



Snohomish County
FIRE DISTRICT 7
Earning Trust Through Action

SEMIMONTHLY ACTIVITY REPORT

September 18, 2018

7:00 PM

Administration Building / Monroe

**SNOHOMISH COUNTY FIRE DISTRICT #7
WASHINGTON**

AGENDA



Snohomish County
FIRE DISTRICT 7
Earning Trust Through Action

BOARD OF FIRE COMMISSIONERS REGULAR MEETING AGENDA
Snohomish County Fire District 7
Administration Building / Monroe, WA
7:00 PM
Tuesday, September 18, 2018

1. **Open the Meeting of September 18, 2018**
 - A. Commissioner Woolery is excused with prior notice
2. **Pledge of Allegiance**
3. **General Public Comment**
4. **Union Comment**
 - A. IAFF
 - B. Teamsters
5. **Fire Chief Report**
 - A. As presented
6. **Consent Agenda**
 - A. Approve Vouchers:
 - 1) Vouchers: #2330-18 – #2478-18; (\$382,707.79)
 - B. Approve Payroll:
 - 1) Payroll: September 15, 2018; (\$1,073,795.09)
 - C. Secretary's Report on Correspondence
 - D. Approval of Minutes
 - 1) Approve Meeting Minutes – September 4, 2018
7. **Discussion Item**
8. **Action Item**
 - A. Draft Resolution stating its support for countywide Proposition No. 1
9. **Commissioner Committee Reports:**
 - A. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
 - 1) TBD / Station 71
 - B. Finance Committee (Waugh / Wells / Snyder)
 - 1) October 15, 2018 – 09:00 / Admin Bldg.
 - 2) November 5, 2018 – 09:00 / Admin Bldg.
 - D. Policy Committee (Wells / Woolery / Schaub)
 - 1) TBD / Admin Bldg.

- E. Safety Committee (Fay / Schaub)
 - 1) September 24, 2018 – Station 71
- F. Risk Management (Schaub)
 - 1) November 6, 2018 – 18:30 / Fire District 15
- G. Labor / Management (Waugh / Wells / Fay)
 - 1) Postponed for Labor Negotiations / Station 71
- H. Union Negotiations – IAFF – Represented Chief Officers (Wells / Waugh / Snyder)
 - 1) TBD / Admin Bldg.
- I. Shop Committee – (Snyder / Woolery / Schaub)
 - 1) TBD / Admin Bldg.
- J. Strategic Plan Committee – (Fay / Schaub / Wells)
 - 1) September 24, 2018 – December 15 (estimated)
- K. Capital Facilities Committee - (Schaub / Snyder / Woolery)
 - 1) Station 33
 - 2) Station 72
 - 3) Station 32
 - 4) Station 76

10. Other Meetings Attended:

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
- C. Leadership Meeting (Fay / Schaub / Wells)
 - 1) Wednesday, October 3, 2018 – 09:00 / Station 71 (training room)
- D. Sno-Isle Commissioner Meeting
 - 1) Thursday, October 4, 2018

11. Old Business:

12. Call on Commissioners:

13. Attendance Check:

- A. Tuesday, October 2, 2018 - Joint D7/LSF Board Meeting 19:00 / Station 31 – Training Room

14. Executive Session:

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 September 18, 2018

Fire Chief's Report:

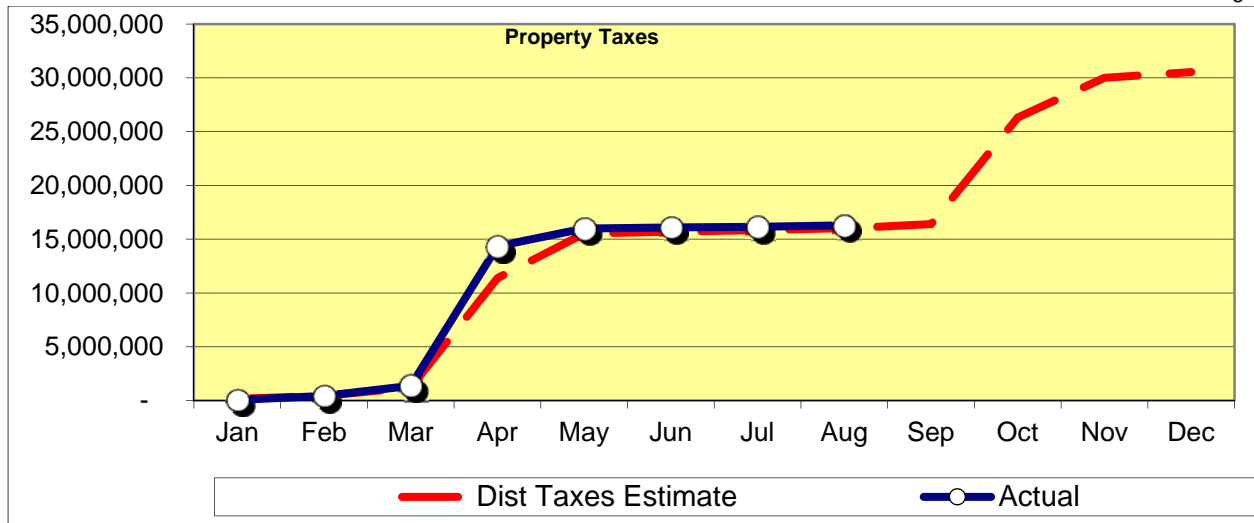
1. The Staff continue to spend countless hours collecting data and reviewing the data for the Public Records Request we received.
2. Division Staff personnel from District 7 and Lake Stevens Fire continue to meet to develop our plan for moving forward. If any members of the Board have further questions please send them to me so they can be addressed.
3. Commissioner Schaub and I met with Gordon MacIvennie (VFIS) to discuss our insurance coverage on September 5th. Gordon understood our position regarding our coverage and notified us he would represent our concerns to VFIS. As a result of this meeting VFIS is working with Mitch to represent the District in the upcoming ULP hearing regarding the IAFF Union complaint on the District's interpretation and actions on the Outside Employment Policy. This hearing has been **changed** to December 10 – 13, beginning each day at 09:30 at Station 31 in the multi-purpose room.
4. Jeff Lawrence presented a 2 day Adaptive Leadership program to the Executive Staff / Battalion Chief's on September 11 and 12. This training was well attended and I believe valuable in continuing to build a more productive team in our organization.
5. The Lake Stevens Board of Commissioners will be attending our meeting on Tuesday, October 4th. They are still working on setting a date for the first meeting in November at Lake Stevens. The night of their first regular meeting in November is the same night as the Sno-Isle Commissioner meeting.
6. FEMA announced that they have awarded District 7 the AFG Grant in the amount of \$758,000 for the replacement of our Self Contained Breathing Apparatus (SCBA). The district match for the grant is \$75,800. I want to thank all of those that participated in the preparation of the grant application – Eric Andrews, Jeff Zornes, Camille Tabor, Steve Guptill, Jessica Ober, and Jennifer Pardee. I have attached a copy of the award for your review.
7. After much debate between the County Chiefs and SNO911, it has been agreed that the hailing name for units making contact with the dispatch center will be changed to SNOCOM. The previous hailing term of "Dispatch" created safety concerns since it is the same term used to contact the King Co. Dispatch when King Co. agencies cross into Snohomish County or vice versa units could not clearly identify which dispatch center was responding. It created further concern since some of the unit names are the same. I want to thank Chief Andrews for his persistence in pursuing the name change in the spirit of firefighter safety.
8. On August 30th, Fire Commissioner Randy Fay graduated from FEMA's National Emergency Management Advanced Academy (NEMAA) at the Emergency Management Institute in Emmitsburg, MD. He completed the full curriculum that provides the strategic level training and education and the essential skills needed for emergency management professionals to manage dynamic and resilient emergency management programs.
9. As you are aware the State Auditor is on site for our District Audit. Below is a list of areas they will be reviewing as part of our accountability audit:

Finance Officer's Report:

1. The auditors are scheduled on site working on the annual audit. They are working on the 2017 financial statements and on the accountability audit for 2017. The accountability audit will include:
 - **Payroll System Review:** We will be focusing on the merger between Fire 3 and 7. Specifically, we will gain an understanding of how payroll information from Fire 3 employees, like leave balances, was transferred over to Fire 7. We will also test the leave balances and possibly salaries/wages for some Fire 3 employees. If a significant amount of overtime was paid out in 2017/18, we may also review that for Fire 7 as a whole.
 - **Deployments:** We will be gaining an understanding of the process for deploying firefighters to other areas to help with wildfires, etc. We would like to know how the District is reimbursed and how firefighters are paid for their time on deployment. Testing will be done where applicable.
 - **Controlled Substances:** This will only be reviewed if we have time remaining after completing the first two areas. (If we don't get to it this year, it will be considered as a potential risk for next year.)
2. We are continuing with our work on the 2019 budget. We are still waiting for final property tax numbers with new construction amounts as well as health insurance information.
3. We are continuing to work with Tyler on some aspects of the new accounting software. At this time, implementation is expected sometime in mid-2019.
4. The tables below show the number of transports, gross transport revenues, and MVC revenues, billed by Systems Design during the month of August for this year, and during the same months for each of the 2 previous years.

Systems Design No. of Transports Billed for District 7	2018	2017	2016
August	389	416	222
Systems Design Transport Revenues for District 7	2018	2017	2016
August	\$180,390	\$186,202	\$89,630
Systems Design MVC Revenues for District 7	2018	2017	2016
August	\$0	\$1,080	\$0

5. The budget and actual expenditures as of August, 2018 are \$28,094,080, 56% of the annual budget. At this time in 2017, District 7 had spent \$24,817,960, 55% of the total annual budget. The expenditures in the General fund are \$22,042,486; 56% of the General Fund budget. At this time in 2017, District 7 had spent \$20,491,900; 63% of its General Fund budget.
6. Total revenues in the general fund for August, 2018, are at 56% of budget. At this time in 2017, District 7 had collected 58% of budgeted revenues in the General Fund. The General Fund revenues collected through August, 2018 are \$20,753,621. In August of 2017, year to date revenues were \$20,491,900.
7. Regular, EMS, and M&O property tax collections in the General Fund and Bond Fund through August, 2018 are \$16,283,392, which is 53% of the amount budgeted. In 2017 at this time, these property tax collections were 54% of the amount budgeted, with collections of \$14,017,873. Below is a chart showing the 2018 year to date property tax collections as compared with expected collections.



Training Officer's Report:

The Training focuses for August 15th, 2018 – September 12th, 2018 centered on the following activities:

1. The 3rd quarter 2018 annual training consist of; ALS CBT High Risk Obstetrics, ALS Run Review Endocrine Emergencies, CBT Spinal Immobilization, CBT De-Escalation, Blue Card CE Module 11, Hazmat Mass Casualty Guideline Review, MCI Training, Snohomish County MCI Plan, PE/PIO Training, HIPPA Refresher, NIOSH LODD Report, Rotary Saw and PWC, Rope and Patient Packaging, SCBA Quarterly, Occupational Exposure to Heat and Cold, Single Company Engine Operations, and Single Company Ladder Operations.
2. District 7 and 4 continue to provide Multi Company Operations training to the county at the Snohomish Training Center. The MCOs occur Thursdays from 09:30 to 12:00.
3. Firefighter Kris Olsen completed his Firefighter Probation on September 14th. Congratulations Kris
4. Lt. Basta continues his assignment with the Training Division as a representative to the Snohomish County Fire Training Academy (SCFTA) as a recruit school coordinator. Lt. Basta is currently preparing for the 18-2 academy.
5. Lt M. McConnell and FF J. Stickney have been assigned to the Snohomish County Fire Training Academy (SCFTA) class 18-2 as recruit school company officers.
6. Captain C. Titland complete and received the ISFSI Training Officer Credential from the International Society of Fire Service Instructors. Congratulations Colby.
7. The Training Division and the D/O committee are finalizing the Driver/Operator test that will take place September 19, 24, 25, 26, 27 and October 1, 2. There are 10 applicants for the test.
8. The Executive Staff and Battalion Chiefs participated in an Adaptive Leadership class instructed by Jeff Lawrence September 11 and 12.

Public Information/Public Education Officer's Report:

1. **News releases/articles:**
 - a. 24 Facebook posts
 - 105 new page likes
 - 74.6 thousand total people reached
 - 124.6 thousand post impressions
 - b. 23 Twitter posts
 - 84.2 thousand Tweet impressions
 - 2,272 Profile visits
 - 56 new followers
 - 49 mentions
 - c. 0 Nextdoor posts

2,384 post views
 7 post reactions
 1 post replies
 Reaching 17,243 verified residents in 165 neighborhoods

2. Other communication:

- a. August 10: Incident Release - 22400 blk 199th Ave SE Fire
- b. August 11: Incident Release – 19800 Tualco Loop Rd. Fire

3. Media coverage:

- a. Fire crews headed to California
 - i. KING 5 News
- b. As fires devastate California, Local crews are on their way
 - i. Everett Herald
- c. Update on crews in California
 - i. Q13 News
- d. Fire destroys motor home early Saturday morning near Maltby
 - i. Everett Herald
- e. Update on crews in California
 - i. KOMO Radio
- f. Fires cancel tractor show in Monroe, burn trailer in Maltby
 - i. Everett Herald
- g. Man ejected from boat drowns in Snoqualmie river in Duvall
 - i. Everett Herald
- h. Boating accident
 - i. KIRO Radio
- i. Snohomish County Firefighters return from California
 - i. KING 5 News
- j. 60-foot tree falls on SUV, trapping woman inside near Bothell
 - i. KOMO News

4. Meetings/Training attended:

- a. August 6: Board Meeting
- b. August 7-11: Fire Rescue International Conference
- c. August 28: Mill Creek Community Collaboration Committee Meeting
- d. August 28: LS/D7 Communications Meeting

5. Tours/Events/Activities:

- a. August 4: Mill Creek Kids Fest (Chadwick, Bloomquist, St. 76)
- b. August 7: National Night Out Events (Lake Tye Park, Willis Tucker Park, Pine Meadow Park)
- c. August 9: Parkridge Community Market – Bike Safety (St. 77)
- d. August 12: King's Corner Block Park (St. 72)
- e. August 18: North Creek High School Fair (St. 72)
- f. August 18: Creating Friends Event (St. 74)
- g. August 18: Heroes & Villains Day – Thousand Trails (St. 31)
- h. August 25: Monroe Fair Days Parade

6. CPR/First Aid:

- a. August 6: CPR Only – 11 people certified
- b. August 18: CPR/First Aid – 7 people certified
- c. August 29: CPR Only (Chadwick) – 1 person certified (staff)

PIO was on vacation August 14 – August 24



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

Classification Description

Job Title: Information Technology Support Systems Analyst	Reports to: Assistant Chief
Former Job Title: n/a	Department/Division: Support Services
Union: No	Bargaining Unit: None
Supervisory: no	FLSA: Exempt
Date Reviewed: September 2018	EEO:

Summary

The Information Technology Support Systems Analyst evaluates, troubleshoots, diagnoses, designs and repairs Information Systems (IS), handles hardware and software problems of the District's computer as well as provides design support and maintenance of the infrastructure of the District's network and server systems and communications systems. Incumbent works independently and provides support to internal and external users of the District's data network, phone and computer equipment and systems via telephone, remote control or on-site with the users.

The IT Administrator is expected to provide a redundant, resilient server environment and ensure systems are stable and reliable through the monitoring and analyzing of network/server performance and in performing corrective tasks such as developing and modifying system infrastructure changes to enhance performance. This includes implementing, designing, testing and administering Windows and virtual environments, collaborative systems, server and data storage environments, network environments, telecommunications systems, security and recovery tools, as well as completing the day-to-day maintenance of systems and components. Incumbents work independently to resolve and troubleshoot complex problems that are related to networking or systems issues ensuring the stability, reliability, availability and best practices of the computing environment.

Essential Duties and Responsibilities

- Designs, configures, analyzes, administers, troubleshoots and maintains all areas of the District's hardware, software and systems' needs including but limited to the following:
 - Server software including network and domain services, web server, switches, routers, firewalls, email server, database servers, virus software and backup software
 - Specialized client/server applications, software and/or programs
 - Desktop, tablets, laptop computers and mobile data computers (MDC's), including creation and loading of computer images
 - Peripherals and telecommunication equipment (e.g. printers, copiers, fax machines, phone stations, PDA's and department issued cell phones, mobile cellular data modems, telephones, etc.)
 - LAN/WAN operations, voice systems communications, VPN and radio services, optimize efficiency, security, and effectiveness

- Evaluates, creates and implements, policies/procedures/updates to optimizes the District’s network, software programs and hardware for maximum performance, reliability, and security
- Collaborates and leads internal and external sources (e.g. agencies, groups, public, employees, etc.) in the determination of resources needed or design specification adjustments when evaluating and implementing systems, software and/or hardware; Develops and makes adjustments to the system, software and or hardware as identified
- Runs simulations in the test environment and makes changes/adjustments as identified by the end users or design specifications to assure sound operations in a “live” environment
- Acts as a liaison between the District and vendors and/or other external agencies
- Monitors expenses and keeps records of all expenditures and revenues relating to assigned work orders and budgets; routes all budget matters through proper channels
- Obtains quotes from vendors for goods and services in alignment with procurement policies as assigned
- Assists in Emergency Operations Center as needed, conducts and/or attends public or department meetings as assigned
- Serves as liaison between district and other agencies for technology projects or services such as dispatch center, radio system etc.
- Provides oversight of technology contractors as assigned
- Assists with the surplus of unused equipment
- Maintains accurate inventory for areas of responsibility
- Performs other duties as assigned

Qualifications

Knowledge of and Skills in

- Researching, designing and implementing updates or new systems, software and hardware to increase effectiveness and efficiency of the organizations
- Developing and administering network operations, systems, software and hardware for a public agency
- Presenting projects, programs, decisions to a diverse audience of users to gain support for ideas and projects
- Managing multiple projects simultaneously
- Exhibiting flexibility and creativity when working with assigned personnel and technology issues
- Quick and sound decision making skills
- Implementing new technologies
- Designing and maintaining various logs and reports
- Effective communications in both verbal and written forms
- Strong troubleshooting and problem solving skills
- Strong interpersonal communications skills to effectively communicates in a variety of situations and promote co-worker and public trust
- Demonstrating leadership capability, promoting respect and loyalty within the “chain of command” system

Abilities

- Effectively communicate technical information to audiences with varying technical skill levels
- Facilitate and train District personnel in basic aspects of computer system usage
- Conduct research, compile data, develop and communicate decisions in both verbal or written format
- Design and administer various systems, software and hardware to meet the needs of the organization
- Determine the system requirements necessary to support various program, products or equipment; create updates/changes to support new technologies or equipment as necessary
- Work independently; develop and implement effective work processes, provide appropriate information, apply judgment, make decisions and maintain productivity in stressful situations
- Provide technical support and guidance to end users
- Stay up-to-date, analyze and implement new or emerging trends/options in technology to the organization to increase efficiencies and productivity
- Perform duties and maintain personal conduct, attitude and appearance that reflects professionalism and strictly conforms with policies, procedures and discipline within a “chain of command” system;
- Work as a reliable team member, establishing and maintaining effective working relationships with co-workers

Physical Abilities and Working Conditions

- Work is predominately performed indoors in an office environment. Work requires movement to other locations.
- Ability to be on-call 24/7 to address critical system outages, training, or special assignments and attend evening meetings.
- The work requires sitting, talking and hearing; frequently requires the use of hands-to-fingers, handling writing instruments, computers and office supplies which require repetitive arm wrist and hand movement; standing and reaching with arms and hands, climbing, stooping, kneeling, bending or crawling.
- May require occasional lifting not to exceed 50 pounds.

Education and Experience

- Associate’s degree in computer operations, computer science or related field AND
- Three (3) years’ experience performing technical desktop support; OR
- Any combination of education and experience sufficient to provide the requisite knowledge, skills, and abilities.

Licenses and Certificates

- Valid Washington State Driver’s License

This class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.

Proposed Salary Range for New Position: IT Support Systems Analyst

	<u>Min</u>	<u>Mid</u>	<u>Max</u>
Monthly Salary Range:	\$ 6,077	\$ 6,989	\$ 7,900
Annual Salary:	\$72,923	\$83,862	\$94,801

**Midpoint sent at the 50th Percentile*

** 30% range spread between the Min and the Max*

U.S. Department of Homeland Security
Washington, D.C. 20472



FEMA

Mr. Eric Andrews
Snohomish County Fire Dist. # 7
163 Village Ct
Monroe, Washington 98272-2173

Re: Award No.EMW-2017-FO-01891

Dear Mr. Andrews:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Assistance to Firefighters Grant has been approved in the amount of \$758,000.00. As a condition of this award, you are required to contribute a cost match in the amount of \$75,800.00 of non-Federal funds, or 10 percent of the Federal contribution of \$758,000.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Assistance to Firefighters Grant Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

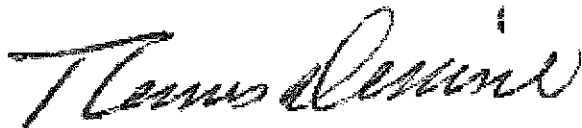
Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your period of performance has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says Update 1199A in the Action column. Click this link. This link will take you to the SF-1199A, Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form

electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas DiNanno". The signature is written in a cursive, flowing style with a large initial 'T'.

Thomas George DiNanno
GPD Assistant Administrator

CONSENT AGENDA

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
2330 - 18	Allstream	545.70
2331 - 18	Andgar Corporation	285.41
2332 - 18	Aramark	31.86
2333 - 18	Aramark	74.14
2334 - 18	ASAP Appliance Service and Parts	269.45
2335 - 18	Bickford Motors, Inc	226.44
2336 - 18	Bickford Motors, Inc	174.82
2337 - 18	Brake & Clutch	1,808.58
2338 - 18	Braun Northwest, Inc.	76.72
2339 - 18	Brian Hyatt	1,215.00
2340 - 18	Callback Staffing Solutions	826.12
2341 - 18	CDW-G	1,998.36
2342 - 18	Central Welding Supply	474.22
2343 - 18	City of Monroe	927.61
2344 - 18	City of Monroe	276.06
2345 - 18	Clearly Communications	747.68
2346 - 18	CNI Locates	212.50
2347 - 18	Cogdill, Nichols, Rein	7,265.80
2348 - 18	Comcast	783.16
2349 - 18	Comdata Network, Inc	4,627.21
2350 - 18	Costco Membership	180.00
2351 - 18	Cressy Door Company, Inc.	4,504.01
2352 - 18	Curtis Greiner	1,890.00
2353 - 18	DiMartino Associates Inc	12,160.34
2354 - 18	DiMartino Associates Inc	1,034.84
2355 - 18	DiMartino Associates Inc	3,836.49
2356 - 18	DiMartino Associates Inc	330.00
2357 - 18	Drug Free Business	100.00
2358 - 18	Elite Lock & Safe	9.83
2359 - 18	EMS Technology Solutions	2,764.50
2360 - 18	Fastenal	10.33
2361 - 18	First Watch	403.00
2362 - 18	Freightliner Northwest	573.88
2363 - 18	Galls	197.92
2364 - 18	Grainger	715.06
2365 - 18	Hill Street Cleaners	50.57
2366 - 18	HRA VEBA Trust	1,066.00
2367 - 18	Hughes Fire Equipment	278.91
2368 - 18	Iron Mountain	158.40
2369 - 18	ISOsource	11,775.71
2370 - 18	Jeff D. Thompson	45.82
2371 - 18	Ken's Radiator	1,982.51

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
2372 - 18	Kenny's Truck Parts & Repair	58.32
2373 - 18	LeRoy Schwartz	143.00
2374 - 18	Les Schwab	5.10
2375 - 18	Leslie Wells	20.17
2376 - 18	Life Assist	1,959.74
2377 - 18	Life Assist	2,332.21
2378 - 18	Life Assist	1,554.45
2379 - 18	Life Assist	1,505.12
2380 - 18	Life Assist	1,830.51
2381 - 18	Life Assist	1,472.61
2382 - 18	Life Assist	942.48
2383 - 18	Lowe's Companies Inc.	103.67
2384 - 18	Lowe's Companies Inc.	72.51
2385 - 18	Lowe's Companies Inc.	272.93
2386 - 18	Lowe's Companies Inc.	229.21
2387 - 18	Lowe's Companies Inc.	9.33
2388 - 18	MacDonald-Miller	1,687.96
2389 - 18	MacDonald-Miller	562.65
2390 - 18	Monroe Parts House	199.45
2391 - 18	Monroe Parts House	101.32
2392 - 18	Monroe Parts House	435.73
2393 - 18	Monroe Parts House	69.96
2394 - 18	Monroe Parts House	386.79
2395 - 18	Monroe Parts House	406.85
2396 - 18	Monroe Parts House	222.51
2397 - 18	Monroe Parts House	548.11
2398 - 18	Monroe Parts House	690.41
2399 - 18	Monroe Parts House	557.12
2400 - 18	Monroe Parts House	381.23
2401 - 18	Monroe Parts House	258.06
2402 - 18	Monroe Parts House	171.28
2403 - 18	Monroe Parts House	235.06
2404 - 18	Monroe Parts House	333.68
2405 - 18	Monroe Parts House	340.03
2406 - 18	Monroe Parts House	106.68
2407 - 18	Monroe Parts House	128.94
2408 - 18	Monroe Upholstery	54.60
2409 - 18	National Hose Testing Specialties, Inc.	8,365.00
2410 - 18	Office Depot	214.60
2411 - 18	Oreilly Automotive	124.49
2412 - 18	Orkin	451.47
2413 - 18	Orkin	169.54

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
2414 - 18	Orkin	56.51
2415 - 18	Pacific Fire & Security	282.56
2416 - 18	Pacific Fire & Security	847.66
2417 - 18	Pacific Power Group	119.80
2418 - 18	Pardee, Jennifer	98.95
2419 - 18	PayChex Inc	816.26
2420 - 18	Petro Card	622.54
2421 - 18	Petty Cash	8,784.15
2422 - 18	Physio Control	25,876.38
2423 - 18	Puget Sound Energy	110.68
2424 - 18	Puget Sound Energy	26.99
2425 - 18	Purcell Tires & Rubber	185.28
2426 - 18	Rairdon's Dodge	139.99
2427 - 18	Republic Services	640.19
2428 - 18	Republic Services	122.47
2429 - 18	Ricoh USA, Inc	336.44
2430 - 18	Rose City Label	488.00
2431 - 18	Sea-Western, Inc.	96.93
2432 - 18	Silver Lake Water	308.82
2433 - 18	Smarsh, Inc	1,076.86
2434 - 18	Snohomish County 911	60,995.98
2435 - 18	Snohomish County 911	2,053.30
2436 - 18	Snohomish County Dept. of Information Svcs	1,318.20
2437 - 18	Snohomish County Fire District 7	68,296.08
2438 - 18	Snohomish County P.U.D. #1	322.62
2439 - 18	Snohomish County P.U.D. #1	1,037.67
2440 - 18	Snohomish County Treasurer	2,742.31
2441 - 18	Snohomish County Treasurer	45.00
2442 - 18	Soundview Aerial Photography	250.00
2443 - 18	Systems Design	8,656.00
2444 - 18	Thyssen Krupp	211.35
2445 - 18	Thyssen Krupp	634.03
2446 - 18	True North Emergency Equipment	978.60
2447 - 18	Trusted Plans Service Corp	16,119.43
2448 - 18	Trusted Plans Service Corp	5,116.11
2449 - 18	Trusted Plans Service Corp	922.64
2450 - 18	UPS	10.82
2451 - 18	UPS	10.45
2452 - 18	US Bank Card	2,858.44
2453 - 18	US Bank Card	1,459.79
2454 - 18	US Bank Card	1,578.04
2455 - 18	US Bank Card	1,145.73

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 4

Voucher No.	Vendor Name	Total
2456 - 18	US Bank Card	464.83
2457 - 18	US Bank Card	551.20
2458 - 18	US Bank Card	853.93
2459 - 18	US Bank Card	-3.16
2460 - 18	US Bank Card	7.89
2461 - 18	US Bank Card	1,225.82
2462 - 18	US Bank Card	7,931.24
2463 - 18	US Bank Card	6,048.56
2464 - 18	US Bank Card	1,521.21
2465 - 18	US Bank Card	2,550.24
2466 - 18	US Bank Card	386.82
2467 - 18	US Bank Card	1,765.53
2468 - 18	US Bank Card	3,425.41
2469 - 18	US Bank Card	947.58
2470 - 18	US Bank Card	1,284.45
2471 - 18	US Bank Voyager Fleet System	10,265.62
2472 - 18	US Bank Voyager Fleet System	528.87
2473 - 18	Verax Chemical Company	91.98
2474 - 18	Verizon Wireless	14.95
2475 - 18	WA Fire Commissioners Assn.	520.00
2476 - 18	Weidner Fire	328.97
2477 - 18	Xerox Corp.	318.46
2478 - 18	EMS Technology Solutions	27,247.50

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 5

Voucher No.	Vendor Name	Total
		Grand Total
		382,707.79

We the undersigned Board of Fire Commissioners of Snohomish County Fire District #7, do hereby certify that the materials have been received or the services rendered as hereinafter specified and that the Vouchers #'s _____ - ~~18~~ through 2478 - ~~18~~ are approved for payment in the amount of \$382,707.79 for the month of September, 2018.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

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Commissioner

Attest to: _____
District Secretary

Date: _____

SNOHOMISH COUNTY FIRE DISTRICT NO 7 - S948
163 VILLAGE COURT
MONROE, WA 98272-0000

CHECK DATE : 09/14/2018 WEEK 36
PERIOD BEGIN : 09/01/2018
PERIOD END : 09/15/2018

Dear Paychex Preview Client,

Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.

If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.

This is a summary of your payroll transactions of the check date of 09/14/2018. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

PAYROLL TOTALS

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	674292.65		
READYCHEX DEBITED FROM YOUR ACCOUNT	13109.67	NUMBER OF PAYROLL CHECKS	162
TOTAL NET PAYROLL	687402.32		
AGENCY CHECKS	223562.30	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	162080.47		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	162080.47	NUMBER OF CHECKS PRINTED	176
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	850232.79		
TOTAL COST OF PAYROLL	1073795.09	NUMBER OF MANUAL/VOID TRANSACTIONS	0

AGENCY TOTALS

GPS	750.00	Deposit made by PAYCHEX INC. on your behalf.
NON-GPS	223562.30	You are responsible for making the deposit on or before the due date.

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	162080.47		09/17/2018 Deposit made by PAYCHEX INC. on your behalf.

**Summary Minutes of the Regular Board Meeting
September 4, 2018**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Schaub, Snyder, Waugh, Wells and Woolery (via phone for partial meeting) were present.

AGENDA CHANGES:

Add: Action Item A: Joint Board Meeting Dates with Lake Stevens Fire

Add: Action Item B: Inter-local Agreement with S. Snohomish County Fire & Rescue: Piggy-back on power cot purchasing.

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

CHIEF'S REPORT

Chief Meek briefly highlighted items from the Chief's Report.

Chief Meek added that two company officers were assigned to the Snohomish County Training Consortium for the recruit academy. Lake Stevens has around four firefighter candidates attending under our two company officers to start working together.

He also presented the letter from the resident of Santa Barbara, California at the last board meeting so Personnel Action Forms (PAF's) for Outstanding Performance for those employees involved will be written up and brought back to the board for signature.

CONSENT AGENDA

A. Voucher Approval:

- Vouchers #2195-18 through #2329-18 in the amount of \$1,204,400.67 was submitted for approval.

B. Payroll Approval:

- The August 31, 2018 regular pay was submitted for approval in the amount of \$951,906.68.

C. Secretary's Report on Correspondence: None

D. Approval of Minutes

- 1) Approve Regular Meeting Minutes of August 21, 2018.

MOTION: Commissioner Snyder moved and Commissioner Schaub seconded to approve the above consent agenda items. On vote, **Motion Carried 6/0**

DISCUSSION ITEMS:

A. SERS Tower Lease Contract

The SERS Tower Lease is expiring. Department Attorney, Rich Davis reviewed it, prepared the First Amendment to the Lease and made further change recommendations. He went over the additions, corrections and deleted changes to the contract. Page 55 of the packet shows the cell towers they do collect rent from. After that are 9 sites that don't collect any rent with District 7 included. Comparisons of other rents were also made.

MOTION: Commissioner Wells moved and Commissioner Snyder seconded to accept the SERS Tower Lease First Amendment as it is written. On vote, **Motion Carried 6/0**

1
2 Discussion took place surrounding the rent versus non-rent comparisons. Commissioner Waugh noted
3 the history of why the District didn't originally charge for the SERS tower. To make a more exacting
4 comparison it would be beneficial to note which towers were built by the Districts and which were
5 SERS built. Charging some fee now seems like a more balanced approach for the District citizens.
6

7 *Commissioner Woolery lost phone connection during the meeting at this time.*
8

9 **ACTION ITEMS:**

10 **A. Joint Board Meetings with Lake Stevens**

11
12 Chief Meek proposed the following joint meeting dates with Lake Stevens for October 2 at Fire
13 District 7 Admin Building 7pm, November 1 at Lake Stevens, and December 4 back at Fire District 7.
14 There was conflict with the commissioners attending the November meeting at Lake Stevens due to
15 the Sno-Isle Meeting held the same night. Otherwise, the other proposed meeting dates worked fine.
16 No action was made.
17

18 **B. Interlocal Agreement with South Snohomish County Fire & Rescue: Power Cots**

19
20 Chief Meek noted that the board approved in the last budget amendment to authorize the purchase of the power cots
21 in the EMS division and the plan was to piggy-back onto South County Fire's bid. District Attorney, Rich Davis,
22 reviewed and found it meets our bid requirements. The Interlocal is all that is needed further to order the power cots.
23

24 It was thought that it would roughly save the District about \$10,000 per cot with plans to purchase 10 cots.
25

<p>26 MOTION: Commissioner Fay moved and Commissioner Schaub seconded to approve the Interlocal Agreement 27 with South Snohomish County Fire & Rescue and to authorize Chief Meek to sign the agreement. On vote, 28 Motion Carried 5/0</p>
--

29
30 **COMMISSIONER COMMITTEE REPORTS**

31 **A. Safety Committee:** Scheduled to meet on August 27, 2018 at station 71. Commissioner Schaub noted that
32 Gordon MacIlvennie anticipated a 3% increase in the VFIS insurance for 2019. Notes for the last meeting
33 will be available at the next commissioners meeting.

34 **B. Risk Management:** Met last August 28th and scheduled to meet on November 6, 2018 – 18:30 at Fire
35 District 15.
36

37 **OTHER MEETINGS ATTENDED**

38 **A. Leadership Meeting:** Scheduled to meet October 3 9am at Station 71.

39 **B. Sno-Isle Commissioner Meeting:** Scheduled to meet on September 6, 2018 at Getchell Fire District 22
40 with the topic on the SERS Radio Update.
41

42 **OLD BUSINESS:** None
43

44 **CALL ON BOARD:**

45 Commissioner Fay questioned about the letter going out to Out-of-District residences, Chief Meek noted that they
46 are still working on that internally.
47

48 Commissioner Fay question Eric Andrews if the plan were to carry over the \$700,000 budget for the Rescue Truck
49 into 2019 budget and was confirmed that AC Guptill had already requested that if it were not to occur in 2018.
50

51 **ATTENDANCE CHECK**

52 All board members in attendance noted they would be available for the September 18, 2018 Regular Board Meeting
53 1900 at the Administration Building.

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The meeting was adjourned at 1922 by Commissioner Waugh.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

DISCUSSION ITEMS

ACTION ITEMS

**SNOHOMISH COUNTY FIRE DISTRICT #7
RESOLUTION #2018-6**

A RESOLUTION STATING ITS SUPPORT FOR COUNTYWIDE PROPOSITION NO.1

WHEREAS, Snohomish County Fire District #7 serves 111,000 people in unincorporated Snohomish County and the cities of Monroe and Mill Creek. Our 150 dedicated firefighters and paramedics daily work to provide very high quality and speedy emergency services to our local communities; and

WHEREAS in order to serve the public with outstanding, lifesaving service, our firefighters and paramedics depend on reliable and consistent 9-1-1 communications to quickly get to the scene of an emergency; and

WHEREAS, the Snohomish County Emergency Radio System, despite its best efforts, has this year experienced repeat failures and breakdowns of its existing, and outdated radio system now in its 20th year and soon reaching its expected end of life; and

WHEREAS, emergency 9-1-1 radio service has become increasingly problematic and unreliable for conducting essential 9- 1- 1 first response communications; and

WHEREAS, 16 other counties in our state have already taken action to fund updating their 9-1-1 equipment by utilizing the only specific state authorized funding mechanism to meet this emergency communications equipment funding need; and

WHEREAS, as Fire Commissioners, we have joined other local government officials from around the county to urge Snohomish County to provide voters with an opportunity this year to decide on whether to approve a countywide sales tax increase of one-tenth of one percent as specifically authorized by RCW 82.14.420.

WHEREAS, the Board, to achieve greater efficiencies, has supported 2018 consolidation efforts to combine two previously independent 9-1-1 local dispatch centers and to now merge with SERS to form one, unified emergency communications organization under the banner of Snohomish County 911, and

WHEREAS, following our recommendation along with other local agencies and those of Snohomish County's Executive and Sheriff, the five-member County Council unanimously voted on June 20, 2018 to authorize a countywide vote at the upcoming November 6 general election on this proposed sales tax funding measure; and

WHEREAS, we support a small and dedicated county sales tax increase intended only to fund local emergency 9-1-1 communications equipment and infrastructure as it would avoid adding to local property tax burdens.

NOW THEREFORE, BE IT RESOLVED that we, the Board of Commissioners of Snohomish County Fire District #7, respectfully urge that voters consider the need for maintaining continual 9-1-1 emergency communications when deciding how to vote on Proposition No. 1. We believe having a reliable radio system to replace the existing failing countywide SERS 911 emergency radio system is critical to maintaining lifesaving public safety services in our County. Having considered this ballot proposition in an open public meeting, the Board of Fire Commissioners for Snohomish County Fire District #7 formally expresses its support of county-wide Proposition No. 1 as it appears on the November 6, 2018 general election ballot.

RESOLVED this 18th day of September, 2018 the following Commissioners being present and voting.

Randy Fay, Commissioner

Jeff Schaub, Commissioner

Bill Snyder, Commissioner

Roy Waugh, Commissioner

Leslie Wells, Commissioner

Randy Woolery, Commissioner

COMMITTEE REPORTS

Safety Committee Meeting Minutes August 27, 2018

A Safety Committee meeting of Snohomish County Fire District No. 7 was held at Station 71 in Snohomish, WA on August 27, 2018. The meeting convened at 1800 hours with Battalion Chief Wirtz presiding.

Members in Attendance:	Bill Wirtz, Colby Titland, Andrew Anderson, Randy Fay, Matt Suhayda, Jeff Schaub, Dave LeDuc
Members not in Attendance:	Jamie Silva, Bill Gunterman, Bill Ekse
Guests:	

I. Approval of Meeting Minutes:

- Chief Wirtz reviewed action items and asked if there were any corrections to the minutes of the Safety Committee meeting held on July 30, 2018. Having no corrections identified, the following motion was made:

Motion: *Moved by F/F Suhayda and seconded to approve the minutes for the July 30, 2018 meeting.*
*****Motion carried*****

II. Unfinished Business:

- **Formal Safety Recommendation #2017-02: Alarm-activated Service Disconnects** – No update available on progress with this issue.
- **SDS Manual Update** – B/C Wirtz reported that the semi-annual update has been completed for all District facilities.
- **NIOSH Report on Evaluation of Chemical Exposures during Fire Fighter Training Exercises Involving Smoke Simulant** – The concern is over respiratory health effects from exposures to smoke simulants used during training exercises. The study included air sampling of two types of smoke simulant, interviews of fire trainers, reviews of work-related injuries and illnesses, and review of medical records concerning a trainer's exposure to an oil-based smoke simulant resulting in respiratory injury and hospitalization.

Our organization currently uses *Fog Juice*, which has a minimal toxicity concern, however it does appear to have a mineral oil mist component. B/C Wirtz and Capt. Titland will research further to identify the appropriate level of respiratory protection for instructors who may be working in an environment in excess of the Threshold Limit Value (TLV). Our findings will be shared with our other training partners as well so that best practices can be implemented.

- **Follow-up on PFAS in Class B foam and protective equipment (Wirtz)** – B/C Wirtz reported that he completed a review of our current foam types for PFAS content:
 - **FireAde Fire Fighting Agent** – is clear of PFAS (this is our primary foam now being used) *****Recommend using this product exclusively*****
 - **Ansul 3% Protein Foam Concentrate** – does appear to contain PFAS; manufacturer would not respond to request to provide documentation of PFAS-free. *****Recommend discontinuing use of this product** Limited supply on hand.***
 - **Ansulite 1% AFFF** - does appear to contain PFAS; manufacturer would not respond to request to provide documentation of PFAS-free. *****Recommend discontinuing use of this product** Limited supply on hand.***
 - **Ansulite ARC 3% or 6% AR-AFFF** - does appear to contain PFAS; manufacturer would not respond to request to provide documentation of PFAS-free. *****Recommend discontinuing use of this product** Limited supply on hand.***

III. Review of Occupational Injury and Illness Reports:

- There were no reportable occupational injuries or illnesses reported during this period.

IV. Monthly Safety Audit Review

- Safety Audits were distributed to D-Shift for the month of August 2018. B/C Wirtz is working with others to assure discrepancies are resolved as soon as possible. No major concerns reported.

V. Vehicle Collision Review:

- **BT31 collides with a log jam in a narrow shoot while returning from a call on 8/18/2018** – BT31 was dispatched to a report of a subject in the Skykomish River, possibly in a strainer. The incident occurred during daylight conditions at about 1730 hours. BT31 was launched at the Gwilt property off of Ben Howard Road. Water level on the river was reported to be extremely low. The BT31 crew was able to make contact with the victim up river and moved him to safety. Upon returning to the launch site, the operator of BT31 had to navigate shallow water conditions on plane with the flow in a very tight channel that apparently included an elevation drop. While maneuvering through the channel, the rear driver side of BT31 struck a log pile resulting in a significant dent to the tower structure. There were no reported injuries as a result of this collision. The watercraft was evaluated by services to assure it was safe to be left in service. The tower has since been repaired.

Additional factors/opinions in this case:

- *BT31 was returning from the incident when the collision occurred - having already traveled through this limited clearance channel to travel upstream to make contact with patient.*
- *Speed on approach to the channel may have been a contributing factor, however an appreciable amount of speed was necessary to get the watercraft on plane to pass through the channel.*
- *Some reports indicate that BT31 should never have been launched in this case as the risks involved in operating in low water conditions exceeded the potential benefits – apparently the crew was unaware of current patient disposition (being safe) as it was reported in CAD only and apparently not voiced over the radio. The tow vehicle is not equipped with an MDC.*

In review of this case, the committee recommends the following actions:

1. *Assure that important situational awareness facts for special operations incidents like this are voiced over the radio following the NFPA Communications Model “hand shake” – not just noted as a narrative entry in CAD. Dispatchers, the incident commander, and field units all have a role in this effort.*
2. *Assure an adequate size-up occurs prior to entering a known narrow channel – considering appropriate speed and clearance of obstructions.*
3. *Consider using an alternate launch point to remove watercraft from the river. In this case, the hazard area was already traveled. The use of the launch at Sportsman’s Park located upriver may have been a good option. Certainly more time would be needed to relocate the tow vehicle, but most likely a safer course of action.*

VI. New Business:

- **Storage of Corrosive Liquids in Proximity of SCBA Compressor at Station 31** – a recent oil leak occurred with the SCBA compressor at Station 31 due to a mechanical failure. While cleaning this up, two five-gallon buckets of a corrosive liquid was observed. B/C Wirtz investigated this issue further and found the corrosives are associated with the turnout gear extractor located in the same room. Although there was no spill of these

liquids, from a health and safety perspective, it's not a good idea to use or store such hazards in the same vicinity of the SCBA compressor which may in part draw air from the same room.

As an intervention strategy to reduce potential hazards the following actions have been taken and/or are being considered:

- *The containers marked corrosive liquids have been removed from the room.*
- *B/C Wirtz will discuss with B/C Lundquist (PPE) the feasibility of using our NorthWest Safety Clean SR71 product only in the extractor at Station 31. This appears to be a significantly less hazardous product and would assure consistency between stations. The extractor however is different at Station 31 and incorporates a manifold distribution system of cleaning products. We just need to confirm that the SR71 would work adequately as a single product in this configuration.*
- *Contact with Scott Safety has revealed the ability to install piping to an outside location connecting it directly into an intake port on the compressor itself, thus not drawing in air from the same room. B/C Wirtz's recommendation is to implement this configuration.*
- *Relocate the SCBA filling station in an area away from the compressor as a high noise hazard reduction strategy. Currently the filling station is immediately next to the compressor.*

VII. Action Items:

- Complete and distribute meeting minutes (*Wirtz*)
- Update Health & Safety Statistics (*Wirtz*)
- Follow-up on determining appropriate respiratory protection level for smoke simulant environments (*Titland*)
- Follow-up with MES on direct air source feed to Station 31 SCBA compressor (*Wirtz*)
- Follow-up with Milnor Extractor to see if SR71 product can be used with that system at Station 31 – eliminating the use of other Mt. Hood Products that are more hazardous (note: Mt. Hood Chemical is no longer in business) (*Wirtz, Lunquist*)

VIII. Adjournment:

- **Monday, September 24, 2018 at 1800 hours - Station 71** was selected as the time and place of the next regular meeting.

The meeting was adjourned at 1925 hours.



9/24/2018

Bill Wirtz, Battalion Chief
Health & Safety Officer

Date:

Cc: Fire Chief
Board of Fire Commissioners
Asst. Chief of Operations
Asst. Chief of Administration
Committee Members
Memorandum
Safety Committee File

OTHER MEETINGS ATTENDED

OLD BUSINESS

CALL ON COMMISSIONERS

EXECUTIVE SESSION