



Snohomish County  
**FIRE DISTRICT 7**  
*Earning Trust Through Action*

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# **SEMIMONTHLY ACTIVITY REPORT**

**September 12, 2019**  
**3:30 PM**  
**Administration Building / Monroe**

**SNOHOMISH COUNTY FIRE DISTRICT #7**  
**WASHINGTON**

# **AGENDA**

**Lake Stevens Fire**  
 1825 South Lake Stevens Road  
 Lake Stevens, WA 98258  
 (425) 334-3034  
 www.LSfire.org



**Snohomish County Fire District 7**  
 163 Village Court  
 Monroe, WA 98272  
 (360) 794-7666  
 www.Snofire7.org

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING AGENDA**  
**Snohomish County Fire District 7**  
**Admin Building / Monroe, WA**  
**3:30 PM**  
**Thursday, September 12, 2019**

1. **Open the Meeting of September 12, 2019**
    - A. Commissioner Waugh 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) Benefit Vouchers: #19-02137 - #19-02144; (\$411,448.03)
      - 2) AP Vouchers: #19-02145 - #19-02301; (\$461,187.81)
    - B. Approve Payroll: August 31, 2019; (\$795,894.18)
    - C. Approve Payroll: September 13, 2019; (\$814,659.32)
    - D. Approval of Minutes
      - 1) Approve Joint Board Meeting Minutes – August 22, 2019
      - 2) Approve Special Meeting Minutes – August 29, 2019
    - D. Secretary's Report on Correspondence
  7. **Discussion Item**
    - A. Combining all Commissioner meetings / location
    - B. Draft Governing Rules and Policies
    - C. Resolution 2019-16 – Concurrent Resolution declaring merger completed
    - D. Resolution 2019-17 - Accepting petitions for annexation of unincorporated area
    - E. Draft Policy – Financial Assistance
  8. **Action Item**
    - A. Interlocal Bidding/Purchasing agreement between District 7 and the City of Bellingham.
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**9. Commissioner Committee Reports:**

- A. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
  - 1) TBD
- B. Finance Committee (Waugh / Wells / Snyder)
  - 1) TBD
- C. Policy Committee (Wells / Woolery / Schaub)
  - 1) TBD / Admin Bldg.
- D. Risk Management (Schaub)
  - 1) November 5, 2019 – 19:00 / Snohomish Co. FD 22
- F. Labor / Management (Waugh / Wells / Fay)
  - 1) TBD
- G. Impact Bargaining – IAFF Local 2781 (Waugh / Wells / Fay)
  - 1) Tuesday, September 10, 2019 – 13:30 / Admin Bldg
- H. Impact Bargaining – Teamsters
  - 1) TBD
- I. Shop Committee – (Snyder / Woolery / Fay)
  - 1) TBD
- J. Strategic Plan Committee – (Fay / Schaub / Wells)
- 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 2, 2019 – 09:00 / Station 71 – Training Room
- D. Sno-Isle Commissioner Meeting
  - 1) Thursday, October 3, 2019 – 19:30

**11. Old Business:**

**12. Call on Commissioners:**

**13. Attendance Check:**

- A. Thursday, September 26, 2019 – 17:30 / District 31 Meeting Room

# **FIRE CHIEF REPORT**

**Lake Stevens Fire**  
1825 South Lake Stevens Road  
Lake Stevens, WA 98258  
(425) 334-3034  
www.LSfire.org



**Snohomish County Fire District 7**  
163 Village Court  
Monroe, WA 98272  
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www.Snofire7.org

To: Board of Fire Commissioners  
From: Gary A. Meek, Fire Chief  
Subj: Fire Chief Report for September 12, 2019

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### **Fire Chief's Report:**

1. Mitch continues to communicate with the attorney for Allied Construction to come to resolution. No formal position has been taken at this time.
  2. We continue to be busy responding to social media sites and the comments from our citizens regarding our request for a levy lift.
  3. We have been working with Liz Loomis on developing talking points / PowerPoint presentations and scheduling with community groups to present information on the fire levy. Below is the current schedule of upcoming presentations:
    - a. Sept 10 / 11:30 – Monroe Chamber of Commerce
    - b. Sept 14 / 11:00 – Mill Creek Grange
    - c. Sept 18 / 12:00 – Monroe Rotary
    - d. Sept 18 / 19:00 – Monroe Lions
    - e. Sept 19 / 12:00 - Monroe KiwanisWe are also preparing to do a live Facebook video, "Brown Bag Lunch with the Chief", on October 14<sup>th</sup> at 12:00.
  4. I received an email from the Mill Creek City Manager to begin coordinating a Joint Fire Board meeting for September. They will provide us dates of their availability and I will work with the Commissioners to confirm.
  5. Commissioners' Waugh, Wells, Fay, Schaub and I attended the Sno-Isle Commissioner meeting in Coupeville on September 5<sup>th</sup>.
  6. The new firefighter recruits have been processed and begin the Snohomish County Training Academy on Monday September 16<sup>th</sup>. There are 5 recruits from District 7 and 1 from Lake Stevens Fire. 1 Lieutenant from District 7 and 1 Captain from Lake Stevens Fire will serve as Company Officers for this academy.
  7. Several staff members met with Systems Design on September 4<sup>th</sup>. They provided reports and information on transport billing recovery for both District 7 and Lake Steven Fire. District 7 collections are reported at 96% and Lake Stevens Fire is at 90% of collectible resources. The main difference in collection percentages is write offs due to "levy fund". The District 7 policy is to write off transport bills for citizens of the District, Lake Stevens Fire pursues the funds.
-

**Safety Committee Meeting Minutes  
August 26, 2019**

A meeting of the Safety Committee of Snohomish County Fire District No. 7 was attempted at Station 71 in Snohomish, WA on August 26, 2019, however there was not a quorum present for this meeting, therefore it was decided that the committee meeting be cancelled and current agenda items be added to the next scheduled meeting.

<b>Members in Attendance:</b>	Bill Wirtz, Colby Titland
<b>Members not in Attendance:</b>	Bill Ekse, Andrew Anderson, Troy Smith, Kris Olsen, Dave LeDuc, Jamie Silva
<b>Guests:</b>	

- I. Approval of Meeting Minutes:**
- II. Unfinished Business:**
- III. Review of Occupational Injury and Illness Reports:**
- IV. Monthly Safety Audit Review**
- V. Vehicle Collision Review:**
- VI. New Business:**
- VII. Action Items:**
  - Complete and distribute meeting minutes (*Wirtz*)
- VIII. Adjournment:**
  - Monday, September 16, 2019 at 1800 hours - Station 71 was selected as the time and place of the next regular meeting.

The meeting was adjourned at 1810 hours.




Bill Wirtz, Battalion Chief  
Health & Safety Officer

Date:

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

# **CONSENT AGENDA**



# Snohomish County Fire District #7 Claims Voucher Summary

09/10/2019

Fund: General Fund #001

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

Date: 9-12-2019

Signatures:

\_\_\_\_\_  
\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02137	DEPARTMENT OF RETIREMENT SYSTEMS		2,909.67
19-02138	Fire 7 Foundation		247.50
19-02139	HRA VEBA TRUST		46,789.41
19-02140	LEOFF TRUST		276,891.55
19-02141	TD AMERITRADE INSTITUTIONAL		388.50
19-02142	TD AMERITRADE TRUST CO		11,037.41
19-02143	TRUSTEED PLANS SERVICE CORP		24,615.81
19-02144	VOYA INSTITUTIONAL TRUST CO		48,568.18

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<b>Page Total</b>	411,448.03
<b>Cumulative Total</b>	411,448.03

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## Snohomish County Fire District #7

09/10/2019

### Claims Voucher Summary

Page 1 of 5

Fund: Shop #500

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

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02145	ADVANCE TESTING & SERVICE		2,008.14
19-02146	ADVANCED TRAFFIC PRODUCTS INC		823.85
19-02147	ALL BATTERY SALES AND SERVICE		157.27
19-02148	ALLEGIS CORPORATION		44.50
19-02149	ALLSTREAM BUSINESS US, INC		317.28
19-02150	ALLSTREAM BUSINESS US, INC		111.55
19-02151	ALLSTREAM BUSINESS US, INC		126.04
19-02152	ANDGAR CORPORATION		2,727.96
19-02153	ARAMARK UNIFORM SERVICES		276.43
19-02154	AT&T MOBILITY		46.71
19-02155	BADGLEY'S LANDSCAPE		8,734.87
19-02156	BEST TREE SERVICE		1,049.75
19-02157	BICKFORD MOTORS INC.		1,941.00
19-02158	BLANCHARD ELECTRIC & FLEET SUPPLY		44.29
19-02159	BOUND TREE MEDICAL, LLC		1,518.79
19-02160	BRAD HENNING		1,187.45
19-02161	BRAD TALLEY		3,000.00
19-02162	BRAKE & CLUTCH SUPPLY INC		933.13
19-02163	BRANT WACKER (FITNESS EXPERT)		107.80
19-02164	BRAUN NORTHWEST INC		130.91
19-02165	BRIAN HYATT		330.00
19-02166	CDW GOVERNMENT LLC		1,732.65
19-02167	CENTRAL WELDING SUPPLY		462.19
19-02168	CHMELIK, SITKIN & DAVIS PS		4,348.86
19-02169	CITY OF MONROE		630.69
19-02170	CITY OF MONROE		83.78
19-02171	CITY OF MONROE		662.09
19-02172	CITY OF MONROE		197.06
19-02173	CLEARFLY COMMUNICATIONS		757.17
19-02174	COGDILL, NICHOLS, REIN		2,854.80
19-02175	COLBY TITLAND		330.00
19-02176	COMCAST		360.29
19-02177	COMCAST		303.43
		<b>Page Total</b>	38,340.73
		<b>Cumulative Total</b>	38,340.73

## Snohomish County Fire District #7

### Claims Voucher Summary

09/10/2019

Page 2 of 5

Fund: Shop #500

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

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02178	COMCAST		148.43
19-02179	COMCAST		293.43
19-02180	COMCAST		350.29
19-02181	COMCAST		293.17
19-02182	COMCAST		148.41
19-02183	COMCAST		228.56
19-02184	COMCAST		148.63
19-02185	COMCAST		228.36
19-02186	COMCAST		148.41
19-02187	COMCAST		303.17
19-02188	COMCAST		148.61
19-02189	COMDATA NETWORK, INC		1,865.49
19-02190	COURIERWEST, LLC		2,563.50
19-02191	CRAIG CLINTON		632.00
19-02192	CRESSY DOOR COMPANY, INC		1,110.72
19-02193	CREWSENSE LLC		885.77
19-02194	CROSS VALLEY WATER DISTRICT		281.44
19-02195	CROSS VALLEY WATER DISTRICT		126.55
19-02196	CROSS VALLEY WATER DISTRICT		215.32
19-02197	CROSS VALLEY WATER DISTRICT		639.31
19-02198	CROWN FIRE PROTECTION		3,915.84
19-02199	DIRECTV		68.88
19-02200	DRUG FREE BUSINESS		100.00
19-02201	DUNLAP INDUSTRIAL HARDWARE INC		99.83
19-02202	EASTSIDE A/V LLC		11,517.11
19-02203	EMS TECHNOLOGY SOLUTIONS, LLC		1,126.00
19-02204	EVAN ADOLF		330.00
19-02205	FILE OF LIFE FOUNDATION, INC		773.28
19-02206	FIRST WATCH		403.00
19-02207	FREIGHTLINER NORTHWEST		777.29
19-02208	FRONTIER		217.64
19-02209	GALLS, LLC - DBA BLUMENTHAL UNIFORM		3,874.65
19-02210	GARY FATKIN		607.50
<b>Page Total</b>			34,570.59
<b>Cumulative Total</b>			72,911.32

## Snohomish County Fire District #7

09/10/2019

### Claims Voucher Summary

Page 3 of 5

Fund: Shop #500

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

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02211	GARY MEEK		68.43
19-02212	GRAYBAR		14.78
19-02213	HARMSSEN & ASSOCIATES, INC		1,283.50
19-02214	HARRIS FORD INC		97.57
19-02215	HEARING & BALANCE LAB		1,100.00
19-02216	HIGHWAY AUTO SUPPLY		79.69
19-02217	HUGHES FIRE EQUIPMENT		544.67
19-02218	IRON MOUNTAIN INC		365.70
19-02219	ISOUTSOURCE		5,120.94
19-02220	JACOB WINTER		279.00
19-02221	KEITH B WACHALEC		1,393.58
19-02222	KENT D. BRUCE		1,176.75
19-02223	LAKE STEVENS FIRE		2,465.32
19-02224	LES SCHWAB WAREHOUSE CENTER		298.57
19-02225	LESLIE JO WELLS		23.20
19-02226	LIFE ASSIST INC		10,618.95
19-02227	LIZ LOOMIS PUBLIC AFFAIRS		4,505.35
19-02228	LN CURTIS & SONS		6,335.06
19-02229	LOWE'S		2,972.38
19-02230	MACDONALD MILLER FACILITY SOLUTIONS		2,341.21
19-02231	MOBILE HEALTH RESOURCES		545.70
19-02232	MONROE PARTS HOUSE		4,607.14
19-02233	MOTOR TRUCKS INC		240.05
19-02234	MUNICIPAL EMERGENCY SERVICES, INC.		4,414.45
19-02235	NATIONAL HOSE TESTING SPECIALTIES, INC.		12,468.00
19-02236	NORTH SOUND HOSE & FITTINGS INC		27.16
19-02237	NORTHWEST SAFETY CLEAN		427.97
19-02238	NORWEST BUSINESS SERVICES, INC		1,500.00
19-02239	OFFICE DEPOT		703.28
19-02240	PETROCARD SYSTEMS, INC.		1,519.51
19-02241	PRIDE ELECTRIC, INC		1,039.87
19-02242	PRO COMM		103.30
19-02243	PROFESSIONAL BUILDING SERVICES		2,970.00
		<b>Page Total</b>	71,651.08
		<b>Cumulative Total</b>	144,562.40

## Snohomish County Fire District #7

09/10/2019

### Claims Voucher Summary

Page 4 of 5

Fund: Shop #500

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

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02244	PUGET SOUND ENERGY		60.77
19-02245	PUGET SOUND ENERGY		78.16
19-02246	PUGET SOUND ENERGY		50.82
19-02247	PUGET SOUND ENERGY		44.17
19-02248	REPUBLIC SERVICES #197		183.55
19-02249	REPUBLIC SERVICES #197		98.20
19-02250	REPUBLIC SERVICES #197		167.26
19-02251	REPUBLIC SERVICES #197		57.89
19-02252	REPUBLIC SERVICES #197		286.08
19-02253	RICOH USA, INC.		521.60
19-02254	RICOH USA, INC.		454.11
19-02255	ROBERT FISHER		466.60
19-02256	S.C.F.P.D. #4		5,050.00
19-02257	SILVER LAKE WATER		47.60
19-02258	SILVER LAKE WATER		152.63
19-02259	SILVER LAKE WATER		131.10
19-02260	SILVER LAKE WATER		47.60
19-02261	SMARSH INC		6.05
19-02262	SMITH FIRE SYSTEMS		463.00
19-02263	SNOHOMISH COUNTY 911		64,986.39
19-02264	Snohomish County Fire District 26		1,170.00
19-02265	SNOHOMISH COUNTY FIRE DISTRICT 7		67,323.32
19-02266	SNOHOMISH COUNTY FIRE DISTRICT 7		4,423.90
19-02267	SNOHOMISH COUNTY FIRE DISTRICT 7		103,521.06
19-02268	SNOHOMISH COUNTY PUD		2,011.78
19-02269	SNOHOMISH COUNTY PUD		169.03
19-02270	SNOHOMISH COUNTY PUD		1,097.01
19-02271	SNOHOMISH COUNTY PUD		1,843.58
19-02272	SNOHOMISH COUNTY PUD		253.21
19-02273	SNOHOMISH COUNTY PUD		698.88
19-02274	SNOHOMISH COUNTY TREASURER		3,545.25
19-02275	SNURE SEMINARS		72.00
19-02276	SOUTH SNOHOMISH COUNTY FIRE & RESCUE		600.00
		<b>Page Total</b>	260,082.60
		<b>Cumulative Total</b>	404,645.00

## Snohomish County Fire District #7

09/10/2019

### Claims Voucher Summary

Page 5 of 5

Fund: Shop #500

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

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02277	THYSSENKRUPP ELEVATOR CORPORATION		871.55
19-02278	TOWN CENTER EYE CARE LLC		595.00
19-02279	TRUE NORTH EMERGENCY EQUIPMENT INC		3,466.73
19-02280	UNITED PARCEL SERVICE		56.18
19-02281	US BANK		30,741.72
19-02282	US BANK VOYAGER		10,104.07
19-02283	VERIZON WIRELESS		14.95
19-02284	VERIZON WIRELESS		2,907.20
19-02285	VERIZON WIRELESS		1,933.81
19-02286	WA FIRE COMMISSIONERS ASSN		2,380.00
19-02287	WA STATE DNR		186.86
19-02288	WASTE MANAGEMENT NORTHWEST		206.94
19-02289	WASTE MANAGEMENT NORTHWEST		186.60
19-02290	WASTE MANAGEMENT NORTHWEST		117.37
19-02291	WASTE MANAGEMENT NORTHWEST		141.61
19-02292	WASTE MANAGEMENT NORTHWEST		171.37
19-02293	WASTE MANAGEMENT NORTHWEST		239.31
19-02294	WASTE MANAGEMENT NORTHWEST		99.18
19-02295	WASTE MANAGEMENT NORTHWEST		244.54
19-02296	WASTE MANAGEMENT NORTHWEST		117.27
19-02297	WASTE MANAGEMENT NORTHWEST		257.96
19-02298	WASTE MANAGEMENT NORTHWEST		191.81
19-02299	WASTE MANAGEMENT NORTHWEST		456.91
19-02300	WAVE BUSINESS		550.23
19-02301	WHELEN ENGINEERING COMPANY		303.64

**Page Total** 56,542.81

**Cumulative Total** 461,187.81



Snohomish County  
**FIRE DISTRICT 7**

*Earning Trust Through Action*

## Payroll Summary

## 8/31/2019

CHECK DATE	8/30/2019
PERIOD BEGIN	8/01/2019
PERIOD END	8/15/2019

Direct Deposits	\$	629,937.75
Paper Checks	\$	10,256.85
Taxes	\$	155,699.57
<b>Total</b>	<b>\$</b>	<b>795,894.18</b>



Snohomish County  
**FIRE DISTRICT 7**

*Earning Trust Through Action*

## Payroll Summary

## 9/15/2019

Check Date	9/13/19
Period Begin	9/01/2019
Period End	9/15/2019

Direct Deposits	\$640,198.68
Paper Checks	\$10,722.52
Taxes	\$163,738.12
<b>Total</b>	<b>\$814,659.32</b>



**Summary Minutes of the Regular Board Meeting  
August 22, 2019**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1700 hours. Commissioners Fay, Schaub, Snyder, Waugh, Wells and Woolery were present.

**GENERAL PUBLIC COMMENT:** Karen Miltenberger from Nicholson & Associates Insurance gave a brief description of what her group is capable of providing and has submitted premium overview materials for future coverage.

**UNION COMMENT:** Ray Sayah commented that station 41 in Snohomish County Fire District 4 is currently planned to stay staffed largely due to the community response. The IAFF has had the opportunity to review the resolution for the retiree medical healthcare program and they believe the proposed changes are positive.

**CHIEF'S REPORT**

Chief Meek discussed items from the Chief's Report.

There was discussion about plans to move forward with educating the community in order to get the Levy passed in November.

**CONSENT AGENDA**

**A. Voucher Approval:**

- Vouchers #19-02000 - #19-02007 in the amount of \$403,046.79 were presented to be approved.
- Vouchers #19-02008 - #19-02117 in the amount of \$319,317.31 were presented to be approved.
- Vouchers #19-02118 in the amount of \$1,415.00 were presented to be approved.

**B. Payroll Approval:** August 15, 2019; (\$732,181.10)

**C. Approval of Minutes**

- 1) Approve Board Meeting Minutes of August 8, 2019.

**D. Secretary's Report on Correspondence**

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

**DISCUSSION ITEMS:**

- A.** Resolution 2019-13 – Authorizing the Chief to accept grants on behalf of the District, not to exceed \$10,000. Chief Meek mentioned the District has the opportunity to accept small grants on a regular basis from multiple agencies. This would allow the Chief to sign in acceptance for those grants. The board would be notified of each grant the District receives. Commissioner Waugh asked for a motion to move Resolution 2019-13 to an action item.

**MOTION:** Commissioner Snyder moved and Commissioner Woolery seconded to approve moving Resolution 2019-13 to an action item. On vote, **Motion Carried 6/0**

**B. Draft Governing Rules and Policies –**

Chief Meek explained that this will be brought back to the Joint Board meeting, however wanted to provide it since it was available at this time. Commissioner Waugh noted the policy states that the Chair will be responsible for approving expense vouchers for other Commissioner's and he believes that language should be removed, as it is unnecessary. Commissioner Schaub mentioned that 3.1 still

1 states governing board and should be changed to board of commissioners. Commissioner Snyder stated  
2 that in 13.1(g) or preparation for should be stricken as there is no way to document this.

3  
4 **ACTION ITEMS:**

5 **A.** Resolution 2019-13 – Authorizing the Chief to accept grants on behalf of the District, not to exceed \$10,000

6  
7  
8 **MOTION:** Commissioner Wells moved and Commissioner Woolery seconded to approve Resolution 2019-13 –  
9 Authorizing the Chief to accept grants on behalf of the District, not to exceed \$10,000. On vote, **Motion Carried**  
10 **6/0**

11 **B.** Communications contract with Liz Loomis –

12 This contract would extend the current contract through November 2019. Commissioner Snyder  
13 questioned whether we should make alternative considerations following the result of the last levy in  
14 August. Chief Meek noted that Liz has provided positive results for the District in the past.

15  
16 **MOTION:** Commissioner Schaub moved and Commissioner Wells seconded to approve the communications  
17 contract extension with Liz Loomis. On vote, **Motion Carried 6/0**

18  
19 **C.** Revised VEBA MOU IAFF 2781 –

20 The representative from HRA VEBA provided a language clarification due to the program  
21 requiring all members in a particular group to participate. This incorporates the required language  
22 change.

23  
24  
25 **MOTION:** Commissioner Fay moved and Commissioner Schaub seconded to approve the VEBA MOU IAFF  
26 2781. On vote, **Motion Carried 6/0**

27  
28  
29 **COMMISSIONER COMMITTEE REPORTS**

30 **A. Risk Management:** Meets August 27, 2019 at Snohomish County Fire District 22 at 1900

31 **B. Facility Committee:** There will be a station tour for Commissioners held August 23, 2019.

32 **C. Shop Committee:** Jen Pardee is working towards getting a meeting set up to update the board on  
33 the shop second quarter report.

34  
35 **OTHER MEETINGS ATTENDED**

36 **A. Sno 911:** Chief Guptill mentioned they are working on finalizing the budget.

37 **B. Leadership Meeting:** Meets next October 2, 2019 0900 at Station 71 Training Room

38 **C. Sno-Isle Commissioner Meeting:** September 5, 2019 1930 at Central Whidbey

39  
40 **OLD BUSINESS:** Pamela Holtgeerts introduced Kendra Johnson the new Human Resource Analyst.

41  
42 **CALL ON BOARD:**

43 Commissioner Fay apologized for not being present at the last board meeting.

44  
45 **ATTENDANCE CHECK**

46 All board members in attendance noted they would be available for the next board meeting at 1530 on September  
47 12, 2019 at the Station 31 Admin Building with exception to Commissioner Waugh.

48  
49 **EXECUTIVE SESSION:**

50 The Commissioners went into Executive Session at 1747 for (30) minutes to discuss a contract for service and  
51 personnel contracts per RCW 42.30.140. A fifteen (15) minute extension was requested, followed by a five (5)  
52 minute extension.

Regular session resumed at 1837 with the following action:

**MOTION:** Commissioner Fay moved and Commissioner Woolery seconded to approve Resolution 2019-14 – To restate a retiree medical benefit for District #7 LEOFF 2 employees. On vote, **Motion Carried 6/0**

**MOTION:** Commissioner Wells moved and Commissioner Snyder seconded to approve Resolution 2019-15 – To establish professional leave for exempt level employees. On vote, **Motion Carried 6/0**

**MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve Amending Resolution 2019-15 – To include definitions in the resolution for establishing professional leave for exempt level employees. On vote, **Motion Carried 6/0**

The meeting was adjourned at 1841 by Commissioner Waugh.

**Snohomish County Fire District #7**

\_\_\_\_\_  
Jamie Silva  
Secretary of the Board

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**Summary Minutes of the Special Board Meeting  
August 29, 2019**

Commissioner Snyder called the meeting of the Board of Fire Commissioners to order at 0900 hours. Commissioners Schaub, Snyder, Wells and Woolery were present. Commissioners Waugh and Fay had excused absences.

**AGENDA CHANGE:**

- Addition to the Consent Agenda: Benefit Vouchers #19-02120-#19-02136 in the amount of \$414,333.93.

**CONSENT AGENDA**

**A. Voucher Approval:**

- Vouchers #19-02120- #19-02136 in the amount of \$414,333.93 were presented to be approved.

**B. Payroll Approval: N/A**

**C. Approval of Minutes: N/A**

**D. Secretary's Report on Correspondence**

**MOTION:** Commissioner Wells moved and Commissioner Woolery seconded to approve the Consent Agenda. On vote, **Motion Carried 4/0**

**DISCUSSION ITEMS:**

**ACTION ITEMS:**

**A. Award bid for Administrative Building roofing project**

Chief Guptill presented the bids received for the administrative building roofing project. He stated that the bidders were asked to provide a bid alternate to include snow and ice gutter installation. The executive staff have met and discussed whether or not they needed to consider the bid alternate and decided they didn't feel it to be necessary. With that conclusion Chief Guptill completed an extensive background check and recommended awarding the project to the lowest bid provided by Axis Roof and Gutter and provide them with a notice to proceed immediately.

**MOTION:** Commissioner Woolery moved and Commissioner Wells seconded to approve awarding the bid and sending notice to proceed immediately to Axis Roof and Gutter. On vote, **Motion Carried 4/0**

**EXECUTIVE SESSION:**

The Commissioners went into Executive Session at 9:15 for (60) minutes to discuss collective bargaining negotiations with District Attorney per RCW 42.30.140 (4)(a).

Regular session resumed at 10:15 with no action taken.

The meeting was adjourned at 10:16 by Commissioner Snyder.

**Snohomish County Fire District #7**

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Jamie Silva  
Secretary of the Board

**From:** Geoff Andrist [<mailto:geoffandrist@gmail.com>]  
**Sent:** Monday, September 9, 2019 4:05 PM  
**To:** Heather Chadwick <[hchadwick@snofire7.org](mailto:hchadwick@snofire7.org)>  
**Cc:** Lamar Ard <[lamar@woodinvalleybaptist.org](mailto:lamar@woodinvalleybaptist.org)>  
**Subject:** Re: First Responder Sunday

Heather,

Allow me to pass along a huge thank you! That ended up being exactly what our community needs. An opportunity to connect with their local Fire District, and a chance for us to recognize and express our appreciation for you guys! Your crews were polite during the entire event, welcoming to our folks by shaking hands and giving kids (and a few adults) tours of the engine and aid rig, and humble during the recognition on stage. Our plaque is running behind, sorry about such a simple certificate this year. Also, very glad we got to hear from one of your Lt regarding supporting our Fire Fighters, very appropriate in my opinion.

You guys are fantastic. Please pass along the compliments to your chain of command.

-Geoff Andrist  
Woodin Valley Baptist Church

# **DISCUSSION ITEMS**

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7  
RESOLUTION NO. 2019-16**

**LAKE STEVENS FIRE  
RESOLUTION NO. 2019-08**

**CONCURRENT RESOLUTION DECLARING MERGER COMPLETED,  
ESTABLISHING EFFECTIVE DATE AND AUTHORIZING TRANSFER OF  
PROPERTY, FUNDS, INTERESTS IN ASSESSMENTS AND LIABILITIES**

WHEREAS, Snohomish County Fire Protection District No. 7 and Lake Stevens Fire are municipal corporations of the State of Washington organized and existing under Title 52 RCW; and

WHEREAS, pursuant to RCW 52.06.030, the Snohomish County Auditor called and conducted an election in Lake Stevens Fire, in the manner provided by law, on August 6, 2019 in conjunction with the State primary election held that same date, submitting to the voters of Lake Stevens Fire, for their approval or rejection, a proposition of whether Lake Stevens Fire shall be merged into Snohomish County Fire Protection District No. 7 effective on a date to be established by concurrent resolution of both District's Boards of Commissioners; and

WHEREAS, pursuant to RCW 29A.60.190, the Districts have determined that the Snohomish County Canvassing Board certification of election results documents that a majority of the votes cast at the August 6, 2019 election approved the merger of Lake Stevens Fire into Snohomish County Fire Protection District No. 7; and

WHEREAS, the Boards of Commissioners of the Districts have determined that it is in the best interests of the Districts that the effective date of the merger be January 1, 2020; and

WHEREAS, the Boards desire to adopt concurrent resolutions pursuant to RCW 52.06.050 to effectuate the merger of Lake Stevens Fire into Snohomish County Fire Protection District No. 7, dissolve Lake Stevens Fire, and extend the boundaries of Snohomish County Fire Protection District No. 7 to include all of the area of Lake Stevens Fire;

WHEREAS, Lake Stevens Fire currently owns assets consisting of real property, personal property, fund accounts and receivables which, to the maximum extent allowable, it desires to transfer to Snohomish County Fire Protection District No. 7;

WHEREAS, Lake Stevens Fire currently has, and will incur, liabilities that will be outstanding on January 1, 2020; and

WHEREAS, RCW 52.06.080 provides for the transfer of assets and receivables upon the merger of two fire protection districts.

**Resolution:** NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Snohomish County Fire Protection District No. 7 and the Board of Commissioners of Lake Stevens Fire resolve as follows:

1. Pursuant to RCW 52.06.050, Lake Stevens Fire shall be merged into and become a part of Snohomish County Fire Protection District No. 7 effective January 1, 2020.
2. Lake Stevens Fire hereby transfers the title and possession of all of its tangible personal property and interests in real property to Snohomish County Fire Protection District No. 7, effective January 1, 2020;
3. Snohomish County Fire Protection District No. 7, hereby agrees to assume liability for all Lake Stevens Fire liabilities effective January 1, 2020.
4. Lake Stevens Fire hereby transfers to Snohomish County Fire Protection District No. 7, effective January 1, 2020, all of Lake Stevens Fire’s expense fund balance, reserve fund balance, investments including interest, the right to collect all uncollected regular taxes levied in prior years, and the Lake Stevens Fire 20190 regular tax levy to be collected in 2020 (collectively, the “Funds”);
5. Lake Stevens Fire requests and directs the Snohomish County Treasurer to transfer all such Funds, effective January 1, 2020;
6. The Board of Commissioners for Lake Stevens Fire authorizes and directs Chief Kevin O’Brien to sign and deliver all documents necessary to complete the transfer of the assets of Lake Stevens Fire, including certificates of title to vehicles, quit claim deeds for all parcels of real property owned by Lake Stevens Fire and any other documents necessary to effectuate the transfer of Lake Stevens Fire’s assets and liabilities to Snohomish County Fire Protection District No. 7.

**Adoption:** ADOPTED by the Boards of Commissioners of Snohomish County Fire Protection District No. 7 and Lake Stevens Fire at open public meetings of such Boards on the dates indicated below the following Commissioners being present and voting:

DATED \_\_\_\_\_, 2019.

DATED \_\_\_\_\_, 2019.

SNOHOMISH COUNTY FIRE PROTECTION  
DISTRICT NO. 7

LAKE STEVENS FIRE

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner



By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Commissioner

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Secretary

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7**

**RESOLUTION NO. 2019-17**

**A RESOLUTION** of the Board of Fire Commissioners (the “Board”) of Snohomish County Fire Protection District No. 7 (the “District”), regarding accepting petitions for annexation of unincorporated area into the District.

**WHEREAS**, the District has received petitions (the “Annexation Petitions”) signed by 100% of the owners of the area which has the legal descriptions attached hereto as Exhibit “A” and that includes properties having the tax parcel numbers attached hereto as Exhibit “B” (the “Territory”);

**WHEREAS**, the Territory is an unincorporated area adjacent to the District, but not within the boundaries of any fire protection district, city or town;

**WHEREAS**, the Annexation Petition appears to be in compliance with RCW 52.04.031.

**NOW, THEREFORE:**

1. The District hereby accepts the Annexation Petitions.
2. Staff is directed to file the petition with the Snohomish County Auditor to examine the signature on the petition and to determine its sufficiency.
3. Staff is directed to fix a date for a public hearing on this annexation and to publish notice of the hearing as required by RCW 52.04.041.

**ADOPTED** by the Board of Fire Commissioners of Snohomish County Fire Protection District No. 7, at an open public meeting thereof this \_\_\_ day of \_\_\_\_\_, 2019 of which notice was given in the manner provided by law, the following Commissioners being present and voting.

By: \_\_\_\_\_  
RANDY FAY  
Fire Commissioner

By: \_\_\_\_\_  
LESLIE JO WELLS  
Fire Commissioner

By: \_\_\_\_\_  
WILLIAM SNYDER  
Fire Commissioner

By: \_\_\_\_\_  
ROY WAUGH  
Fire Commissioner

By: \_\_\_\_\_  
JEFF SCHAUB  
Fire Commissioner

By: \_\_\_\_\_  
RANDY WOOLERY  
Fire Commissioner

ATTEST:

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JAMIE SILVA  
District Secretary

**EXHIBIT "A"****Territory 1**

Those portions of the Southeast quarter AND of the Southwest quarter of Section 28, Township 27 North, Range 7 East, W.M. described as follows:

Beginning at the Southwest corner of the Southeast quarter of Section 28, Township 27 North, Range 7 East, W.M.;

Thence North, along the West line thereof, to the Northwest corner of the Southwest quarter of the Southwest quarter of the Southeast quarter of said Section 28;

Thence North, along the West line thereof, to the Northwest corner of the Southwest quarter of the Southwest quarter of the Southeast quarter of said Section 28;

Thence East, along the North line of said Northwest quarter of the Southeast quarter, to the Northwesterly right-of-way line of County Road as conveyed to Snohomish County by deed recorded under Auditor's File No. 200601100670, records of Snohomish County, Washington; Thence Southwesterly, along said right-of-way line, to the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 28;

Thence East, along the South line of said North half, to the Southeast corner thereof;

Thence South, along the East line of the West half of the Southeast quarter of said Section 28, to the Southeast corner of said West half;

Thence West, along the South line thereof, to the Point of Beginning;

TOGETHER WITH the following described parcel:

Beginning at the intersection of the West line of the West half of the East half of the Northeast quarter of the Southwest quarter of Section 28, Township 27 North, Range 7 East, W.M. with the centerline of United States of America, Department of Interior, Access Road as acquired by instrument recorded under Auditor's File No. 1282635;

Thence South  $00^{\circ}08'46''$  West 820.78 feet to the North line of High Rock County Road Survey No. 533;

Thence Southeasterly, along North line of said County Road, to the East line of the West half of the East half of the Northeast quarter of the Southwest quarter of said Section 28;

Thence North  $00^{\circ}06'23''$  East, along said East line, 861.31 feet to intersect said Department of Interior Access Road;

Thence, along said centerline, North  $63^{\circ}13'14''$  West 162.24 feet; South  $82^{\circ}31'46''$  West 140.99 feet; South  $50^{\circ}38'46''$  West 60.28 feet to the Point of Beginning.

**Territory 2**

Those portions of the Northwest quarter of the Southeast quarter of Section 18, Township 27 North, Range 7 East, W.M. described as follows:

Beginning at the Southwest corner of the South half of the South half of the North half of the Northwest quarter of the Southeast quarter of Section 18, Township 27 North, Range 7 East, W.M.

Thence East, along the South line of said South half to the Southeast corner thereof;

Thence North, along the East line of said South half to the Northeast corner of said South half of the South half;

Thence West, along the North line of said South half of the South half, to the Northwest corner thereof;

Thence South, along the West line of said South half of the South half, to the Point of Beginning;

TOGETHER WITH the following described parcel:

Commencing at the Northwest corner of the South half of the Northwest quarter of the Southeast quarter;

Thence South 00°51'17" East, along the West line of said South half, a distance of 333.68 feet;

Thence North 87°06'13" East a distance of 650.60 feet to the Northwest corner of Lot 8 of Record of Survey filed under Auditor's File No. 7706270144, records of Snohomish County, Washington, and the True Point of Beginning;

Thence continue North 87°06'13" East a distance of 645.70 feet to the Northeast corner of said Lot 8;

Thence South 00°51'17" East a distance of 338.94 feet to the Southeast corner of said Lot 8;

Thence South 87°20'08" West a distance of 645.61 feet to the Southwest corner of said Lot 8;

Thence North 00°51'17" West, along the West line of said Lot 8, a distance of 336.32 feet to the True Point of Beginning.

### **Territory 3**

Those portions of the East half of Section 19, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Southeast corner of said Section 19;

Thence South 89°54'54" West, along the South line thereof, a distance of 640.92 feet to the Southeast corner of Lot 18 of Record of Survey recorded under Auditor's File No. 7707080326, records of Snohomish County, Washington and the True Point of Beginning;

Thence continue South 89°54'54" West, along the South line of said Lot 18, a distance of 679.94 feet to the Southwest corner thereof;

Thence North 03°05'52" East, along the West line of said Lot 18, a distance of 315.34 feet to the Northwest corner thereof;

Thence East, along the North line thereof, a distance of 690.36 feet to the Northeast corner thereof;

Thence South 05°00'00" West, along the East line thereof, a distance of 315.07 feet to the True Point of Beginning;

TOGETHER WITH that parcel described as follows:

Commencing at the Southeast corner of said Section 19;

Thence North 03°57'18" East, along the East line thereof, a distance of 1345.51 feet;

Thence North 90°00'00" West a distance of 884.18 feet to the Southeast corner of Lot 23 of Record of Survey recorded under Auditor's File No. 7707080326, records of Snohomish County, Washington and the True Point of Beginning;

Thence continue North 90°00'00" West, along the South line of said Lot 18, a distance of 816.25 feet to the Southwest corner thereof;

Thence North 27°02'55" East, along the West line thereof, a distance of 17.68 feet;

Thence North 08°15'35" East, along said West line, a distance of 280.17 feet to the Northwest corner thereof;

Thence South 80°37'33" East, along the North line thereof, a distance of 274.22 feet to a point of curvature to the left having a radius of 130.00 feet;

Thence Easterly, along said curve, an arc distance of 97.37 feet and consuming a central angle of  $42^{\circ}54'45''$ ;

Thence North  $90^{\circ}00'00''$  East, along the North line of said Lot 18, a distance of 456.54 feet to the Northeast corner thereof;

Thence South  $11^{\circ}00'00''$  West, along the East line thereof, a distance of 263.27 feet to the True Point of Beginning;

TOGETHER WITH that parcel described as follows:

Commencing at the Northwest corner of the East half of said Section 19;

Thence South  $02^{\circ}18'54''$  West, along the West line thereof, a distance of 1280.89 feet to the Northwest corner of Lot 41 of Record of Survey recorded under Auditor's File No. 7707080326, records of Snohomish County, Washington and the True Point of Beginning;

Thence North  $90^{\circ}00'00''$  East, along the North line of said Lot 41, a distance of 525.61 feet to the Northeast corner thereof;

Thence South  $00^{\circ}00'00''$  East, along the East line thereof, a distance of 341.50 feet to a point on the North line of Lot 40 of said survey;

Thence South  $64^{\circ}30'00''$  East, along the North line of said Lot 40, a distance of 409.83 feet to the Northeast corner thereof;

Thence South  $11^{\circ}33'13''$  West, along the East line thereof, a distance of 272.50 feet to the Southeast corner thereof;

Thence North  $90^{\circ}00'00''$  West, along the South line of said Lot 40, a distance off 872.66 feet to the Southwest corner thereof;

Thence North  $02^{\circ}18'54''$  East, along the West lines of said Lots 40 and 41, a distance of 785.56 feet to the True Point of Beginning.

#### **Territory 4**

That portion of the Northwest quarter of Section 29, Township 27 North, Range 7 East, W.M. described as follows:

Beginning at the Southwest corner of the West half of the Southeast quarter of the Northwest quarter of Section 29, Township 27 North, Range 7 East, W.M.;

Thence East, along the South line of said West half, to the Southeast corner thereof;

Thence North, along the East line of said West half, to the South right-of-way line of Lake Fontal Drive;

Thence South, along said West line, to the Point of Beginning.

#### **Territory 5**

Those portions of the North half of Section 32, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Northwest corner of said Section 32, Township 27 North, Range 7 East, W.M.;

Thence North  $88^{\circ}58'58''$  East, along the North line thereof, a distance of 665.05 feet to the Northwest corner of Lot 22 of Record of Survey recorded under Auditor's File No. 9104045004, records of Snohomish County, Washington and the True Point of Beginning;

Thence continue North  $88^{\circ}58'58''$  East, along said North line, a distance of 665.05 feet to the Northeast corner of said Lot 22;

Thence South  $00^{\circ}10'36''$  West, along the East line of said Lot 22, a distance of 1307.30 feet to the Southeast corner thereof;

Thence South  $89^{\circ}03'04''$  West, along the South line thereof, a distance of 667.04 feet to the Southwest corner thereof;

Thence North  $00^{\circ}15'53''$  East, along the West line thereof, a distance of 1306.55 feet to the True Point of Beginning;

Together with the following described parcel:

Commencing at the Northeast corner of the South half of the Northeast quarter of Section 32, Township 27 North, Range 7 East, W.M.;

Thence South  $88^{\circ}30'09''$  West, along the North line of said South half, a distance of 930.04 feet to the Northeast corner of Lot 4, Second Addition to Mountain View Park, according to the Plat thereof recorded under Auditor's File No. 7804110271, records of Snohomish County, Washington and the True Point of Beginning;

Thence South  $26^{\circ}21'49''$  West, along the East line thereof, a distance of 439.35 feet to the Southeast corner thereof;

Thence North  $72^{\circ}14'08''$  West, along the South line thereof, a distance of 50.0 feet to a point of curvature to the right having a radius of 270.0 feet;

Thence Northwesterly, along said curve, an arc distance of 104.93 feet and consuming a central angle  $22^{\circ}16'01''$  to the Southwest corner of said Lot 4;

Thence North  $30^{\circ}37'51''$  East, along the West line of said Lot 4, a distance of 460.40 feet to the Northwest corner thereof;

Thence North  $88^{\circ}30'09''$  East, along said North line, a distance of 135.0 feet to the True Point of Beginning;

Together with the following described parcel:

Commencing at the Northeast corner of the South half of the Northeast quarter of Section 32, Township 27 North, Range 7 East, W.M.;

Thence South  $88^{\circ}30'09''$  West, along the North line of said South half, a distance of 1905.04 feet;

Thence South  $01^{\circ}29'51''$  East a distance of 127.99 feet;

Thence North  $86^{\circ}32'42''$  West a distance of 31.23 feet;

Thence South  $03^{\circ}27'18''$  West a distance of 60.00 feet to a point on the North line of Lot 89, Second Addition to Mountain View Park, according to the Plat thereof recorded under Auditor's File No. 7804110271, records of Snohomish County, Washington and the True Point of Beginning;

Thence South  $86^{\circ}32'42''$  East, along the North line of said Lot 8, a distance of 127.41 feet to the Northeast corner thereof;

Thence South  $18^{\circ}02'04''$  East, along the East line of said Lot 8, a distance of 180.64 feet to the Southeast corner thereof;

Thence South  $58^{\circ}54'58''$  West, along the South line of said Lot 8, a distance of 255.70 feet to the Southwest corner thereof;

Thence North  $13^{\circ}03'04''$  West, along the West line of said Lot 8, a distance of 216.69 feet to a point of curvature to the right having a radius of 82.00 feet;

Thence Northeasterly, along said curve, an arc distance of 152.43 feet and consuming a central angle of  $106^{\circ}30'22''$  to the True Point of Beginning.

**EXHIBIT "B"****Territory 1**

- 27072800400300
- 27072800400400
- 27072800400500
- 27072800300200
- 27072800300201

**Territory 2**

- 27071800400200
- 27071800402700

**Territory 3**

- 27071900402200
- 27071900400300
- 27071900100700
- 27071900100800
- 27071900102600

**Territory 4**

- 27072900201100
- 27072900201101

**Territory 5**

- 27073200200300
- 00668900000400
- 00668900000800





## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<i>71</i>
<b>SECTION:</b>	<i>ADMINISTRATIVE POLICIES</i>
<b>TITLE:</b>	<i>FINANCIAL ASSISTANCE</i>
<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S):</b>	

### POLICY STATEMENT:

It is the policy of Snohomish County Fire District 7 that no person will be denied needed emergency service because of an inability to pay for such service.

Snohomish County Fire District 7 will provide needed emergency services without charge or at a reduced charge and without discrimination to those persons with no or inadequate means to pay for needed services.

To be eligible to receive needed emergency services without charge or at a reduced charge, the individual or family's annual income must be at or below levels established by the national poverty guidelines for this area.

Individuals who think they may be eligible for the Financial Assistance will need to complete and sign the attached Financial Assistance Application.

All Financial Assistance Applications related to Emergency Medical and Motor Vehicle Billings shall be sent to:

Snohomish County Fire District No 7  
c/o Systems Design  
PO Box 3510  
Silverdale, WA 98383-3510

All other Financial Assistance Applications shall be sent to:

Snohomish County Fire District 7  
Attention: AP/AR  
163 Village Court  
Monroe, WA 98272

The Medical Services Administrator will review all Emergency Medical Services and Motor Vehicle Collision Financial Assistance Applications and the Accounts Payable and Receivable Specialist will review all other applications. The Applicants will be notified of any reduction to their bill once the application has been processed.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,  
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 THIS 12<sup>TH</sup> DAY OF SEPTEMBER, 2019.**

\_\_\_\_\_  
Randy Fay, Commissioner

\_\_\_\_\_  
Jeff Schaub, Commissioner

\_\_\_\_\_  
William Snyder, Commissioner

\_\_\_\_\_  
Roy Waugh, Commissioner

\_\_\_\_\_  
Leslie Jo Wells, Commissioner

\_\_\_\_\_  
Randy Woolery, Commissioner



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>71</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>FINANCIAL ASSISTANCE</b>
<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S):</b>	

THIS SECTION TO BE COMPLETED BY <i>BILLING AGENCY</i>	
Patient Name:	Incident Date:
Authorized by Snohomish County Fire District No 7 Personnel:	
1)	2)
Comments	

### *FINANCIAL ASSISTANCE APPLICATION*

## Snohomish County Fire District No 7

c/o Systems Design West Billing Services  
P.O. Box 3510, Silverdale, WA 98383

**Phone: (360) 394-7010 or (800) 238-9398**  
**Fax: (360) 697-1659**

RESPONSIBLE PARTY		
Name:	<b>Marital Status:</b> [ ] Single [ ] Married [ ] Widowed [ ] Divorced	Social Security Number:
Street Address:	City, State, Zip Code	How long at this address?
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
SPOUSE/OTHER RESPONSIBLE PARTY		
Name:		Social Security Number:
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
OTHER QUALIFYING DEPENDENTS		
Number of Other Qualifying Dependents:	Name(s) & Age(s):	
MISCELLANEOUS INCOME PER MONTH		
INCOME SOURCE**	AMOUNT (Per Month)	COMMENTS
Public Assistance (Per Month)	\$	
Social Security Income (Per Month)	\$	
Unemployment Compensation (Per Month)	\$	
Worker's Compensation (Per Month)	\$	



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>71</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>FINANCIAL ASSISTANCE</b>
<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S):</b>	

Alimony / Child Support	\$	
Pension, Retirement Income	\$	
Dividends, Interest	\$	
Savings/Checking	\$	
Other Income ( <i>Please Explain</i> )	\$	

### OTHER PERTINENT INFORMATION

List any other information that you feel may influence a decision regarding your account:

**\*\*Note** the source of your income listed and what type of documentation you are providing. Examples of documentation you may use to support your income amounts recorded above would be: paycheck stubs, income tax return, W-2s, letter from employer, award letter from DSHS, VA or Social Security benefit determination letter, worker's compensation award notice, verification of child support through copy of decree, or actual check from supporting parent.

In completing this financial statement, I hereby affirm that the above statements are correct and complete, and I give my consent to further verification by Snohomish County Fire District No 7 or its agents.

Signature

Date



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>71</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>FINANCIAL ASSISTANCE</b>
<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S):</b>	

THIS SECTION TO BE COMPLETED BY	
<i>District 7 Personnel</i>	
Applicant Name:	Incident Date:
Authorized by Snohomish County Fire District No 7 Personnel:	
1)	2)
Comments	

### *FINANCIAL ASSISTANCE APPLICATION*

### **Snohomish County Fire District No 7**

163 Village Court  
Monroe, WA 98272

**Phone: (360) 794-7666 or Fax: (360) 794-0959**

RESPONSIBLE PARTY		
Name:	<b>Marital Status:</b> [ ] Single [ ] Married [ ] Widowed [ ] Divorced	Social Security Number:
Street Address:	City, State, Zip Code	How long at this address?
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
SPOUSE/OTHER RESPONSIBLE PARTY		
Name:		Social Security Number:
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
OTHER QUALIFYING DEPENDENTS		
Number of Other Qualifying Dependents:	Name(s) & Age(s):	
MISCELLANEOUS INCOME PER MONTH		
INCOME SOURCE**	AMOUNT (Per Month)	COMMENTS
Public Assistance (Per Month)	\$	
Social Security Income (Per Month)	\$	
Unemployment Compensation (Per Month)	\$	
Worker's Compensation (Per Month)	\$	



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>71</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>FINANCIAL ASSISTANCE</b>
<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S):</b>	

Alimony / Child Support	\$	
Pension, Retirement Income	\$	
Dividends, Interest	\$	
Savings/Checking	\$	
Other Income ( <i>Please Explain</i> )	\$	

### OTHER PERTINENT INFORMATION

List any other information that you feel may influence a decision regarding your account:

**\*\*Note** the source of your income listed and what type of documentation you are providing. Examples of documentation you may use to support your income amounts recorded above would be: paycheck stubs, income tax return, W-2s, letter from employer, award letter from DSHS, VA or Social Security benefit determination letter, worker's compensation award notice, verification of child support through copy of decree, or actual check from supporting parent.

In completing this financial statement, I hereby affirm that the above statements are correct and complete, and I give my consent to further verification by Snohomish County Fire District No 7 or its agents.

Signature

Date



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>71</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>FINANCIAL ASSISTANCE</b>
<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S):</b>	

### 2019 HHS Poverty Guidelines

For 48 Contiguous States and the District of Columbia

(Source: Federal Register / Vol. 84, No. 22/ Friday, February 1, 2019 / Notices)

Family Size	100% Charity (100% of Poverty)	75% Charity (125% of Poverty)	50% Charity (150% of Poverty)	25% Charity (175% of Poverty)
1	\$12,490.00	\$15,612.50	\$18,735.00	\$21,857.50
2	\$16,910.00	\$21,137.50	\$25,365.00	\$29,592.50
3	\$21,330.00	\$26,662.50	\$31,995.00	\$37,327.50
4	\$25,750.00	\$32,187.50	\$38,625.00	\$45,062.50
5	\$30,170.00	\$37,712.50	\$45,255.00	\$52,797.50
6	\$34,590.00	\$43,237.50	\$51,885.00	\$60,532.50
7	\$39,010.00	\$48,762.50	\$58,515.00	\$68,267.50
8	\$43,430.00	\$54,287.50	\$65,145.00	\$76,002.50
Add for each add'l person	\$4,420.00	\$5,525.00	\$6,630.00	\$7,735.00

### 2018 HHS Poverty Guidelines

For Alaska only

(Source: Federal Register / Vol. 84, No. 22/ Friday, February 1, 2019 / Notices)

Family Size	100% Charity (100% of Poverty)	75% Charity (125% of Poverty)	50% Charity (150% of Poverty)	25% Charity (175% of Poverty)
1	\$15,600.00	\$19,500.00	\$23,400.00	\$27,300.00
2	\$21,130.00	\$26,412.50	\$31,695.00	\$36,977.50
3	\$26,660.00	\$33,325.00	\$39,990.00	\$46,655.00
4	\$32,190.00	\$40,237.50	\$48,285.00	\$56,332.50
5	\$37,720.00	\$47,150.00	\$56,580.00	\$66,010.00
6	\$43,250.00	\$54,062.50	\$64,875.00	\$75,687.50
7	\$48,780.00	\$60,975.00	\$73,170.00	\$85,365.00
8	\$54,310.00	\$67,887.50	\$81,465.00	\$95,042.50
Add for each add'l person	\$5,530.00	\$6,912.50	\$8,295.00	\$9,677.50



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<i>71</i>
<b>SECTION:</b>	<i>ADMINISTRATIVE POLICIES</i>
<b>TITLE:</b>	<i>FINANCIAL ASSISTANCE</i>
<b>EFFECTIVE DATE:</b>	
<b>REVISION DATE(S):</b>	

# **ACTION ITEMS**



**INTERLOCAL BIDDING/PURCHASING AGREEMENT  
BETWEEN SNOHOMISH COUNTY FIRE DISTRICT 7 AND THE CITY OF  
BELLINGHAM**

This Agreement, made and entered into by and between Snohomish County FD7, in the state of Washington, with an office located at 163 Village Court Monroe, WA 98272 (hereinafter referred to as SNO7) and the City of Bellingham, Washington, a political subdivision of the State of Washington (hereinafter referred to as "Bellingham"), (collectively "Parties").

WITNESSETH that:

A. The Parties maintain, for the benefit of the citizens of their respective jurisdictions, an organized and standard bidding and purchasing structure charged with the function of securing equipment, goods and services within the limits of all appropriate bidding laws of the state of Washington and the individual jurisdictions; and

B. The Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provides for Interlocal cooperation between governmental agencies; and

C. It has been determined by each of the Parties hereto that it would be in the best interests of the citizens of their respective jurisdictions if, in some circumstances, the purchase of equipment, goods and services, can be purchased through a bidding or purchasing process made up of more than one jurisdiction in the state of Washington; and

D. The Parties hereto desire and by this agreement enter into an Interlocal Cooperative Bidding/Purchasing Agreement ("Agreement") wherein the Parties can utilize each other's contracts where it is lawful and in their best interest to do so and may establish yearly bidding/purchasing for equipment, goods and services of mutual need requirements.

WHEREAS, the Parties hereto desire to set forth their rights, duties and responsibilities with respect to applicable laws, ordinances, procedures as established by the Parties hereto and the State of Washington. The Parties may elect not to exercise their right under this Agreement every year but may do so at any time the Agreement remains in effect; and

NOW, THEREFORE, for and in consideration of the procedures contained herein performed and to be performed, the Parties hereto agree as follows:

1. Cooperative Purchases. The Parties hereto, pursuant to Chapters 35 and 39 bidding laws, Revised Code of Washington, and pursuant to Chapter 39.34 of the Revised Code of Washington do hereby contract to cooperatively purchase goods, services and equipment as a result of competitive bidding or other lawful purchasing procedure and within the specifications established by and for SNO7 and Bellingham. Once the bidding or other purchasing procedure has

been finalized and the Parties have been notified, both Parties will finalize their own individual arrangements, including option selection, selections, trade-in and delivery arrangements for goods, services and equipment directly with the applicable contractor.

SNO7 and Bellingham agree that each party has no liability as far as the durability, serviceability, and warranty of the goods, services, and equipment selected. It is also agreed that the goods, services, and equipment selected shall be agreed upon by each individual party and will not be perceived as selected by the other party.

SNO7 and Bellingham accept no responsibility for the performance of any contracts by the contractor, and SNO7 and Bellingham accept no responsibility for payment of the purchase price for any contract entered into by the other party.

This Agreement is offered to allow the Parties the capability to purchase goods, services, and equipment designed specifically for their use and to take advantage of prices achieved by group participation. Any property acquired by a party under this Agreement is the sole and separate property of that party.

2. No Obligation to Purchase. Each party reserves the right to contract independently for the purchase of any particular class of equipment, goods, or services with or without notice to the other party.

The Parties reserve the right to exclude the other party from any particular purchasing contract with or without notice to the other party.

3. Term. This Agreement shall take effect immediately and shall continue in effect until terminated by either party. It may be terminated by either party by giving ten (10) days written notice to the other; provided, however, that termination shall not affect or impair joint purchases of the Parties that are agreed to on or before the date of termination.

4. Compliance with Laws. Each party accepts responsibility for compliance with federal, state, or local laws and regulations including, in particular, that party's bidding requirements applicable to the acquisition of any goods, services, or equipment obtained through the cooperative process agreed to herein.

5. Indemnification.

SNO7 agrees to indemnify, defend and hold Bellingham, its elected officials, officers, employees, agents, and volunteers harmless from any and all tort claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by the tortious negligent acts, errors or omissions of SNO7, its elected officials, commissioners, officers, employees, agents, and volunteers, or by SNO7 breach of this Agreement.

Bellingham agrees to indemnify, defend and hold SNO7, its elected officials, commissioners, officers, employees, agents and volunteers harmless from any and all tort claims, demands, losses, actions and liabilities (including costs and attorney fees) to or by any and all persons or entities, including without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent caused by the tortious negligent acts, errors, or omissions of Bellingham, its employees or agents.

6. Survival. The provisions of Section 5 shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

7. Contact Persons. The Parties stipulate that the following persons shall be the contact person for their respective jurisdiction.

a. SNO7:

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT #7**

**GARY MEEK, FIRE CHIEF**

163 Village Court Monroe, WA. 98272

**360-794-7666 PHONE**

**360-794-0959 FAX**

b. BELLINGHAM

**CITY OF BELLINGHAM**

**PURCHASING MANAGER**

**2221 PACIFIC STREET**

**BELLINGHAM, WA**

**360-778-7750 PHONE**

8. Administration. No separate legal or administrative entity is created by this Agreement.

9. Recording. A copy of this Agreement shall be recorded in Bellingham's Finance Office.

10. General Provisions. This Agreement contains all of the agreements of the Parties with respect to any matter covered or mentioned in this Agreement. No provision of this Agreement may be amended or modified except by written agreement signed by the Parties. This Agreement shall be binding upon and inure to the benefit of the Parties' successors in interest, heirs and assigns. Any provision of this Agreement which is declared invalid or illegal shall in no way affect or invalidate any other provision. In the event either of the Parties defaults on the performance of any terms of this Agreement or either Party places the enforcement of this Agreement in the hands of an

attorney, or files a lawsuit, each Party shall pay all its own attorneys' fees, costs and expenses. The venue for any dispute related to this Agreement shall be in Bellingham if the bid is issued by Bellingham or in SNO7 if the bid is issued by SNO7. Failure of Bellingham or the SNO7 to declare any breach or default immediately upon the occurrence thereof, or delay in taking any action in connection with, shall not waive such breach or default. Time is of the essence of this Agreement and each and all of its provisions in which performance is a factor.

Agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, 2019

APPROVED: SNO 7

APPROVED: CITY OF BELLINGHAM

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Chris Hughes

\_\_\_\_\_  
Signature

Approved as to Form:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Kelli Linville, Mayor

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Department Head

# **COMMITTEE REPORTS**

## **OTHER MEETINGS ATTENDED**

# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**



# **EXECUTIVE SESSION**