



JOINT COMMISSIONER BOARD MEETING

**June 27, 2019
Fire District 7 Station 31 Training Room**

**LAKE STEVENS FIRE AND
SNOHOMISH COUNTY FIRE DISTRICT #7
WASHINGTON**

JOINT AGENDA

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 AGENDA LAKE STEVENS FIRE / FIRE DISTRICT 7

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

June 27, 2019

1700 hours

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

FIRE DISTRICT 7 REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

UNION COMMENT IAFF & Teamsters

FIRE CHIEF REPORT As presented

CONSENT AGENDA

Approve Vouchers:

Benefit Vouchers: To be provided at the meeting

AP Vouchers: #19-01601 - #19-01682; (\$440,741.72)

Approve Payroll:

Payroll: June 30, 2019; (\$1,132,766.24)

Approval of Minutes: June 13, 2019 Regular Board Meeting

Secretary's Report on Correspondence

DISCUSSION ITEM

Commissioners on Safety Committee

HRA VEBA MOU's

ACTION ITEMS None

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Fay, Woolery, Waugh): TBD-September

Finance Committee (Waugh, Wells, Snyder): TBD

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

Safety Committee (Fay, Schaub): Monday, June 24, 2019 – 18:00 / Station 71

Risk Management (Schaub)

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August 27, 2019 – 19:00 / Snohomish Co. FD 22

November 5, 2019 – 19:00 / Snohomish Co. FD 22

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

Shop Committee – (Snyder, Woolery, Fay): TBD

Strategic Plan Committee – (Fay, Schaub, Wells)

Capital Facilities Committee - (Schaub, Snyder, Woolery)

Station 33

Station 72

Station 32

Station 76

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)

Regional Coordination

Leadership Meeting (Fay, Schaub, Wells): Wednesday October 2, 2019 – 09:00 / Station 71 – Training Room

Sno-Isle Commissioner Meeting: Thursday, September 2, 2019 – 19:30

OLD BUSINESS

CALL ON COMMISSIONERS

ATTENDANCE CHECK

Thursday, July 11, 2019 – 15:30 / Admin Building

EXECUTIVE SESSION

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

MINUTES

Minutes 19-05-31

Minutes 19-06-06

FINANCIAL REPORT

Investment Report

Vouchers

Payroll

Expense Line Item Review Summary & Reports

CORRESPONDENCE

OLD BUSINESS

Discussion

Merger with Fire District 7

Action

Lake Stevens Fire
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Lake Stevens, WA 98258
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www.LSfire.org



Snohomish County Fire District 7
163 Village Court
Monroe, WA 98272
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Policy 701 Fixed Asset / Inventory System
Policy 702 Surplus Property

NEW BUSINESS

Discussion

Temporary Structure for Office Relocation

Action

CHIEF'S REPORT

GOOD OF THE ORDER

EXECUTIVE SESSION

JOINT MEETING BUSINESS

DRAFT BOARD RULES AND POLICIES

MERGER MANAGEMENT PLAN

CULTURAL INTEGRATION TEAM

JOINT COMMISSIONER RETREAT

NEXT JOINT COMMISSIONER MEETING – JULY 25

ADJOURNMENT

DISTRICT 7

REGULAR BUSINESS

FIRE CHIEF REPORT



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

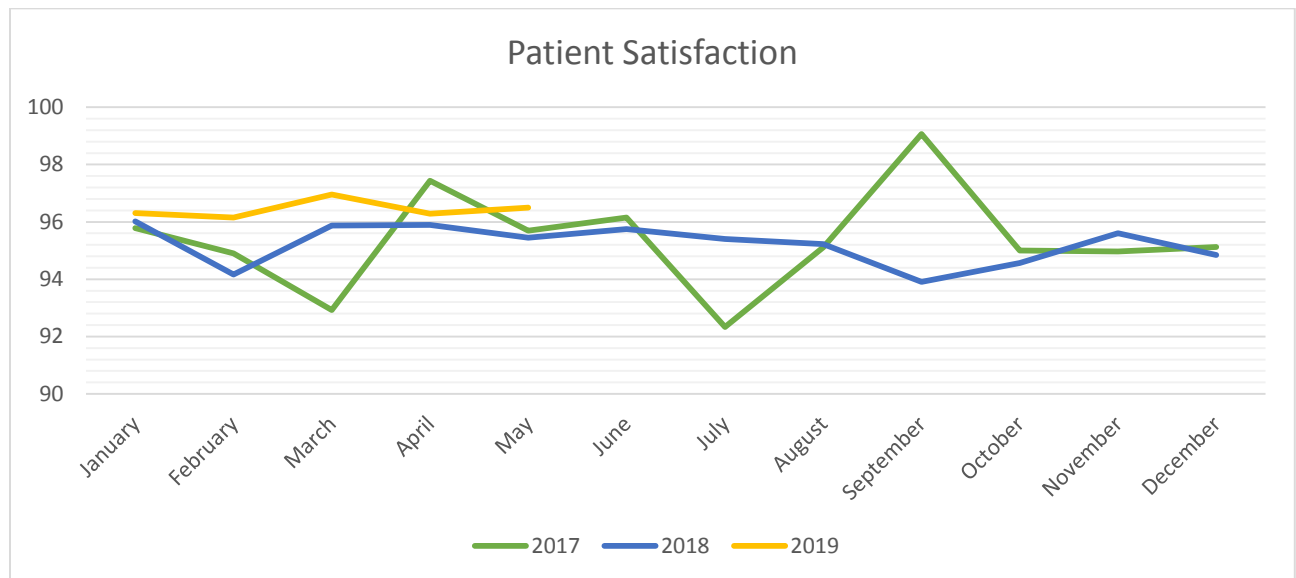
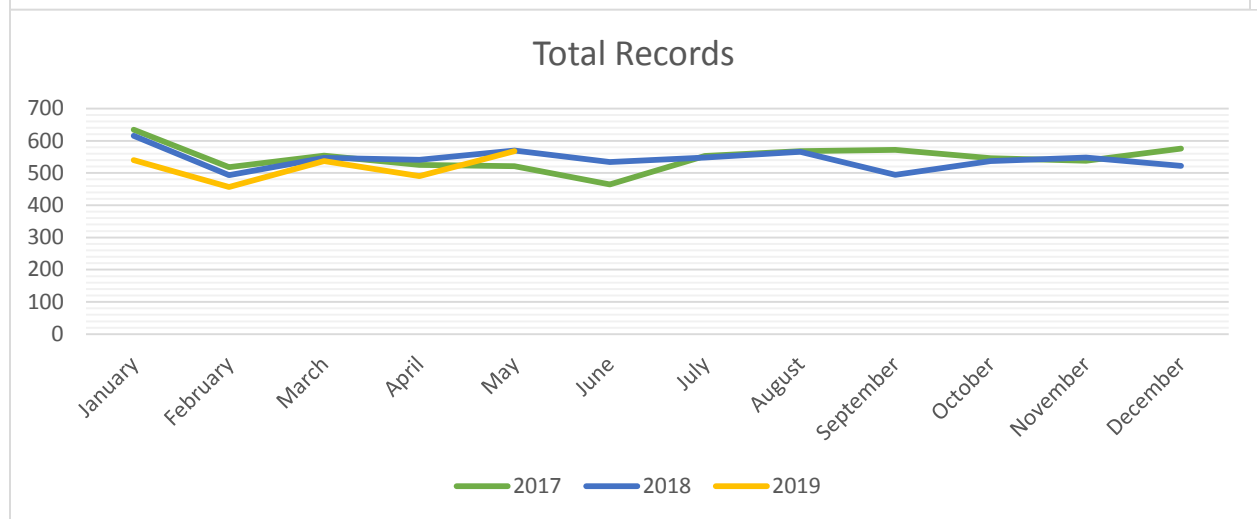
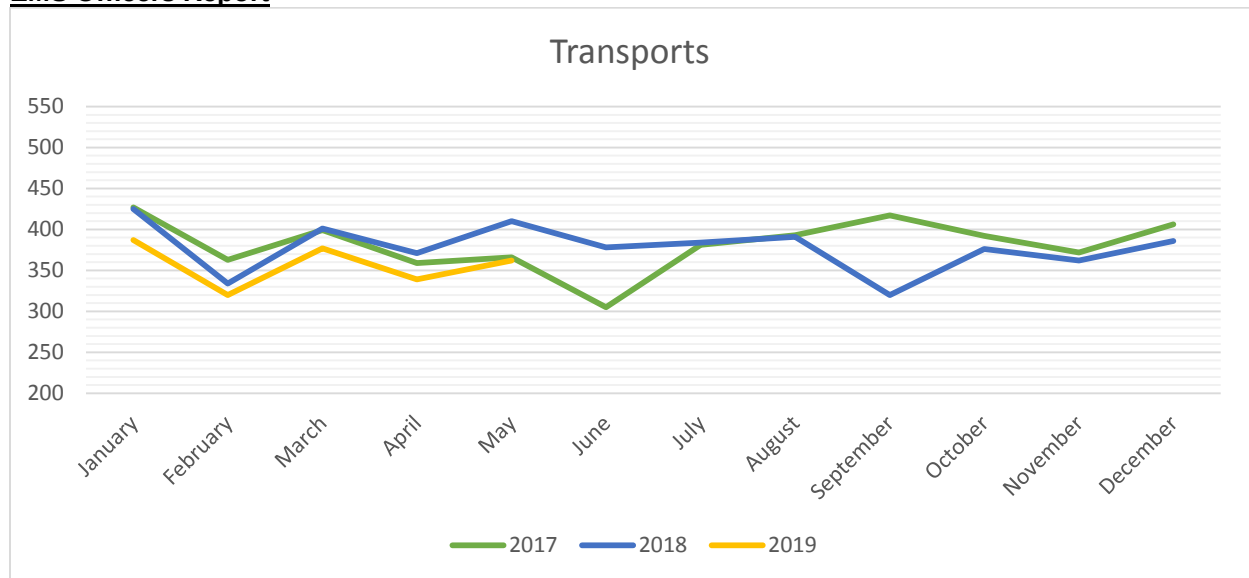
To: Board of Fire Commissioners
From: Gary A. Meek, Fire Chief
Subj: Fire Chief Report for June 27, 2019

Fire Chief's Report:

1. Staff members continue preparing for the upcoming mediation for Station 33. The parties have scheduled July 12th – 09:00 – 17:00 for the mediation.
2. In preparation for upcoming 4th of July celebrations, District 7 will be up-staffing the district with 5 additional personnel. These personnel will be assigned to A72, Brush 71 and a Tender Driver. Lake Stevens Fire will also be adding 5 additional personnel to their staffing.
3. The County radio replacement project is underway. Chief Andrews has been tasked with trying to come up with a fair and equal way to determine how many radios per agency. This is a challenge due to varying ways of radio assignment between predominately career and mostly volunteer agencies.
4. Communications Committee members continue to meet with Liz Loomis. The next meeting is scheduled for 09:00, July 8th.
5. Chief Dorsey and I met with Chief Halverson to discuss the ALS agreement. Chief Halverson was requested to provide the District with a counter response to our last proposal at our next meeting. We will meet again on June 27th. I will be inviting Chief's Andrews and O'Brien to participate.
6. Chief O'Brien and I presented a merger presentation to the Lake Stevens Lions at their regular meeting.
7. Chief O'Brien and I presented a merger presentation to Forest Vista Homeowners Association at their annual meeting.
8. Met with Chief Dahl / SCF – discussion on Board position on FW. They will be commenting to the County Council on Wednesday, June 26th during public comment.
9. Chief Andrews and I attended the Sno-Isle Commissioner / Chief's BBQ at Lake Roesiger. Presentation on ACT by Shaun Maxwell
10. The Executive Staff will be conducting a mini-retreat on Wednesday, June 26th to follow up on our earlier retreat and to continue team building.
11. The Mill Creek City Manager responded to my email requesting to meet with the joint fire board. He indicated they have a full schedule up to their summer break and suggested September for a meeting date. I will continue to follow up with him to establish a firm date.
12. Following the recent promotional testing to establish a list for Battalion Chief, the following personnel successfully passed the test and are placed in order of their ranking:

Christian DiMonda
Justyn Shevlin
Troy Smith
Joe Basta
Colby Titland

Congratulations to these candidates and thank you for all their efforts.

EMS Officers Report

1. This has been a heavy month of meetings for me. A couple of times a year all of the meetings align and seem to occur in a particular month. This happens to be one of those times. I have participated in a state wide review of our trauma system done by the American College of Surgeons. There were two Trauma Steering Committee meetings. State Medical Program Directors meeting. EMS Division meeting. Snohomish County EMS meetings along with dispatch Pro QA caller interrogation software committee meeting. These are all valuable meetings and lead to improved quality of service delivery for our citizens.
2. Aside from all of these meetings I have been working to prepare the EMS Division to support the upcoming wild land season. We want to be more prepared this year to provide the needed cache of EMS equipment that is required for deployments. We are also beginning to work through preparation for the upcoming fair.
3. Chief Meek and I had an opportunity to meet with Chief Halverson from SCFD 5 to begin dialogue on how to move forward on an ALS contract. This was a positive meeting.
4. I have also been evaluating our EMS supply vendor in light of the upcoming merger and am preparing a bid for our new larger organization. This seems to be the best move since we are currently in a piggy back bid situation. A fresh bid will represent the needs of our merged organization in a more holistic manner.
5. The CRP report's the following:

During the month of May I was off 3 days on vacation. I attended many meetings to include: CIT orientation, 3 meetings dealing with the Accountable Communities of Health (ACH) and 1 full training day for the ACH, DSHS case management monthly meeting and the CRP task force monthly meeting. I attended the 3 day CIT retreat and had a presentation at Monroe high school that has been an annual thing for the last 4 years. I worked in CRP duties in between these events and attempted to complete some District 7 assigned training.

6. The MSO's report the following:

MSO71 Calls

- Multiple Cardiac Arrests with ROSC and transport to ED
- Multiple Fire responses
- MVC/M responses with critical patients tx to Providence
 - o Hwy 203
 - o Wagner rd.
- GSW in Mill Creek
- Addressed bed bug issue (initially handled by D.C. Dorsey on a weekend evening because there was no MSO on duty)

QA REVIEW

- All MSO's worked with staff on various calls.

EDUCATION

- Joint Run Review hosted in the North Battalion
 - o Trauma Lecture
 - o Skills lab with intra osseous/chest decompression/video intubations
- New hire EMS onboarding for a week with EMS Division
 - o Thanks to PM Ball and PM Odgers for assisting
- MSO71 attended North Battalion Health and Safety Fair
- Participated in DUI drill at North Creek High School

MEETINGS

- EMS Committee meeting (representatives from each battalion).
- Joint HPCPR meeting with Everett and South County Fire

PROJECTS

- Refusal QA
- HPCPR - Application to Resuscitation Academy
- EMT Recertification of new hire
- Wildland EMS kits/bag development
- EMS Integration packed developed
- All EMS units (11) suction unit batteries ordered and replaced
- Ongoing supply ordering project with new vendor

Public Information/Public Education Officer's Report:

1. News releases/articles:

- a. 17 Facebook posts
 - 47 new page likes
 - 26.4 thousand total people reached
 - 48.2 thousand post impressions
- b. 12 Twitter posts
 - 23.1 thousand Tweet impressions
 - 1,320 Profile visits
 - 26 new followers
 - 13 mentions
- c. 4 Nextdoor posts
 - 12.2 thousand post views
 - 18 post reactions
 - 0 post replies
 - Reaching 21,148 verified residents in 170 neighborhoods

2. Other communication:

- a. May 13: Incident Report - Fire
- b. May 29: Special Joint Meeting – Chelan Conference
- c. May 31: Board passes resolution for fire levy
- d. May 31: Mock DUI Media Advisory

3. Meetings/Training attended:

- a. May 1: Police & Fire Appreciation Wk planning meeting
- b. May 13: Admin Merger Meeting
- c. May 14: MC Run of the Mill Planning Meeting
- d. May 14: MC Run with Heart Planning Meeting
- e. May 21: Mill Creek Chamber Meeting
- f. May 28: Mock DUI Assembly Planning Meeting
- g. May 28: Joint Commissioner Meeting
- h. May 30: Kids Water Safety Camp Planning Meeting

4. Tours/Events/Activities:

- a. May 1: Mill Creek Safeway Ribbon Cutting – St. 76 and Chief Meek
- b. May 6: Station 33 Ribbon Cutting
- c. May 14: Station 72 tour for Girl Scout group.
- d. May 18: Station 76 to MC Library book sale for book reading
- e. May 18: Community Meeting – East Lost Lake (Fitzgerald)
- f. May 19: EMS Week Open House – Station 71
- g. May 20: Station 31 tour for Sky Valley Preschool x 2
- h. May 21: Station 31 tour for Sky Valley Preschool x 2 (Chadwick)
- i. May 21: Station 31 to Little Doves Preschool
- j. May 23: Station 76 to Mill Creek Preschool Pals
- k. May 27: Station 76 and L72 to Mill Creek Memorial Day Parade
- l. May 31: Station 33 to Maltby Elementary Annual Carnival

5. CPR/First Aid:

- a. May 4: CPR/First Aid – Monroe Christian School Employees (Rodriguez) 10 people certified
- b. May 6: CPR Only – (Curti) 18 people certified
- c. May 11: Healthcare Provider – (Rodriguez) 1 person certified
- d. May 18: CPR/First Aid – (Rodriguez) 9 people certified
- e. May 23: CPR Only – Mayspond (Englund & Curti) 6 people certified

CONSENT AGENDA

Snohomish County Fire District #7

06/24/2019

Claims Voucher Summary

Page 1 of 3

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: 6-27-19

Voucher

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
19-01601	ABSOLUTE GRAPHIX		465.80
19-01602	ADVANCE TESTING & SERVICE		1,018.79
19-01603	ALL BATTERY SALES AND SERVICE		1,116.89
19-01604	ALPINE ROOF CARE		897.54
19-01605	ANDGAR CORPORATION		513.58
19-01606	ARAMARK UNIFORM SERVICES		179.17
19-01607	ARGUS PACIFIC		170.00
19-01608	ARROW INTERNATIONAL		1,355.00
19-01609	ASAP APPLIANCE SERVICE AND PARTS		218.90
19-01610	ASTRAL COMMUNICATIONS		1,033.92
19-01611	AT&T MOBILITY		50.66
19-01612	BADGLEY'S LANDSCAPE		349.76
19-01613	BICKFORD MOTORS INC.		242.96
19-01614	BILL SNYDER		153.12
19-01615	BOUND TREE MEDICAL, LLC		50.97
19-01616	BRAD TALLEY		3,000.00
19-01617	BRANT WACKER (FITNESS EXPERT)		174.72
19-01618	BRAUN NORTHWEST INC		258.94
19-01619	BRIAN HYATT		1,215.00
19-01620	CDW GOVERNMENT LLC		710.45
19-01621	CENTRAL PIERCE FIRE & RESCUE		10,186.38
19-01622	CENTRAL WELDING SUPPLY		364.33
19-01623	CHAMPION BOLT & SUPPLY		198.38
19-01624	CHINOOK LUMBER		647.02
19-01625	CHMELIK, SITKIN & DAVIS PS		1,718.00
19-01626	CHRISTENSEN, INC		169.51
19-01627	COGDILL, NICHOLS, REIN		13,945.95
19-01628	COLUMBIA SOUTHERN UNIVERSITY		1,250.00
19-01629	CRESSY DOOR COMPANY, INC		872.21
19-01630	EMERGENT RESPIRATORY		430.00
19-01631	EMS TECHNOLOGY SOLUTIONS, LLC		45.00
19-01632	ESRI INC.		1,967.40
19-01633	FIRST WATCH		403.00

Page Total 45,373.35

Cumulative Total 45,373.35

Snohomish County Fire District #7

06/24/2019

Claims Voucher Summary

Page 2 of 3

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Voucher

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
19-01634	FRONTIER		491.85
19-01635	GALLS, LLC - DBA BLUMENTHAL UNIFORM		795.76
19-01636	HIGHWAY AUTO SUPPLY		53.24
19-01637	HUGHES FIRE EQUIPMENT		773.99
19-01638	HYDRAULEX		2,274.93
19-01639	ISOUTSOURCE		2,919.53
19-01640	JAMAL BECKHAM		2,097.33
19-01641	JEFF SCHAUB		226.64
19-01642	JUSTIN BRADLEY		921.32
19-01643	KAMAN INDUSTRIAL TECHNOLOGIES		231.63
19-01644	KING COUNTY FIRE TRAINING OFFICERS ASSN		250.00
19-01645	LESLIE JO WELLS		256.94
19-01646	LIFE ASSIST INC		6,430.14
19-01647	LN CURTIS & SONS		262,109.23
19-01648	MACLLVENNIE ASSOCIATES, INC		128.00
19-01649	MUNICIPAL EMERGENCY SERVICES, INC.		56,435.26
19-01650	NRS		53.70
19-01651	OFFICE DEPOT		761.82
19-01652	ORKIN		482.86
19-01653	PATRICK GJERDE		1,091.32
19-01654	PRO COMM		562.86
19-01655	PROFESSIONAL BUILDING SERVICES		4,780.00
19-01656	PUGET SOUND ENERGY		119.56
19-01657	PUGET SOUND ENERGY		48.85
19-01658	PUGET SOUND ENERGY		100.24
19-01659	PUGET SOUND ENERGY		111.59
19-01660	PUGET SOUND ENERGY		86.13
19-01661	PUGET SOUND ENERGY		58.47
19-01662	RICOH USA, INC.		1,151.41
19-01663	ROY WAUGH		986.50
19-01664	RUSTY HUNT		213.95
19-01665	SCOTT DORSEY		82.00
19-01666	Snohomish County Fire District 26		500.00

Page Total 347,587.05

Cumulative Total 392,960.40

Snohomish County Fire District #7

06/24/2019

Claims Voucher Summary

Page 3 of 3

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: _____

Voucher

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
19-01667	SNOHOMISH COUNTY FIRE DISTRICT 7		20.00
19-01668	SNOHOMISH COUNTY FIRE DISTRICT 7		32,881.61
19-01669	SNOHOMISH COUNTY PUD		383.24
19-01670	SNOHOMISH COUNTY PUD		208.96
19-01671	SNOHOMISH COUNTY PUD		220.83
19-01672	SNOHOMISH COUNTY PUD		381.04
19-01673	SNOHOMISH COUNTY PUD		1,865.89
19-01674	SNOHOMISH COUNTY PUD		17.49
19-01675	STACY ARNOLD		921.32
19-01676	SUMMER YOUNG		107.75
19-01677	SYSTEMS DESIGN WEST LLC		8,070.15
19-01678	UNITED PARCEL SERVICE		44.46
19-01679	US FIRE EQUIPMENT		1,367.44
19-01680	VERATHON MEDICAL		207.31
19-01681	VERIZON WIRELESS		533.60
19-01682	WAVE BUSINESS		550.23

Page Total 47,781.32

Cumulative Total 440,741.72



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

Payroll Summary 6/30/2019

CHECK DATE	6/28/2019
PERIOD BEGIN	6/01/2019
PERIOD END	6/15/2019

Direct Deposits	\$ 863,783.92
Paper Checks	\$ 16,291.11
Taxes	\$ 252,691.21
Total	\$ 1,132,766.24

**Summary Minutes of the Regular Board Meeting
June 13, 2019**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1530 hours. Commissioners Fay, Schaub, Snyder, Waugh, Wells and Woolery were present.

AGENDA CHANGES:

- Addition to the Consent Agenda: Benefit Vouchers #19-01591 through #19-01598 in the amount of \$400,704.90.

GENERAL PUBLIC COMMENT: None

UNION COMMENT:

CHIEF'S REPORT

Chief Meek discussed items from the Chief's Report.

Denise showed the commissioners how to use the new Employee Self Service (ESS) website tied to the new accounting software.

CONSENT AGENDA

A. Voucher Approval:

- Vouchers #19-01417- #19-01435 in the amount of \$407,493.07 for benefit checks to be approved.
- Vouchers #19-01436 - #19-01590 in the amount of \$374,184.84 for AP checks to be approved.
- Vouchers #19-01591 - #19-01598 in the amount of \$400,704.90 for benefit checks to be approved.

B. Payroll Approval:

- The June 15, 2019 regular pay was submitted for approval in the amount of \$716,505.11.

C. Approval of Minutes

- 1) Approve Joint Board Meeting Minutes of May 28, 2019.
- 2) Approve Workshop Minutes of May 31, 2019.

D. Secretary's Report on Correspondence:

MOTION: Commissioner Snyder moved and Commissioner Wells seconded to approve the Consent Agenda. On vote, **Motion Carried 6/0**

DISCUSSION ITEMS:

None

ACTION ITEMS:

A. Approve Budget Amendment #2

MOTION: Commissioner Fay moved and Commissioner Schaub seconded to approve Budget Amendment #2. On vote, **Motion Carried 6/0**

B. SNOCO911 Tower Lease

Chief Meek explained the letter from Kurt Millers at SNOCO911. Previously the board received information regarding a modification to the tower lease. A request for information on user fees was requested and that proposal was presented to them. After review of the more detailed spreadsheet that was received, some of the fees were not accurately reporting from them in their

data dump due to some tower leases containing private commercial lease space on them and the expenses for those situations were being reflected even though those were being reimbursed. Several of the other contracts in place stated that if any of the other users increased fees that it would automatically open their contracts to increase their fees as well causing a ripple effect. District 7 basically reciprocates services for free to them for services we receive from them in King County. The lease being presented is a 5 year extension of the current lease as it is written. Our lease was one of them that didn't have an opener if someone else raised their rates so they indicated in this extension that there would be conversation with District 7 if anyone else raised their rates. The other topic was long range planning for Fire District 7 if in fact Bothell was to ever annex the area and take Station 73, would District 7 relocate Station 71? If relocated, there is an outstanding offer from the property owner behind Station 71 with purchase interest if it ever went up for sale. There's a caveat in the lease that in the event District gives up ownership of that building SNOCO911 would work collaboratively with us to terminate the Station 71 lease. R Chief Meek requested the board approve the leave retroactively to January 1, 2019.

MOTION: Commissioner Snyder moved and Commissioner Schaub seconded to authorize Chief Meek to sign the SNOCO911 Tower Lease. On vote, **Motion Carried 6/0**

COMMISSIONER COMMITTEE REPORTS

- A. Policy Committee:** Lake Stevens Fire has agreed to use Snohomish County Fire District 7's policy template and process.
- B. Safety Committee:** Meeting next June 22 1800 hours at Station 71. Would like to add to the next meetings agenda to discuss whether to have commissioner attend the Safety Committee Meetings.
- C. Risk Management:** Brief discussion took place regarding the
- D. Shop Committee:** To meet quarterly.
- E. Capital Facilities:** They are working on a rolling facilities tour. Mike Messer is working on that to schedule some dates.

OTHER MEETINGS ATTENDED

- A. Regional Coordination:** Commissioners met at the conference in Chelan. Several mentioned it was successful.
- B. Leadership Meeting:** Meets next June 5, 2019 0900.
- C. Sno-Isle Commissioner Meeting:** Meets next June 20, 2019 1930 hours at Lake Roesiger regarding the hands on ACT.

OLD BUSINESS:

CALL ON BOARD:

ATTENDANCE CHECK

All board members in attendance noted they would be available 1700 for the June 27, 2019 at Station 31 Admin Building with the exception of Commissioners Waugh and Wells.

EXECUTIVE SESSION:

The Commissioners went into Executive Session at 4:05 pm for ten (10) minutes to discuss a collective bargaining grievance per RCW 42.30.140(4)(a).

Regular session resumed at 4:15 pm with the following action:

MOTION: Commissioner Snyder moved and Commissioner Woolery seconded to approve the MOU regarding the Wellness Incentive for both the firefighter and chief officers contracts. On vote, **Motion Carried 6/0**

The meeting was adjourned at 4:17 pm by Commissioner Waugh.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

ACTION ITEMS

DISCUSSION ITEMS

**HRA VEBA
Memorandum of Understanding
Between
Snohomish County Fire District #7
And
Shop Employees**

Snohomish County Fire District #7 ("Employer") has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all shop employees ("Group") defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas.:

- ☐ Sick leave, vacation, personal, and other leave cash-outs upon separation from service or retirement. Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused leave days (sick, vacation, personal, PTO, etc.) accrued and available for cash-out upon retirement or separation from service per Employer policy.
- ☐ Sick leave cash-out annually. Eligibility is limited to employees with annual leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of sick leave days accrued and available over 1440 hours for annual cash-out per Employer policy.
- ☐ Direct Employer contributions. All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a bimonthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from _____ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

Date: _____

Signed for **District 7 Shop Personnel**

Date: _____

**HRA VEBA
Memorandum of Understanding
Between
Snohomish County Fire District #7
And**

International Association of Firefighters Union 2781 – Represented Chief Officers

Snohomish County Fire District #7 (“Employer”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees of International Association of Firefighters Union 2781 Represented Chief Officers (“Group”) defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

- ☐ **Direct Employer contributions.** All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a bimonthly basis on behalf of all eligible Group employees.

Direct Employer contributions. Eligibility is limited to Group employees who have the following sick leave usage from the member's previous year sick leave usage:

0	Hours	\$125.00
1-48	Hours	\$100.00
49-72	Hours	\$ 75.00
73-96	Hours	\$ 50.00
>96	Hours	\$ 0.00

The above monthly amounts shall be contributed on a bimonthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from _____ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

Date: _____

Signed for **International Association of Firefighters Union 2781**

Date: _____

HRA VEBA
Memorandum of Understanding
Between
Snohomish County Fire District #7
And
International Association of Firefighters Union 2781

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Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

- ☐ **Direct Employer contributions.** All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a bimonthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from _____ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

Date: _____

Signed for **International Association of Firefighters Union 2781**

Date: _____

HRA VEBA
Memorandum of Understanding
Between
Snohomish County Fire District #7
And
Exempt Employees

Snohomish County Fire District #7 ("Employer") has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all Exempt employees ("Group") defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas.:

- ☐ Sick leave cash-outs upon separation from service or retirement. Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused sick leave days accrued and available for cash-out upon retirement or separation from service per negotiated union agreement.
- ☐ Direct Employer contributions. All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a bimonthly basis on behalf of all eligible Group employees.
- ☐ Other. The District shall make an annual contribution of money equal to 100 hours of the employee's regular pay for each eligible employee in this work group. Such amount shall be deposited in December of each year or prorated if an employee from this group retires before the end of the year.

The term of this agreement shall be effective from _____ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

Date: _____

Signed for **Exempt Employees**

Date: _____

HRA VEBA
Memorandum of Understanding
Between
Snohomish County Fire District #7
And
General Teamsters Union Local #38

Snohomish County Fire District #7 ("Employer") has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees in the General Teamsters Union Local #38 ("Group") defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:

- ☐ Sick leave cash-outs upon separation from service or retirement. Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused sick leave days accrued and available for cash-out upon retirement or separation from service per negotiated union agreement.
- ☐ Direct Employer contributions. All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a bimonthly basis on behalf of all eligible Group employees.
- ☐ Direct Employer contributions. Eligibility is limited to Group employees who have the following sick leave usage from the member's previous year sick leave usage:

0 Hours	\$125
1-40 hours	\$100
41-80 hours	\$75
81-120 hours	\$50
>120 hours	\$0

The above monthly amounts shall be contributed on a bimonthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from _____ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

Date: _____

Signed for **General Teamsters Union Local 38**

Date: _____

COMMITTEE REPORTS

OTHER MEETINGS ATTENDED

OLD BUSINESS

CALL ON COMMISSIONERS

EXECUTIVE SESSION

LAKE STEVENS FIRE REGULAR BUSINESS

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 WORKSHOP MINUTES LAKE STEVENS FIRE / FIRE DISTRICT 7

May 31 Location: 301 Orchard View Drive, Chelan, WA 98816

June 1 Location: Continued at Campbell's Resort – 104 West Woodin Avenue, Chelan, WA 98816

May 31, 2019

1900 hours

CALL TO ORDER

Chairman Elmore and Chairman Waugh called the Joint Commissioner Workshop to order at 1900 hours.

ATTENDANCE

LSF: Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, and Chief O'Brien.

Fire District 7: Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, and Chief Meek.

MERGER BETWEEN LAKE STEVENS FIRE AND FIRE DISTRICT 7

The Board of Fire Commissioners for Lake Stevens Fire and Snohomish County Fire District 7 met in special session on May 31, 2019 in Chelan WA to conduct a workshop for the merging Boards. Due to several Commissioners being unable to attend, the workshop was recessed until 1330 hours on June 1st at Campbell's Resort.

The Joint Commissioner Workshop reconvened at 1330 hours at Campbell's Resort.

All Commissioners, Chief O'Brien, and Chief Meek conducted some exercises in team building and communications. No other business was conducted and no decisions were made.

ADJOURNMENT

Chairman Elmore and Chairman Waugh adjourned the Joint Commissioner Workshop at 1700 hours.

Minutes respectfully submitted by Fire Chief Kevin O'Brien.

 Chairman Troy Elmore

 Vice Chair Jim Steinruck

 Commissioner Paul Gagnon

 Chief Kevin K. O'Brien

Board of Fire Commissioners Draft Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 6, 2019

1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Firefighter Petersen, Firefighter Rhoades, Firefighter Rumann, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien added the topic of MOU 2019-02B SSCFTA to New Business Discussion.

MINUTES

Minutes 19-05-28

Motion to approve the May 28, 2019 Commissioner Meeting minutes as submitted.

Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.

Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated June 4, 2019 in the total amount of \$109,581.64 as submitted.

Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.

Vote Unanimous.

Motion to approve Capital Replacement Voucher dated June 4, 2019 in the total amount of \$817.79 as submitted.

Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.

Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof noted there are no new additions for this summary report.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we had a great retreat last week with our Cultural Integration Team, with 15 people in attendance. We focused on building relationships and Dr. Pat Sikora was there to facilitate. They are calling it a new creation rather than a merger and they have filled the following positions: Lundquist is the Chair, Boswell & Eagle are Co-Chairs, and Melissa & Chris are Co-Secretaries.

Chairman Elmore commented we had a very productive Commissioner Workshop in Chelan with our Commissioners and Fire Chiefs.

Purchase & Sale Agreement for LSF Admin Campus to City of Lake Stevens

Chief O'Brien commented we have no new news; we are progressing along with a potential October closing date.

Policy

Chief O'Brien commented both our Operations Team and Admin Team are reviewing policies.

Director of Finance & Administration Leah Schoof commented we have revamped our current policies #701 Fixed Asset/Inventory System and #702 Surplus Property. Both policies have been sent to our Legal Counsel Brian Snure for review; please let us know if you have any comments or concerns.

Chairman Elmore asked about small asset tracking.

Deputy Chief/Fire Marshal Messer commented we had been using FDM, and recently switched over to Asset Tiger which is the same program the City of Lake Stevens uses. We are still working on loading everything into the system.

Action

None

NEW BUSINESS

Discussion

MOU 2019-02B South Snohomish County Fire Training Academy – Company Officer Assignment

Chief O'Brien commented we will be sending both Nate Dillon and Jerry Aamold to the summer recruit academy in July to help instruct our seven firefighter hires and the other recruits. Chief O'Brien commented he is planning to sign MOU 2019-02B SSCFTA, unless the Commissioners have any concerns.

Motion to authorize the Chief to sign MOU 2019-02B South Snohomish County Fire Training Academy – Company Officer Assignment as submitted.

Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.

Vote Unanimous.

Action

None

CHIEF'S REPORT

Captain Testing Process

Chief O'Brien commented we are interviewing candidates this week for four Captain positions.

Thank You

Chief O'Brien thanked everyone for their hard work.

Health & Safety Fair

Our Health & Safety Fair is coming up this Saturday, June 8 from 10am – 2pm. We received confirmation this week that Walmart is donating 800 hotdogs to our event, and thank you to the LS Lions Club for serving these up. We hope you can join us!

The next Joint Commissioner Board Meeting is scheduled for 5pm Thursday, June 27 at the Fire District 7 Station 31 Training Room in Monroe.

Vice Chair Steinruck mentioned he will be unable to attend the June 27 Joint Commissioner Meeting.

GOOD OF THE ORDER

Vice Chair Steinruck thanked everyone for their efforts.

Commissioner Gagnon thanked everyone for their hard work.

Chairman Elmore commented this is such a great organization; he always hears positive feedback about our interactions with others. He thanked everyone for their efforts.

Chief O'Brien congratulated Commissioner Troy Elmore on his recent promotion to Battalion Chief of Training with the Mukilteo Fire Department. His promotion ceremony is scheduled for 7pm Monday, June 17 at the Mukilteo City Hall.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1748 hours.
 Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
 Vote Unanimous.

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

 Chairman Troy Elmore

 Vice Chair Jim Steinruck

 Commissioner Paul Gagnon

 Chief Kevin K. O'Brien

State Pool
Allocation Account Activity
May 1, 2019 - May 31, 2019

Fund: Fire 8 Exp

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776770							1,340,773.10
	2.461	05/01/2019					1,340,773.10
	2.461	05/02/2019		5,000,000.00			6,340,773.10
	2.461	05/31/2019	Alloc/Fee		50.00	13,096.63	6,353,819.73
Subtotal and Ending Balance	2.461			5,000,000.00	50.00	13,096.63	6,353,819.73
Totals and Ending Balance for Fire 8 Exp				5,000,000.00	50.00	13,096.63	6,353,819.73

State Pool
Allocation Account Activity
May 1, 2019 - May 31, 2019

Fund: Fire 8 Cap Proj

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776775							2,833,850.89
	2.461	05/01/2019					2,833,850.89
	2.461	05/02/2019		544.50			2,834,395.39
	2.461	05/06/2019		34,754.02			2,869,149.41
	2.461	05/16/2019			1,301,638.20		1,567,511.21
	2.461	05/24/2019			424,044.56		1,143,466.65
	2.461	05/31/2019	Alloc/Fee		50.00	4,413.13	1,147,829.78
Subtotal and Ending Balance	2.461			35,298.52	1,725,732.76	4,413.13	1,147,829.78
Totals and Ending Balance for Fire 8 Cap Proj				35,298.52	1,725,732.76	4,413.13	1,147,829.78

State Pool
Allocation Account Activity
May 1, 2019 - May 31, 2019

Fund: Fire 8 Emerg Contingency

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776779							354,566.16
	2.461	05/01/2019					354,566.16
	2.461	05/31/2019	Alloc/Fee		37.57	751.46	355,280.05
Subtotal and Ending Balance	2.461			0.00	37.57	751.46	355,280.05
Totals and Ending Balance for Fire 8 Emerg Contingency				0.00	37.57	751.46	355,280.05

State Pool
Allocation Account Activity
May 1, 2019 - May 31, 2019

Fund: FD 8 Strategic Fund

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776781							390,964.12
	2.461	05/01/2019					390,964.12
	2.461	05/06/2019			2,300.00		388,664.12
	2.461	05/09/2019			5,593.70		383,070.42
	2.461	05/31/2019	Alloc/Fee		40.79	815.71	383,845.34
Subtotal and Ending Balance	2.461			0.00	7,934.49	815.71	383,845.34
Totals and Ending Balance for FD 8 Strategic Fund				0.00	7,934.49	815.71	383,845.34

State Pool
Allocation Account Activity
May 1, 2019 - May 31, 2019

Fund: FD 8 Cap Init

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776782							61,140.97
	2.461	05/01/2019					61,140.97
	2.461	05/06/2019			3,515.40		57,625.57
	2.461	05/31/2019	Alloc/Fee		6.17	123.33	57,742.73
Subtotal and Ending Balance	2.461			0.00	3,521.57	123.33	57,742.73
Totals and Ending Balance for FD 8 Cap Init				0.00	3,521.57	123.33	57,742.73

ACCOUNTS PAYABLE

LAKE STEVENS FIRE
MCAG #: 1308

Expense Fund
As Of: 06/27/2019

Time: 15:45:17 Date: 06/20/2019
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10079	06/12/2019	06/27/2019 22	AAA OF EVERETT FIRE EXT.	758.47	EQUIPMENT-CONTRACTED REPAIR
10063	05/31/2019	06/27/2019 43050	ACE HARDWARE	466.98	FACILITIES/VEHICLES-OPER EXPENSE/PROPS
10057	05/31/2019	06/27/2019 54242	ADVANCE AUTO PARTS	255.34	VEHICLES-OPERATING SUPPLIES/FUEL
10090	06/12/2019	06/27/2019 40797	CANON FINANCIAL SERVICES, INC	555.65	OFFICE EQUIP LEASES-PRINTERS
10066	05/31/2019	06/27/2019 601	CENTRAL WELDING SUPPLY CO, INC	425.73	OXYGEN-CYLINDER RENTAL
10062	06/01/2019	06/27/2019 2839	CITY OF SNOHOMISH UTILITIES	130.31	WATER-S83
10077	06/08/2019	06/27/2019 37809	COMCAST	76.01	TELEPHONE NETWORKS-S83 INTERNET
10058	06/05/2019	06/27/2019 54711	CREWSENSE LLC	469.54	IT SOFTWARE
10084	06/13/2019	06/27/2019 50105	CUMMINS INC.	1,643.44	EQUIPMENT TESTING/GENERATOR ANNUAL SERVICE
10081	06/03/2019	06/27/2019 12360	EVERETT BAYSIDE MARINE	94.26	VEHICLES-OPER SUPPLIES/BOAT 81
10087	06/13/2019	06/27/2019 49052	FOSTER PRESS, LLC.	50.50	PRINTING-TACTICAL WORKSHEETS/BUSINESS CARDS
10069	05/31/2019	06/27/2019 50142	GALLS, LLC.	1,079.15	UNIFORMS
10070	05/29/2019	06/27/2019 5753	GRAINGER	239.32	VEHICLES-OPER SUPPLIES/LUBRICANTS
10096	06/20/2019	06/27/2019 51953	IQ DIRECT	8,385.63	NEWSLETTERS/FAQ CARDS
10054	05/31/2019	06/27/2019 45596	IS OUTSOURCE INC	6,509.06	IT SERVICES & SUPPORT
10061	06/01/2019	06/27/2019 52247	KAISER PERMANENTE	120.00	ONLINE TESTING-ONLINE RESPIRATORY QUESTIONNAIRE
10067	06/10/2019	06/27/2019 49582	KEAY, CATHARINE RYAN	2,000.00	PHYSICIAN ADVISORY SERVICES-MAY RUN REVIEW
10089	06/17/2019	06/27/2019 53976	KUKHOTSKAYA, NADIA	805.00	PARAMEDIC SCHOOL EXPENSE-JULY RENT
10075	06/05/2019	06/27/2019 5604	LIFE ASSIST	5,272.33	MEDICAL SUPPLIES
10083	06/06/2019	06/27/2019 45867	LONE MOUNTAIN COMMUNICATIONS LLC	3,654.50	COMMUNICATION SUPPLIES-SPEAKER MICS/BATTERY
10086	06/10/2019	06/27/2019 41424	MAIL FINANCE	511.52	OFFICE EQUIP LEASE-POSTAGE METER
10071	06/04/2019	06/27/2019 31679	MUNICIPAL EMERGENCY SERVICES, INC	993.82	PROTECTIVE GEAR
10076	06/06/2019	06/27/2019 5661	PUGET SOUND ENERGY	411.37	NATURAL GAS
10093	06/18/2019	06/27/2019 49455	SHANNON'S HOUSE CLEANING	640.00	HOUSECLEANING-MAY SERVICES
10078	06/11/2019	06/27/2019 51412	SIKORA ASSOCIATES, LLC	4,111.30	PROFESSIONAL CONSULTANTS-CIT TEAM RETREAT FACILITATION
10085	05/31/2019	06/27/2019 50907	SMARSH INC.	308.66	IT SOFTWARE-SOCIAL MEDIA/TEXT ARCHIVING
10095	06/20/2019	06/27/2019 7112	SNOH COUNTY FIRE DIST #08 (PETTY CASH)	59.28	MERCHANT FEES
10094	06/20/2019	06/27/2019 12190	SNOH COUNTY FIRE DIST #08 (TRAVEL)	435.00	PREVENTION/OPS-CLASSES-M&I
10056	06/01/2019	06/27/2019 50184	SNOH COUNTY FIRE DIST #07	3,267.25	COMMUNITY RESOURCE PARAMEDIC
10064	05/31/2019	06/27/2019 7231	SNOHOMISH COUNTY PLANNING & DEVELOPME	265.00	CONTRACTED SERVICES-FM INVESTIGATIONS
10059	06/05/2019	06/27/2019 2827	SNOHOMISH COUNTY PUD #1	3,270.78	ELECTRICITY/WATER
10060	06/05/2019	06/27/2019 15785	STAPLES CREDIT PLAN	261.02	OFFICE SUPPLIES

ACCOUNTS PAYABLE

LAKE STEVENS FIRE
MCAG #: 1308

Expense Fund
As Of: 06/27/2019

Time: 13:31:39 Date: 06/20/2019
Page: 2

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
10088	06/15/2019	06/27/2019	45686 TRITECH SOFTWARE SYSTEMS	547.77	IT SOFTWARE-ONLINE SERVICES
10072	06/01/2019	06/27/2019	48264 TRIZETTO PROVIDER SOLUTIONS	112.60	IT SOFTWARE-ELECTRONIC CLAIMS
10065	05/28/2019	06/27/2019	20133 VERIZON WIRELESS	40.01	TELEPHONE NETWORKS
10068	06/07/2019	06/27/2019	42700 WAXIE SANITARY SUPPLY	1,126.90	FACILITIES-HOUSEHOLD SUPPLIES
10080	06/04/2019	06/27/2019	21719 WEST MARINE PRODUCTS	19.28	VEHICLES-OPER SUPPLIES/BOAT 81
10091	06/18/2019	06/27/2019	52607 WITMER PUBLIC SAFETY GROUP, INC	963.39	PROTECTIVE EQUIPMENT
Report Total:				50,336.17	

DATE: 06/27/19

Chief Kevin O'Brien

Larry Huff - Deputy Chief Operations


Leah Schoof - Director of Finance and Administration

Paul Gagnon - Commissioner

Troy Elmore - Commissioner

Jim Steinruck - Commissioner

ACCOUNTS PAYABLE

LAKE STEVENS FIRE
MCAG #: 1308

Capital Initiative
As Of: 06/27/2019

Time: 13:31:57 Date: 06/20/2019
Page: 1

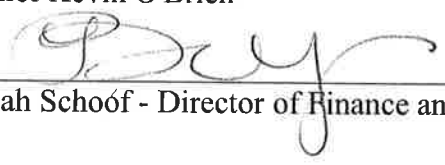
Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
10092	06/06/2019	06/27/2019	52152	ENOW, INC.	
	594 22 64 300-2 Technology		301 000 594 2019 Capital In	4,950.00	TECHNOLOGY-D8 & D7 EMAIL SHARE
				4,950.00	EMAIL SHARING-D8&D7
10073	06/03/2019	06/27/2019	12260	KNOX COMPANY	
	594 22 64 200-2 Equipment		301 000 594 2019 Capital In	2,678.13	EQUIPMENT-ELECTRONIC KEYS
				2,678.13	PROGRAMMABLE ELECTRONIC KEY
Report Total:				7,628.13	
Fund					
301 2019 Capital Initiative Fund 776-582				7,628.13	

DATE: 06/27/19

Chief Kevin O'Brien

Larry Huff - Deputy Chief Operations


Leah Schoof - Director of Finance and Administration

Paul Gagnon - Commissioner

Troy Elmore - Commissioner

Jim Steinruck - Commissioner

ACCOUNTS PAYABLE

LAKE STEVENS FIRE
MCAG #: 1308

Capital Replacement
As Of: 06/27/2019

Time: 13:32:10 Date: 06/20/2019
Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
10074	06/06/2019	06/27/2019	31679		
			MUNICIPAL EMERGENCY SERVICES, INC	33,466.23	EQUIPMENT-TAIL COATS/PANTS
			594 22 64 200-3 Equipment	33,466.23	TAIL COATS/PANTS
			300 000 594 2019 Capital R		

Report Total: 33,466.23

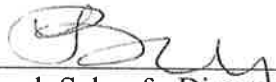
Fund

300 2019 Capital Replacement Fund 776-57 33,466.23

DATE: 06/27/19

Chief Kevin O'Brien

Larry Huff - Deputy Chief Operations



Leah Schoof - Director of Finance and Administration

Paul Gagnon - Commissioner

Troy Elmore - Commissioner

Jim Steinruck - Commissioner

ACCOUNTS PAYABLE

LAKE STEVENS FIRE
MCAG #: 1308

Strategic Fund
As Of: 06/27/2019

Time: 13:33:39 Date: 06/20/2019
Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
10082	06/12/2019	06/27/2019	16381 ASSOCIATED EARTH SCIENCES, INC	8,592.62	PROFESSIONAL CONSULTANTS
522	10	41	000-5 Professional Consultants	005 000 520 2019 Strategic I	8,592.62 SURVEY-SITE ST 84

Report Total: 8,592.62

Fund

005 2019 Strategic Fund 776-5818666 8,592.62

DATE: 06/27/19

Chief Kevin O'Brien

Larry Huff - Deputy Chief Operations



Leah Schoof - Director of Finance and Administration

Paul Gagnon - Commissioner

Troy Elmore - Commissioner

Jim Steinruck - Commissioner

ACTING PAY	\$43.92	OT	\$2,080.80	REGULAR	\$6,015.98	REGULAR	\$9,324.81
ACTING PAY	\$58.08	OT	\$2,156.25	REGULAR	\$6,083.90	REGULAR	\$9,459.30
ACTING PAY	\$62.04	OT	\$2,685.12	REGULAR	\$6,323.40	REGULAR	\$9,631.50
ACTING PAY	\$90.24	OT	\$2,784.76	REGULAR	\$6,440.40	REGULAR	\$9,958.78
ACTING PAY	\$114.24	OT	\$2,910.34	REGULAR	\$6,440.40	REGULAR	\$10,106.60
ACTING PAY	\$118.56	OT	\$3,022.22	REGULAR	\$6,541.84	REGULAR	\$10,245.28
ACTING PAY	\$174.24	OT	\$3,211.30	REGULAR	\$6,620.15	REGULAR	\$10,525.42
ACTING PAY	\$192.66	OT	\$3,222.34	REGULAR	\$6,672.68	REGULAR	\$10,525.42
ACTING PAY	\$194.40	OT	\$3,855.49	REGULAR	\$6,745.40	REGULAR	\$10,525.42
ACTING PAY	\$205.80	OT	\$3,901.82	REGULAR	\$6,850.06	REGULAR	\$10,930.24
ACTING PAY	\$294.00	OT	\$4,220.22	REGULAR	\$7,119.05	REGULAR	\$12,129.83
ACTING PAY	\$413.28	OT	\$4,440.09	REGULAR	\$7,119.05	REGULAR	\$13,495.96
	\$1,961.46	OT	\$4,801.66	REGULAR	\$7,239.35	REGULAR	\$15,441.99
		OT	\$5,234.41	REGULAR	\$7,261.43		\$573,290.86
OT	\$28.52	OT	\$6,704.52	REGULAR	\$7,294.15		
OT	\$77.61		\$85,489.30	REGULAR	\$7,696.28	ACTING PAY	\$1,961.46
OT	\$99.66			REGULAR	\$7,696.28	OVERTIME	\$85,489.30
OT	\$101.10	REGULAR	\$168.00	REGULAR	\$7,773.24	REGULAR	<u>\$573,290.86</u>
OT	\$158.98	REGULAR	\$312.00	REGULAR	\$7,773.24		\$660,741.62
OT	\$228.12	REGULAR	\$540.00	REGULAR	\$7,850.21		
OT	\$270.00	REGULAR	\$795.00	REGULAR	\$7,850.21		
OT	\$364.71	REGULAR	\$936.00	REGULAR	\$7,855.82		
OT	\$425.76	REGULAR	\$936.00	REGULAR	\$7,927.17		
OT	\$468.00	REGULAR	\$1,024.00	REGULAR	\$7,927.17		
OT	\$540.00	REGULAR	\$1,024.00	REGULAR	\$7,965.65		
OT	\$658.94	REGULAR	\$1,024.00	REGULAR	\$8,004.13		
OT	\$671.83	REGULAR	\$1,113.75	REGULAR	\$8,004.13		
OT	\$692.78	REGULAR	\$1,248.00	REGULAR	\$8,004.13		
OT	\$843.75	REGULAR	\$1,248.00	REGULAR	\$8,175.87		
OT	\$959.75	REGULAR	\$1,292.72	REGULAR	\$8,581.35		
OT	\$974.03	REGULAR	\$1,404.00	REGULAR	\$8,667.16		
OT	\$1,151.64	REGULAR	\$1,500.00	REGULAR	\$8,838.79		
OT	\$1,250.20	REGULAR	\$1,560.00	REGULAR	\$8,838.79		
OT	\$1,310.85	REGULAR	\$3,423.47	REGULAR	\$8,838.79		
OT	\$1,402.50	REGULAR	\$3,440.59	REGULAR	\$8,838.79		
OT	\$1,526.16	REGULAR	\$4,202.71	REGULAR	\$8,838.79		
OT	\$1,654.66	REGULAR	\$4,828.94	REGULAR	\$8,881.70		
OT	\$1,668.97	REGULAR	\$5,387.40	REGULAR	\$8,924.60		
OT	\$1,668.97	REGULAR	\$5,387.40	REGULAR	\$8,924.60		
OT	\$1,700.00	REGULAR	\$5,387.40	REGULAR	\$8,924.60		
OT	\$1,746.75	REGULAR	\$5,387.40	REGULAR	\$9,182.04		
OT	\$1,818.70	REGULAR	\$5,387.40	REGULAR	\$9,235.14		
OT	\$1,895.66	REGULAR	\$5,387.40	REGULAR	\$9,279.98		
OT	\$1,920.89	REGULAR	\$5,964.61	REGULAR	\$9,324.81		
OT	\$1,978.47	REGULAR	\$5,964.61	REGULAR	\$9,324.81		

SIGNATURE AUTHORIZATION LAKE STEVENS FIRE

June 2019



I, the undersigned, do hereby certify that the foregoing payroll is just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due and unpaid, and that salary warrants and related benefit warrants shall be issued.

Department Head SignatureLake Stevens Fire District 8
District Name

Amount approved for June payroll dated on 06/30/2019

Prepared by: Leah Schoof
Payroll ClerkAllowed in the sum of: \$660,741.62

Approved by the Commissioners:

Chairman Troy Elmore_____
Commissioner James Steinruck_____
Commissioner Paul Gagnon

SUMMARY OF EXPENSE ACCOUNTS							
2019 Expense Fund 776-5708666							
Account Number	Account Name	Budget	YTD	Remaining	% Used to date	Notes	Meeting Noted
Informational							
522.10..	Awards Banquet / Annual Retreat						
522.10.49.004	Awards Banquet / Annual Retreat	16,500.00	9,583.83	6,916.17	58%	Snow reschedule of retreat; anticipate to go over budget; budget adjusted for 2020	3/21/2019
Informational							
522.12..	Communication & Technical Support						
522.12.35.001	Communication Equip (Pagers/Radios/Cells)	11,178.00	10,668.69	509.31	95%	Timing: purchases within budgeted amount	6/27/2019
Fire Suppression							
522.20.31.001	Operating Supplies (Consumables)	17,152.00	13,394.29	3,757.71	78%	(Timing) Budgeted annual foam purchase	5/28/2019
Emergency Medical Services							
522.26.41.002	Medical Program Director	17,483.00	17,482.75	0.25	100%	Annual expense; beginning of year; slightly higher than budgeted	1/17/2019
Deficits							
522.14..	Governmental Services						
522.14.41.002	Property Tax - Surface water management	6,500.00	11,816.97	-5,316.97	182%	New city ordinance passed late in 2018 (CO 2018-22) increasing fees	4/9/2019
522.22..	Special Operations						
522.22.40.001	SCSOPB Special Ops Assessment	6,130.00	6,130.58	-0.58	100%	Annual expense; beginning of year; slightly higher than budgeted	2/7/2019
522.28..	Dispatch Services						
522.28.41.002	Snohomish County - 800 Mhz O&M Fees	47,921.00	47,921.36	-0.36	100%	Annual expense; beginning of year; slightly higher than budgeted	2/21/2019
522.45..	Training						
522.45.34.002	Library	1,500.00	2,026.44	-526.44	135%	Driver / Operator Training: new program; budget to be updated in 2020	5/2/2019
522.45.43.001	Travel Expense - FS / Officer Development	5,920.00	6,256.30	-336.30	106%	NW Leadership increased attendance; expect to go overbudget; update for 2020	4/25/2019
522.45.49.007	Registration - EMS / ACLS	4,500.00	5,283.90	-783.90	117%	Attendance higher than anticipated; will be adjusted for the 2020 budget	3/21/2019
594.22.64.200	Capital Initiative Fund - Equipment	9,800.00	12,903.78	-3,103.78	132%	Offset by donation of \$3000 (underwater drone)	4/9/2019

EXPENSE SUMMARY-19-06-27

LAKE STEVENS FIRE
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 10 10 001-0 Salaries	745,445.00	296,189.85	449,255.15	39.7%
522 10 10 004-0 Incentives & Payouts	48,500.00	20,633.99	27,866.01	42.5%
522 10 10 012-0 Event Staffing	1,600.00	0.00	1,600.00	0.0%
522 10 11 009-0 Overtime	500.00	0.00	500.00	0.0%
522 10 20 001-0 Medicare	12,411.00	4,613.20	7,797.80	37.2%
522 10 20 002-0 Medical / Dental	139,420.00	54,641.52	84,778.48	39.2%
522 10 20 003-0 Retirement / Leoff II	20,400.00	7,633.54	12,766.46	37.4%
522 10 20 004-0 Retirement / PERS	58,570.00	22,468.12	36,101.88	38.4%
522 10 20 005-0 Matching Deferred Comp.	13,920.00	4,290.00	9,630.00	30.8%
522 10 20 006-0 HRA Contribution	46,690.00	19,314.30	27,375.70	41.4%
522 10 20 008-0 District ST/LT Disability Insurance	8,815.00	3,369.37	5,445.63	38.2%
522 10 20 009-0 Employment Security	12,000.00	6,803.94	5,196.06	56.7%
522 10 20 010-0 Labor & Industries	255,890.00	115,308.38	140,581.62	45.1%
522 10 20 011-0 Employee Assistance Program	2,500.00	1,079.96	1,420.04	43.2%
522 10 20 012-0 Life Insurance/Accidental Death & Dismemberment	18,165.00	1,858.00	16,307.00	10.2%
522 10 20 013-0 Employee Service Recognition	8,546.00	155.05	8,390.95	1.8%
522 10 31 001-0 Office Supplies	8,000.00	1,800.63	6,199.37	22.5%
522 10 31 005-0 Printing	3,550.00	447.48	3,102.52	12.6%
522 10 34 002-0 Library	250.00	54.34	195.66	21.7%
522 10 41 001-0 Legal Counsel	50,000.00	29,146.20	20,853.80	58.3%
522 10 41 002-0 Professional Consultants	92,150.00	36,131.24	56,018.76	39.2%
522 10 41 003-0 Promotions & New Hires	26,700.00	1,559.22	25,140.78	5.8%
522 10 42 001-0 Postage & Shipping	4,500.00	1,007.81	3,492.19	22.4%
522 10 43 000-0 Travel Expense	12,000.00	6,792.15	5,207.85	56.6%
522 10 44 001-0 Advertising	800.00	33.60	766.40	4.2%
522 10 44 002-0 Newsletters / Publications	25,000.00	16,189.92	8,810.08	64.8%
522 10 49 000-0 Registration	6,400.00	4,193.00	2,207.00	65.5%
522 10 49 001-0 Chaplain Support Services	6,300.00	1,284.78	5,015.22	20.4%
522 10 49 002-0 Special Events / Hospitality	9,150.00	2,615.17	6,534.83	28.6%
522 10 49 003-0 Membership / Dues / Subscriptions	5,068.00	2,340.05	2,727.95	46.2%
522 10 49 004-0 Awards Banquet / Annual Retreat	16,500.00	9,583.83	6,916.17	58.1%
522 10 49 005-0 Miscellaneous	150.00	50.00	100.00	33.3%
522 10 49 006-0 Other Services & Charges	7,355.00	564.29	6,790.71	7.7%
210 Administration	1,667,245.00	672,152.93	995,092.07	40.3%
522 11 10 001-0 Stipend	36,864.00	15,360.00	21,504.00	41.7%
522 11 20 001-0 Fica / Medicare	2,900.00	1,175.04	1,724.96	40.5%
522 11 43 001-0 Travel Expense	3,750.00	1,751.50	1,998.50	46.7%
522 11 49 000-0 Registration	3,000.00	1,335.00	1,665.00	44.5%
522 11 49 001-0 Membership / Dues	5,050.00	150.00	4,900.00	3.0%
211 Legislative Services	51,564.00	19,771.54	31,792.46	38.3%
522 12 30 001-0 Communication Supplies	6,200.00	4,746.51	1,453.49	76.6%
522 12 35 001-0 Communication Equip (Pagers/Radios/Cells)	11,178.00	10,668.69	509.31	95.4%
522 12 40 001-0 IT Services & Support	105,000.00	70,224.16	34,775.84	66.9%
522 12 42 001-0 IT Software	95,941.00	71,328.36	24,612.64	74.3%
522 12 42 002-0 Cellular Networks	47,165.00	20,590.99	26,574.01	43.7%
522 12 42 003-0 Telephone Networks	47,040.00	20,245.76	26,794.24	43.0%
522 12 45 001-0 Office Equipment Leases	15,300.00	7,325.74	7,974.26	47.9%
522 12 48 000-0 Office Equipment Repairs & Maintenance	1,500.00	0.00	1,500.00	0.0%
522 12 48 001-0 Communication Equipment Repairs	6,000.00	0.00	6,000.00	0.0%
522 12 48 002-0 Communication Network - Outsource	0.00	0.00	0.00	0.0%

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LAKE STEVENS FIRE
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
212 Communication & Technical Support	335,324.00	205,130.21	130,193.79	61.2%
522 14 40 001-0 State Audit	16,500.00	0.00	16,500.00	0.0%
522 14 40 002-0 Snohomish County - Financial Services	3,700.00	1,655.10	2,044.90	44.7%
522 14 41 001-0 Snohomish County - Elections	15,000.00	0.00	15,000.00	0.0%
522 14 41 002-0 Property Tax - Surface Water Management	6,500.00	11,816.97	(5,316.97)	181.8%
522 14 41 003-0 Property Tax - Refund Interest	500.00	(0.55)	500.55	0.1%
214 Other Governmental Services	42,200.00	13,471.52	28,728.48	31.9%
522 20 10 001-0 Full Time Salaries	1,940,575.00	809,581.72	1,130,993.28	41.7%
522 20 10 002-0 Battalion Chief Salaries	488,990.00	204,436.09	284,553.91	41.8%
522 20 10 003-0 Company Officer Salaries	1,311,350.00	410,450.00	900,900.00	31.3%
522 20 10 004-0 Incentives & Payouts	261,720.00	39,746.73	221,973.27	15.2%
522 20 10 005-0 Part-Time Firefighter Wages	394,200.00	103,169.52	291,030.48	26.2%
522 20 11 009-0 Overtime	765,296.00	172,374.81	592,921.19	22.5%
522 20 12 001-0 Acting Pay	30,000.00	7,617.72	22,382.28	25.4%
522 20 20 001-0 Medicare	80,138.00	25,326.92	54,811.08	31.6%
522 20 20 002-0 Medical / Dental	663,550.00	237,414.11	426,135.89	35.8%
522 20 20 003-0 Retirement / Leoff II	268,485.00	88,482.75	180,002.25	33.0%
522 20 20 004-0 Retirement / PERS II & III	53,970.00	13,393.69	40,576.31	24.8%
522 20 20 005-0 Matching Deferred Comp.	59,988.00	23,859.79	36,128.21	39.8%
522 20 20 006-0 HRA Contribution	203,450.00	77,408.88	126,041.12	38.0%
522 20 20 007-0 MERP	36,000.00	13,793.22	22,206.78	38.3%
522 20 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.0%
522 20 20 014-0 Uniforms	67,469.50	35,862.26	31,607.24	53.2%
522 20 20 015-0 Protective Gear & Equipment	26,169.00	17,282.62	8,886.38	66.0%
522 20 31 001-0 Operating Supplies (Consumables)	17,152.00	13,394.29	3,757.71	78.1%
522 20 34 001-0 Map / Addresses	2,750.00	0.00	2,750.00	0.0%
522 20 35 001-0 Operating Equipment & Tools	500.00	118.39	381.61	23.7%
522 20 35 003-0 Fire Equipment	8,440.00	0.00	8,440.00	0.0%
522 20 41 001-0 Uniform/PPE - Inspections/Cleaning/Repairs	12,000.00	256.46	11,743.54	2.1%
220 Fire Suppression	6,692,192.50	2,293,969.97	4,398,222.53	34.3%
522 21 20 001-0 Annual Physicals	69,644.00	20,406.90	49,237.10	29.3%
522 21 20 002-0 Vaccines, Testing, Fitness	6,307.00	1,103.32	5,203.68	17.5%
221 Health & Safety	75,951.00	21,510.22	54,440.78	28.3%
522 22 30 001-0 Haz/Mat Supplies	5,293.00	0.00	5,293.00	0.0%
522 22 30 002-0 Tech Rescue Supplies	11,190.00	2,701.57	8,488.43	24.1%
522 22 30 003-0 Marine Supplies	2,772.00	925.40	1,846.60	33.4%
522 22 35 001-0 Wildland Equipment	11,993.00	757.46	11,235.54	6.3%
522 22 35 003-0 Disaster Prep Equipment	1,089.00	0.00	1,089.00	0.0%
522 22 40 001-0 SCSOPB - Special Ops Assessment	6,130.00	6,130.58	(0.58)	100.0%
522 22 48 001-0 Special Ops Equipment Repair/maint	13,855.00	1,012.76	12,842.24	7.3%
222 Special Operations	52,322.00	11,527.77	40,794.23	22.0%
522 26 10 001-0 Salaries	1,579,820.00	622,763.79	957,056.21	39.4%
522 26 10 004-0 Incentives & Payouts	123,655.00	18,893.79	104,761.21	15.3%
522 26 11 009-0 Overtime	261,664.00	105,058.20	156,605.80	40.2%
522 26 12 001-0 Acting Pay	3,012.00	679.92	2,332.08	22.6%
522 26 20 001-0 Medicare	31,377.80	10,787.62	20,590.18	34.4%
522 26 20 002-0 Medical / Dental	329,688.00	118,125.46	211,562.54	35.8%
522 26 20 003-0 Retirement / Leoff II	112,722.00	40,861.53	71,860.47	36.2%
522 26 20 005-0 Matching Deferred Comp.	22,770.00	8,420.08	14,349.92	37.0%

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LAKE STEVENS FIRE
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001 2019 Expense Fund 776-5708666

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 26 20 006-0 HRA Contribution	89,960.00	33,148.20	56,811.80	36.8%
522 26 20 007-0 MERP	14,400.00	5,625.00	8,775.00	39.1%
522 26 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.0%
522 26 30 002-0 Medical Supplies	160,000.00	20,551.99	139,448.01	12.8%
522 26 30 003-0 Oxygen	8,000.00	3,077.53	4,922.47	38.5%
522 26 35 001-0 Medical Equipment	22,700.00	7,513.76	15,186.24	33.1%
522 26 41 001-0 Physician Advisor Services	24,000.00	10,000.00	14,000.00	41.7%
522 26 41 002-0 Medical Program Director/EMT Assessments	17,483.00	17,482.75	0.25	100.0%
522 26 41 003-0 Community Resource Paramedic	42,000.00	19,412.74	22,587.26	46.2%
522 26 48 001-0 Defib. Maintenance Agreement	5,800.00	0.00	5,800.00	0.0%
522 26 48 002-0 Cot Maintenance Agreement (EMSAR)	11,100.00	8,870.10	2,229.90	79.9%
226 Emergency Medical Services	2,860,151.80	1,051,272.46	1,808,879.34	36.8%
522 28 41 000-0 First Pass Clinical QI Module	6,556.00	0.00	6,556.00	0.0%
522 28 41 001-0 Snoco 911 Dispatch Services	291,184.00	145,591.74	145,592.26	50.0%
522 28 41 002-0 Snohomish County - 800 Mhz O&M Fees	47,921.00	47,921.36	(0.36)	100.0%
522 28 49 001-0 EPCR - ESO Reporting Suite - User Fees	6,802.00	2,624.07	4,177.93	38.6%
228 Dispatch Services	352,463.00	196,137.17	156,325.83	55.6%
522 30 10 001-0 Salaries	249,100.00	64,283.84	184,816.16	25.8%
522 30 10 004-0 Incentives & Payouts	16,550.00	3,469.85	13,080.15	21.0%
522 30 11 009-0 Overtime	3,830.00	0.00	3,830.00	0.0%
522 30 20 001-0 Medicare	4,156.00	974.47	3,181.53	23.4%
522 30 20 002-0 Medical / Dental	50,680.00	11,938.38	38,741.62	23.6%
522 30 20 003-0 Retirement / Leoff II	15,858.00	3,701.93	12,156.07	23.3%
522 30 20 005-0 Matching Deferred Comp.	2,760.00	32.71	2,727.29	1.2%
522 30 20 006-0 HRA Contribution	12,850.00	3,361.22	9,488.78	26.2%
522 30 20 007-0 MERP	900.00	81.78	818.22	9.1%
522 30 20 008-0 District ST/LT Disability Insurance	1,530.00	545.50	984.50	35.7%
522 30 31 001-0 Operating Supplies	2,700.00	1,865.18	834.82	69.1%
522 30 31 002-0 Public Education Supplies	7,600.00	2,033.39	5,566.61	26.8%
522 30 31 003-0 Grant Purchase Supplies	2,000.00	0.00	2,000.00	0.0%
522 30 41 001-0 Contracted Services - FM Investigations	4,000.00	1,131.75	2,868.25	28.3%
522 30 43 001-0 Travel Expense	3,360.00	645.69	2,714.31	19.2%
522 30 49 000-0 Registration	4,785.00	706.79	4,078.21	14.8%
522 30 49 001-0 Miscellaneous	500.00	0.00	500.00	0.0%
522 30 49 002-0 Membership / Dues / Subscriptions	3,101.00	2,044.00	1,057.00	65.9%
230 Fire Prevention & Investigation	386,260.00	96,816.48	289,443.52	25.1%
522 45 10 001-0 Salaries	128,580.00	0.00	128,580.00	0.0%
522 45 10 004-0 Incentive & Payouts	4,530.00	0.00	4,530.00	0.0%
522 45 11 009-0 Overtime	6,000.00	0.00	6,000.00	0.0%
522 45 20 001-0 Medicare	2,787.00	0.00	2,787.00	0.0%
522 45 20 002-0 Medical / Dental	25,806.00	0.00	25,806.00	0.0%
522 45 20 003-0 Retirement / Leoff II	8,525.80	0.00	8,525.80	0.0%
522 45 20 005-0 Matching Deferred Comp.	2,400.00	0.00	2,400.00	0.0%
522 45 20 006-0 HRA Contribution	5,920.00	0.00	5,920.00	0.0%
522 45 20 007-0 MERP	900.00	0.00	900.00	0.0%
522 45 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.0%
522 45 20 016-0 Recruit Academy	42,000.00	18,921.75	23,078.25	45.1%
522 45 20 017-0 Paramedic School Expenses	17,640.00	5,371.75	12,268.25	30.5%
522 45 31 001-0 Operating Supplies	5,500.00	298.66	5,201.34	5.4%
522 45 31 002-0 Props	8,140.00	661.96	7,478.04	8.1%
522 45 31 003-0 Safety	2,500.00	1,320.02	1,179.98	52.8%

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LAKE STEVENS FIRE
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001 2019 Expense Fund 776-5708666

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 45 34 002-0 Library	1,500.00	2,026.44	(526.44)	135.1%
522 45 35 001-0 Audio/visual Equipment	14,360.00	0.00	14,360.00	0.0%
522 45 40 000-0 Driving Simulator Co-op	4,000.00	0.00	4,000.00	0.0%
522 45 41 000-0 Training Consortium Program	20,000.00	0.00	20,000.00	0.0%
522 45 41 001-0 Contracted Instructors / Evaluators	17,780.00	0.00	17,780.00	0.0%
522 45 43 000-0 Travel Expense - FS / Battalion Chief	3,500.00	812.76	2,687.24	23.2%
522 45 43 001-0 Travel Expense - FS / Officer Development	5,920.00	6,256.30	(336.30)	105.7%
522 45 43 002-0 Travel Expense - FS / Operations	3,000.00	420.00	2,580.00	14.0%
522 45 43 003-0 Travel Expense - FS / Special Ops	3,000.00	150.00	2,850.00	5.0%
522 45 43 004-0 Travel Expense - FS Tech Rescue	1,200.00	0.00	1,200.00	0.0%
522 45 43 005-0 Travel Expense - EMS / ACLS	500.00	162.81	337.19	32.6%
522 45 43 006-0 Travel Expense - EMS / Category 1	5,000.00	2,127.08	2,872.92	42.5%
522 45 45 001-0 Live Fire Training - Facility Rental/Site Use	2,000.00	0.00	2,000.00	0.0%
522 45 49 000-0 Incident Mgmt Training Program (Blue Card)	9,830.00	0.00	9,830.00	0.0%
522 45 49 001-0 Registration - FS / Battalion Chief	2,500.00	295.00	2,205.00	11.8%
522 45 49 002-0 Registration - FS / Officer Development	15,755.00	3,767.25	11,987.75	23.9%
522 45 49 003-0 Registration - FS / Operations	7,000.00	2,175.00	4,825.00	31.1%
522 45 49 004-0 Registration - FS / Special Ops	11,742.00	1,200.00	10,542.00	10.2%
522 45 49 005-0 Registration - FS / Tech Rescue	7,300.00	0.00	7,300.00	0.0%
522 45 49 006-0 Miscellaneous - FS / Training	500.00	0.00	500.00	0.0%
522 45 49 007-0 Registration - EMS / ACLS	4,500.00	5,283.90	(783.90)	117.4%
522 45 49 008-0 Registration - EMS / CBT Instructor	400.00	0.00	400.00	0.0%
522 45 49 009-0 Registration - EMS / Category I	5,000.00	2,885.00	2,115.00	57.7%
522 45 49 011-0 EMS Online Subscription	4,000.00	0.00	4,000.00	0.0%
522 45 49 012-0 Membership / Dues / Subscription	100.00	0.00	100.00	0.0%
245 Training	411,615.80	54,135.68	357,480.12	13.2%
522 50 10 001-0 Salaries	151,952.00	59,686.40	92,265.60	39.3%
522 50 10 004-0 Incentives & Payouts	1,950.00	655.05	1,294.95	33.6%
522 50 11 009-0 Overtime	2,000.00	0.00	2,000.00	0.0%
522 50 20 001-0 Medicare	2,729.00	879.34	1,849.66	32.2%
522 50 20 002-0 Medical / Dental	25,750.00	9,769.80	15,980.20	37.9%
522 50 20 004-0 Retirement / PERS II	22,106.60	7,741.80	14,364.80	35.0%
522 50 20 005-0 Matching Deferred Comp.	2,880.00	900.00	1,980.00	31.3%
522 50 20 006-0 HRA Contributions	11,450.00	4,645.85	6,804.15	40.6%
522 50 20 008-0 District ST/LT Disability Insurance	2,230.00	834.73	1,395.27	37.4%
522 50 31 001-0 Facilities - Household Supplies	10,000.00	5,343.93	4,656.07	53.4%
522 50 31 002-0 Facilities - Operating Supplies	15,000.00	8,917.93	6,082.07	59.5%
522 50 35 001-0 Facilities - Furniture, Equipment, Appliances	4,000.00	927.23	3,072.77	23.2%
522 50 41 002-0 Monitoring System	2,000.00	492.00	1,508.00	24.6%
522 50 41 003-0 HQ Monitoring Systems	4,000.00	1,170.00	2,830.00	29.3%
522 50 41 004-0 Elevator / Boiler Systems	4,000.00	1,750.66	2,249.34	43.8%
522 50 41 005-0 Services (Cleaning, Landscaping, Shredding Etc)	19,980.00	8,636.67	11,343.33	43.2%
522 50 43 001-0 Travel Expense	1,600.00	0.00	1,600.00	0.0%
522 50 45 001-0 Rentals & Leases	3,000.00	509.10	2,490.90	17.0%
522 50 46 001-0 Risk Management Insurance	82,217.00	973.92	81,243.08	1.2%
522 50 47 001-0 Electricity / Natural Gas / Water	46,980.00	29,731.41	17,248.59	63.3%
522 50 47 002-0 Sewer / Garbage	13,600.00	5,425.67	8,174.33	39.9%
522 50 47 003-0 Electricity / Natural Gas / Water HQ	30,700.00	13,194.60	17,505.40	43.0%
522 50 47 004-0 Sewer / Garbage HQ	16,500.00	7,240.25	9,259.75	43.9%
522 50 48 001-0 Equipment Repairs/Testings	30,000.00	8,168.39	21,831.61	27.2%

EXPENSE SUMMARY-19-06-27

LAKE STEVENS FIRE
MCAG #: 1308

Time: 09:03:26 Date: 06/21/2019
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001 2019 Expense Fund 776-5708666

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 50 49 001-0 Registration	1,500.00	0.00	1,500.00	0.0%
250 Facilities	508,124.60	177,594.73	330,529.87	35.0%
522 60 31 001-0 Vehicles/Shop - Operating Supplies	20,000.00	10,978.59	9,021.41	54.9%
522 60 32 001-0 Fuel / Oil / Lubricants	79,000.00	33,544.15	45,455.85	42.5%
522 60 35 001-0 Vehicles/Shop - Tools & Equipment	5,000.00	801.09	4,198.91	16.0%
522 60 48 001-0 Vehicles - Contracted Repair / Testing	40,000.00	8,835.32	31,164.68	22.1%
522 60 48 002-0 Equipment - Contracted Repair / Testing	25,000.00	12,020.96	12,979.04	48.1%
260 Vehicles & Equipment Maintenance	169,000.00	66,180.11	102,819.89	39.2%
522 70 41 002-0 Ambulance Services - Systems Design	62,400.00	27,529.45	34,870.55	44.1%
522 70 41 003-0 GEMT Program (Public Consulting Group PCG)	30,000.00	0.00	30,000.00	0.0%
522 70 49 001-0 Billing Reimbursements	5,000.00	692.17	4,307.83	13.8%
270 Ambulance Services	97,400.00	28,221.62	69,178.38	29.0%
520 Public Safety	13,701,813.70	4,907,892.41	8,793,921.29	35.8%

580 Non Expenditures

586 10 00 000-0 Sales Tax Remit	100.00	0.00	100.00	0.0%
589 40 00 000-0 Leasehold Excise Tax Remit	15,595.00	5,245.14	10,349.86	33.6%
589 99 90 000-0 Payroll Clearing	0.00	(0.03)	0.03	0.0%
580 Non Expenditures	15,695.00	5,245.11	10,449.89	33.4%

597 Transfers-Out

597 22 00 000-0 Transfer Out	637,244.00	62,280.00	574,964.00	9.8%
597 Transfers-Out	637,244.00	62,280.00	574,964.00	9.8%

Fund Expenditures:	14,354,752.70	4,975,417.52	9,379,335.18	34.7%
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Fund Excess/(Deficit):	(14,354,752.70)	(4,975,417.52)
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EXPENSE SUMMARY-19-06-27

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LAKE STEVENS FIRE
MCAG #: 1308

Months: 01 To: 06

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 2019 Expense Fund 776-5708666	0.00	0.00	0.0%	14,354,752.70	4,975,417.52	35%
	0.00	0.00	0.0%	14,354,752.70	4,975,417.52	34.7%

CAPITAL INITIATIVE SUMMARY-19-06-27

LAKE STEVENS FIRE
MCAG #: 1308

Time: 09:07:10 Date: 06/21/2019⁵⁶
Page: 1

301 2019 Capital Initiative Fund 776-5828666

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditure				
594 22 62 100-2 Boat Dock	42,000.00	0.00	42,000.00	0.0%
594 22 62 120-2 Stations	8,000.00	0.00	8,000.00	0.0%
262 Building and Structures	50,000.00	0.00	50,000.00	0.0%
594 22 64 200-2 Equipment	9,800.00	12,903.78	(3,103.78)	131.7%
594 22 64 300-2 Technology	44,480.00	9,746.06	34,733.94	21.9%
264 Machinery and Equipment	54,280.00	22,649.84	31,630.16	41.7%
594 Capital Expenditure	104,280.00	22,649.84	81,630.16	21.7%
597 Transfers-Out				
597 22 00 000-2 Transfers Out	0.00	0.00	0.00	0.0%
597 Transfers-Out	0.00	0.00	0.00	0.0%
Fund Expenditures:	104,280.00	22,649.84	81,630.16	21.7%
Fund Excess/(Deficit):	(104,280.00)	(22,649.84)		

CAPITAL INITIATIVE SUMMARY-19-06-27

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LAKE STEVENS FIRE

Months: 01 To: 06

Time: 09:07:10 Date: 06/21/2019

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
301 2019 Capital Initiative Fund 776-	0.00	0.00	0.0%	104,280.00	22,649.84	22%
	0.00	0.00	0.0%	104,280.00	22,649.84	21.7%

CAPITAL REPLACEMENT SUMMARY-19-06-27

LAKE STEVENS FIRE
MCAG #: 1308

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Page: 1

300 2019 Capital Replacement Fund 776-57586€

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
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520 Public Safety

522 70 40 100-3 GEMT Intergovernmental Transfer (IGT)	1,380,000.00	424,044.56	955,955.44	30.7%
520 Public Safety	1,380,000.00	424,044.56	955,955.44	30.7%

594 Capital Expenditure

594 22 60 100-3 Administration	5,067.00	0.00	5,067.00	0.0%
594 22 60 200-3 Station 81	4,453.00	3,394.61	1,058.39	76.2%
594 22 60 300-3 Station 82	9,737.00	5,091.91	4,645.09	52.3%
594 22 60 400-3 Station 83	1,400.00	1,131.53	268.47	80.8%
260 Furniture and Appliances	20,657.00	9,618.05	11,038.95	46.6%
594 22 61 100-3 Station 84 Property	1,400,000.00	1,301,638.20	98,361.80	93.0%
261 Land and Land Improvements	1,400,000.00	1,301,638.20	98,361.80	93.0%
594 22 64 100-3 Apparatus	1,687,799.00	1,307,858.80	379,940.20	77.5%
594 22 64 200-3 Equipment	134,676.00	77,391.57	57,284.43	57.5%
594 22 64 300-3 Technology	53,655.00	1,026.91	52,628.09	1.9%
264 Machinery and Equipment	1,876,130.00	1,386,277.28	489,852.72	73.9%
594 Capital Expenditure	3,296,787.00	2,697,533.53	599,253.47	81.8%

597 Transfers-Out

597 22 00 000-3 Transfers Out	0.00	0.00	0.00	0.0%
597 Transfers-Out	0.00	0.00	0.00	0.0%

Fund Expenditures:	4,676,787.00	3,121,578.09	1,555,208.91	66.7%
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Fund Excess/(Deficit):	(4,676,787.00)	(3,121,578.09)	
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CAPITAL REPLACEMENT SUMMARY-19-06-27

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LAKE STEVENS FIRE

Months: 01 To: 06

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MCAG #: 1308

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
300 2019 Capital Replacement Fund	0.00	0.00	0.0%	4,676,787.00	3,121,578.09	67%
	0.00	0.00	0.0%	4,676,787.00	3,121,578.09	66.7%

STRATEGIC SUMMARY-19-06-27

LAKE STEVENS FIRE
MCAG #: 1308

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Page: 1

005 2019 Strategic Fund 776-5818666

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 10 41 000-5 Professional Consultants	173,000.00	38,116.44	134,883.56	22.0%
520 Public Safety	173,000.00	38,116.44	134,883.56	22.0%
594 Capital Expenditure				
594 22 61 000-5 Contingency	150,000.00	0.00	150,000.00	0.0%
594 Capital Expenditure	150,000.00	0.00	150,000.00	0.0%
597 Transfers-Out				
597 22 00 000-5 Transfer To Expense Fund	20,000.00	0.00	20,000.00	0.0%
597 Transfers-Out	20,000.00	0.00	20,000.00	0.0%
Fund Expenditures:	343,000.00	38,116.44	304,883.56	11.1%
Fund Excess/(Deficit):	(343,000.00)	(38,116.44)		

STRATEGIC SUMMARY-19-06-27

LAKE STEVENS FIRE
MCAG #: 1308

Months: 01 To: 06

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
005 2019 Strategic Fund 776-5818660	0.00	0.00	0.0%	343,000.00	38,116.44	11%
	0.00	0.00	0.0%	343,000.00	38,116.44	11.1%



Wien - Vienna - Vienne - Viena - Wenen - Beha - Bécs - Wieden - Biennh. ウィーン
 Spanische Hofreitschule - Spanish Riding School
 L'Ecole d'Equitation Espagnole - Scuola d'Equitazione di Spagna

To the Lake Stevens
 Fire Department,
 Sending greetings from
 Vienna. I saw those horses.
 We have all kinds of weather.

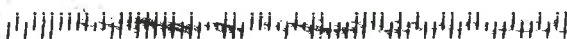
Came over Istanbul to WA.
 D.C., that's where I am
 actually now, outside the White House
 We had a hail storm. Heide Hamper

AIR MAIL



Lake Stevens
 Fire Department
 1325 So. Lake Stevens Rd.
 Lake Stevens,
 WA 98258 U.S.A.

10258-196025





Welcomed with love

by proud parents
Denee & Marck



May 13th



6:32am



announcing the birth of
Tatum
Rae Fujiwara-Herbert

7lbs 15.8oz
20.5in





On February 3, 2019
 I put my life in
 your hands and you
 did not disappoint!
 How do you say thank
 you for saving my
 life? Thank you!!!
 You'll forever be in
 my thoughts + prayers
 Lenita Kraze

*"For I know the plans I have for you,"
 declares the Lord
 "plans to prosper you and not to harm you,
 plans to give you a hope and a future."*



**Lake Stevens Chamber of Commerce
and Visitors Center**

CHIEF O'BRIEN.

THANK YOU FOR BRINGING US THE
UPDATED INFORMATION ABOUT THE MERGER WITH
FIRE DISTRICT 7 AT OUR MONTHLY LUNCHEON
LAST. YOU PRESENTED THE INFORMATION IN A CLEAR
AND CONCISE MANNER, WITH JUST ENOUGH "FUNNY" FOR
EMPHASIS, I ENJOYED IT! BEST OF LUCK WITH
THE MERGER & THE SOFTBALL GAME VS. LSPD!

Sincerely

MANAGING DIRECTOR
LAKE STEVENS CHAMBER OF COMMERCE

Fixed Asset / Inventory System

701.1 PURPOSE AND SCOPE

The purpose of the Fixed Asset and inventory system is to provide a coordinated and effective means of identifying and tracking Fixed Assets and Small and Attractive Assets belonging to the District in an effort to maintain control and provide loss-prevention security to such Assets.

701.2 DEFINITIONS

Fixed Asset- Fixed Assets are tangible, non-consumable items including, but not limited to: land, buildings, machinery, equipment, and vehicles owned by the District valued at five thousand dollars (\$5,000.00) or more, with a life expectancy of over three (3) years. The value of the Fixed Asset includes the purchase price plus sales tax, as well as costs to acquire (shipping and handling), install (excluding site preparation costs), secure, and prepare an item for its intended use. The original purchase of a software program is considered a Fixed Asset if it meets the \$5,000 threshold established above.

Small and Attractive Assets- Assets valued at less than \$5,000 that are defined as high risk for theft. These Assets are not normally consumed within one year. These items may include items in one or more of the following categories:

Portable and marketable, either alone or as a component unit;

Assets that can be used for personal gain, power tools;

Assets repeatedly reported as lost and/or stolen within industry and society;

Optical devices, binoculars, infrared viewers and range-finders;

Cameras and photographic projection equipment; and

Electronic devices that are used for the purpose of recording, sending or receiving electronic media, such as computers, cell phones, fax machines, pagers, televisions/DVDs, radio or other media players.

Fixed Assets System- A system to record and account for all Fixed and Small and Attractive Assets.

701.3 IDENTIFICATION

The District shall mark all Fixed Assets upon receipt and acceptance to identify that the Fixed Asset belongs to Lake Stevens Fire.

Occasionally, it is impractical or impossible to mark some Fixed Assets according to these standards. For example, where an Asset:

- would lose significant historical or resale value;
- would have its warranty negatively impacted by being permanently marked;

Lake Stevens Fire Department

Lake Stevens FD Fire Policy Manual

Fixed Asset / Inventory System

- is stationary in nature and not susceptible to theft (such as land, infrastructure, buildings, and leasehold improvements); or
- has a unique, permanent serial number that can be used for identification, security and inventory control (such as vehicles or bunker gear).

Leased Assets (fixed or operating) should only be permanently marked with identification upon formal transfer of ownership to the District.

Identification should:

- facilitate accounting for the Asset;
- aid in its identification if the Asset is lost or stolen;
- discourage theft; and ultimately, reduce the magnitude of the District's property losses;
- include description, Asset tag ID, brand, model, location;
- optional: purchase date, purchased from, cost, and photo.

701.4 INVENTORY PROCESS

All Fixed and Small and Attractive Assets shall be inventoried using a District approved software system to provide a means of identification, tracking and loss-prevention security.

The purpose of this inventory is to ensure that all District Fixed Assets and Small and Attractive Assets are actually in the possession of the District and properly recorded.

An inventory of all Fixed and Small and Attractive Assets shall be performed at least once every two years. Due to the stationary nature of certain Assets, such as land, infrastructure, buildings, and fixtures, performing a physical inventory of those Assets every other year is not required.

Inventory Process:

- **Purchasing:** Purchasing of Fixed and Small and Attractive Assets shall comply with the District's Procurement and Purchasing policy.
- **Receiving:** The Office Assistant shall record inventory received, and notify the individual who initiated the order for pickup. The Deputy Chief / Fire Marshal, or designee, shall record the Asset in the District's inventory program promptly and before the Asset is placed in service, or within a reasonable time frame of the Asset being placed in service.
- **Biennial Inventory:** The Deputy Chief / Fire Marshall shall assign a shift designee, or program designee, who shall conduct a biennial inventory. Areas reviewed in the inventory include, but are not limited to:
 - Asset description and tag number
 - Asset location

Lake Stevens Fire Department

Lake Stevens FD Fire Policy Manual

Fixed Asset / Inventory System

• Asset condition

- Discrepancies: The Deputy Chief / Fire Marshal shall be notified of any discrepancies immediately, per the Lost or Stolen Property section of this policy.
- Documentation: Inventory shall be recorded in the District's Fixed Asset System and will include the Asset description, tag identification, purchase date, cost, site location, and may include a photograph.
- Risk Assessment: Risk assessments shall be conducted periodically to review and identify Assets vulnerable to loss and decide the extent of internal controls that should be put in place to safeguard the Asset. It should be conducted periodically as changes occur to update this policy. The assessment may be performed in combination with the periodic policy review. The assessment should include areas like:
 - Public perception of what Assets should be tracked
 - Operational risks with data security
 - Possible duplication of tracking efforts
 - Recent problems with missing or unusable equipment
 - New Asset type evaluation
 - Perceived risk associated with an Asset
 - Replacement cost of an Asset compared with the cost to track it

To ensure segregation of duties, the individual(s) assigned to conduct the biennial inventory shall be separate from the individual(s) assigned to track Assets. In addition, the individual receiving Assets, shall be separate from the individual initiating or authorizing the purchase.

701.5 OVERSIGHT AND RECORDKEEPING

The Fire Chief or designee shall develop and administer the Asset management process.

This responsibility includes:

- Maintain records;
- Ensure Assets are identified and inventoried;
- Coordinate the biennial physical inventory;
- Reconcile property inventory; and
- Ensure financial reports are completed on Assets as needed or required.

701.6 LOST OR STOLEN PROPERTY

Lost or stolen equipment must be reported as soon as discovered missing to the Deputy Chief / Fire Marshal. The individual finding the loss, as well as that individual's supervisor should complete and sign a statement to include a description of events surrounding the disappearance

Lake Stevens Fire Department

Lake Stevens FD Fire Policy Manual

Fixed Asset / Inventory System

of the property or the notice of loss, who was notified of the loss, and steps taken to locate the property.

Lost or stolen Fixed Assets must be reported to the Police Department as soon as it is discovered the equipment is missing, and a police report must be filed. Lost or stolen Small and Attractive Assets should be reported to the Police Department along with filing a police report.

The Deputy Chief / Fire Marshal shall immediately report to the State Auditor's Office known or suspected loss of public funds or Assets or other illegal activity per RCW 43.09.185.

If after 90 days the equipment has not been recovered, it shall be removed from the inventory records by the Deputy Chief / Fire Marshal.

Surplus Property

702.1 PURPOSE AND SCOPE

Washington law does not address the disposal or surplus property by fire protection districts. The intergovernmental transfer of property is addressed in Chapter 39.33 RCW, entitled "Intergovernmental Disposition of Property", but this Chapter does not address the sale or other conveyance of surplus property to non-governmental entities.

It is the purpose of this policy to establish procedures for the lawful disposal of District owned property that has been determined to be of limited or no value to the District. It is also the purpose of this policy to allow for the flexible application of these guidelines for more efficient and cost effective dispositions of property where the strict application of the procedures would not be in the District's best interest.

702.2 DEFINITIONS

Property - All equipment, material, fixtures, supplies and real estate owned by the District.

Fair Market Value - The value of Property that would be obtained through an arms length transaction using a Commercially Reasonable Means of sale, or the value established by a formal third party appraisal.

Commercially Reasonable Means: Process or procedures designed to obtain the highest value for surplus property which may include but are not limited to: public bidding procedures, consignment sales, sales through want ads, internet sites or other forms of public notice, auctions, garage sales, sales through brokers, or privately negotiated sales provided that there is independent documentation that the private sale is for Fair Market Value.

702.3 DECLARATION OF PROPERTY

The Board of Commissioners, upon recommendation from the Fire Chief or designee, shall determine which District Property serves no valid function for the present or future needs of the District. Such Property shall hereinafter be declared surplus to the needs of the District.

The Board, by the adoption of this policy, delegates to the Fire Chief or designee the decision to surplus any Property of the District with a Fair Market Value of under \$500.00. The Fire Chief or designee shall provide an annual report to the Board identifying all such surplus property.

For single items with a value in excess of \$500.00 the Board shall approve the decision to surplus such Property by Resolution.

702.4 DISPOSITION OF PROPERTY

Governmental Entity: Pursuant to Chapter 39.33 RCW, surplus property may be sold, transferred, donated, exchanged, leased, or otherwise disposed of, to the State of Washington, any Washington State municipality, a political subdivision of Washington State, or a foreign

Surplus Property

governmental entity. Pursuant to RCW 39.33.010 and RCW 39.33.020 the transfer shall occur as follows:

\$50,000 or less estimated value: Property shall be transferred for Fair Market Value on such terms and conditions as are mutually agreeable between the governmental entities.

\$50,000 or greater estimated value: Prior to conveying property having an estimated value of \$50,000 or more to a governmental entity, the District shall hold a public hearing and provide notice per RCW 39.33.020.

Notice of Public Hearing: Publish notice of the public hearing once in a newspaper of general circulation where the property is located at least 10 days, but not greater than 25 days, prior to the hearing.

Contents of the Hearing Notice: At a minimum, the hearing notice shall set forth the date, time, and place of the hearing. It shall also identify the property to be disposed of using a description easily understood by the public. Finally, if the property is real property, the notice shall also describe the proposed use thereof by the receiving governmental entity.

Press Release: A press release pertaining to the hearing shall be disseminated among printed and electronic media in the area where the property is located.

Transfer Decision: At or after the conclusion of the public hearing, the District Commissioners shall determine whether to so transfer the property.

Non-Governmental Entity: If the sale or transfer of the surplus property is made to a nongovernmental entity, the sale shall be made as follows:

Estimated value less than the cost of disposal: When staff has determined that the cost of disposal exceeds the value of the Property, such determination should be documented in writing. The Property may then be disposed in any manner deemed suitable by the Fire Chief or designee and should be documented by [Affidavit of Destruction/Disposition](#).

Estimated value exceeds cost of disposal: Property shall be disposed of using Commercially Reasonable Means approved by the Fire Chief or Board of Commissioners.

702.5 DOCUMENTATION OF SALE

Sales of equipment, vehicles or safety gear of any value, and sales of other personal property in excess of a value of \$500.00 shall be transferred pursuant to a Bill of Sale, substantially in the forms attached as [Surplus Property Exhibit A \(equipment\)](#) or [Surplus Property Exhibit B \(vehicles\)](#).

Surplus Property

702.6 SALE OF SURPLUS PROPERTY TO DISTRICT ELECTED OFFICIALS OR EMPLOYEES

Surplus property available for disposal shall not be sold to District elected officials or employees, except at public sale, and except as per the following specific exception.

An item valued at less than direct buy cost, declared surplus, and of a personal nature which in some way depicts or represents the office in which they have served, may be sold to an elected official or employee after leaving office or position at private sale as used equipment.

**AFFIDAVIT OF ASSET DESTRUCTION / DISPOSITION STATE OF WASHINGTON Snohomish
County
Lake Stevens Fire**

I, _____, being first duly sworn upon oath, state that I have destroyed/disposed of _____, asset no. _____, in the proper manner detailed below, and that said destruction/disposition was witnessed by _____.

Destruction/Disposition Method:

_____ Sold _____ Recycled _____ Thrown Away Other: _____

Date of Destruction/Disposition: _____

Name of Recycle Service, if applicable: _____

Any additional pertinent information: If sold through a District sale process or action, provide the following detail:

Disposal Business Name: _____

Date Sent: _____

Scheduled Sale Date: _____

Name of Contact: _____

Signed: _____

Any additional pertinent information: _____

Subscribed and sworn on this day of _____, _____.

Affiant Signature: _____

Witness Signature: _____

EXHIBIT A
BILL OF SALE AND HOLD HARMLESS AGREEMENT

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, **Lake Stevens Fire**, a Washington municipal corporation, ("Seller") does hereby sell and transfer to _____, a _____ ("Buyer") all right, title, and interest that the Seller may have in the _____ ("Equipment") identified in the attached and incorporated Exhibit A, which have been found to be surplus to the Seller's needs.

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Equipment and that the Seller had the lawful right to sell the same and that good and clear title to the Equipment is hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no warranty with respect to the Equipment and Buyer warrants that it has inspected the described Equipment, is aware of any defects in such equipment, and has determined that the Equipment is in a reasonable safe condition for Buyer's use. **THE EQUIPMENT IS OUT OF SERVICE AND MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

Buyer accepts the Equipment "as is," and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever, even if the Seller had been previously advised of the possibility of that damage. The Seller's maximum liability shall in no event exceed the price of the surplus Equipment specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement. THE BUYER SPECIFICALLY ACKNOWLEDGES THAT THE EQUIPMENT MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has made Buyer aware that the Equipment to be sold under this agreement is used and has been determined by the Seller to be surplus to the Seller's needs.
- 2) That the Buyer has been given ample opportunity to inspect the Equipment and has in fact inspected the Equipment referred to in this Agreement, is aware of any defects and accepts the Equipment "as is."

- 3) That the Buyer has independently found the Equipment to meet or exceed its requirements and standards.
- 4) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE EQUIPMENT BUYER AGREES TO INDEMNIFY AND HOLD THE SELLER HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE EQUIPMENT AND THE USE THE EQUIPMENT.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this ____ day of _____, 20__.

[BUYER]

By: _____

By: _____

Print Name: _____

Print Name: _____

Its: _____

Its: _____

EXHIBIT B
BILL OF SALE AND HOLD HARMLESS AGREEMENT

For good and valuable consideration received (specifically including but not limited to Buyer's waiver of claims against the Seller and the absence of a warranty) the receipt and sufficiency of which are hereby acknowledged by the parties to this Agreement, **Lake Stevens Fire**, a Washington municipal corporation, ("Seller") does hereby sell, assign, convey, transfer and deliver to: _____ "Buyer" One _____ VIN# _____, together with all attached equipment the "Vehicle." Which has been found to be surplus to the Seller's needs.

The current mileage of the Vehicle is _____

The Seller hereby warrants to Buyer that immediately prior to the delivery of this Bill of Sale, the Seller was the owner of the full legal title to the described Vehicle and that the Seller had the lawful right to sell the same and that good and clear title to the Vehicle is hereby vested in Buyer free and clear of all liens, claims, encumbrances, and rights of others. The Seller makes no warranty with respect to the Vehicle and Buyer warrants that it has inspected the described Vehicle, is aware of any defects in such Vehicle, and has determined that the Vehicle is in a reasonable safe condition for Buyer's use. **THE VEHICLE IS OUT OF SERVICE AND MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.**

Buyer accepts the Vehicle "as is," and the Seller makes no warranty of any kind, express or implied, or arising by operation of law, by course of dealing or arising by performance, trade practice, or otherwise. The Seller disclaims all other warranties, including without limitation, any implied warranties of merchantability or fitness for a particular purpose. Repair or replacement of defective parts shall be the sole obligation of Buyer. In no event shall the Seller be liable for direct, indirect, incidental, exemplary, consequential, or special damages arising in any manner whatsoever, even if the Seller had been previously advised of the possibility of that damage. The Seller's maximum liability shall in no event exceed the price of the surplus Vehicle specified herein. No person has authority to make any claim, representation, warranty, promise, guarantee or commitment on behalf of the Seller that is not expressed in this agreement. THE BUYER SPECIFICALLY ACKNOWLEDGES THAT THE VEHICLE MAY NOT MEET ANY CURRENT STATE OR FEDERAL SAFETY STANDARDS.

BY SIGNING THIS AGREEMENT, THE BUYER AFFIRMS:

- 1) That the Seller has made Buyer aware that the Vehicle to be sold under this agreement is used and has been determined by the Seller to be surplus to the Seller's needs.

- 2) That the Buyer has been given ample opportunity to inspect the Vehicle and has in fact inspected the Vehicle referred to in this Agreement, is aware of any defects and accepts the Vehicle "as is."
- 3) That the Buyer has independently found the Vehicle to meet or exceed its requirements and standards.
- 4) That the Buyer agrees to the terms of this Agreement.

IN CONSIDERATION OF RECEIVING THE VEHICLE BUYER AGREES TO INDEMNIFY AND HOLD THE Seller HARMLESS FROM AND AGAINST THE FULL AMOUNT OF ANY AND ALL COSTS AND EXPENSES (INCLUDING WITHOUT LIMITATION, ATTORNEYS' FEES AND COURT COSTS INCIDENT TO ANY SUIT, ACTION, INVESTIGATION OR OTHER PROCEEDING), DAMAGES AND LOSSES, SETTLEMENTS, REDUCTIONS OR OTHER ADVERSE EFFECTS ARISING OUT OF OR RESULTING FROM ANY FUTURE CLAIMS RELATING TO THE VEHICLE AND THE USE THE VEHICLE.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THE INDEMNIFICATION PROVIDED HEREIN CONSTITUTES THE PURCHASER'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES FURTHER ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

IN WITNESS WHEREOF, the parties have caused this Bill of Sale and Hold Harmless Agreement to be executed and delivered in its name this ____ day of _____, 20____.

[BUYER]

By: _____

By: _____

Print Name: _____

Print Name: _____

Its: _____

Its: _____

JOINT MEETING BUSINESS

DRAFT SNOHOMISH COUNTY FPD NO. 7 AND LAKE STEVENS FIRE MERGER

GOVERNING RULES AND BOARD POLICIES

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SECTION - 1. AUTHORITY

- 1.1. **Status.** Snohomish County Fire Protection District No. 7 is a municipal corporation organized and operating pursuant to Title 52 RCW.
- 1.2. **Board of Commissioners.** The Board of Commissioners “Board” possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 1.3. **Purpose.** The Board of Commissioners hereby establishes the following Governing Rules and Board Policies to guide the conduct of the Board in managing the operation of the fire district. These rules shall be in effect upon adoption by resolution of Board and until such time as they are amended or new rules are adopted in the manner provided by these rules.

SECTION - 2. COMMISSIONERSHIP/QUORUM/VOTING/VACANCIES

- 2.1. **Commissioner Positions.** The Board of Commissioners consists of five Commissioner positions each with a six-year term. Elected Commissioners shall take office at the first meeting in January following an election, provided that Commissioners elected to fill the remainder of a vacant term may take office at the first meeting following the certification of the election.

- 2.2. Commissioner Oath.** Commissioners shall take an oath of office before beginning to perform the duties of the office, but no more than ten days prior to the date the Commissioner's term begins.
- 2.3. Individual Commissioners.** Each Commissioner is an elected or appointed representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board and to make and second motions regardless of whether the Commissioner is serving as chair. Commissioners shall, however, be governed by the provisions of these Rules and chapter 42.23 RCW in respect to any matter in which the Commissioner may have a conflict of interest. Individual Commissioners do not have authority to manage or direct the affairs of the District. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel and for the establishment of a chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the District operations and to meet the paid and volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.
- 2.4. Quorum.** A quorum shall constitute three Commissioners.
- 2.5. Voting.** The Board shall act by majority vote except where statutory requirements require a supermajority or unanimous vote in which case the statutory requirement shall control. Voting shall occur as follows:
- (a) Voice vote.** A generalized verbal indication by the Board as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Board. Silence of a Commissioner during a voice vote shall be recorded as a vote with the prevailing side, except where such a Commissioner abstains because of a stated conflict of interest or appearance of fairness.
 - (b) Roll call vote.** A roll call vote may be requested by the Chair or by any Commissioner.
 - (c) Abstentions.** It is the responsibility of each Commissioner to vote when requested on a matter before the full Board. However, a Commissioner may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
 - (d) Votes by Chair.** The Chair may vote on the same basis as any other Commissioner.
- 2.6. Absences.** Commissioners will inform the Chair or Board Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Commissioner as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.

- 2.7. Removal of Commissioner.** If a Commissioner has three unexcused absences from three consecutive regularly scheduled meetings of the Board the Commissioner shall be removed from the Board and that member's position shall be considered as a vacancy to be filled in accordance with Section 2.8. The Board Secretary shall notify the Commissioner by mail after two consecutive unexcused absences that the position will be declared vacant if the Commissioner is absent without being excused from the next regularly scheduled meeting of the Board.
- 2.8. Vacancies.** In case of a board vacancy, the remaining Commissioners shall fill such vacancy by appointment. The appointee shall be a registered voter residing within the jurisdictional boundaries of the District and shall serve until the next regularly scheduled fire district general election, at which time the individual elected shall take office on the certification of the election and serve the remainder of the unexpired term. The board may fill the position immediately or may go through an application process substantially as follows:
- (a) The Board will publish notice of the vacancy and receive applications from any qualified persons seeking to fill the position for a minimum of fifteen calendar days after suitable public notice.
 - (b) After applications have been received, the Board may conduct interviews of the candidates in an open public meeting.
 - (c) The Board shall appoint a qualified individual to fill the vacancy within ninety (90) days, by a vote of the remaining fire Commissioners.
 - (d) If the Board fails to fill the vacancy within the ninety-day period the Board shall notify the county legislative authority and the county legislative authority shall make the appointment.

SECTION - 3. BOARD CHAIR SELECTION/DUTIES

- 3.1. Selection of Chair.** Annually at the first meeting in January of each year, or if required at other times by changes in the Commissionership, the members thereof, by majority vote, shall designate one Commissioner to serve as Chair and one Commissioner to serve as Vice Chair for the ensuing year. Nominations will be called for and closed by the governing Board before the vote.
- 3.2. Conduct of Meetings.** The Chair shall preside at all meetings of the Board and, in the absence of the Chair, the Vice Chair will act in that capacity. If both the Chair and Vice Chair are absent and a quorum is present, the Board shall elect one of its members to serve as Chair until the return of the Chair or Vice Chair.
- 3.3. Duties of the Chair:**
- (a) Shall preserve order and decorum at all meetings of the Board and cause the removal of any person from any meeting for disorderly conduct;

- (b) Shall observe and enforce all rules adopted by the Board;

SECTION - 4. BOARD SECRETARY

- 4.1.** The Board shall appoint a qualified individual to serve as Secretary to the Board of Commissioners as required by RCW 52.14.080. The Secretary shall take an oath of office and shall perform all duties as required by law or as assigned by the Board.

SECTION - 5. BOARD MEETINGS

- 5.1. Open Public Meetings.** All meetings of the Board shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30. The Board Secretary, or designee, shall be responsible for preparing agendas for all Board meetings. The Board Secretary, or designee, shall cause to be prepared minutes of all of the Board meetings, which minutes shall contain an account of all official actions of the Board. The open public portions of the Board meetings shall be electronically recorded and retained for the period of time as provided by State law.
- 5.2. Regular Meetings.** The date, time and location of the regular meetings of the Board shall be established by Resolution of the Board.
- 5.3. Special Meetings.** Special Meetings may be called by the Chair or by any three members of the Board by written notice delivered to each member of the Board in the manner required by RCW 42.30.080.
- 5.4. Emergency Meetings.** Emergency meetings may be called by the Chair, in accordance with RCW 42.30.070.
- 5.5. Executive and Closed Sessions.** The Board may hold executive sessions pursuant to a purpose authorized under RCW 42.30.110 and may hold closed meetings pursuant to RCW 42.30.140. Attendance in executive sessions or closed meetings shall be limited to the Commissioners and such other staff members and consultants authorized by the Chair or a majority of the Commissioners. The public is restricted from attendance. Executive and closed sessions shall not be recorded.
- 5.6. Cancellation of Meetings.** Meetings may be canceled by a majority vote of the Board and proper notice given by the Board Secretary.

SECTION - 6. ORDER OF BUSINESS/REGULAR BOARD MEETING AGENDA

- 6.1. Agenda Preparation.** All items to be included on the Board's agenda for consideration should be submitted to the Board Secretary, in full by Noon [redacted] days preceding each regular Board meeting. The Board Secretary shall then prepare a proposed agenda according to the order of business, for approval by the Chair, or Chair's designee. A final agenda will then be prepared by the Board Secretary and distributed to Commissioners as the official agenda for the meeting. The agenda shall be posted on the District website at least 24 hours in advance of the meeting but may be modified at any time. The agenda format of the Regular Board meeting shall be substantially as follows:

- (a) **Call to order.** The Chair shall call the meeting to order.
- (b) **Flag salute.** The Chair, Commissioners and, at times, invited guests will lead the flag salute.
- (c) **Roll call.** The Chair will call the roll. Commissioners may request to be excused from a meeting by requesting the same of the Chair in advance of the meeting.
- (d) **Agenda modifications.** Changes to the Board's published agenda may be requested and announced at this time.
- (e) **Announcements, Proclamations and Presentations.** A proclamation is defined as an official announcement made by the Chair or the Governance Board regarding a non-controversial event, activity or special interest group which has a major authority-wide impact.
- (f) **Public Comment.** Members of the audience may comment on items relating to any matter related to District business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Rules. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board when specifically invited to do so by the Chair.
- (g) **Consent Agenda.** Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action.
 - (i) Approval of minutes.
 - (ii) Fixing dates for public hearings and appeals.
 - (iii) Approval of claims and vouchers, bid awards and contracts.
 - (iv) Other items designated by the Governance Board.
- (h) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.
- (i) **Commissioner Reports.** The Chair and Commissioners may report on significant activities since the last regular meeting, to inquire on matters of general District business, or to initiate investigation or action on a matter of concern.
- (j) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Board of the operations of the District.

- (k) **Department Reports.** When requested by the Board, the Chair or the Chief, department heads shall provide reports to the Board on issues of general interest and importance to the Board.
- (l) **Correspondence.** The Board Secretary or Chief shall report to the Board regarding correspondence received that is relevant to the Board's proceedings. The content of the correspondence shall be summarized but shall not, unless requested by a Commissioner, be read into the record.
- (m) **Unfinished Business.** Unfinished business of a general nature.
- (n) **New Business.** Business that has not been previously before the Governance Board.
- (o) **Good of the Order**
- (p) **Executive Sessions.** When executive sessions are required the Chair shall announce the time of the executive session and the purpose of the executive session with specific reference to the statutory authority for the executive session. The Chair may, but is not required, to announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.
- (q) **Future Meetings.**
- (r) **Adjournment.**

SECTION - 7. CONDUCT AT MEETINGS/DEBATES/RULES OF PROCEDURE

- 7.1. **Interruption.** No member of the Board, including the Chair, shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings.
- 7.2. **Courtesy.** All speakers, including members of the Board, which includes the Chair, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.
- 7.3. **Challenge to Ruling.** - Any member of the Board, including the Chair, shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Board present, including the Chair, shall govern.
- 7.4. **Rules of Order.** These Rules establish the governing rules of order for the Board. In the event a situation arises in which these Rules do not adequately address or resolve a procedural issue, then, except where such rules conflict with these rules or state law, the

rules of procedure for small boards established in the latest edition of *Roberts Rules Of Order, Newly Revised* shall control.

- (a) If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore a second is not needed for those matters.
- (b) A motion that receives a tie vote is deemed to have failed.
- (c) When making motions, Commissioners shall be clear and concise and not include arguments for the motion within the motion.
- (d) After a motion has been made and seconded, the Commissioners may discuss their opinions on the issue prior to the vote.
- (e) If any Commissioner wishes to abstain, from a vote, that Commissioner shall advise the Governance Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Commissioner perceives a need to abstain, provided that, prior to the time that a Commissioner gives advice of an intent to abstain from an issue, the Commissioner may confer with the District Attorney to determine if the basis for the Commissioner's intended abstention is appropriate. If the intended abstention can be anticipated in advance, the conference with the District Attorney should occur prior to the meeting at which the subject matter would be coming before the Board.
- (f) A motion may be withdrawn by the maker of the motion at any time without the consent of the Board.
- (g) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (h) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (i) Debate of a motion only occurs after the motion has been moved and seconded.
- (j) The District Attorney shall act as the Board's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Board meeting.
- (k) These rules may be amended, or new rules adopted, by a majority vote of the full Board.

SECTION - 8. PUBLIC COMMENTS

- 8.1.** Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Board as a whole. The Board Secretary shall serve as timekeeper. The Chair, or a majority of the Board, may make exceptions to the time restrictions of persons addressing the Board when warranted, in the discretion of the Chair or the Board.
- 8.2.** Any person making personal, impertinent or slanderous remarks while addressing the Board shall be barred from further audience participation by the Chair, unless permission to continue is granted by a majority vote of the Board.

SECTION - 9. BOARD MEETING STAFFING

- 9.1. Board Secretary.** The Board Secretary shall attend all meetings of the Board unless excused by the Chair or the Chief and in such event, an acting Board Secretary shall be designated to attend the meeting by the Chair or the Chief.
- 9.2. Fire Chief.** The Fire Chief or designee shall attend all meetings of the Board unless excused.
- 9.3. District Attorney.** The District Attorney shall attend all meetings of the Board when requested by the Chief or the Chair and shall, upon request, give an opinion, either written or oral, on legal questions.

SECTION - 10. BOARD COMMITTEES AND CITIZEN ADVISORY BOARDS

- 12.1.** The Standing Committees of the Governance Board of the Puget Sound Regional Fire Authority are as follows:
 - (a)**

SECTION - 11. BOARD REPRESENTATION

- 11.1.** If a Commissioner appears on behalf of the District before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Governance Board if known, on such issue. Personal opinions and comments which differ from those of the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position. Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another government agency or community organization.

SECTION - 12. CONFIDENTIALITY

- 12.1.** Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the District's position is not

compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION - 13. BOARD COMPENSATION

13.1. Commissioner Compensation. Commissioners shall receive compensation in the manner provided in RCW 52.14.010 implemented in accordance with the following rules. It is the function of the Board to approve the services that any member is authorized to perform for the District. Members of the Board shall be entitled to receive the full amount of compensation authorized by statute for the following activities:

- (a) Actual attendance at all regular and special meetings of the Board.
- (b) Attendance at regular Fire Commissioners Association meetings and at meetings of the Board of Directors of the Association if the Commissioner is a member of the Board.
- (c) Attendance at Washington Fire Commissioners Association meetings, conferences and seminars.
- (d) Attendance at Fire District related seminars and educational classes.
- (e) Attendance at Fire District open house functions.
- (f) Travel time when a separate day of travel is required because of the location and scheduling of the activity.
- (g) Attendance at other Fire District related activities approved by the Board.

13.2. Waiver of Commissioner Compensation. Any Commissioner may waive all or any portion of his or her compensation payable under this section, by a written waiver filed with the Board Secretary prior to the date on which the compensation would otherwise be earned. The waiver shall specify the time period or the specific activities for which the waiver is made.

13.3. Commissioner Expense Reimbursement. Commissioners shall, on approval by the Chair, receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the District including the following:

- (a) Mileage reimbursement for use of personal automobiles at the District approved rate together with parking fees, ferry fees, etc.
- (b) Registration fees for conferences, seminars and educational classes related to governance of the District.

- (c) Actual expenses for overnight accommodations when required by the nature of the activity attended (receipts required) not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website .
- (d) Actual Meal expense including gratuity (receipts required) when meals are not provided in the registration fee at an event attended not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website.

SECTION - 14. ACCESS TO DISTRICT RECORDS

- 14.1. Each Commissioner shall have access to District records during regular business hours of the District; provided, that the review or examination of the records shall not interfere with the normal operation of the District staff. Commissioners shall not remove original District records from District buildings. The administration shall provide copies of records requested by Commissioners subject to the following limitations:
- 14.2. No copies of confidential records will be provided without prior approval of the Board.
- 14.3. Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.
- 14.4. District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

SECTION - 15. PERSONAL LIABILITY PROTECTION

- 15.1. **Insurance.** The Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with defense coverage and liability protection subject to the following conditions:
 - (a) The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
 - (b) The cause of action must not have arisen as a result of intentionally negligent or criminal conduct of the Commissioner.
- 15.2. **Liability Protection Procedure.** The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner.
 - (a) The matter shall be referred to the District's attorney for investigation and review.
 - (b) The District's attorney or designee shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.

- (c) The District's attorney shall report to the Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.
- (d) The Board shall make the final determination based on the report and investigation of the attorney.

SECTION - 16. ETHICS

- 16.1. Purpose.** The District and its Commissioners find that the proper operation of a fire protection district, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the Commissioners of this District.
- 16.2. Policy.** The policy of the District is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the District is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all District employees to emulate. The expectations of the Board and the District shall be that the prohibitions contained herein will always be honored and that the recommendations contained herein will be aspired to, and achieved whenever feasible.
- 16.3. Definitions.** The following terms or words shall have the following meanings, throughout this ethics policy:
- (a) **Major Infraction:** A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed herein that involves honesty or integrity.
 - (b) **Minor Infraction:** A minor infraction means any ethics code violation not deemed to be major.
 - (c) **Misfeasance:** Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.
 - (d) **Malfeasance:** Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
 - (e) **Violation of oath of office:** This term is also defined by statute, and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a Commissioner, would be an example of a violation of the oath of office.

16.4. Prohibited Conduct- A Commissioner Shall Not:

- (a) Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the Commissioner's duties.
- (b) Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, though, or under the supervision of the Commissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- (c) Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (d) Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the Commissioner's services unless provided for by law.
- (e) Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Commissioner, or be considered as part of a reward for action or inaction.
- (f) Accept employment or engage in business or professional activity that the Commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (g) Neither disclose confidential information gained by reason of the Commissioner's position, nor may the Commissioner otherwise use such information for his or her personal gain or benefit.
- (h) Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such Commissioner's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Commissioner's position.
- (i) Employ or use any District employee or other person, District funds or money, or District property under the Commissioner's official control or direction, or in his or her official custody, for the private benefit or gain of the Commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or official duties, or otherwise allowed by law.
- (j) Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.

- (k) Participate, by voting or otherwise, in any issue that comes before the Board, when the Commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
- (l) Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of Commissioner, if concurrently serving as a Commissioner.

16.5. Recommended Conduct - At All times a Commissioner should:

- (a) Respect and comply with the law.
- (b) Act at all times in a manner that promotes public confidence in the office of Commissioner.
- (c) Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- (d) Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- (e) Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- (f) Have the courage to do what is right and stand up for those without power or authority.
- (g) Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- (h) Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- (i) Lead by example.
- (j) Never forget that public office requires public trust and confidence.

16.6. Exceptions.

- (a) A Commissioner is allowed by state statute to be financially involved in a contract with the District, so long as payment to the Commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such Commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the Board and noted in the minutes before formation of the contract.

- (b) A Commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- (c) A Commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the Commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of an employee of a contracting party, where the compensation of that employee (Commissioner) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Commissioner who attempts to influence, or does influence other District officers with respect to entering into the contract.

16.7. Complaints. All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.