



Snohomish County
FIRE DISTRICT 7

Earning Trust Through Action

SEMIMONTHLY ACTIVITY REPORT

October 16, 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, October 16, 2018

1. **Open the Meeting of October 16, 2018**
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: #2595-18 – #2717-18; (\$502,781.99)
 - B. Approve Payroll:
 - 1) Payroll: October 15, 2018; (\$868,003.96)
 - C. Secretary's Report on Correspondence
 - D. Approval of Minutes
 - 1) Approve Meeting Minutes – October 2, 2018
7. **Discussion Item**
8. **Action Item**
 - A. Policy 1-68 – Paid Family And Medical Leave
 - B. Policy 1-69 – Procurement and Purchasing
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) Monday, October 15, 2018 – 09:00 / Admin Bldg.
 - 2) Monday, November 5, 2018 – 09:00 / Admin Bldg.
 - D. Policy Committee (Wells / Woolery / Schaub)
 - 1) November 5, 2018 – 17:00 / Admin Bldg.
 - E. Safety Committee (Fay / Schaub)

- 1) Monday, October 29, 2018 – 18:00 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
 - 1) Joint Commissioner Meetings with Lake Stevens Fire:
 - a) Thursday, November 15th, 17:30 - Lake Stevens Conference Center (this meeting will replace the regular meeting of the D7 Board of November 20th).
 - b) Tuesday, December 4th, 19:00 – Station 31 / Training Room
- C. Leadership Meeting (Fay / Schaub / Wells)
 - 1) Wednesday, December 5, 2018 – 09:00 / Station 71 (training room)
- D. Sno-Isle Commissioner Meeting
 - 1) Thursday, November 1, 2018 – 19:30 / Granite Falls Fire – Update on Opioid Task Force

11. Old Business:

12. Call on Commissioners:

13. Attendance Check:

- A. Tuesday, November 6, 2018 – Regular Commissioner Board Meeting

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 October 16, 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. Chief Meek and Chief Clinton are at the Western Fire Chief's FORCE Conference in Oregon October 15th - 17th. Chief Silva will be the contact for this Board Meeting.
4. Last week's Annual Fire Prevention Week Open House went extremely well. Thank you Heather for all your efforts and to the rest of the Commissioners, staff and crew for participating. There will be another one held Saturday, October 13th at Station 31. The event will run from 1200 to 1600.
5. Please see the attached Personnel Action Form for D/O Chad Berg for his actions returning from a task force response in Spokane.
6. The Training Division recently conducted a test to develop a Driver Operator promotional list. The following personnel successfully passed the testing and are listed in order of placement.

- ✚ Matt Suhayda
- ✚ Beau Watson
- ✚ DJ Mattern
- ✚ Chad Squire
- ✚ Rohan Peterson
- ✚ Matt Nuttbrock
- ✚ Matt James

Congratulations to all of these personnel for their successful efforts.

7. The District conducted its Leadership meeting on October 3rd. There was a good attendance by the District Officers. Thank you to Chief Andrews for conducting this meeting.
8. I attended the Mill Creek Business Association meeting on October 4th. They are transitioning this Association to the Mill Creek Chamber of Commerce after the first of the year. This will be a positive step for this organization and will provide more opportunity for them to grow.
9. Commissioner Fay and I met with Interim Mill Creek City Manager Bob Stowe and Police Chief Greg Elwin to discuss the Fire Contract, continuing to build relations, quarterly / annual reports and reverse annexation.
10. The Station 33 mediation scheduled for the week of October 22nd has been postponed. It is anticipated we will reschedule it for after the first of the year when the project is completed to make sure all issues are addressed at one meeting.
11. Below is an updated list of upcoming Grievance / ULP and Mediation hearings:

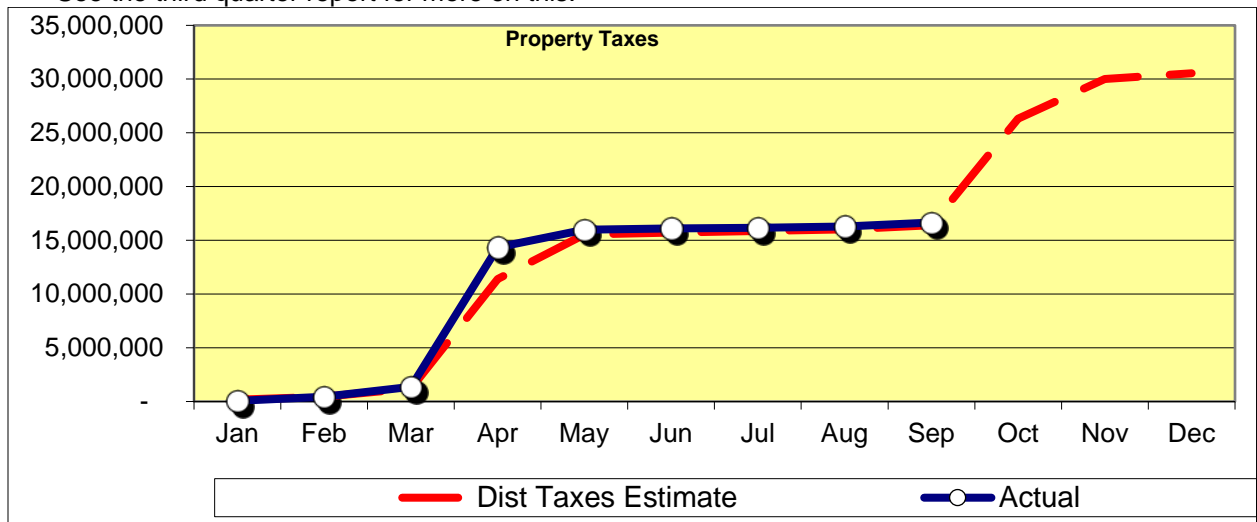
a.	Mediation – Regarding ULP – Pereira	November 6, 2018	Station 31 Training Room
b.	ULP – Outside Employment Policy	December 3 – 6, 2018	Station 31 Training Room
c.	ULP – RCO Debit Day	January 28 - 30, 2019	Station 31 Training Room
d.	Grievance – Pereira Termination	February 26 – 28, 2019	Station 31 Training Room
e.	Station 33 Mediation	TBD	

Finance Officer's Report:

1. The auditors are no longer on site, and are concluding the audit off site.
2. We are continuing with our work on the 2019 budget. We are still waiting for the 2019 health insurance premiums 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 September 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
September	322	416	222
Systems Design Transport Revenues for District 7	2018	2017	2016
September	\$107,206	\$143,688	\$73,060
Systems Design MVC Revenues for District 7	2018	2017	2016
September	\$0	\$0	\$1,115

5. The budget and actual expenditures as of September, 2018 are \$32,319,908, 65% of the annual budget. At this time in 2017, District 7 had spent \$28,838,675, 64% of the total annual budget. The expenditures in the General fund are \$25,308,416; 68% of the General Fund budget. At this time in 2017, District 7 had spent \$23,458,130; 73% of its General Fund budget. The details may be found in the third quarter report.
6. Total revenues in the general fund for September, 2018, are at 57% of budget. At this time in 2017, District 7 had collected 59% of budgeted revenues in the General Fund. The General Fund revenues collected through September, 2018 are \$21,304,232. In September of 2017, year to date revenues were \$18,890,495. See the third quarter report for additional details.
7. Regular, EMS, and M&O property tax collections in the General Fund and Bond Fund through September, 2018 are \$16,647,190, which is 54% of the amount budgeted. In 2017 at this time, these property tax collections were 55% of the amount budgeted, with collections of \$14,377,553. Below is a chart showing the 2018 year to date property tax collections as compared with expected collections. See the third quarter report for more on this.

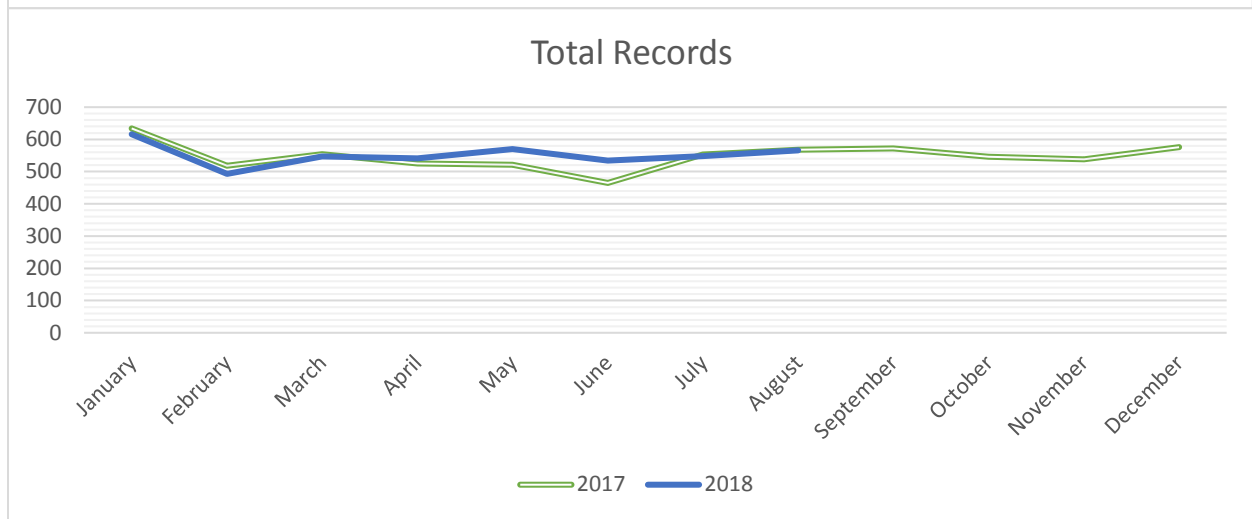
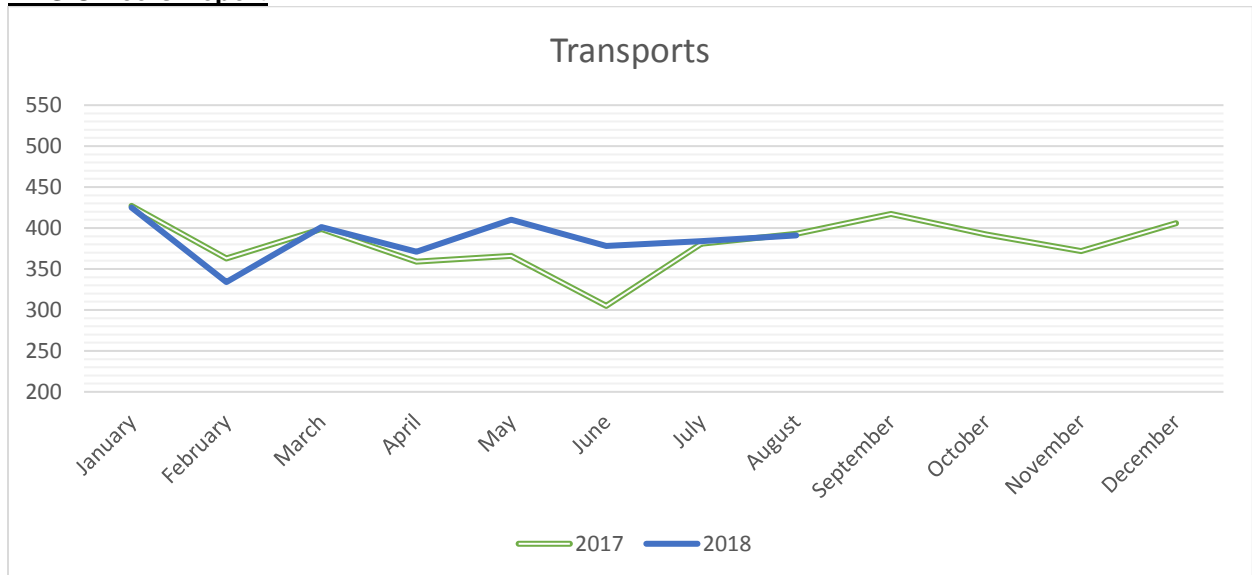


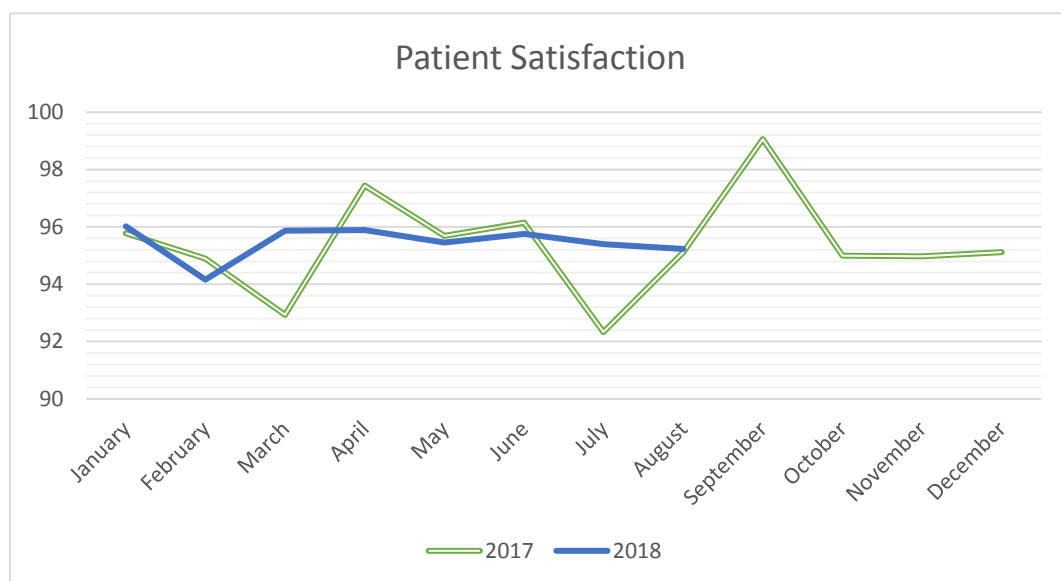
Training Officer's Report:

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

1. The 4th quarter 2018 annual training consist of; ALS Run Review Pediatric Emergencies, PALS, ACLS, CBT Infectious Diseases, Blue Card CE Module 12, Hazmat Decon, EVAP, Modern Fire Demo, Deck Gun, Harassment, Live Fire, Block 4 Hose , Stryker Power Cot, SCBA Quarterly, 2 Engine Attack BC Drill, MVC Billing, Rope Skills, Single Company Engine Operations, and Single Company Ladder Operations.
2. The District 7 Training Division and Chief Welch from Lake Stevens Fire are all working from Station 71.
3. 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.
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. The Training Division and the D/O committee conducted the Driver/Operator test September 19, 24, 25, 26, 27 and October 1, 2. The promotional list was sent to Chief Meek on October 4th. Thank you to all the participants.

EMS Officers Report





1. Presented at the Operative IQ User group
2. Attended the North Sound Accountable Communities of Health retreat
3. Conducted interviews for the Medical Services Officer (MSO) position
4. Met with Everett Clinic on areas of collaboration for Community Resource Paramedic
5. Picked up remounted EMS unit from Braun Northwest
6. Attended in house meetings (i.e. Command and General staff)
7. Met with labor groups on MSO position
8. Worked on plan for upcoming Operative IQ enhancement
9. Replaced AED's with new standardized models
10. Implemented a new chart review system called First Pass

Deputy MSA Report

1. MCI training
2. Deputy MSA was on annual leave and wild land deployments for the balance of the month

Medical Services Officer Report

1. Taught MCI training.
 - a. Training consisted of 25 mock patients and use of MCI boards/IMS system
2. Set up and tore down the fair aid station
3. Supported the Evergreen State Fair with supplies, and back up response
4. Managing EMS Online database for EMT training compliance
5. *Note from D.C. Dorsey, MSO Jacobs did a fantastic job filling in lots of gaps this month and should be commended for his hard to support the organization.

Community Resource Paramedic

1. The Co
2. Community Resource Paramedic has been out on disability.

Public Information/Public Education Officer's Report:

1. **News releases/articles:**
 - a. 11 Facebook posts
 - 36 new page likes
 - 36.8 thousand total people reached
 - 55.7 thousand post impressions

- b. 6 Twitter posts
 - 27.1 thousand Tweet impressions
 - 1,291 Profile visits
 - 61 new followers
 - 7 mentions
- c. 4 Nextdoor posts
 - 10,161 post views
 - 34 post reactions
 - 12 post replies
 - Reaching 17,438 verified residents in 165 neighborhoods
- 2. **Other communication:**
 - a. September 4: Fire District 7 holds badge pinning ceremony for newly promoted Lieutenant
 - b. September 7: Fire District 7 deploys a new medic unit in Mill Creek
 - c. September 10: Fire District 7 awarded grant to replace equipment
 - d. September 12: Fire Commissioner Graduates from FEMA's National Emergency Management Advanced Academy
 - e. September 20: Fire District 7 evaluates opportunities for partnerships to increase efficiencies
 - f. September 22: Fall Newsletter mailed
 - g. September 26: Advertise for IT position
- 3. **Media coverage:**
 - a. Fire District 7 firefighters rescue driver trapped by fallen tree
 - i. News of Mill Creek
 - b. Fire District 7 deploys a new medic unit in Mill Creek
 - i. News of Mill Creek
 - c. Fire District 7 holds badge pinning ceremony for newly promoted Lieutenant
 - i. News of Mill Creek
 - d. Snohomish County Fire District 7 awarded grant to replace equipment
 - i. Sky Valley Chronicle (In Daily Dispatch)
 - e. Two men pulled from lake after canoe flips
 - i. KOMO News
 - f. Snohomish County Fire District 7 Commissioner Randy Fay completes emergency management training
 - i. News of Mill Creek
- 4. **Meetings/Training attended:**
 - a. Sept 4: Board Meeting
 - b. Sept 5: General and Command Staff
 - c. Sept 6: Joint Administrative Meeting
 - d. Sept 11 - 12: Jeff Lawrence – Adaptive Leadership
 - e. Sept 13: Executive Staff Meeting
 - f. Sept 17: LS Leadership Meeting
 - g. Sept 17: LS Communications Meeting
 - h. Sept 24: Mill Creek Community Collaboration Meeting
 - i. Sept 26: Communications Meeting with Monroe Public Schools
 - j. Sept 27: Executive Staff Meeting
- 5. **Tours/Events/Activities:**
 - a. Sept 4: Auction Item Reimbursement – St. 31 (Fire Truck Ride to School)
 - b. Sept 6: Film internal Joint Chief's video
 - c. Sept 7: Fernwood Elementary Resource Fair – St. 72
 - d. Sept 9: Lumberjack Fun Run – Water Safety focus (St. 71, Lt. Hill and Hanson)
 - e. Sept 15: Sweetwater Ranch Block Party – St. 76
 - f. Sept 18: Mill Creek Party in the Park – St. 76
 - g. Sept 19: Station Tour – (St. 31 and Chadwick)
 - h. Sept 29: Mill Creek Run with Heart – St. 77
 - i. Sept 29: Bob's Corn Heroes Day – St. 71 & St. 74

6. **CPR/First Aid:**

- a. Sept 1: CPR Only – (Englund) 6 people certified
- b. Sept 5: Healthcare Provider – (Rodriguez) 1 person certified
- c. Sept 5: CPR Only - (Anderson) 14 people certified
- d. Sept 12: First Aid Only – Administrative Staff (Jacobs) – 8 people certified
- e. Sept 15: CPR/First Aid – (Rodriguez) 7 people certified
- f. Sept 26: CPR/First Aid – (Chadwick) 3 people certified

Snohomish County Fire District 7 Personnel Action Form

Employee Name: Chad Berg Personnel Number: AF9102

Type of Event: Exemplary work Date of Event: 08/09/18

Location of Event: Spokane I-90

Section 1: Purpose of This Personnel Action:

Type of Action: Meritorious Disciplinary Administrative

Section 2: Action Initiated By:

Citizen Supervisor Employee Other Department or Agency

Specify: Eric Andrews - Chief Of Operations

Section 3: Detail of Events:

NOTE: Explain below (use additional pages, if needed) all details of the event. If this is a corrective action, specify the advice or instruction given. If applicable include recommendations, and reason(s) for them.

While deployed on a state fire mobilization you were assigned as driver operator of L31 returning from a major fire in Steven's county. During the return trip the apparatus experienced a sudden tire failure causing a blow out of one of the front tires. This sudden failure resulted in a very unstable and dangerous large vehicle traveling at a high rate of speed. The skill used to keep this vehicle under control and bring it to a safe stop is exemplary work that required all your training and senses that very likely prevented injury or death to members of the fire district. This was not the end to your exemplary work that day. While the rest of the crew was able to be transported home you chose to stay with the apparatus to assure the it was not left unattended until it could be towed appropriately to the fire districts maintenance shop. Circumstances delayed that tow vehicle from picking up the apparatus and resulted in an additional 24 hours that you were away from home and family. The District is indeed fortunate that we have you as an employee that takes his position as driver / operator as a responsibility and not just a job. This supervisor, on behalf of the fire district commends and thanks you for a job well done.

Eric Andrews
Supervisor Name (Print)

Eric Andrews
Supervisor Signature

Employee Signature

9/29/18
Date

1600
Time

CONSENT AGENDA

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
2595 - 18	All Battery Sales & Service	461.96
2596 - 18	Allstream	545.70
2597 - 18	Alpine Roof Care	505.05
2598 - 18	Alpine Roof Care	1,515.15
2599 - 18	Aramark	145.96
2600 - 18	Aramark	31.86
2601 - 18	Astral Communications	1,523.34
2602 - 18	Bickford Motors, Inc	26.80
2603 - 18	Blanchard Auto Electric Co.	43.99
2604 - 18	Brad Henning	144.43
2605 - 18	Brake & Clutch	382.06
2606 - 18	Braun Northwest, Inc.	109.13
2607 - 18	Callback Staffing Solutions	827.42
2608 - 18	CDW-G	6,071.52
2609 - 18	Central Welding Supply	781.12
2610 - 18	Chad Squire	4.80
2611 - 18	Clark Snure Seminars	120.00
2612 - 18	Clearly Communications	764.70
2613 - 18	Cogdill, Nichols, Rein	2,671.15
2614 - 18	Comcast	1,168.19
2615 - 18	Comcast	491.39
2616 - 18	Comdata Network, Inc	2,099.07
2617 - 18	Duo-Safety Ladder	516.64
2618 - 18	Eastside AV LLC	9,460.00
2619 - 18	Emerald Services, Inc	50.05
2620 - 18	EMS Technology Solutions	741.00
2621 - 18	First Watch	403.00
2622 - 18	Fitness Experts	110.40
2623 - 18	Freightliner Northwest	20.44
2624 - 18	Galls	498.70
2625 - 18	Green Brush	858.00
2626 - 18	Highway Auto Supply	349.83
2627 - 18	Hughes Fire Equipment	613.51
2628 - 18	Iron Mountain	158.40
2629 - 18	ISOOutsource	8,522.85
2630 - 18	Jeremy Karapostoles	48.33
2631 - 18	Judd & Black	13,625.92
2632 - 18	Keith Wachalec	614.25
2633 - 18	Keith Wachalec	204.75
2634 - 18	Kent Bruce Co.,LLC	52.41
2635 - 18	LEOFF Trust	176,199.75
2636 - 18	LEOFF Trust	47,746.58

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
2637 - 18	LEOFF Trust	9,151.30
2638 - 18	LEOFF Trust	3,971.17
2639 - 18	Life Assist	1,187.30
2640 - 18	Life Assist	872.94
2641 - 18	Life Assist	842.98
2642 - 18	Life Assist	936.19
2643 - 18	Lowe's Companies Inc.	47.76
2644 - 18	Lowe's Companies Inc.	883.75
2645 - 18	Lowe's Companies Inc.	47.76
2646 - 18	Lowe's Companies Inc.	428.90
2647 - 18	Macllvennie Associates, Inc.	257.00
2648 - 18	Michael Camerer	175.00
2649 - 18	Mobile Health Resources	520.20
2650 - 18	Monroe Parts House	241.84
2651 - 18	Monroe Parts House	404.84
2652 - 18	Monroe Parts House	447.05
2653 - 18	Monroe Parts House	485.44
2654 - 18	Monroe Parts House	179.41
2655 - 18	Monroe Parts House	548.41
2656 - 18	Monroe Parts House	234.28
2657 - 18	Monroe Parts House	241.10
2658 - 18	Monroe Parts House	126.50
2659 - 18	Monroe Parts House	454.11
2660 - 18	Monroe Parts House	924.98
2661 - 18	Monroe Parts House	253.01
2662 - 18	Monroe Upholstery	81.90
2663 - 18	Motor Trucks, Inc.	65.01
2664 - 18	Office Depot	857.22
2665 - 18	Orkin	621.00
2666 - 18	Orkin	56.52
2667 - 18	Pacific Power Group	2,224.31
2668 - 18	Petro Card	76.64
2669 - 18	Purcell Tires & Rubber	3,301.30
2670 - 18	Republic Services	122.47
2671 - 18	Ricoh USA, Inc	408.13
2672 - 18	Ricoh USA, Inc	336.44
2673 - 18	Silver Lake Water	328.48
2674 - 18	Smarsh, Inc	1,076.86
2675 - 18	Snohomish County 911	61,019.29
2676 - 18	Snohomish County 911	2,053.30
2677 - 18	Snohomish County 911	2,445.99
2678 - 18	Snohomish County Fire District 7	66,668.01

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
2679 - 18	Snohomish County P.U.D. #1	1,248.23
2680 - 18	Sound Publishing Inc	6,048.66
2681 - 18	Soundview Aerial Photography	250.00
2682 - 18	TCA Architecture	12,785.72
2683 - 18	Town Center Eye Care	1,355.00
2684 - 18	True North Emergency Equipment	567.12
2685 - 18	UPS	39.35
2686 - 18	US Bank Card	1,427.93
2687 - 18	US Bank Card	473.59
2688 - 18	US Bank Card	410.92
2689 - 18	US Bank Card	105.62
2690 - 18	US Bank Card	981.29
2691 - 18	US Bank Card	684.86
2692 - 18	US Bank Card	586.31
2693 - 18	US Bank Card	173.74
2694 - 18	US Bank Card	1,128.55
2695 - 18	US Bank Card	7.86
2696 - 18	US Bank Card	1,421.54
2697 - 18	US Bank Card	1,651.94
2698 - 18	US Bank Card	93.79
2699 - 18	US Bank Card	240.23
2700 - 18	US Bank Card	1,371.83
2701 - 18	US Bank Card	1,595.98
2702 - 18	US Bank Card	3,418.18
2703 - 18	US Bank Card	1,117.79
2704 - 18	US Bank Card	747.82
2705 - 18	US Bank Card	1,829.57
2706 - 18	US Bank Card	1,003.35
2707 - 18	US Bank Card	307.11
2708 - 18	US Bank Card	769.16
2709 - 18	US Bank Voyager Fleet System	9,073.70
2710 - 18	US Bank Voyager Fleet System	164.23
2711 - 18	Verizon Wireless	14.95
2712 - 18	Waste Management Northwest	919.02
2713 - 18	Waste Management Northwest	506.74
2714 - 18	Waste Management Northwest	155.27
2715 - 18	Wave Business	144.53
2716 - 18	Xerox Corp.	484.63
2717 - 18	Republic Services	640.19

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 4

Voucher No.	Vendor Name	Total
		Grand Total
		502,781.99

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 _____ 2717 - 18 are approved for payment in the amount of \$502,781.99 for the month of October 16, 2018.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Attest to: _____
District Secretary

Date: _____

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

CHECK DATE : 10/15/2018 WEEK 41
PERIOD BEGIN : 10/01/2018
PERIOD END : 10/15/2018

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 10/15/2018. 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	559383.33		
READYCHEX DEBITED FROM YOUR ACCOUNT	1716.33	NUMBER OF PAYROLL CHECKS	162
TOTAL NET PAYROLL	561099.66		
AGENCY CHECKS	196455.88	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	109698.42		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
TOTAL TAX LIABILITY	109698.42	NUMBER OF CHECKS PRINTED	176
TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES	671548.08		
TOTAL COST OF PAYROLL	<u>868003.96</u>	NUMBER OF MANUAL/VOID TRANSACTIONS	0

AGENCY TOTALS

GPS	750.00	Deposit made by PAYCHEX INC. on your behalf.
NON-GPS	196455.88	You are responsible for making the deposit on or before the due date.

TAX DEPOSITS DUE

TAX AGENCY	TAXPAY	NON-TAXPAY	DUE DATE
FEDERAL	109698.42		10/16/2018 Deposit made by PAYCHEX INC. on your behalf.

**Summary Minutes of the Joint Board Meeting
October 2, 2018**

Commissioner Waugh called the meeting of the Joint Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Schaub, Waugh, Wells and Woolery with Snohomish County Fire District 7 and Commissioners Gagnon, and Steinruck with Lake Stevens Fire were present. Commissioner Snyder from Snohomish County Fire District 7 was absent with prior notice. Commissioner Elmore from Lake Stevens Fire was absent with prior notice.

AGENDA CHANGES/ADDITIONS: None

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

DISTRICT 7 REGULAR BUSINESS

CHIEF'S REPORT

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

CONSENT AGENDA

A. Voucher Approval:

- Vouchers #2479-18 through #2594-18 in the amount of \$620,240.15 was submitted for approval.

B. Payroll Approval:

- The September 30, 2018 regular pay was submitted for approval in the amount of \$988,849.15.

C. Secretary's Report on Correspondence: Chief Meek mentioned that a letter was received from the Mayor of Monroe, requesting someone from Fire District 7 to participate in the 522 Coalition Executive Committee. Commissioner Woolery volunteered to participate in the committee. Assistant Chief Silva also volunteered for this committee or at least to attend as an alternate to Commissioner Woolery.

D. Approval of Minutes

- 1) Approve Regular Meeting Minutes of September 18, 2018.

MOTION: Commissioner Schaub moved and Commissioner Woolery seconded to approve the above consent agenda items. On vote, **Motion Carried 5/0**

Chief Meek noted that the minutes stated the joint board meeting at Lake Stevens would take place at 5:00pm but this was mentioned in the meeting in error and the meeting will take place at 5:30pm. There was no need to correct the minutes but wanted to make note of the correct time.

DISCUSSION ITEMS: None

ACTION ITEMS:

A. Employee Recognition Letters for Board Signature
Commissioners Waugh and Fay read the two Letters of Commendation to Jeff Thompson, Russel Hunt, Brian Kerr and Jessica Hanna for a California wildland last December as well as a letter issued to Eric Andrews, Jeff Zornes, Camille Tabor, Steve Guphill, Jessica Ober and Jennifer Pardee for a recent SCBA grant the District received.

COMMISSIONER COMMITTEE REPORTS

A. Finance Committee: Scheduled to meet November 5, 2018 - 0900 at Admin Building.

- B. Safety Committee:** Meeting October 22, 2018 at Station 71. Commissioner Schaub updated the board on the new stove added to Station 31 with a shut off button. It was discovered that there were some chemicals stored in the same room as the SCBA Compressor at Station 31 so that's being addressed. There were three occupational injuries: first was for back pain due to soft mattresses, a firefighter twisted an ankle on steep terrain, and another got their hand shut into an apparatus door. An apparatus struck a post exiting the fairgrounds while being guided by a state patrolman.
- C. Risk Management:** Scheduled to meet on November 6, 2018 – 18:30 at Fire District 15.
- D. Strategic Plan Committee:** Meeting September 24, 2018 – December 15, 2018. The District has been consulting with Dr. Sikora who is conducting a swat analysis. Once that analysis report is back from her the District will get back on line with the Strategic Plan.
- E. Capital Facilities:** Commissioner Waugh noted that the Facilities committee has come to the realization that what they ask of Station 72 can't be performed in a remodel and would like to bring that to the Board. The strategic plan did not plan to replace Station 32 fully, before going too far further this all needs to be re-evaluated. Commissioner Schaub also commented that we also want to be sure to plan for the future.

OTHER MEETINGS ATTENDED

- A. Snohomish County 911:** Merger vote by SERS on the 4th. Sno911 will vote on that same issue on the 18th. They are still having some staffing challenges. The draft assessments and draft budget were presented. Ours is projected to go down \$45,000, but with Mill Creek included it goes up overall.
- B. Leadership Meeting:** Scheduled to meet October 3 0900 at Station 31 in the Training Room.
- C. Sno-Isle Commissioner Meeting:** Scheduled October 4, 2018. North County RFA – Station 99. The program is the Public Meetings Record Act with Rich Davis.

OLD BUSINESS: None

CALL ON COMMISSIONERS: None

ATTENDANCE CHECK

All board members in attendance noted they would be available for the October 16, 2018 Regular Board Meeting at 1900 in the Admin Building Board Room.

LAKE STEVENS REGULAR BUSINESS

See Lake Stevens Fire District for their Board Meeting Minutes.

JOINT MEETING AGENDA

A. Interlocal Agreement Update

1) Potential Joint Ventures

Lake Stevens Fire is still working with their bargaining group to begin cross-staffing. Administrative staff is looking at cross staffing, the training divisions of both Districts have moved to Station 71 and are now working together, and the Lake Stevens mechanic will begin working at Station 31 November 1st. The districts are looking at purchasing and software compatibilities and the committees have been working together to decide which route to go.

Michael McConnell and Jay Stickney met with the new Lake Stevens recruits before the academy and did some physical training with them leading up to the academy and took them under their wing at the training academy. Lake Stevens wanted to express their appreciation for doing that.

Commissioner Waugh and Fay commented on thoughts as to how the Board stays in touch with realistic fiduciary spending.

B. Board Governance Policy

Commissioner Waugh noted that they are looking to take the best from both policies. Chief Meek passed out the Board of Commissioner policy #30 so that it can be digested and compared with the Lake Stevens' Board Governance Policy. For a while during the last merge there was a 10 member board, there was little conflict but more procedural questions. The Commissioners briefly discussed commissioner position procedure. It was noted by Commissioner Fay that it would be wise to look ahead at the standardization to identify the expense that would be needed to do so.

C. Operation Advantages

1) Advantages of Consolidation Document

This document was passed out to the board. It was requested that the board members review and to come back with any comments or suggestions.

D. Consolidation Options:

- 1) **Long term Interlocal Agreement:** Gives the best option to separate if needed.
- 2) **Merger:** Chief Meek felt it was the best option.
- 3) **RFA:** Has its challenges in the planning committee, but will certainly entertain if this is the direction the Board would like to move toward.

A fall vote at the earliest is what's looking more feasible. It is still thought that the Districts would date leading up to the vote. It was felt that integration of the operations would be the biggest obstacle. The administrative side is starting to gel. Integration of the unions was questioned in which Craig Fisher, Union Vice President of Snohomish County Fire District 7 noted that it seems that the Lake Stevens Fire Union is waiting to hear a more solid timeline and see more consolidation efforts.

Commissioner Waugh questioned if a merge of Fire District 7 into Lake Stevens was considered in evaluating the merge. AC Guptill noted that it may confuse the Fire District 7 voters who just voted to merge and to turn around and vote to merge again. This topic was briefly discussed. The key was that everyone feels respected in the merge. PIO Chadwick commented that Chief O'Brien has been doing a great job collaborating with the public and has already laid the groundwork with the Lake Stevens community for a merge.

AC Silva also noted that a possible new name should be looked at and was agreed upon by some. It was also felt that there was hesitance with a new name with a great expense involved in rebranding and there would need to be a good reason for it to be on board with it.

Commissioner Steinruck commented that as a resident for 26 years and in talking with others, he believed it would be perceived better by the public if the merge were presented as a larger District with a new name that included Fire District 7.

Commissioner Wells pointed at that in the RCWs there is a difference between a consolidation and a merger. She requested to be careful of using the word "consolidation" and requested that the term restructuring was a better word choice. It was felt that reading any of these documents could be misleading. A brief discussion took place.

It was also noted that we would be the first case to look at some sort of consolidation since the new boundary rule was put into place. A brief discussion took place.

Senior staff consolidation was also discussed with potential retirements and hierarchy and will need further board discussion.

E. Board Expectations of Consolidation

Chief Meek informed the board that this topic was put here to ask for the Commissioners to create a list of the topics/items important to them and to bring them back.

F. Policies & Procedures Process

Chief Meek noted that Lake Stevens Fire uses Lexipoll system (policy and procedures are combined and approved by the Board) whereas District 7 has a process where the board adopts policy and the Chief adopts procedures. It's a philosophical difference and wanted to point that out now as it will need be a decision at some point.

G. A list of concerns from a Citizen that have been expressed

- 1) Commissioner Wards: a citizen expressed the desire for a 7 person board whereas each 3 areas would be represented by 1 ward each and 4 positions at large. AC Andrews noted that the wards would have to be equal population with the maps drawn.
- 2) 7 Commissioner Board: brief discussions took place regarding being a separate ballot requirement.
- 3) Involving the Boundary Review Board in Merger Process.
- 4) Third Party Financial Review: To have an outside party come in and review this. It was noted that both sides' financial positions collaborated along with Bill Cushman, an outside party. This citizen seemed to approve of that practice.
- 5) Update Consultant Report for Standards of Cover to Include Lake Stevens Fire: It was noted that this is planned.
- 6) Ensure Public Meeting on Process before consolidation: It was noted this will also occur.

Commissioner Fay commented that it would be beneficial to look at which stations would be addressed in a merged district via a capital strategy and plugging that into the strategic model.

H. Call on Commissioners: None

I. Attendance Check for Next Joint Meeting

All commissioners in attendance noted they would be available at the next Joint Board Meeting November 15, 2018 at Lake Stevens Fire Conference Center with the exception of Commissioner Woolery.

The meeting was adjourned at 8:41 pm by Commissioner Waugh.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

DISCUSSION ITEMS

ACTION ITEMS



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-68
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	PAID FAMILY AND MEDICAL LEAVE POLICY
EFFECTIVE DATE:	10/16/2018
REVISION DATE(S):	

PURPOSE:

- 1.1 To ensure that the District's Paid Family and Medical Leave plan is consistent with minimum requirements for voluntary plans consistent with RCW 50A.04.

PERSONNEL AFFECTED:

- 2.1 All District employees

REFERENCES:

- 3.1 RCW 50A.04

RESPONSIBILITY:

- 4.1 The Fire Chief or designee(s) shall be responsible for the administration of the District's voluntary paid family and medical leave program. Procedures shall be developed and maintained which shall outline the administrative and benefit requirements that are to be met.

POLICY STATEMENT:

- 5.1 It shall be the policy of the District to meet all of the minimum requirements of the voluntary paid family and medical leave plan as set forth by the state legislature.
- 5.2 The District shall comply with all administrative requirements including, but not limited to reporting, minimum family and medical leave coverage, holding employee contributions in trust, frequency of benefit payments, and posting of required notices.
- 5.3 The District shall comply with all minimum benefit requirements as set forth by the state including, but not limited to, eligibility, premium deduction amounts, leave duration, weekly benefits, job protection, and maintenance of health benefits.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 THIS 16TH DAY OF OCTOBER, 2018**

Randy Fay, Commissioner

Roy Waugh, Commissioner

Jeff Schaub, Commissioner

Leslie Jo Wells, Commissioner

William Snyder, Commissioner

Randall Woolery, Commissioner

ATTEST:

District Secretary



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-69
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	PROCUREMENT AND PURCHASING
EFFECTIVE DATE:	10/16/2018
REVISION DATE(S):	

PURPOSE:

- 1.1 To provide effective, efficient and professional management of all funds dispersed in the operation of the District's business.
- 1.2 To ensure the District's compliance with federal, state, and local laws and regulations governing procurement requirements.

PERSONNEL AFFECTED:

- 2.1 All District employees

REFERENCES:

- 3.1 Procurement and Purchasing Procedure 2-23
- 3.2 Federal Grants- FEMA- AFG Equipment Purchases Procedure 2-22

RESPONSIBILITY:

- 4.1 The Fire Chief or designee(s) shall be responsible for the administration of the Fire District finances, including the purchase of supplies, goods and services as approved in the budget. Procedures shall be developed and maintained which shall outline proper steps for the procurement and purchase of supplies, goods, and services consistent with all applicable laws.

POLICY STATEMENT:

- 5.1 It shall be the policy of the District to manage the expenditure of funds as efficiently as possible; to track and record such expenditures in the most effective and expedient manner; and to provide timely and accurate payment to all vendors.
- 5.2 The District shall comply with federal, state, and local laws governing procurement requirements.
- 5.3 All expenditures and reporting thereof shall be consistent with law and sound accounting practices.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 THIS 16TH DAY OF OCTOBER, 2018**

Randy Fay, Commissioner

Roy Waugh, Commissioner

Jeff Schaub, Commissioner

Leslie Jo Wells, Commissioner

William Snyder, Commissioner

Randall Woolery, Commissioner

ATTEST:

District Secretary

COMMITTEE REPORTS

Safety Committee Meeting Minutes September 24, 2018

A Safety Committee meeting of Snohomish County Fire District No. 7 was held at Station 71 in Snohomish, WA on September 24, 2018. The meeting convened at 1800 hours with Battalion Chief Wirtz presiding.

Members in Attendance:	Bill Wirtz, Andrew Anderson, Randy Fay, Matt Suhayda, Jeff Schaub, Jamie Silva, Bill Ekse
Members not in Attendance:	Bill Gunterman, Colby Titland, Dave LeDuc (on duty)
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 August 27, 2018. Having no corrections identified, the following motion was made:

*Motion: Moved by Andrew Anderson and seconded to approve the minutes for the August 27, 2018 meeting.
Motion carried*

II. Unfinished Business:

- **Formal Safety Recommendation #2017-02: Alarm-activated Service Disconnects** – A new stove has been installed at Station 31 which will be compatible with an alarm-activated service disconnect circuit which operates the same as other District facilities. The device should be fully operational in the next week.
- **SCBA Compressor at Station 31** – B/C Wirtz reported that he is working with MES to install equipment that allows for a feed of outside air to flow directly into the compressor. The equipment is already on hand – just waiting for the technician to assist with installation.

III. Review of Occupational Injury and Illness Reports:

- **An employee reported a back strain injury on 8/26/2018 potentially secondary to the poor condition of a bed mattress at Station 76** – In this case, the employee reported that he was sleeping in his assigned bed at Station 76. The employee believes the injury occurred because the mattress had worn out and has not been replaced by a more supported and firmer mattress. The injury was a strained left-sided lower back muscle. There is no associated time loss with this injury nor did the employee seek a physician evaluation.

The committee reviewed this case and found that five (5) replacement mattresses were purchased sometime in June for Station 76, but were never placed into service as some employees felt the beds were not supportive enough. Ironically, the committee is under the impression that the same make/model of mattresses were purchased earlier in the year for Station 32 where employees seemed satisfied with the supportive characteristics. The mattresses were apparently placed in a storage shed awaiting a survey, which apparently never occurred.

B/C Wirtz contacted Chief Guptill and the operations assistants about this issue and it was agreed to resolve this issue by exchanging the new mattresses (still in plastic) for a more firm model. All should understand that we likely will not ever please everyone, but know that the District is willing to provide a good quality mattress under an appropriate programmed replacement schedule. At the time of this writing, new mattresses have been placed in service at Station 76.

- **While performing mop-up operations at a wildland mobilization on 9/2/2018, an employee twisted her right knee while walking down steep terrain** – The employee reports that a loose rock shifted while she descended a steep embankment causing a twisting injury to her right knee with associated swelling. The employee was able

to remain on duty and conditions subsided with first aid and rest. No further evaluation was necessary and there was no time loss.

B/C Wirtz interviewed the employee and confirmed that the appropriate level of PPE (footwear) was being worn at the time of injury. The condition of a steep terrain and loose rocks was the primary cause of the injury. All employees are reminded to use extreme caution when working in these conditions watching out for loose surfaces.

- **An employee's hand was caught in a closing apparatus door on 9/20/2018** – The employee reported that while sitting in E74, he leaned over to move an object placing his left hand into the door frame area. Unfortunately while his hand was in this area, the door was closed by another employee causing a crushing injury to his left middle and ring fingers. The employee was transported for a physician evaluation and treatment and was then released the same day to return to duty without restriction.

The injury was secondary to poor timing of the door closing while fingers were in door jamb area. No further action taken in this matter.

IV. Monthly Safety Audit Review

- Safety Audits were distributed to A-Shift for the month of September 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:

- **The top patient compartment of Apparatus #351/A31 struck a brick post on 8/24/2018 while traveling through a gate at the Monroe Fairgrounds** – In this case, the driver of A31 proceeded through a gate which had a tight clearance. The duty crew from the fairgrounds had already left the area leaving the two personnel on A31. While approaching the gate, the driver realized that it would be a tight situation, but there was an SCSO officer on scene who was assisting in guiding. The officer apparently pounded on the hood, folded-in a side mirror and directed the driver forward. While moving forward, the top left corner of the patient compartment made contact with a concrete overhang section of the pillar resulting in a scrape down the driver side patient compartment.

The committee reviewed this case and determined the collision was preventable. A straighter approach to the gate may have negated the collision – especially as the ground was reported to be uneven. The same gate was apparently used to access the property (directed in by E33), so it may have already been known that a restricted clearance condition existed and therefore another exit could have been considered. The E33 crew could have been called back to the area to assist with guidance.

The committee recognizes the contribution and role of the SCSO officer to want to get the EMS unit out the gate quickly to clear other traffic.

VI. New Business:

- **Washington State and Federal Required Posters** – B/C Wirtz reported that he is visiting each station to assure all required State and Federal Required Posters are up-to-date on the Health & Safety Bulletin Boards.
- **SCBA Quarterly Air Quality Analysis** – Quarterly Air Quality Analysis Reports were received for each of our SCBA Compressors located at Stations 31, 71, and 72. All reports indicate that our samples meet the CGA E (G-7.1, 2018)/NFPA 1989 (2013) Standard. A copy of the corresponding analysis report has been posted near each compressor.
- **Employee Annual Physicals** – B/C Wirtz reported that annual physicals for employees are taking place during the week of September 24th in the east battalion; and during the week of October 1st in the west battalion. Professional Health Services (PHS) will be on site to provide service.

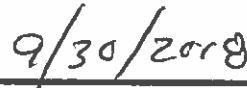
VII. Action Items:

- Complete and distribute meeting minutes (*Wirtz*)
- Update Health & Safety Statistics (*Wirtz*)
- Follow-up with MES on direct air source feed to Station 31 SCBA compressor (*Wirtz*)

VIII. Adjournment:

- Monday, October 29, 2018 at 1800 hours - Station 71 was selected as the time and place of the next regular meeting.

The meeting was adjourned at 1900 hours.



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