



**BOARD OF FIRE COMMISSIONERS JOINT MEETING MINUTES  
LAKE STEVENS FIRE / FIRE DISTRICT 7**

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

June 27, 2019

1700 hours

**CALL TO ORDER**

Chairman Elmore called the meeting to order at 1710 hours.

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

LSF: Chairman Elmore, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, and Director of Finance & Administration Leah Schoof.

Vice Chair Steinruck was absent with prior notice.

Fire District 7: Vice Chair Snyder, Commissioner Schaub, Commissioner Woolery, Commissioner Fay, Chief Meek, and various members from the District.

Chairman Waugh and Commissioner Wells were both absent with prior notice.

**LAKE STEVENS FIRE REGULAR BUSINESS**

**ADDITIONAL AGENDA ITEMS** None

**MINUTES**

**Minutes 19-05-31**

**Minutes 19-06-06**

Motion to approve the May 31 and June 6, 2019 Commissioner Meeting minutes as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore.

Vote Passed, Vice Chair Steinruck is an excused absence.

**FINANCIAL REPORT**

**Investment Report**

**Vouchers**

Motion to approve Expense Vouchers dated June 20, 2019 in the total amount of \$50,336.17 as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore.

Vote Passed, Vice Chair Steinruck is an excused absence.

Motion to approve Capital Initiative Vouchers dated June 20, 2019 in the total amount of \$7,628.13 as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon.

Vote Passed, Vice Chair Steinruck is an excused absence.

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

Motion to approve Capital Replacement Voucher dated June 20, 2019 in the total amount of \$33,466.23 as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Passed, Vice Chair Steinruck is an excused absence.

Motion to approve Strategic Fund Voucher dated June 20, 2019 in the total amount of \$8592.62 as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Passed, Vice Chair Steinruck is an excused absence.

### **Payroll**

Motion to approve the June 2019 Payroll in the total amount of \$660,741.62 as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Elmore.  
Vote Passed, Vice Chair Steinruck is an excused absence.

### **Expense Line Item Review Summary & Reports**

Leah noted one addition under the communications equipment line item. It was explained it was not a deficit but rather to report out the purchases within their line items so it was more a timing issue.

### **CORRESPONDENCE**

Greetings from Vienna  
Thank You for Service  
Birth Announcement from Fujiwara-Herbert Family  
Thank You from LS Chamber of Commerce

### **OLD BUSINESS**

#### **Discussion**

#### **Merger with Fire District 7**

Chief O'Brien commented that the chiefs and Leah have been meeting with a lot of the community. The biggest question is what happens to their hometown fire stations. The message is that the hometown feel will not change. There will still be pancake breakfasts etc. Things are ready and lined up for the August 6<sup>th</sup> election. We will continue with our merger presentation schedule and we appreciate the support from our Commissioners. A "just in case" ballot for November, drawn up by Brian Snure, will be presented at the next meeting for the commissioners to review. It was noted that if the vote does not fail the November ballot can be pulled.

There will be two direct mailings to the Lake Stevens community.

The FAQ Card goes out the same day the ballot drops in mail & the newsletter will be sent out the following week.

#### **Action**

#### **Lexipol Policy 701 Fixed Asset / Inventory System**

Motion to adopt Lexipol Policy 701 Fixed Asset / Inventory System as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Passed, Vice Chair Steinruck is an excused absence.



## Lexipol Policy 702 Surplus Property

Motion to adopt Lexipol Policy 702 Surplus Property as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Passed, Vice Chair Steinruck is an excused absence.

### **NEW BUSINESS**

#### **Discussion**

##### **Temporary Structure for Office Relocation**

Chief O'Brien informed them that thanks to the help of Messer and Lawhead, they are pursuing the leasing of the temporary structure to put on the adjacent property at Station 82 to serve as a storefront for the community. There's a packet that Chief Messer and Lawhead are putting together. Chief Messer noted it was a 60' x 48' trailer rental to work with the space however is needed. They are currently working with the City on the permitting process and utility companies for power & sewer options and expect about another two weeks of the planning process before the packet will be ready for the commissioners.

##### **Fire Training Facility Use Agreement**

Chief O'Brien noted that the use agreement with District #4 to use their training facility was mostly housekeeping to renew the language and had already been viewed by legal. Commissioner Elmore wanted to know what the financial change was for the agreement.

This was provided simply for review and the District plans to ask for approval at the following Commissioner Meeting.

**Action:** None

### **CHIEF'S REPORT**

Captain hiring process: Chief O'Brien commented that they've promoted four new captains. Captains Brian Kees, Nate Dillon, Lisa Defenbaugh & Jerry Aamold will start their new positions effective July 1, 2019. This fulfills the 4 platoon requirements, it was a difficult process with great candidates and congratulations to them.

As of 6/28/19 Chief O'Brien has completed his term as Rotary President of Lake Stevens.

There was a successful executive team mini retreat. Chief O'Brien briefly covered what they did at the retreat.

Guns & Hoses is coming up July 18 at 6pm on Machias Road. They will be collecting peanut butter for donations to the Food Bank. Free hot dogs are also available while supplies last. All battalions are invited.

*The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, July 11 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.*

Chief O'Brien commented that he will be unable to attend the July 11<sup>th</sup> meeting. Both Commissioners Gagnon and Elmore were unable to attend as well. They agreed to move the meeting to Tuesday, July 16<sup>th</sup> at 5:30pm.

### **GOOD OF THE ORDER**

Chairman Elmore thanked everyone in both departments for all their hard work with the merger and it seems things are really starting to come together.



## FIRE DISTRICT 7 REGULAR BUSINESS

### **AGENDA CHANGES:**

- Next Meeting will be located at Station 31 Training Room
- Executive Session was added for 10 minutes per RCW 42.30.140 (4)(a)
- New Discussion: Annexing of unprotected areas
- Consent Agenda Addition of Benefit Vouchers for approval

### **GENERAL PUBLIC COMMENT:** None

### **UNION COMMENT:**

Union Secretary Ray Sayah noted they had a great week at the State Council convention and District 7's Local introduced legislation to make heart disease a presumptive illness which would have helped aid brother Shouse's situation. It was met with a lot of fanfare and approval and they will be going to the legislative session in January with that message. While there they had a reaffirmation of the merger of two locals, District 7 and Lake Stevens Fire, with the Vice President receiving the merger document on the shores of Lake Washington. The union is looking forward to doing more to support the merger and the levy and have made an order of signs to help inform the public. The local also wanted to congratulate the District on the result of the arbitration and appreciated the chance to participate on equal ground to have both sides heard.

### **CHIEF'S REPORT**

Chief Meek discussed items from the Chief's Report.

He also added that he felt the mini retreat was successful and wanted to thank Chief O'Brien for making it fun, educational while still addressing some serious conversations.

### **CONSENT AGENDA**

#### **A. Voucher Approval:**

- AP Vouchers #19-01601 - #19-01682 in the amount of \$440,741.72 to be approved.
- New Benefit Vouchers #19-01684 in the amount of \$3,374.85 to be approved.
- New Benefit Vouchers #19-01685- #19-01699 in the amount of \$450,170.68 to be approved.

#### **B. Payroll Approval:**

- The June 30, 2019 regular pay was submitted for approval in the amount of \$1,132,766.24.

#### **C. Approval of Minutes**

- 1) Approve Joint Board Meeting Minutes of June 13, 2019.

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

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

Chief Meek noted that \$365,308.37 was for annual leave sell back on the June 30<sup>th</sup> payroll.



**DISCUSSION ITEMS:**

**A. Commissioners on Safety Committee**

There were some brief discussion regarding this topic at Lake Chelan. It was agreed to defer this conversation to the Joint Meeting.

**B. HRA VEBA MOU's**

Assistant Chief Silva noted that the District has met with our HRA VEBA rep for offering different VEBA contributions for each workgroup rather than everyone being committed to one rule for the District.

**C. Annexation of unprotected areas**

Chief Silva explained that there are a couple annexations in the works, the first one being substitute senate bill 5010 that just passed legislature and is effective July 28, 2019. This bill states that if you have any property wholly surrounded by a fire district but not paying fire tax that a process could be completed without the need for a petition. There are 26 properties within Fire District 7 that meet that qualification. There's a process where the District notifies the property owners by letter, there will be a public hearing, then a resolution to the Board for approval, and the property owners can appeal to the BRB but the BRB cannot invoke jurisdiction.

The other annexation is for unprotected properties just outside the District boundaries. There are 16 of those properties have signed petitions to be annexed into the fire district.

**ACTION ITEMS:** None

**COMMISSIONER COMMITTEE REPORTS**

**A. Safety Committee:** Meeting next June 24 1800 hours at Station 71. Commissioner Schaub reported on some minor vehicle scrapes with Evergreen entrance. Other injury reports were covered. Annual physicals have been moved up to the first weeks of September for the Wellness Program.

**B. Strategic Plan:** Chief Meek gave a quick update that Kendall Hodson, the consultant the District plans to use for the Strategic Plan, has a full plate at the moment and will reach out to the District when she is next available.

**OTHER MEETINGS ATTENDED**

**A. Sno-Isle Commissioner Meeting:** Meets next September 2, 2019 1930 hours at Lake Roesiger regarding the hands on ACT.

**OLD BUSINESS:** None

**CALL ON BOARD:** Chief Meek noted that the Mill Creek festival is coming up July 13-14 and Commissioners were encouraged to attend.

**ATTENDANCE CHECK**

All board members in attendance noted they would be available 1700 for the July 11, 2019 at Station 31 Admin Building with the exception of Commissioner Snyder who will miss both meetings in July and Commissioner Woolery also noted he would be absent for the second meeting on July 25. It was believed that Commissioner Waugh was also going to be absent for the July 11 meeting.

It was noted the District 7 executive session would occur after the joint meeting business.



## **JOINT MEETING BUSINESS**

### **DRAFT BOARD RULES AND POLICIES**

Chief O'Brien noted there are two teams working on operational policies to see what needs to be melded and the same is occurring on the operational side. The draft board policy is still in the works.

### **MERGER MANAGEMENT PLAN**

Chief Meek noted that the job duties and descriptions are getting dialed in to be able to move forward.

### **CULTURAL INTEGRATION TEAM**

Chief O'Brien noted that the CIT has met a couple times and have identified a CIT mission and goals. There has already been great success just in getting together. This group is tasked with reaching out to everyone in the district for their input.

### **SAFETY COMMITTEE**

During the Commissioner Chelan retreat there was discussion about removing attendance to some committees and adding new involvement. Two in discussion were safety committee and labor management but it was agreed to discuss only the Safety Committee at this meeting as it was the only agenda item. Commissioner Fay noted that he has listened to everyone's opinion on commissioner involvement in the Safety Committee can see ending Commissioner involvement on that particular committee and is willing to personally step off the committee. Commissioner Schaub noted that nothing was more important to him than the safety of the firefighters. His perspective never saw anything contentious as a commissioner but rather than to keep a pulse on the safety of the district. He will honor whatever the joint board decides but enjoys participating in this committee. Commissioner Gagnon pointed out that this is a good time to end involvement now when there is no agenda when in the future, a commissioner could possibly have an agenda. Commissioner Snyder noted that if it involves management, the commissioners shouldn't be involved.

### **JOINT COMMISSIONER RETREATS**

Chief O'Brien would like to schedule a 3-day off-site Joint Commissioner Retreat for the end of September or beginning of October with Dr. Sikora to help engage the discussion of the districts cultures, bonding, etc. All commissioners in attendance were in agreement. It was agreed that the third week of September would work and to stick to the weekends. A Doodle Poll will be sent out for specific dates/times.

### **NEXT JOINT COMMISSIONER MEETING – JULY 25**

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, July 25 at the LSF Conference Center located at 10518 – 18<sup>th</sup> Street SE, Lake Stevens.

### **ADJOURNMENT**

Chairman Elmore and Vice Chair Snyder adjourned the joint meeting at 1815 hours.

Motion to adjourn the meeting at 1815 hours.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Passed, Vice Chair Steinruck is an excused absence.

### **DISTRICT 7 EXECUTIVE SESSION**

The District 7 Commissioners went into Executive Session at 6:20 for ten (10) minutes per RCW 42.30.140 (4)(a).

Regular session resumed at 6:30 with no action to follow, and meeting adjourned.



Minutes respectfully submitted by Denise Mattern, District Administrative Coordinator for Snohomish County Fire District 7.

A handwritten signature in black ink, appearing to read "Troy Elmore".

Chairman Troy Elmore

Vice Chair Jim Steinruck

A handwritten signature in blue ink, appearing to read "Paul R. Gagnon".

Commissioner Paul Gagnon

A handwritten signature in blue ink, appearing to read "Kevin K. O'Brien".

Chief Kevin K. O'Brien

