeans  
163 Village Court, Monroe, WA 98272

June 11, 2020

1730 hours

**CALL TO ORDER**

Chairman Waugh called the meeting to order via BlueJeans at 1730 hours. Present were Commissioners Elmore, Fay, and Woolery. Commissioners Edward, Gagnon, Schaub, Snyder and Steinruck attended via video conferencing.

**MOMENT OF SILENCE IN REMEMBRANCE OF MARCUS CARROLL**

**UNION COMMENT**

IAFF: Union President McConnell recommended taking in to advisement the majority vote from the survey to leave the district name as Snohomish County Fire District #7. He noted the importance of fiscal conservancy as to the continued maintenance of service during these uncertain times due to COVID-19.

**CHIEFS REPORT**

As presented

**CONSENT AGENDA**

**Approve Vouchers**

Benefit Vouchers: #20-01412 – 20-01426 (\$532,705.52)

Benefit Vouchers: #20-01427 – 20-01428 (\$35,994.88)

Benefit Voucher: #20-01429 (\$965.00)

AP Vouchers: #20-01431 – #20-01577 (\$504,848.57)

**Approval of Minutes**

Approve Regular Board Meeting Minutes – May 28, 2020

**Motion to approve the Consent Agenda as submitted.**

Motion by Commissioner Fay and 2nd by Commissioner Woolery

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

**Correspondence**

Thank you acknowledgements

Condolences

**OLD BUSINESS**

**Discussion**

*COVID-19 Update*

*Fire District Name*



Chief O'Brien read a letter to the Board of Commissioner with a recommendation for a district name change. Chief O'Brien offered a detailed process for the name change and rebranding with a slow roll out accompanied by timelines. Commissioner Schaub commented on his recommendation to honor Chief O'Brien's request and move to motion changing the district name. Commissioner Gagnon suggested including East Snohomish County Fire and EMS as second choice when presenting to the county. Commissioner Woolery prefers East Snohomish County Fire and EMS, he also expressed concern with fiscal responsibility. Commissioner Fay reported on his personal survey of eight stations feelings on the name change. He surmised holding off on changing the name would not affect the integration process of the two districts. Commissioner Elmore noted COVID should not prevent us from creating a blended district with a new name and promoted doing so slowly and cautiously. Chairman Waugh noted the name of the district does not make the department, the people do. He does not recommend a name change at this time.

**Motion to approve District Name Change as submitted.**

Motion by Commissioner Schaub and 2nd by Commissioner Elmore

On Vote, **Motion Carried 5/4**

*Snohomish 911 Tower Agreements (Presentation)*

Kurt Mills gave an overview of SNO911. This is a regional 911 center for all of Snohomish County. SNO911 was created after a consolidation of SNOAC and SNOCOM in 2018 along with SERS in 2019. They are funded primarily by three sources, E911 surcharge, Emergency Communication sales tax and Agency assessment. SNO911 hosts a number of regionalization and partnership initiatives with multiple organizations creating optimal buying power advantage. SNO911 is always looking for ways to build partnerships that make smart business decisions benefitting public safety.

Brad Steiner discussed the Radio Replacement Project (RRP). This program will replace the existing radio system, which is at end of life, and continue vendor support. RRP will prepare for the analog to digital migration with areas targeted for improved communication such as Machias Valley. A new lease site at Station 83 will be critical to increasing coverage especially on the Machias Valley road. Chief O'Brien asked for more information about cost associated with this lease. SNO911 develops the land, provides shelter, and the generator with the expectation of a lower lease agreement. By creating this partnership, this allows for lower costs favorable to both sides.

*Standards of Cover*

Deputy Chief Dorsey gave an update on the previous use of Fitch and Associated with Snohomish County Fire District 7 Standards of Cover report. We are now ready to move forward to include the North Battalion in the Standards of Cover report. Chief O'Brien thanked DC Dorsey on his work preparing for this.

**Action**

Executive Contracts

**Motion to approve the sick leave hour transfer and vacation cash outs as submitted in the Chief's report.**

Motion by Commissioner Woolery and 2nd by Commissioner Elmore.

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

Cathcart Facility Contract – Training

**Motion to approve the Cathcart Facility Contract as submitted.**

Motion by Commissioner Woolery and 2nd by Commissioner Steinruck.

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



## **NEW BUSINESS**

### **Discussion**

#### *COVID-19 Grant Application and Supplemental Contract Letter*

Business Administrator Schoof explained the initial phase of the FEMA Public Assistant Grant application and what is needed to move forward. Chief O'Brien thanked Business Administrator Schoof for her work on this process.

## **COMMISSIONER COMMITTEE REPORTS**

Joint Fire Board with Mill Creek (Elmore / Fay / Waugh):

Finance Committee (Elmore / Snyder / Waugh / Woolery): Commissioner Elmore attended a meeting commenting on the report presented at the meeting as looking great. Chairman Waugh thanked Chief Financial Officer Tabor on her clear and concise reporting.

Policy Committee (Elmore / Edwards / Schaub / Woolery): Commissioner Elmore noted the need to get back on track to provide proper Board direction moving forward.

Labor/Management (Waugh / Fay): Chairman Waugh commented on the first contract negotiation meeting with IAFF union.

Contract Bargaining (Waugh / Fay):

Shop Committee (Edwards / Gagnon / Snyder / Woolery):

Strategic Plan Committee (Fay / Schaub / Snyder / Steinruck): Commissioner Schaub noted on the initial meeting of the Strategic Planning group went well.

Capital Facilities Committee (Gagnon / Schaub / Snyder / Woolery):

Government Liaisons:

Lake Stevens (Gagnon / Steinruck):

Monroe (Edwards / Snyder / Woolery):

Mill Creek (Elmore / Fay / Waugh):

Legislative (Elmore / Schaub)

## **OTHER MEETINGS ATTENDED**

Snohomish County 911 (Waugh)

Regional Coordination

Leadership Meeting (Fay / Schaub)

Sno-Isle Commissioner Meeting

## **GOOD OF THE ORDER**

Commissioner Elmore commented on the name change process and looks forward to moving on.

Chairman Waugh thanked staff and all involved regarding Marcus Carroll. He stressed the importance of the debriefing process held at Station 71.

## **ATTENDANCE CHECK**

All board members noted they would be available 1730 hours for the June 25, 2020 Regular Commissioner Meeting at - Station 31 Training Room/BlueJeans.

## **EXECUTIVE SESSION**

At 1855 hours Chairman Waugh called for an executive session to discuss IAFF Negotiations per RCW 42.31.040(4) and Mill Creek Fire and Emergency Medical Services Agreement RCW 42.30.110(1)(i) for fifteen (15) minutes. At 1910 hour, an additional five (5) minutes was requested.

Chairman Waugh reconvened the open public meeting at 1915.

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**ADJOURNMENT**

Chairman Waugh adjourned the meeting at 1915 hours.

**Snohomish County Fire District #7**

Handwritten signature of Randy Fay in black ink.

Commissioner Randy Fay

by Virtual Attendance

Commissioner Rick Edwards

Handwritten signature of Troy Elmore in black ink.

Vice Chairman Troy Elmore

by Virtual Attendance

Commissioner Paul Gagnon

by Virtual Attendance

Commissioner Jeff Schaub

by Virtual Attendance

Commissioner William Snyder

by Virtual

Commissioner Jim Steinruck

Handwritten signature of Roy Waugh in black ink.

Chairman Roy Waugh

by Virtual Attendance

Commissioner Randal Woolery

Handwritten signature of Kevin K. O'Brien in blue ink.

Chief Kevin K. O'Brien



## Chief's Report 6.11.20

### Firefighter Marcus Carroll

It is with great sadness that Snohomish County Fire District 7 and North County Fire/EMS announce the unexpected passing of one of their own. Marcus Carroll passed away after falling off a cliff while hiking near Cle Elum, WA. He was 23 years old.

Carroll was reported missing Sunday, May 31<sup>st</sup> after he did not return home from a day hiking trip. The Kittitas County Sheriff's Office conducted search and rescue operations when drone footage verified his location in the evening of Monday, June 1.

Carroll was hired as a part-time firefighter/EMT with North County Fire/EMS in September 2018. He was hired with Fire District 7 in April 2019. He worked hard for both agencies with compassion and a drive to serve the community. Carroll has been working hard to get hired as a career firefighter.

Due to the current situation with the Coronavirus Pandemic, memorial service details will be communicated at a later date. Members of Fire District 7 and North County Fire/EMS are coordinated a processional to bring Carroll home and staffed a vigil at church in Everett.

Please keep his family in your thoughts and prayers during this difficult time.

### COVID-19

District personnel remain focused on the District's mission of saving lives, protecting property, safeguarding the environment in a fiscally responsible manner. Given the current COVID-19 outbreak, extra attention has been given to the safety of our personnel and the District's response to care for our communities. We have been working closely with our Snohomish County regional partners including the other fire/EMS agencies, Snohomish County EMS, DEM, Dept. of Health, hospitals the cities we serve, the school districts we serve, and others.

- There are no employees in isolation or quarantine
- Labor disruption is stable
- Call volume has begun to normalize.
- County call volume has begun to normalize
- Daily training is ongoing for all responders regarding personal protective equipment (PPE), decontamination, and response protocols
- An infectious control task force has been established with the Safety Committee and DC Messer as the lead
- We are promoting social distancing in all District facilities and keep our people safe
- Preparation for the Alternative Response Units (ARUs) has been completed
- We have engaged the PEER Support Team and provided informational resources to assist employees mental health needs
- The regional Fire Coordination Center at South County Fire HQ has been suspended
- We continue to updated the IAP

## **Training**

With the recommendation of the Infectious Control Task Force. Multi Company Training starts back up this week (Ladder Drill and Blue Card Training).

## **Standards of Cover**

Operations staff is working with Fitch and Associates to develop a proposal to update the District 7 Standards of Cover which would include the North Battalion and any updates to the East and West Battalions.

## **Demonstrations and Civil Unrest**

District 7 personnel have been monitoring and preparing for demonstrations and potential civil unrest. For Operational Period 06/01/2020 and ending 06/09/2020.

- a. Increase Department Staffing: ( Increase daily min to include 2 additional aid units and 1 additional MSO).
  - i. Station 31 Dedicated Engine, Aid and Medic Unit.
  - ii. Station 72 Dedicated Ladder and Aid Unit.
  - iii. Station 82 Additional MSO
- b. D.C. Clinton assigned to SCF FOC to develop a joint IAP
- c. Worked with local LE including City of Monroe, Millcreek and Lake Stevens for planned protest events.
- d. Worked with ESF13: updated daily on civil unrest intelligence. D.C. Clinton continues to monitor.

## **Snohomish County Isolation and Quarantine Site Relocation**

The District has been notified that the Snohomish County Isolation and Quarantine site for COVID-19 will be relocated from Everett to the Evergreen State Fair Grounds in Monroe. The County will have security and medical staff on site. Medical staff would be able to assist with any medical emergency; if the situation warrants additional assistance, on site staff would use the county's 911 system to request an ambulance.

## **Damaged Rosenbauer Fire Engine Update**

The new Rosenbauer that experienced an accidental fire is currently at a Rosenbauer factory being repaired and is expected to return to the District in August. Subsequently, all Dist. 7 Rosenbauer apparatus have been inspected by Rosenbauer. Any problems found will be repaired.

## **Communications**

The weekly Face Book Live educational series continues to be successful with widespread attendance.

## **Regional Leadership Training**

Staff has engaged with our regional fire agency partners to participate in a regional leadership training program provided by the firm "All American Leadership."

## **Entry Level Career Firefighter**

Following an extensive testing and interview process, an eligibility list has been established for Entry Level Firefighter. Chief's interviews are scheduled for June 15 through 17 with an anticipated hire date of July 15. Background checks are under way. The District plans to hire eight firefighters to replace retirements.

### **Part Time Firefighter Training**

Twenty-one Part Time Firefighters began orientation shifts this week and last. Thanks to Drill Master Kris Olsen and the Training Division, and all the instructors for their hard work and leadership.

### **EMS**

The EMS Division continues to work on a plan to replace and upgrade the District's electronic patient care report tablets (EPCR). This includes the replacement of the electronic tablets our personnel use to document medical calls.

### **Paramedic Training 2020**

Currently District 7 has three paramedic students enrolled in the Harborview Paramedic Training Program. Each are doing well and are scheduled to graduate in July, 2020.

Following an assessment center and written test, District 7 currently has one candidate for paramedic training. However, to date, the Harborview Training Program currently has no open positions for the fall 2020 training session.

### **Stations 77 and 13**

Senior Administrative and Union leadership from District 7 and South County Fire are working to evaluate the possibility of co-staffing to ultimately improve service for both fire districts.

### **Bothell Fire Department Assistance**

Bothell Fire Department has reached out to our staff regarding the possibility of housing Bothell Fire personnel at Station 73 for up to 1 year during the Station 45 demolition and rebuild. We are evaluating the feasibility of providing this assistance.

### **IAFF Local 2781 Contract Negotiations**

On 6/9/20 formal collective bargaining negotiations began with leadership from Local 2781, Commissioners, and senior staff.

### **Executive Contracts**

The Administrative team is in the process of implementing the changes to the Executive and Shop Contracts that were recently approved by the Board. For the executive contracts and Mechanic Sharpe and with Board approval, the process will include:

- The transition of sick leave hours (hour for hour) from the employee's Lake Stevens Fire bank to the employee's District 7 bank (this is not cash out value, this is the number of hours the employee currently has available)
- The cash out of any remaining Lake Stevens Fire vacation hours at the Lake Stevens rates (District 7 does not carry over vacation hours)

The employees connected to this are:

- AC Huff
- DC Messer
- DC Rasmussen
- BA Schoof
- Mechanic Sharpe
- Chief O'Brien

I plan to seek your approval to move forward with this at our meeting this Thursday.