

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 JOINT MEETING MINUTES
LAKE STEVENS FIRE / FIRE DISTRICT 7**

LSF Conference Center
10518 – 18th Street SE, Lake Stevens, WA 98258

April 25, 2019

1700 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1700 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

Lake Stevens Fire: Chairman Elmore, Commissioner Gagnon, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Legal Counsel Brian Snure, various members from the District and Communications Director/District Secretary Laana Larson.

Fire District 7: Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Fay, Commissioner Woolery, Chief Meek, Deputy Chief Dorsey, various members from the District, and District Administrative Coordinator Denise Mattern.

Excused Absence: LSF Vice Chair Steinruck.

GENERAL PUBLIC COMMENT

None

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-04-09

Minutes 19-04-18

Motion to approve the April 9 and April 18, 2019 Commissioner Meeting minutes as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Steinruck is an excused absence.

FINANCIAL REPORT

Investment Report

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Vouchers

Motion to approve Expense Fund Vouchers dated April 12, 2019 in the total amount of \$140,904.11 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Passed, Vice Chair Steinruck is an excused absence.

Motion to approve Strategic Fund Vouchers dated April 10, 2019 in the total amount of \$20,690.12 as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck is an excused absence.

Payroll

Motion to approve the April 2019 Payroll in the total amount of \$596,659.91 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Passed, Vice Chair Steinruck is an excused absence.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented there is one addition to the line item review summary, an update on our training line item for officer development.

CORRESPONDENCE

None

OLD BUSINESS DISCUSSION

Merger with Fire District 7

Deputy Chief / Fire Marshal Messer commented the Boundary Review Board has the packet under the 45-day review, and we are 22 days into it.

Director of Finance & Administration Leah Schoof commented the District is seeking pro & con statement committee members for the election guide. We have posted this information on our website and in our admin lobby, with a deadline of April 30. We will have this information available to the Commissioners at our May 2 Commissioner Meeting.

Fire Station 84

Deputy Chief Huff commented with the direction of the Board, Chief O'Brien notified the Petersen family that the District has approved the feasibility study and will move forward to closing. Closing is 30 days from last Friday.

Lexipol Policy for Electronic Signature

Deputy Chief Huff commented the Commissioners should see a draft policy for electronic signatures in May.

Sharing Technology with Fire District 7

Deputy Chief Huff commented we are working with Fire District 7 on integrating our emails and files so we can start the functional merger of administration.

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New Hires

Deputy Chief Huff commented a conditional offer of employment for Career Firefighter has been accepted by Logan Harding, Adam Perron, Jacob McCann, Brady O'Brien, Carter Welch, Matt Millich, and Megan McGrew.

Their orientation has been scheduled for Wednesday, May 15. They are currently in the process of going through background checks, medical, physical, drug testing, and having driving abstracts completed. We have an anticipated hire date of June 1; and we have secured 6 spots in the summer academy.

Deputy Chief Huff commented we are also planning to send one company officer from Lake Stevens Fire to the summer academy. The Commissioners can expect to see an MOU for this in May, similar to the previous MOU.

Commissioner Fay asked for details in regards to the firefighters' orientation and Deputy Chief Huff confirmed we would email the Commissioners this information.

OLD BUSINESS ACTION

None

NEW BUSINESS DISCUSSION

None

NEW BUSINESS ACTION

None

CHIEF'S REPORT

Paramedic Testing

Deputy Chief Huff commented we will have paramedic student testing next week. We are testing for one candidate from Lake Stevens Fire and two candidates from Fire District 7. We expect to hear back from Harborview in the next 30 days on whether we will have a spot available to us.

Captain Promotional Testing

Deputy Chief Huff commented our Captain promotional testing is scheduled for next month. May 13 will be the written test and May 22-23 will be the assessment center. He thanked our neighboring districts who are helping with the assessment center.

Upcoming MOU

Deputy Chief Huff commented there will be an MOU regarding a change from Training BC to Captain of Training; and the introduction of driver operator positions into the CBA. The Commissioners should see this sometime in May.

Washington D.C.

Chief O'Brien is in Washington D.C. this week with Deputy Chief Clinton, Chief Correira from Snoqualmie Fire, and Chief Stedman from South County Fire.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, May 2 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

GOOD OF THE ORDER

Both Commissioner Gagnon and Chairman Elmore thanked everyone for doing a great job.

EXECUTIVE SESSION

None



FIRE DISTRICT 7 REGULAR BUSINESS

Chairman Waugh called their Board meeting to order at 1710 hours.

UNION COMMENT

IAFF & Teamsters – No comment.

FIRE CHIEF REPORT

As presented – Chief Meek reviewed his report.

CONSENT AGENDA

Review Vouchers 19-00845 through 19-01019 (\$423,266.29)

Review Voucher 19-01020, Replaced voided voucher 19-00934

Approve Vouchers 19-01021 through 19-01133 (\$342,389.09)

Approve Payroll April 15, 2019 (\$1,247,797.59)

Approve Joint Board Meeting Minutes – April 18, 2019

Secretary's Report on Correspondence – 19-01 Recruit Firefighter Graduation Announcement

Motion to approve consent agenda as submitted.
Motion by Commissioner Fay and 2nd by Commissioner Wells.
Vote Unanimous.

DISCUSSION ITEMS

Draft Resolution to lift the Fire Levy

Chairman Waugh asked for any questions, and there was no additional comment. They will plan to take action at their next Commissioner Meeting.

Leasing Spare EMS Vehicles

Deputy Chief Dorsey commented Braun frequently receives calls about leasing vehicles and they asked if we might be interested in potentially leasing out our spare vehicles when there is a need. Internally this has been accepted as a good idea; and Deputy Chief Huff confirmed we would have back up through Lake Stevens Fire if necessary. Braun has provided a recommendation on rates. This is an opportunity to help out other fire districts; and everything is good to go pending approval from the Commissioners.

Motion to authorize the Chief to enter into ongoing lease agreements with EMS vehicles as proposed in the packet.
Motion by Commissioner Schaub and 2nd by Commissioner Wells.
Vote Unanimous.



ACTION ITEMS

Resolution 2019-7 Changing Board Meeting Dates

Motion to adopt Resolution 2019-7 Changing Board Meeting Dates as submitted.
Motion by Commissioner Wells and 2nd by Vice Chair Snyder.
Vote Unanimous.

Resolution 2019-8 Course Registrations Fees

Motion to adopt Resolution 2019-8 Course Registrations Fees as submitted.
Motion by Vice Chair Snyder and 2nd by Commissioner Schaub.
Vote Unanimous.

ILA – Sno Co ALS Agencies – CRP

Deputy Chief Dorsey commented this is a collaboration with South County Fire and North County Regional Fire Authority. The funding has been set between our three agencies; and this establishes our agreement on how others may join in and set up a governing body.

Motion to approve the ILA agreement with Snohomish County ALS agencies as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Wells.
Vote Unanimous.

SNOCO911 Tower Lease Extension

Motion to extend current SNOCO911 Tower contract for 90 days.
Motion by Commissioner Fay and 2nd by Vice Chair Snyder.
Vote Unanimous.

Water Rescue Trailer Grant

Motion to accept the Water Rescue Trailer Grant, and pay for sales tax and licensing.
Motion by Commissioner Snyder and 2nd by Commissioner Wells.
Vote Unanimous.

Resolution 2019-09

Motion to adopt Resolution 2019-9 Appointment of Chief as Secretary to the Board for Limited Purpose as submitted.
Motion by Commissioner Wells and 2nd by Vice Chair Snyder.
Vote Unanimous.

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Fay, Woolery, Waugh)
TBD / Station 71

Finance Committee (Waugh, Wells, Snyder)
TBD / Admin Bldg.

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

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

Risk Management (Schaub)
Tuesday, April 23, 2019 – 19:00 / Snohomish Co. FD 22
August 27, 2019 – 19:00 / Snohomish Co. FD 22
November 5, 2019 – 19:00 / Snohomish Co. FD 22

Labor / Management (Waugh, Wells, Fay)
TBD

Shop Committee (Snyder, Woolery, Fay)
TBD / Admin Bldg.

Strategic Plan Committee (Fay, Schaub, Wells)

Capital Facilities Committee (Schaub, Snyder, Woolery)
Station 33, Station 72, Station 32, Station 76

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)

Regional Coordination

Leadership Meeting (Fay, Schaub, Wells)
Thursday, June 5, 2019 – 0900 hours at Station 71

Sno-Isle Commissioner Meeting
Thursday, May 2, 2019 – 1930 hours

OLD BUSINESS

No additional comment.

CALL ON COMMISSIONERS

ATTENDANCE CHECK

Thursday, May 9, 2019 – 1530 hours at Fire District 7 Admin Building

EXECUTIVE SESSION

None



JOINT MEETING BUSINESS

DISCUSSION

Draft Joint Board Policy

Chief Meek commented the committee has been tasked with reviewing the policies of both districts.

Chairman Elmore commented we will plan to set a date to meet in the near future.

Cultural Integration Team / Dr. Sikora Scope of Work

Director of Finance & Administration Leah Schoof commented we have a Scope of Work from Dr. Pat Sikora for the Cultural Integration Team for review, and we are asking for approval at the next Commissioner meeting or tonight.

- We plan to initiate items 1 and 2 with a "Do not exceed" of \$7,500
- We will be sharing costs 50/50 between Lake Stevens Fire and Fire District 7
- Items 3 and 4 will be planned for, but we will seek your approval before executing

Lake Stevens Fire made a motion to authorize Chief to sign the scope of work with Dr. Pat Sikora as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck is an excused absence.

Chief Meek asked if Fire District 7 Commissioners had any questions.

Chairman Waugh asked if it would be appropriate to have a Commissioner from each District represented on the team.

Chairman Elmore commented the suggestion from Dr. Pat Sikora is not to have any Chiefs or Commissioners on the Cultural Integration Team.

Commissioner Fay commented our history shows there is an element of integration to consider with the Commissioners as well. We could benefit from Dr. Pat Sikora at our level as well.

Chairman Elmore commented he would be in favor of multiple retreats before the end of the year; and we will continue to get know each other as we work through things. He would encourage a more formal retreat for the Commissioners.

Commissioner Fay suggested we ask Dr. Pat Sikora if she might consider this.

Chairman Elmore commented we will ask Chief O'Brien to follow up with her.

Chief Meek confirmed Chief O'Brien, he and the executive team had a lengthy discussion about this; and he agrees with Commissioner Fay's idea to meet separately on a Commissioner level.

Chairman Waugh commented if the Commissioners are excluded from this team he is concerned about getting a report a few months later listing our mistakes that the chiefs weren't aware of.

Chief Meek commented Dr. Pat Sikora will be providing a report in a timely fashion, and it won't be two years down the road.

Director of Finance & Administration Leah Schoof commented Dr. Pat Sikora encourages the grass roots approach which is where they have had success.



Fire District 7 made a motion to approve participation and support funding for the scope of work with Dr. Pat Sikora as submitted.

Motion by Commissioner Fay and 2nd by Vice Chair Snyder.
Vote Unanimous.

Draft Training Consortium ILA

Deputy Chief Huff commented we have been working on a new plan for the Training Consortium and this is a first look at the draft ILA. The training consortium has been a successful joint venture and we are working on a plan with a vision for the next 10 years for an all hazards emergency services training consortium, including EMS, law enforcement, dispatch, etc. This establishes the governance and staffing to start it up and identify the formula for cost sharing; and there will be more to come. We will need six staff members to start it up. Deputy Chief Huff asked for any questions.

Commissioner Fay asked about the training chief's assigned costs.

Deputy Chief Huff commented this refers to funding for the lead agency; as they would be in charge of keeping the books, taking care of bills for facilities, etc.

Commissioner Fay asked if we are re-engaging in talks about the use of the Fire District 7 property.

Deputy Chief Huff commented Fire District 7 Deputy Chief Clinton is part of our group and he is looking at locations. We are looking for 20+ acres and considering the Fire District 7 property and a county property off Hwy 82. Our plans are not yet confirmed.

ACTION

Move May 23 Joint Meeting

Chief Meek commented we have a scheduling conflict for the May 23 Commissioner Meeting due to the Washington Fire Chiefs Conference.

The Commissioners agreed to change the May 23rd Commissioner Meeting to 5pm Tuesday, May 28th and located at the Fire District 7 Station 31 Training Room in Monroe.

ADJOURNMENT

Motion to adjourn the meeting at 1803 hours.

Motion by Chairman Elmore and 2nd by Commissioner Gagnon.

Vote Passed, Vice Chair Steinruck is an excused absence.

Chairman Waugh adjourned the meeting at 1803 hours.

Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.




Chairman Troy Elmore

Vice Chair Steinruck



Commissioner Gagnon



Chief Kevin K. O'Brien