



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

# **SEMIMONTHLY ACTIVITY REPORT**

**January 2, 2019**

**7:00 PM**

**Administration Building / Monroe**

**SNOHOMISH COUNTY FIRE DISTRICT #7  
WASHINGTON**

# **AGENDA**



# Snohomish County FIRE DISTRICT 7

*Earning Trust Through Action*

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING AGENDA  
Snohomish County Fire District 7  
Administration Building / Monroe, WA  
7:00 PM  
Wednesday, January 2, 2019**

1. **Open the Meeting of January 2, 2019**
2. **Pledge of Allegiance**
3. **General Public Comment**
4. **Union Comment**
  - A. IAFF
  - B. Teamsters
5. **Fire Chief Report**
  - A. As presented
6. **Consent Agenda**
  - A. Approve Vouchers:
    - 1) Vouchers: #1-19 – #104-19; (\$341,243.82)
  - B. Approve Payroll:
    - 1) Payroll: December 31, 2018; (\$1,643,822.26) (Includes AL Sellback)
    - 2) Additional Social Security Tax: Schaub from Sept-Dec; \$176.70
  - C. Approval of Minutes
    - 1) Approve Meeting Minutes – December 18, 2018
  - D. Secretary's Report on Correspondence
7. **Discussion Item**
8. **Action Item**
  - A. Resolution 2019-1 – Establishing a Paid FMLA Trust Fund
  - B. Proposed Change to Board Meeting Schedule for 2019
  - C. Snohomish County 2019 Signature Authorization Form
9. **Commissioner Committee Reports:**
  - A. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
    - 1) TBD / Station 71
  - B. Finance Committee (Waugh / Wells / Snyder)
    - 1) TBD

- C. Policy Committee (Wells / Woolery / Schaub)
  - 1) Monday, January 7, 2019 – 17:00 / Admin Bldg.
- D. Safety Committee (Fay / Schaub)
  - 1) Monday, January 21, 2019 – 18:00 / Station 71
- E. Risk Management (Schaub)
  - 1) Tuesday, April 23, 2019 – 19:00 / Snohomish Co. FD 22
  - 2) August 27, 2019 – 19:00 / Snohomish Co. FD 22
  - 3) November 5, 2019 – 19:00 / Snohomish Co. FD 22
- F. Labor / Management (Waugh / Wells / Fay)
  - 1) TBD
- G. Shop Committee – (Snyder / Woolery / Schaub)
  - 1) TBD / Admin Bldg.
- H. Strategic Plan Committee – (Fay / Schaub / Wells)
  - 1) Dr. Sikora scheduled to present the report at the February 5, 2019 Regular Meeting
- I. Capital Facilities Committee - (Schaub / Snyder / Woolery)
  - 1) Station 33
  - 2) Station 72
  - 3) Station 32
  - 4) Station 76

**10. Other Meetings Attended:**

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
  - 1) Joint Fire Board Meeting – Lake Stevens / District 7  
Tuesday, January 8, 2019 – 18:00 Lake Stevens Conference Bldg.
- C. Leadership Meeting (Fay / Schaub / Wells)
  - 1) Thursday, February 21, 2019 – 09:00 / North Creek Community Church
- D. Sno-Isle Commissioner Meeting
  - 1) Saturday, January 26, 2019 – 19:30 / Shawn O'Donnell's
- E. SR 522 Coalition Meeting (Woolery / Silva)
  - 1) Wednesday, January 9, 2019 – 18:30 / Monroe City Council Chambers
- F. Joint Leadership Team Building Retreat (Schaub)
  - 1) Monday, February 11, 2019 – 08:00 – Wednesday February 13, 2019 – 17:00  
Camp Orkila / Orcas Island

**11. Old Business:**

**12. Call on Commissioners:**

**13. Attendance Check:**

- A. Tuesday, January 8, 2019 / 18:00 – Special Joint Meeting with Lake Stevens Fire / Lake Stevens Fire Conference Center
- B. Wednesday, January 15, 2019 – Regular Commissioner Meeting / Admin Bldg.

**14. Executive Session:**

# **FIRE CHIEF REPORT**



# Snohomish County FIRE DISTRICT 7

*Earning Trust Through Action*

To: Board of Fire Commissioners  
From: Gary A. Meek, Fire Chief  
Subj: Fire Chief Report for January 2, 2019

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

1. The Staff continues to spend countless hours collecting data and reviewing the data for the Public Records Request we received.
2. Staff members are preparing for the upcoming mediation and ULP's.  
Below is the list of the scheduled hearings:
  - a. Grievance – Pereira Termination, February 26 – 28, 2019, 09:30 – 17:00, Station 31 Training Room
  - b. Station 33 Mediation, Date and Time TBD
3. Division Staff personnel from District 7 and Lake Stevens Fire continue to meet to develop our plan for moving forward. If any members of the Board have further questions please send them to me so they can be addressed.
4. Staff members and Station 31 crew members served Christmas Dinner at the Monroe Senior Center on December 21<sup>st</sup>. Thank you to all those who participated in this event.
5. The Snohomish County Training Consortium Recruit Academy 2018-2 held its graduation on December 21<sup>st</sup>. Acting Capt. Basta, Lt. McConnell and Acting Lt. Stickney were instrumental in making this another successful regional venture for Snohomish County. Thank you to all the members that attended to show their support for our Company Officers that were part of this academy.
6. I have met with D/O Ekse who is working on enhancing Operative IQ in the department and ensuring all of our inventory is transitioning into this program. In addition to inventory, this program also tracks maintenance orders etc. Because of its ability to track this type of document, Ekse will be working with Chief Wirtz to develop Safety Committee Recommendation Forms & Tracking. This should give us time stamps and the complete tracking of all recommendations from inception to completion and has the capability of program manager notification so there should be no gap in the communication. Thank you to Chief Dorsey for his recommendation on this.

# **CONSENT AGENDA**

SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 1

Voucher No.	Vendor Name	Total
1	- 19 AJ'S Landcare	1,884.16
2	- 19 AJ'S Landcare	1,411.08
3	- 19 AJ'S Landcare	575.71
4	- 19 AJ'S Landcare	5,368.45
5	- 19 AJ'S Landcare	1,945.01
6	- 19 AJ'S Landcare	595.41
7	- 19 All Battery Sales & Service	1,813.33
8	- 19 Andgar Corporation	594.40
9	- 19 Aramark	147.15
10	- 19 Bickford Motors, Inc	370.76
11	- 19 Blanchard Auto Electric Co.	79.10
12	- 19 Blue Jeans Network, INC	3,865.68
13	- 19 Brad McLenaghan	159.00
14	- 19 Braun Northwest, Inc.	130.69
15	- 19 Central Welding Supply	770.44
16	- 19 Champion Bolt & Supply	130.82
17	- 19 Chmelik Sitkin & Davis	192.50
18	- 19 Christian W. Dimonda	399.00
19	- 19 Cindy Coker	110.00
20	- 19 Craig B. Clinton	399.00
21	- 19 Cressy Door Company, Inc.	5,811.84
22	- 19 Cummins Northwest, Inc.	573.31
23	- 19 Eastside AV LLC	18,059.53
24	- 19 ESO Solutions Inc	4,949.66
25	- 19 Evergreen Fire & Safety Inc.	120.35
26	- 19 VOID	0.00
27	- 19 First Watch	471.92
28	- 19 Freightliner Northwest	741.01
29	- 19 Frontier	842.03
31	- 19 Graybar Electric Co.	195.47
32	- 19 Hill Street Cleaners	114.66
33	- 19 HRA VEBA Trust	24.00
34	- 19 ISOOutsource	6,809.71
35	- 19 Jeff Zornes	73.50
36	- 19 Kaman Industrial Technologies	28.08
37	- 19 Kenny's Truck Parts & Repair	9.82
38	- 19 Kussmaul Electronics	1,111.85
39	- 19 L. N. Curtis & Sons	753.91
40	- 19 Les Schwab	114.22
41	- 19 Les Schwab	1,737.17
43	- 19 Lifetek, Inc.	22.39
42	- 19 Life Assist	266.00



SNOHOMISH COUNTY FIRE DISTRICT # 7BLANKET VOUCHER APPROVAL

PAGE NO. 2

Voucher No.	Vendor Name	Total
44	- 19 Locution	3,985.80
45	- 19 McKenzie, Rothwell, Barlow & Coughran	399.00
46	- 19 Municipal Emergency Services	26.70
47	- 19 Municipal Emergency Services	858.93
48	- 19 NFPA	175.00
50	- 19 NWCICC/Membership	150.00
49	- 19 NRS	542.43
51	- 19 Occupational Health Centers of WA	869.00
52	- 19 Office Depot	9.11
53	- 19 Okay Electric Inc	1,962.32
54	- 19 Oreilly Automotive	100.07
55	- 19 Pardee, Jennifer	262.41
56	- 19 Pete Parrish	71.51
57	- 19 Petro Card	17.25
58	- 19 Petty Cash	150.00
60	- 19 Pro Comm	667.50
61	- 19 Professional Building Services, Inc	977.50
62	- 19 Professional Building Services, Inc	3,802.50
63	- 19 Puget Sound Energy	2,084.76
64	- 19 Puget Sound Energy	387.07
65	- 19 Puget Sound Energy	297.22
66	- 19 Rairdon's Dodge	19.52
67	- 19 Rice Fergus Miller	899.53
68	- 19 Ricoh USA, Inc	458.41
69	- 19 Robert J. Fisher	399.00
70	- 19 Snohomish Aquatic Center	126.01
71	- 19 Snohomish County Fire District 7	2,434.46
72	- 19 Snohomish County Fire District 7	530.13
73	- 19 Snohomish County Fire District 7	22,471.92
76	- 19 Snohomish County Planning & Services	743.75
74	- 19 Snohomish County P.U.D. #1	4,312.41
77	- 19 State Auditor's Office	475.50
78	- 19 State of Washington Department of Revenue	196.73
79	- 19 State of Washington Department of Revenue	4,546.35
80	- 19 State of Washington Department of Revenue	825.15
81	- 19 State of Washington Department of Revenue	5,605.19
82	- 19 State of Washington Department of Revenue	196.34
83	- 19 Systems Design	8,527.50
84	- 19 TCA Architecture	8,774.50
85	- 19 Troy Smith	399.00
86	- 19 True North Emergency Equipment	1,369.13
87	- 19 True North Emergency Equipment	967.49

SNOHOMISH COUNTY FIRE DISTRICT # 7

BLANKET VOUCHER APPROVAL

PAGE NO. 3

Voucher No.	Vendor Name	Total
88	- 19 Trusteed Plans Service Corp	17,485.23
89	- 19 Trusteed Plans Service Corp	5,116.11
90	- 19 Trusteed Plans Service Corp	922.64
91	- 19 Tyler Technologies, Inc	21,740.53
92	- 19 UPS	51.45
93	- 19 Verizon Wireless	3,044.42
94	- 19 Verizon Wireless	1,160.68
96	- 19 WA STATE DNR	852.16
97	- 19 Washington Automated, Inc	358.48
98	- 19 Washington Fire Chiefs	1,920.00
95	- 19 WA Fire Commissioners Assn.	5,660.00
99	- 19 Wellspring Family Services EAP	316.20
100	- 19 West Coast Fire & Rescue	160.47
101	- 19 Whelen	381.33
75	- 19 Snohomish County P.U.D. #1	1,187.75
30	- 19 Grainger	558.73
59	- 19 Physio Control	10,702.95
102	- 19 PNC	117,600.21
103	- 19 Citi Cards	4,702.64
104	- 19 Citi Cards	1,475.62
<b>Grand Total</b>		<b>341,243.82</b>

We the undersigned Board of Fire Commissioners of Snohomish County Fire District #7, do hereby certify that the materials have been received or the services rendered as hereinafter specified and that the Vouchers #'s \_\_\_\_\_ - 19 through \_\_\_\_\_ 104 - 19 are approved for payment in the amount of \$341,243.82 for the month of January 2, 2019.

\_\_\_\_\_  
Commissioner

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Commissioner

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Commissioner

Attest to: \_\_\_\_\_  
District Secretary

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

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

**CHECK DATE :** 12/31/2018 WEEK 52  
**PERIOD BEGIN :** 12/16/2018  
**PERIOD END :** 12/31/2018

Dear Paychex Preview Client,

Enclosed are your payroll reports and checks. Please verify that all information is accurate and correct. If there are any questions or concerns, please contact us immediately.

If you have tax deposits due, ensure the deposits are initiated at least one banking day prior to the due date to avoid penalties. We will assume that these deposits were made on the due dates and they will be reflected on your returns accordingly.

This is a summary of your payroll transactions of the check date of 12/31/2018. It does not reflect miscellaneous administrative charges. Please refer to your Paychex Human Resource Services invoice(s) for any additional cash required for this check date.

**PAYROLL TOTALS**

DIRECT DEPOSIT DEBITED FROM YOUR ACCOUNT	1061513.21		
READYCHEX DEBITED FROM YOUR ACCOUNT	17037.89	NUMBER OF PAYROLL CHECKS	192
MANUAL CHECKS	-561.73		
<b>TOTAL NET PAYROLL</b>	<b>1077989.37</b>		
AGENCY CHECKS	236471.62	NUMBER OF AGENCY CHECKS	14
AMOUNT DEBITED FROM GPS ACCOUNT(S)	750.00		
AMOUNT DEBITED FROM TAX ACCOUNT	328611.27		
TOTAL TAX LIABILITY DUE BY CLIENT	0.00		
<b>TOTAL TAX LIABILITY</b>	<b>328611.27</b>	<b>NUMBER OF CHECKS PRINTED</b>	<b>206</b>
<b>TOTAL NET PAYROLL, TAX LIABILITY, AND SERVICES</b>	<b>1407350.64</b>		
<b>TOTAL COST OF PAYROLL</b>	<b>1643822.26</b>	NUMBER OF MANUAL/VOID TRANSACTIONS	1

<b>AGENCY</b>	<b>TOTALS</b>
GPS	750.00
NON-GPS	236471.62

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

**TAX DEPOSITS DUE**

<b>TAX AGENCY</b>	<b>TAXPAY</b>	<b>NON-TAXPAY</b>	<b>DUE DATE</b>
FEDERAL	328611.27		01/02/2019 Deposit made by PAYCHEX INC. on your behalf.

Schaub OASDI 12  
Addition Sept-Dec

**SNOHOMISH COUNTY FIRE DISTRICT #7**  
**FUND: 775-5708666**

**CLAIMS VOUCHER FOR:**  
**PAYROLL / TAXES / BENEFITS**

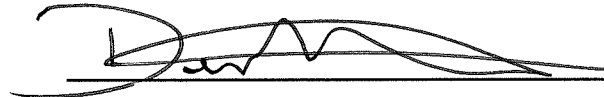
Prior approval is required for all payroll, benefit, or tax transactions.

In accordance with Snohomish County Fire District No. 7 Resolution 2005-12, this payroll/taxes/benefits claims voucher hereby authorizes the Snohomish County Treasurer's Office to release to our vendor, "Paychex", the following funds:

<b>ACH DEBIT AMOUNT</b>	<b>Budget Amount</b>	<b>Budget Category Distribution</b>
0.00	0.00	SALARIES: Direct deposits
0.00	0.00	SALARIES: Paper checks
0.00	0.00	BENEFITS: Agency Checks
176.70	0.00	BENEFITS: Taxes

**\$ 176.70**

**TOTAL**



PAYROLL PREPARER

Date funds are to be released: \_\_\_\_\_

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

**AUTHORIZATION: Authorization requires two of the following signatures: One Fire Commissioner, Fire Chief or an Assistant Fire Chief**

\_\_\_\_\_  
AUTHORIZING SIGNATURE #1

\_\_\_\_\_  
AUTHORIZING SIGNATURE #2

**Summary Minutes of the Regular Board Meeting  
December 18, 2018**

Commissioner Waugh called the meeting of the Board of Fire Commissioners to order at 1900 hours. Commissioners Fay, Schaub, Snyder, Waugh, Wells and Woolery were present.

**AGENDA CHANGES:**

- Addition to Secretary's Report on Correspondence: VFIS Letter.
- Additional Executive Session: Contract Services (RCW 42.30.140 Other Matters).

**GENERAL PUBLIC COMMENT:** None.

**UNION COMMENT:** None.

**CHIEF'S REPORT**

Chief Meek discussed items from the Chief's Report.

**CONSENT AGENDA**

**A. *Voucher Approval:***

- Vouchers #3090-18 through #3266-18 in the amount of \$1,285,398.62 was previously approved and signed.
- Vouchers #3267-18 through #3335-18 in the amount of \$143,243.20.

**B. *Payroll Approval:***

- The December 15, 2018 regular pay was submitted for approval in the amount of \$875,316.58.

**C. *Approval of Minutes***

- 1) Approve Regular Meeting Minutes of December 4, 2018.
- 2) Approve Special Meeting Minutes – December 11, 2018 (Auditor Exit Conference).

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

- 1) VFIS Letter.

**MOTION:** Commissioner Snyder moved and Commissioner Schaub seconded to approve the above consent agenda items. On vote, **Motion Carried 6/0**

**DISCUSSION ITEMS:**

**A. *Draft Resolution 2019-1 Establishing a Paid FMLA Trust Fund***

No comments made.

**ACTION ITEMS:**

**A. *Policy 1-33 Meals/Lodging***

**MOTION:** Commissioner Wells moved and Commissioner Woolery seconded to approve Policy 1-33 Meals/Lodging/Travel & Incidentals. On vote, **Motion Carried 6/0**

**B. *Resolution #2018-10 Establishing Area of Reasonable Proximity***

**MOTION:** Commissioner Fay moved and Commissioner Schaub seconded to approve Resolution 2018-10 to establish an area of reasonable proximity. On vote, **Motion Carried 6/0**

1 **C. Resolution #2018-11 Services Provided to Unprotected Areas**

2 **MOTION:** Commissioner Schaub moved and Commissioner Woolery seconded to approve Resolution 2018-11  
3 for services provided to unprotected area. On vote, **Motion Carried 6/0**

4  
5  
6 **D. Fireworks Position Letter to County Council**

7 Commissioner Schaub wanted to clarify that he voted against it last meeting because he wanted it to be banned  
8 for the entire fire district, not just the unincorporated areas. Commissioner Snyder was against the vote for the  
9 letter but was absent at the last meeting.

10  
11 **MOTION:** Commissioner Woolery moved and Commissioner Fay seconded to approve Commissioner Waugh  
12 to sign the fireworks position letter to County Council. On vote, **Motion Carried 4/2.**

13  
14 **E. Increase in 2019 Shop Fees**

15 Brief discussion took place surrounding the increase in next year's shop fees and it was noted these new rates  
16 are still below the market rates.

17  
18 **MOTION:** Commissioner Snyder moved and Commissioner Fay seconded to approve the increase of the 2019  
19 shop fees. On vote, **Motion Carried 6/0**

20  
21 **COMMISSIONER COMMITTEE REPORTS**

22 **A. Policy Committee:** Meeting next January 7<sup>th</sup>, 2019 at 5pm in the Admin Building POD

23 **B. Safety Committee:** Met December 17, 2018 – 1800 Station 71. Commissioner Schaub commented on  
24 recent safety incidents and plans to resolve them. It was recommended that a more thorough process be  
25 laid out for follow-through on safety incidents.

26 **C. Strategic Plan:** A draft of the report will be available January 8<sup>th</sup> and is set to be presented at the Feb 5  
27 board meeting where both Kendall Hodson and Dr. Pat Sikora will be in attendance.

28  
29 **OTHER MEETINGS ATTENDED**

30 **A. Leadership Meeting:** Met December 5<sup>th</sup> 0900 at Station 71 Training Room. Meets next February 21,  
31 2019 0900 at Gold Creek Community Church. Commissioner Fay felt it was a great presentation of  
32 what was accomplished and goals laid out for the upcoming year. It was suggested that the leadership  
33 presentation occur next time before approving the budget and to require all the Commissioners attend.

34 **B. Sno-Isle Commissioner Meeting:** Met December 6, 2018 – 1930 at Marysville Fire District Station  
35 #62. The program was on the State of the County. Meets next January 26, 2019 1930 at Shawn  
36 O'Donnell's.

37 **C. 522 Meeting:** January 9<sup>th</sup> there will be a public meeting at 1830. DOT is installing ramp meters lights  
38 on Echo Lake and Fales in the spring.

39 **D. Joint Leadership Team Building Retreat:** Scheduled for February 11, 2019 at 0800 – February 13,  
40 2019 1700 at Camp Orkila, Orcas Island.

41  
42 **OLD BUSINESS:** None

43  
44 **CALL ON BOARD:**

45 Commissioner Waugh would like to propose considering going to day meetings on Thursday afternoon at  
46 possibly around 3pm to alleviate the staff from staying long days to attend the meetings.

47  
48 **ATTENDANCE CHECK**

49 All board members in attendance noted they would be available for the Wednesday January 2, 2019 Regular  
50 Board Meeting at the Administration Building. (This day was previously changed due to the New Year holiday)

**EXECUTIVE SESSION:**

The Commissioners went into Executive Session at 1935 for thirty (30) minutes to discuss ALS Service Contracts to neighboring agencies and Non-Represented Employee Benefit Package and Contract Services per RCW 42.30.140.

Regular session resumed at 2027 with no action as a result.

The meeting was adjourned at 2028 pm by Commissioner Waugh.

**Snohomish County Fire District #7**

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Jamie Silva  
Secretary of the Board

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# DISCUSSION ITEMS



# **ACTION ITEMS**

**SNOHOMISH COUNTY FIRE DISTRICT #7**

**RESOLUTION #2019-1**

**A RESOLUTION TO ESTABLISH A PAID FMLA TRUST FUND**

**WHEREAS**, The Board of Fire Commissioners have determined that the state has mandated a paid FMLA plan for employees within the state, and;

**WHEREAS**, The Board of Fire Commissioners have determined that it is beneficial for the District to operate its own voluntary plan consistent with state requirements and;

**WHEREAS**, The Board of Fire Commissioners have determined that the voluntary plan submitted by the District to the state has been approved by the state, and;

**WHEREAS**, The Board of Fire Commissioners have determined that the District's state approved plan requires the establishment of a trust fund to accumulate premiums paid by District employees, and;

**WHEREAS**, It is the intent of the Board of Fire Commissioners to establish a paid FMLA Trust Fund to be used for the paid FMLA benefits to employees under the District's state approved voluntary plan.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF FIRE DISTRICT #7, SNOHOMISH COUNTY, STATE OF WASHINGTON THAT:**

A paid FMLA Trust Fund shall be established for the purpose of accumulating employee paid premiums to be used for the payment of benefits consistent with the District's approved paid FMLA plan.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS 2<sup>RD</sup> DAY OF JANUARY 2019.**

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

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

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

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

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

\_\_\_\_\_  
Randall Woolery, Commissioner

\_\_\_\_\_  
Attest to: Secretary to Board

SNOHOMISH COUNTY JUNIOR TAXING DISTRICTS  
2019 SIGNATURE AUTHORIZATION FORM

**New Year**       **Update Current Signers**

**Add**       **Delete**

DISTRICT: Snohomish County Fire District #7

FUND(S): 715-70, 71, 73, 74, 75, 78, 79, 80, 81, 83, 84

**\*INSTRUCTIONS\***

1. Complete district name and fund code(s).
2. Type full name and title of authorized signer (even if auditing officer).
3. Designate category(s) employee is authorized to perform.
4. Print Form and have employee sign and initial in appropriate columns.
5. When adding additional signers, complete new form but only include information on new employee, then write "Add" at the top of the form.
6. When deleting signers, copy form, cross out deletes and write "Delete" at top of the form.
7. After completion, make a copy and forward original to Finance.\*\*
8. Questions, contact Diana Williams at 425-388-3401.

**\*CATEGORIES\***

- A. Sign Payroll Authorizations, Manual Warrant Requests and Payroll Forms (Finance/Payroll)
- B. Certify AP Payment Batch Vouchers (Finance/Accounts Payable)
- C. Payroll Warrant Pickup (Payroll)

**\*\*Send Originals To:**

Snohomish County Finance Department  
Attn: Diana Williams  
3000 Rockefeller Avenue M/S 610  
Everett, WA 98201

<u>Name (Printed)</u>	<u>Signature</u>	<u>Initials</u>	<u>Title</u>	A	B	C
GARY Meek		GM	Fire Chief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jamie Silva		JS	Assistant Fire Chief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Camille Tabor		CT	Chief Finance Officer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Mattern		D.M.	District Admin Coord	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Young		SY	Admin Specialist-AP/AR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jessica Oberz		JPO	Admin Specialist-Payroll	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brandon Vargas		BV	Operations Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<u>RANDY FAY</u> Print: Auditing Officer Name	_____	Auditing Officer Signature	_____	Date
<u>Jeff Schaub</u> Print: Auditing Officer Name	_____	Auditing Officer Signature	_____	Date
<u>Bill Snyder</u> Print: Auditing Officer Name	_____	Auditing Officer Signature	_____	Date
<u>Leslie Jo Wells</u> Print: Auditing Officer Name	_____	Auditing Officer Signature	_____	Date

SNOHOMISH COUNTY JUNIOR TAXING DISTRICTS  
2019 SIGNATURE AUTHORIZATION FORM

New Year

Update Current Signers

Add

Delete

DISTRICT: Pgd - CONTINUED

FUND(S): \_\_\_\_\_

**\*INSTRUCTIONS\***

1. Complete district name and fund code(s).
2. Type full name and title of authorized signer (even if auditing officer).
3. Designate category(s) employee is authorized to perform.
4. Print Form and have employee sign and initial in appropriate columns.
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**\*CATEGORIES\***

- A. Sign Payroll Authorizations, Manual Warrant Requests and Payroll Forms (Finance/Payroll)
- B. Certify AP Payment Batch Vouchers (Finance/Accounts Payable)
- C. Payroll Warrant Pickup (Payroll)

**\*\*Send Originals To:**

Snohomish County Finance Department  
Attn: Diana Williams  
3000 Rockefeller Avenue M/S 610  
Everett, WA 98201

<u>Name (Printed)</u>	<u>Signature</u>	<u>Initials</u>	<u>Title</u>	A	B	C
Andrew Anderson	<i>Andrew Anderson</i>	AA	Operations Asst	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Katherine Powers	<i>K Powers</i>	KP	Admin Asst	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Melissa Claiborne	<i>Melissa Claiborne</i>	MC	Admin Specialist-Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Randy Woolery  
Print: Auditing Officer Name

Auditing Officer Signature

Date

Print: Auditing Officer Name

Auditing Officer Signature

Date

Print: Auditing Officer Name

Auditing Officer Signature

Date

Print: Auditing Officer Name

Auditing Officer Signature

Date

# **COMMITTEE REPORTS**

## Safety Committee Meeting Minutes December 17, 2018

A meeting of the Safety Committee of Snohomish County Fire District No. 7 was held at Station 71 in Snohomish, WA on December 17, 2018. The meeting convened at 1800 hours with Battalion Chief Wirtz presiding.

<b>Members in Attendance:</b>	Bill Wirtz, Bill Ekse, Andrew Anderson, Jeff Schaub, Randy Fay, Colby Titland
<b>Members not in Attendance:</b>	Bill Gunterman, Matt Suhayda, Jamie Silva, Dave LeDuc
<b>Guests:</b>	

### I. Approval of Meeting Minutes:

- Chief Wirtz reviewed action items and asked if there were any corrections to the minutes of the Safety Committee meeting held on November 26, 2018. Having no corrections identified, the following motion was made:

***Motion:*** *Moved by Commissioner Fay and seconded to approve the minutes for the November 26, 2018 meeting.*

***\*\*Motion carried\*\****

### II. Unfinished Business:

- **Alarm-activated service disconnects at Stations 31 & 32** – B/C Wirtz reported that per earlier communication, work at Station 31 is expected to be completed by the end of the year and Station 32 will follow shortly thereafter.

### III. Review of Occupational Injury and Illness Reports:

- There were no occupational injuries or illnesses reported during this period.

### IV. Monthly Safety Audit Review

- Safety Audits were distributed to D-Shift for the month of December 2018. The committee reviewed audits received to date and B/C Wirtz is working with others to assure discrepancies are resolved as soon as possible.

### V. Vehicle Collision Review:

There were no collisions involving District apparatus reported during this period.

***The committee wishes to extend its sincere appreciation to all personnel for significantly reducing the occasions of collisions involving District apparatus in 2018. There was a total of seven (7) reported collisions in 2018, down from the total of twenty (20) reported in 2017. Check my math,***

*but I believe that is a 65% reduction! Thank you for your efforts and may we continue to improve in 2019!*

**VI. New Business:**

- **Annual Review/Update – Health & Safety Core Rules** – B/C Wirtz reported that he has started an annual review and update of the written plan for the Health & Safety Core Rules. He hopes to have this work completed by the end of the year.
- **Station 33 SDS and Comprehensive Health & Safety Manuals** – B/C Wirtz reported that he is in the process of setting up a new SDS and Comprehensive Health & Safety Manual for Station 33 in anticipation of its opening.
- **SCBA Quarterly Air Quality Analysis** – Quarterly Air Quality Analysis Reports were received for each of our SCBA Compressors located at Stations 31, 71, and 72. All reports indicate that our samples meet the CGA E (G-7.1, 2018)/NFPA 1989 (2013) Standard. A copy of the corresponding analysis report has been posted near each compressor.
- **2019 Safety Committee Member Election** – Committee members collected and sorted all election forms received prior to the start of the meeting. The results of member selection for the 2019 Safety Committee are as indicated below.

Position:	Employee:
Firefighter:	Kristofer Olsen
Driver/Operator:	Bill Ekse
Fire Lieutenant:	David LeDuc
Paramedic:	<b>Undetermined</b>
<i>Teamsters:</i>	Andrew Anderson
<i>Training Division:</i>	Colby Titland
<i>Staff Appointment:</i>	Bill Wirtz; Jamie Silva
<i>Commissioners:</i>	As Assigned

B/C Wirtz will contact the newly elected members to confirm their willingness to serve in 2019. Currently, we do not have a paramedic representative based on lack of votes received. Only one paramedic received votes and he is not able to make the commitment at this time.

- **Safety Recommendation Resolution Process** – The committee spent some time discussing the process by which recommendations are implemented. The committee understands its role that they are to serve in an advisory capacity to the Fire Chief and that all recommendations may not be fully implemented, and some may even be rejected. We do however want to explore how we as an expanding organization can better manage implementation of recommendations, how they are converted into work orders, and how they are managed until resolved.

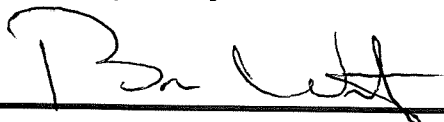
**VII. Action Items:**

- Complete and distribute meeting minutes (*Wirtz*)
- Update Health & Safety Statistics (*Wirtz*)
- Continue work on annual review/update of the required written Health & Safety Plans (*Wirtz*)
- Develop WhizBoard posting which provides a bulleted list of conditions associated with presumptive medical illnesses (*Ekse*)
- Improve Safety Recommendation Resolution Process (*Schaub, Fay, Wirtz & Executive Staff*)

**VIII. Adjournment:**

- Monday, January 21, 2019 at 1800 hours - Station 71 was selected as the time and place of the next regular meeting.

The meeting was adjourned at 1925 hours.



12/19/2018

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Bill Wirtz, Battalion Chief  
Health & Safety Officer

Date:

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



# Health and Safety Comparative Statistics

## Snohomish County Fire District Seven

	Year to Date:	2016	2017	2018	2019	2020	2021	2022	2023
<b>Apparatus Collisions</b>									
Backing Accidents:		2	6	1					
Forward Motion Accidents:		6	12	6					
Accidents Caused by Second Party		1	2	0					
<i>Preventable (Reported by Driver/Officer):</i>		3	16	6					
<b>Preventable (Per Committee Conclusion):</b>		5	16	7					
<b>Non-Preventable (Per Committee Conclusion):</b>		4	4	0					
<b>Total Apparatus Collisions:</b>		9	20	7	0	0	0	0	0
<b>Occupational Injuries</b>									
Injuries During Fireground Operations:		2	1	1					
Injuries During Training:		4	3	4					
Injuries During Non-Fire Emergencies (EMS/Rescue):		5	8	2					
Other On-Duty Injuries:		6	7	5					
Responding/Returning From Alarm:		0	1	0					
Injuries During Physical Training:		0	0	2					
<i>Spinal (Back-Related) Injuries:</i>		2	7	2					
<i>Burn/Smoke-Related Injuries:</i>		0	0	0					
<i>Other Type Injuries:</i>		15	12	13					
<i>Preventable Occupational Injuries (Reported by Employee):</i>		7	10	6					
<b>Preventable Occupational Injuries (Per Comm. Conclusion):</b>		9	15	10					
<b>Non-Preventable Injuries:</b>		8	5	5					
<b>Total Occupational Injuries:</b>		17	20	15	0	0	0	0	0
<b>Occupational Illnesses</b>									
Occupational Illnesses - During Fire Suppression:		0	0	0					
Occupational Illnesses - During EMS:		0	0	0					
Occupational Illnesses - In quarters non-emergency:		0	1	2					
Occupational Other Illnesses:		0	0	6					
<i>Cardiac/Pulmonary Related Illnesses:</i>		0	1	2					
<i>Reportable Hearing Loss - Standard Threshold Shift</i>		2	0	6					
<i>Heat-Related Illnesses:</i>		0	0	0					
		0	0	0					
		0	0	0					
		0	0	0					
<b>Total Occupational Illnesses:</b>		2	1	8	0	0	0	0	0
<b>Occupational Exposures</b>									
Potential (non-confirmed) Needlestick Exposures:		0	0	0					
Potential (non-confirmed) Bodily Fluid Exposures:		1	0	0					
Potential (non-confirmed) Airborne Exposures:		0	0	0					
<i>Preventable Exposures (Reported by Employee):</i>		0	0	0					
<b>Preventable Exposures:</b>		1	0	0					
<b>Non-Preventable Exposures:</b>		0	0	0					
<b>Total Occupational Exposures (Non-Confirmed):</b>		1	0	0	0	0	0	0	0
<b>Total Occupational Injuries, Illnesses &amp; Exposures:</b>		20	21	23	0	0	0	0	0
<b>Injury, Illness &amp; Exposures Resulting In Days Off or Modification</b>		7	10	6	0	0	0	0	0
<b>Total OSHA Reportable Injuries, Illnesses &amp; Exposures:</b>		10	10	13	0	0	0	0	0
<b>Total Labor &amp; Industry Claims Approved:</b>		11	12	10	0	0	0	0	0

## **OTHER MEETINGS ATTENDED**

# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**

# **EXECUTIVE SESSION**