



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

Lake Stevens Fire Conference Center  
10518 – 18<sup>th</sup> Street SE, Lake Stevens, WA 98258

July 25, 2019

1700 hours

### CALL TO ORDER

Chairman Elmore and Chairman Waugh both called the meeting to order at 1700 hours.

### PLEDGE OF ALLEGIANCE

### ATTENDANCE

LSF: Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon (arrived at 5:15pm), Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Legal Counsel Brian Snure, and Communications Director/District Secretary Laana Larson.

Fire District 7: Chairman Waugh, Commissioner Schaub, Commissioner Fay, Commissioner Wells. Vice Chair Snyder and Commissioner Woolery were absent with prior notice.

## LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS: None

### MINUTES

**Minutes 19-07-16**

Motion to approve the July 16, 2019 Commissioner Meeting minutes as submitted.  
Motion by Steinruck and 2<sup>nd</sup> by Elmore.  
Vote Passed 2/0, Commissioner Gagnon was absent for this vote.

### FINANCIAL REPORT

#### **Investment Report**

#### **Vouchers**

Motion to approve Expense Vouchers dated July 18, 2019 in the total amount of \$111,679.03 as submitted.  
Motion by Elmore and 2<sup>nd</sup> by Steinruck.  
Vote Passed 2/0, Commissioner Gagnon was absent for this vote.

Motion to approve Strategic Fund Voucher dated July 18, 2019 in the total amount of \$7,578.64 as submitted.  
Motion by Steinruck and 2<sup>nd</sup> by Elmore.  
Vote Passed 2/0, Commissioner Gagnon was absent for this vote.

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

## Payroll

Motion to approve the July 2019 Payroll in the total amount of \$650,721.90 as submitted.  
Motion by Elmore and 2<sup>nd</sup> by Steinruck.  
Vote Passed 2/0, Commissioner Gagnon was absent for this vote.

## Expense Line Item Review Summary & Reports

### Annual Financial Report Summary

In addition to the monthly reports, this summary provides highlights of the information the District provided to the State Auditor's Office by May 31 for the previous year.

### CORRESPONDENCE

Thank You from Making Miracles

### OLD BUSINESS

#### Discussion

#### Merger with Fire District 7

Chief O'Brien commented on a number of presentations in the last week, visited the Senior Center, numerous citizen questions, and there were recent interviews with the Everett Herald & Q13 Fox.

He thanked Heather Chadwick for helping out with the Water Safety camp in August in Lake Stevens. He also thanked the union in getting the word out to inform citizens. Commissioner Elmore thanked Captain Rasmussen for his help with the social media.

FAQ Card dropped in the mail the same day as the ballots July 18 & Newsletter dropped in the mail July 23.

#### Fire Station 84

Looking at getting station 84 landscaping cleaned up and looking at posting a sign there to talk about a future station. Mike Messer has been working hard on that getting bids out and selecting a contractor. The District is putting in the preliminary application process in as well to keep moving forward.

#### Temporary Lake Stevens Fire Office

Working on the contract for the temporary office space across the street from Station 82 with permits in process. Mike Messer noted the contract has been through legal and approved and is waiting on final price and cost of permitting to have before the board soon.

#### Operations Shift Start Time MOU

The union voted positively for the MOU changing Lake Stevens shift start time to 0800.

#### MSO Debit Time MOU

The union recently voted positively for this MOU as well.

Motion to authorize Chief O'Brien to sign both the Operations Shift Start Time and MSO Debit Time Memorandum of Understandings with the Union.  
Motion by Elmore and 2<sup>nd</sup> by Steinruck.  
Vote Passed 2/0, Commissioner Gagnon was absent for this vote.

#### Captain of Training & Driver Operator MOU

Chief would like more time with this MOU to speak with the union president further before moving forward with it.

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

**Action:** None

## **NEW BUSINESS**

**Discussion:** None

**Action:** None

## **CHIEF'S REPORT**

### **Guns 'n Hoses Update**

LSF took home the win with a final score of 14-13

Huge thank you to the community for their donations of peanut butter for the LS Food Bank.

Thanks to our umpires, Savannah for the National Anthem, LSPD Explorers for flag presentation, LS Little League for the ball field and open concession stand, DJ Bob for sound system, and for Justin & Jeff grilling those hotdogs

### **Paramedic Graduation Reminder**

Graduation Ceremony for Paramedic Nadia Kukhotskaya scheduled for Saturday, July 27 at 11:30am. Both Chief Huff and Commissioner Elmore plan to attend.

### **Aquafest & FFs Pancake Breakfast**

Aquafest is coming up this weekend July 26-28.

Firefighters Pancake Breakfast both Saturday and Sunday from 6am – Noon

- Joining us this weekend at the breakfast, in addition to our Pub Ed Booth
  - AAA of Everett Fire Extinguisher Company both Saturday & Sunday
  - Snohomish County 911 on Saturday
  - Dept of Emergency Management on Sunday

Additionally our involvement in Aquafest includes:

- Booth Inspections prior to the event
- Staffing the First Aid Station on Main Street
- EMS Bike
- Fire Boat
- Leading both the Children's Parade on Friday & the Grand Parade on Saturday
- Chief judging the Grand Parade
- Laana working the Information Booth
- Chief - Comm Steinruck - MSO Rasmussen all involved with Rotary throughout the weekend
- Local will have a booth out there as well

### **Coffee with the Chiefs**

Scheduled for 3pm Tuesday, July 30 at LS Buzz Inn

Next Regular LSF Commissioner Meeting scheduled for 5:30pm Thursday, August 1 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

## **GOOD OF THE ORDER**

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

## FIRE DISTRICT 7 REGULAR BUSINESS

### AGENDA CHANGES

Action Item addition: Associate ILA's with ECFSS for King County Fire 50 and Arlington Fire

**UNION COMMENT:** None

### FIRE CHIEF REPORT

As presented

Commissioner Fay inquired if District 7 also has skin in the game for helping with the funding of a temporary structure for the Training Consortium. It was confirmed they would when that time arrives.

### CONSENT AGENDA

#### **Approve Vouchers**

Benefit Vouchers: #19-01842; \$164,206.64

AP Vouchers: #19-01843 through #19-01896; \$79,539.18

Benefit Vouchers: #1902; \$3,228.39

Benefit Vouchers: #19-01903 through 19-01918; \$405,229.59

#### **Approve Payroll**

Payroll: July 31, 2019; \$769,972.06

#### **Approval of Minutes**

Approve Joint Board Meeting Minutes – July 11, 2019

#### **Secretary's Report on Correspondence**

2019-02 Recruit Class Graduation Announcement

Motion to approve the Consent Agenda as submitted.

Motion by Fay and 2<sup>nd</sup> by Schaub.

Vote passed 4/0.

### DISCUSSION ITEM

#### **Option of Fire Levy on November elections**

It was noted that if the levy fails petition for the November election must occur before the August vote. The petition is easily rescinded with no fee. There are two Resolution options to either keep the levy initiative the same for November or drop the escalator clause on an annual basis.

Motion to discuss and vote on the resolution that drops the escalator clause.

Motion by Fay and 2<sup>nd</sup> by Wells.

Vote Passed 4/0.

Commissioner Steinruck inquired what the financial impact would be to remove the escalator. It was explained that it depended on the AV's going forward being limited to a 1% cap. Currently the District has to ask to lift one of the lids every 2 years, the 6 year provides more stable funding moving forward. Either one will help, if failed it will hurt the District. It's a 2% difference in what the District would receive which may be removed from Capital and/or Emergency Reserves. It would stabilize the Capital building projects moving forward producing better long range planning. The staff recommendation would be to go with the straight lid lift that drops the escalator clause.



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

Commissioner Fay asked what the input from the communications contact, Liz Loomis, was. The District has pushed out everything she has recommended with the help of PIO Chadwick. Those seeking out information will have ample opportunity to see what the District is doing. Chief O'Brien agreed with the staff recommendation and board motion and felt it was a smart move.

**Associate ILA for King County Fire 50 and Arlington Fire for ECFSS**

Arlington Fires ILA was previously approved and are looking for a replaced clean copy.

Motion to approve the Associate ILAs for both Arlington Fire and King County Fire 50  
Motion by Wells and 2<sup>nd</sup> by Schaub.  
Vote Passed 4/0.

**COMMISSIONER COMMITTEE REPORTS**

**Joint Fire Board with Mill Creek (Fay / Woolery / Waugh):** TBD

**Finance Committee (Waugh / Wells / Snyder):** Dates are pending

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

**Safety Committee (Fay / Schaub):** Monday, July 22, 2019 – 18:00 / Station 71

**Risk Management (Schaub):**

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

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

**Labor Negotiations (Waugh / Wells / Fay):** TBD

**Shop Committee – (Snyder / Woolery / Fay):** TBD

**Strategic Plan Committee – (Fay / Schaub / Wells)**

**Capital Facilities Committee - (Schaub / Snyder / Woolery)**

There is a doodle calendar out to the commissioners to pick a date for a Facilities tour please look for that and respond.

**OTHER MEETINGS ATTENDED**

**Snohomish County 911 (Waugh):** Presented a new formula diagram for assessments that is much different. There is a committee working on this with a preliminary draft available in a couple months but predict the costs to be pretty much the same.

**Regional Coordination:** Commissioner Waugh testified at the County Counsel on a fireworks ban for an advisory vote. There will be an advisory fireworks ban vote for discharge of fireworks (not for sale and possession) in November. Chief Meek noted if they do move forward from the advisory vote and propose an ordinance at the County, the ordinance cannot take effect for 1 year post approval of the ordinance. Cities are exempted and only affects the unincorporated area. If passed, the District would have to petition the County to initiate RCWs to allow the District to ban fireworks in a given area of the fire district.

Brief discussion took place surrounding the need for the fireworks ban.

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

**Sno-Isle Commissioner Meeting:** Thursday, September 5, 2019 – 19:30 / Central Whidbey with a presentation from the Naval Air Station Rescue Groups. Received sponsorship support for the fall conference hospitality suite from S. Kitsap, Whatcom, Pierce, Skagit, Snohomish and King County was deferred to 2021.

**OLD BUSINESS:** None

**CALL ON COMMISSIONERS:** None



### **ATTENDANCE CHECK**

Thursday, August 8, 2019 – 15:30 / District 7 Administration Building. All in attendance noted they would be available.

### **EXECUTIVE SESSION**

Discuss a contract for services - RCW 42.30.140. Deferred to the end of the Joint Meeting discussion.

## **JOINT MEETING BUSINESS**

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

The yellow highlighted areas were identified as potential items for discussion.

#### **Section 2.4**

Commissioner Schaub commented on the quorum of the commissioners and suggests to change the wording to a percentage meeting quorum since the number of commissioners is unknown. It was agreed as a good idea. It was suggested it to state "simple majority of filled positions."

#### **Section 5.1**

Brian Snure brought up the discussion of whether to continue to record board meetings or not. Brief discussion took place. There was no issue with continuing to record the meetings.

#### **Section 6.1**

Discussion took place surrounding the timing of board packets/agenda items to the Board prior to a Board Meeting. It was suggested to change the language to state "should" and that a couple days prior was sufficient.

It was suggested to flip (e) Announcements, Proclamations and Presentations with (f) Public Comment.

(g)(iv) language is to be changed to read "Board of Commissioners" rather than "Governance Board".

Brief discussion took place regarding when the Chiefs Report is discussed. It was agreed that Union Comment be added right after (f) Public Comment and that (j) Chiefs Report be moved right after Union Comment.

It was agreed to remove (k) Department Reports as those are covered in (j) Chiefs Report.

It was suggested to move (l) Correspondence under (g) Consent Agenda.

(m) Unfinished Business will be renamed Old Business.

(n) New Business language should read "Board of Commissioners" rather than "Governance Board".

Chief Meek questioned Brian Snure if the Executive Session language allowed to move the order the executive session to the beginning of the meeting if a lawyer was to be present to save on district expenses. Brian Snure confirmed the order can be moved around.

(q) Future Meetings is to be swapped with (p) Executive Session.

#### **Section 13.1 Commissioner Compensation**

Brief discussion took place surrounding what entails allowed commissioner compensation.

It was suggested to change (g) to read "Attendance at or preparation for Fire District related...."



### **MERGER MANAGEMENT PLAN**

Chief O'Brien noted the District has been moving forward with the management plan and conducting executive staff interviews last week of August to first week of September.

### **CULTURAL INTEGRATION TEAM**

Lt. Lundquist spoke to the Board on the progress and introduced himself. He noted it was a group of 28 from both Districts that are to work through the gray areas and to aid in forming what the new culture of the District will look like. This team is to be the voice for the boots on the street. He confirmed that the group is not making any decisions but are merely taking staff recommendations, discussing these topics and making suggestions to the Chiefs.

Commissioner Fay wanted to know what may be coming up from the committee that the Commissioners will be seeing recommendations from. It was noted that the Team will be researching best cultural practices to help the executive staff and chiefs with recommendations.

Commissioner Schaub commented on the new Districts mission and goals being something that would fit for the CIT to establish. It was noted that the CIT would have input but not dictate.

### **JOINT COMMISSIONER RETREAT**

It was noted that the retreat would be team building to come together, discuss things that are important to one another, board philosophy's and culture, discuss the strategic plan, and possibly a new District name. It was noted to possibly perform it without Dr. Sikora if agreeing on a date was difficult.

Commissioner Fay was hoping to have Dr. Sikora there to paint a picture of the other retreats and how they went to help with the communication bridge. Chief O'Brien noted that is his job, but a neutral unbiased party was preferred.

It was agreed to meet on Sept 28-30<sup>th</sup>. It was suggested to invite the Cultural Integration Team for a couple hours for an update. Chief Meek noted that the purpose of the Cultural Integration Team was to provide a voice for the rank and file without fear of backlash.

Commissioner Fay expressed his concerns in regards to the large rebranding costs and making sure the merged culture will still work and march forward successfully. Therefore, he would like to know what those deep cultural concerns are. Brief discussion took place surrounding a rebranding integration budget and building a new organization. It was inquired as to when that could be expected from the administration. Chief O'Brien noted the CIT was set up in response to the Sikora report to mirror the mission and vision and gave the team objectives and goals. It was noted that the CIT will not be determining integration expenses but it was agreed by the chiefs that tracking of these integration expenses can occur with a quarterly review.

### **COMMISSIONERS ON THE SAFETY COMMITTEE**

It was discussed whether being on the safety committee was any different than commissioners being on the board. The discussion was whether the committee was on the operational level. It was also mentioned that the Commissioners expectations on these committees should be defined. Because Chief O'Brien had shown concern for commissioner involvement in this committee so those on the committee were prepared to step off. Brian Snure commented on Section 10 in regards to Board Committees. Brian Snure commented that with his experience in working with Fire Districts, Commissioners are not typically involved on operational committees such as the Safety Committee.

Motion by Wells to remove Commissioners from the Safety Committee and 2<sup>nd</sup> by Fay.  
Vote Passed 3/0/1, Commissioner Schaub abstained due to being too closely involved in the topic.

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

### **CAPTIAL PLANNING TOURS**

The District would like to take the Commissioners to all the facilities to show the Commissioners what the facilities have. There will be a Doodle poll with two tours.

### **NEXT JOINT COMMISSIONER MEETING – AUGUST 22**

Next Joint Commissioner Meeting scheduled for 5pm Thursday, August 22, at the Fire D7 Station 31 Training Room in Monroe.

### **EXECUTIVE SESSION**

There was a brief 5 minute break.

The joint board went into executive session at 7:40pm for ten (10) minutes to discuss a contract for services - RCW 42.30.140. The executive session was extended ten (10) minutes.

### **ADJOURNMENT**

Both Chairman Elmore and Chairman Waugh adjourned the meeting at 20:00 hours.

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

  
\_\_\_\_\_  
Chairman Troy Elmore

  
\_\_\_\_\_  
Vice Chair Jim Steinruck

  
\_\_\_\_\_  
Commissioner Paul Gagnon

  
\_\_\_\_\_  
Chief Kevin K. O'Brien