



JOINT COMMISSIONER BOARD MEETING

**July 25, 2019
Lake Stevens Fire Conference Room**

**LAKE STEVENS FIRE AND
SNOHOMISH COUNTY FIRE DISTRICT #7
WASHINGTON**

JOINT 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 JOINT MEETING AGENDA LAKE STEVENS FIRE / FIRE DISTRICT 7

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

July 25, 2019

1700 hours

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

MINUTES

Minutes 19-07-16

FINANCIAL REPORT

Investment Report

Vouchers

Payroll

Expense Line Item Review Summary & Reports

Annual Financial Report Summary

CORRESPONDENCE

OLD BUSINESS

Discussion

Merger with Fire District 7

Fire Station 84

Temporary Lake Stevens Fire Office

Operations Shift Start Time MOU

MSO Debit Time MOU

Captain of Training & Driver Operator MOU

Action

NEW BUSINESS

Discussion

Action

CHIEF'S REPORT

GOOD OF THE ORDER

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EXECUTIVE SESSION

FIRE DISTRICT 7 REGULAR BUSINESS

UNION COMMENT

IAFF
Teamsters

FIRE CHIEF REPORT

As presented

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: #19-01842; (\$164,206.64)
Additional Benefit Vouchers to be available at the meeting
AP Vouchers: #19-01843 through #19-01896; (\$79,539.18)

Approve Payroll

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

Approval of Minutes

Approve Regular Board Meeting Minutes – July 11, 2019

Secretary's Report on Correspondence

2019-02 Recruit Class Graduation Announcement

DISCUSSION ITEM

Option of Fire Levy on November elections

ACTION ITEM

Resolution on Fire Levy for November elections

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):

Station 33

Station 72

Station 32

Station 76

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OTHER MEETINGS ATTENDED:

Snohomish County 911 (Waugh)
Regional Coordination
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 / TBD

OLD BUSINESS:

CALL ON COMMISSIONERS:

ATTENDANCE CHECK:

Thursday, August 8, 2019 – 15:30 / District 7 Administration Building

EXECUTIVE SESSION:

Discuss a contract for services - RCW 42.30.140

JOINT MEETING BUSINESS

DRAFT BOARD RULES AND POLICIES

MERGER MANAGEMENT PLAN

CULTURAL INTEGRATION TEAM

JOINT COMMISSIONER RETREAT

COMMISSIONERS ON THE SAFETY COMMITTEE

CAPITAL PLANNING TOURS

NEXT JOINT COMMISSIONER MEETING – AUGUST 22

ADJOURNMENT

**LAKE STEVENS FIRE
REGULAR BUSINESS**

Board of Fire Commissioners Draft Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

July 16, 2019

1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

Chairman Elmore, Vice Chair Steinruck via conference call, Commissioner Gagnon, Chief O'Brien, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested the topic of Fire Station 84 under Old Business Discussion.

MINUTES

Minutes 19-06-27

Motion to approve the June 27, 2019 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Passed, Vice Chair Steinruck abstained as he was not present at the June 27 meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated July 3, 2019 in the total amount of \$98,677.26 as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Unanimous.

Motion to approve Capital Initiative Voucher dated July 3, 2019 in the total amount of \$264.00 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have one item added to the line item review summary, the Awards Banquet and Retreat. We anticipated that this would go over and we have budgeted accordingly for next year.

CORRESPONDENCE

Thank You for Your Service

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we are finishing our merger proposal presentations with the community. We had three community members join us at last night's meeting, and all were very supportive of the merger. Last week we met with the Kiwanis and our presentation was well received. This week we look forward to also meeting with the Lake Stevens Senior Center. We will be available, if there are other groups who would like to meet with us regarding the merger.

We have started member swaps with Fire District 7 for a month at a time. We are trying to match members up job for job and it is going well. We have also appreciated help from Fire District 7 with our overtime coverage.

Action**Fire Training Facility Use Agreement**

Chief O'Brien commented this agreement is simply for the use of the Snohomish Fire District 4 Training Tower and grounds. We are waiting for a couple simple corrections from Chief Simmons.

Motion to authorize the Chief to sign the Fire Training Facility Use Agreement contingent upon approval from legal counsel.

Motion by Commissioner Gagnon and 2nd by Chairman Elmore.

Vote Unanimous.

NEW BUSINESS**Discussion****Operations Shift Start Time Memorandum of Understanding**

Chief O'Brien commented this MOU is aligning with Fire District 7 by changing our start time from 9am to 8am.

MSO Debit Time Memorandum of Understanding

Chief O'Brien commented this MOU essentially updates the debit hours system for our MSO.

Captain of Training & Driver Operator Memorandum of Understanding

Chief O'Brien commented this MOU takes our Battalion Chief of Training position and converts it to a Captain of Training. This also aligns us with Fire District 7. It also creates 12 driver operator positions in Lake Stevens, and helps set up our members to be driver operators in the new district.

Temporary Lake Stevens Fire Office

Deputy Chief/Fire Marshal Messer commented he has been working with Lawhead to put together a plan for a trailer at Fire Station 82. We have finished the legal assessment; and we are waiting on the final lease agreement and final pricing. We will then be ready for a final presentation; we are very close to having this done. Essentially it will cost us \$40,000 for 2019; and then \$4,800 per month in 2020.

Chief O'Brien commented the goal is to have a HQ storefront in Lake Stevens for at least a year or two.

Fire Station 84

Deputy Chief/Fire Marshal Messer reviewed the site plan for the proposed Fire Station 84 and two-story administration building which could potentially accommodate 35 offices. We are ready to move forward with the pre-application process; presenting our packet to the City and asking for their thoughts.

Chief O'Brien commented we would like to continue to keep moving this forward.

Deputy Chief/Fire Marshal Messer commented this process will let us know what else we need to do.

Chief O'Brien commented this is a consideration for the future HQ for the new district. We continue to work through the details. There may still be room to grow; and most likely the Battalion Chief would be relocated at Fire Station 82 or possibly Fire Station 84.

Action**Resolution 2019-07 Providing for the Submission of Merger Approval**

Chief O'Brien commented our Legal Counsel Brian Snure has reviewed Resolution 2019-07 and included specific language that allows the Chief to withdraw the Resolution without further action of the Board if the voters approve the merger in August.

Motion to adopt Resolution 2019-07 Providing for the Submission of Merger Approval as submitted.

Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.

Vote Unanimous.

Director of Finance & Administration Leah Schoof commented the District will be posting for both pro and con committees in our HQ downstairs lobby area through August 26.

CHIEF'S REPORT**July 4 Updates**

Chief O'Brien commented we increased our staffing to 20 for the 4th of July holiday and we had two members from Fire District 7 helping us out. We had the following types of calls on the 4th:

- 5 EMS calls
- 1 non-injury motor vehicle accident
- 1 motor cycle accident fatality
- 1 fireworks related call
- 1 fire in Snohomish
- 4 various calls outside of Lake Stevens

Paramedic Graduation

Paramedic Nadia Kukhotskaya's graduation is scheduled for Saturday, July 27 at 11:30am. Please let Deputy Chief Huff know if you would like to attend the ceremony at the University of WA and we can make plans to carpool.

Guns 'n Hoses Softball Challenge & BBQ

5:30pm BBQ & 6pm Game Time this Thursday, July 18

There will be free hotdogs while they last and we will be collecting donations of peanut butter for the Lake Stevens Food Bank.

Aquafest & Firefighters' Pancake Breakfast

Our Annual Firefighters' Pancake Breakfast is scheduled for Saturday and Sunday, July 27 & 28 from 6am – Noon at the downtown fire station.

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

GOOD OF THE ORDER

Vice Chair Steinruck thanked everyone for all they do.

Commissioner Gagnon thanked everyone for their efforts.

Chairman Elmore thanked everyone for their work and congratulated the Lake Stevens Fire and Fire District 7 members who were recently promoted.

EXECUTIVE SESSION

At 1805 hours Chairman Elmore called for an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no expected action to follow. Executive session included Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief/Fire Marshal Messer, and Director of Finance & Administration Leah Schoof.

Chairman Elmore reconvened the open public meeting at 1820 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1820 hours.
 Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
 Vote Unanimous.

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

Chairman Troy Elmore

Vice Chair Jim Steinruck

Commissioner Paul Gagnon

Chief Kevin K. O'Brien

**State Pool
Allocation Account Activity
June 1, 2019 - June 30, 2019**

Fund: Fire 8 Exp

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776770							6,353,819.73
	2.471	06/01/2019					6,353,819.73
	2.471	06/30/2019	Alloc/Fee		50.00	13,085.95	6,366,855.68
Subtotal and Ending Balance	2.471			0.00	50.00	13,085.95	6,366,855.68
Totals and Ending Balance for Fire 8 Exp				0.00	50.00	13,085.95	6,366,855.68

**State Pool
Allocation Account Activity
June 1, 2019 - June 30, 2019**

Fund: Fire 8 Cap Proj

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776775							1,147,829.78
	2.471	06/01/2019					1,147,829.78
	2.471	06/18/2019			817.79		1,147,011.99
	2.471	06/21/2019			33,466.23		1,113,545.76
	2.471	06/30/2019	Alloc/Fee		50.00	2,340.30	1,115,836.06
Subtotal and Ending Balance	2.471			0.00	34,334.02	2,340.30	1,115,836.06
Totals and Ending Balance for Fire 8 Cap Proj				0.00	34,334.02	2,340.30	1,115,836.06

**State Pool
Allocation Account Activity
June 1, 2019 - June 30, 2019**

Fund: Fire 8 Emerg Contingency

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776779							355,280.05
	2.471	06/01/2019					355,280.05
	2.471	06/30/2019	Alloc/Fee		36.59	731.71	355,975.17
Subtotal and Ending Balance	2.471			0.00	36.59	731.71	355,975.17
Totals and Ending Balance for Fire 8 Emerg Contingency				0.00	36.59	731.71	355,975.17

**State Pool
Allocation Account Activity
June 1, 2019 - June 30, 2019**

Fund: FD 8 Strategic Fund

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776781							383,845.34
	2.471	06/01/2019					383,845.34
	2.471	06/21/2019			8,592.62		375,252.72
	2.471	06/30/2019	Alloc/Fee		39.23	784.65	375,998.14
Subtotal and Ending Balance	2.471			0.00	8,631.85	784.65	375,998.14
Totals and Ending Balance for FD 8 Strategic Fund				0.00	8,631.85	784.65	375,998.14

State Pool
Allocation Account Activity
June 1, 2019 - June 30, 2019

Fund: FD 8 Cap Init

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776782							57,742.73
	2.472	06/01/2019					57,742.73
	2.472	06/21/2019			7,628.13		50,114.60
	2.472	06/30/2019	Alloc/Fee		5.68	113.69	50,222.61
Subtotal and Ending Balance	2.472			0.00	7,633.81	113.69	50,222.61
Totals and Ending Balance for FD 8 Cap Init				0.00	7,633.81	113.69	50,222.61

ACCOUNTS PAYABLE

LAKE STEVENS FIRE
MCAG #: 1308

Expense Fund
As Of: 07/25/2019

Time: 07:55:29 Date: 07/18/2019
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10182	07/11/2019	07/25/2019	38552 ACE EQUIPMENT RENTALS, RASH INVESTMENT C	136.00	RENTAL-TRANSPORT DOOR PANEL TO ACADEMY
10146	06/30/2019	07/25/2019	43050 ACE HARDWARE	467.29	FACILITIES/VEHICLES-OPERATING SUPPLIES
10183	07/14/2019	07/25/2019	47367 ACROSS THE STREET PRODUCTIONS	1,097.25	REGISTRATION-FS/OFFICER DEVELOPMENT-BLUE CARD
10137	06/30/2019	07/25/2019	54242 ADVANCE AUTO PARTS	922.65	VEHICLES-OPER EXPENSE/OIL
10176	07/02/2019	07/25/2019	400 BICKFORD FORD-MERCURY	109.71	VEHICLES-OPERATING SUPPLIES-ANTI-FREEZE
10169	07/11/2019	07/25/2019	40797 CANON FINANCIAL SERVICES, INC	555.65	OFFICE MACHINE LEASES-PRINTERS
10139	06/30/2019	07/25/2019	601 CENTRAL WELDING SUPPLY CO, INC	358.94	OXYGEN
10167	07/08/2019	07/25/2019	37809 COMCAST	76.01	TELEPHONE NETWORKS-S83 INTERNET SER
10174	07/12/2019	07/25/2019	7067 COSTCO WHOLESALE	60.00	ANNUAL MEMBERSHIP-2019
10136	07/05/2019	07/25/2019	54711 CREWSENSE LLC	469.54	IT SOFTWARE
10165	06/01/2019	07/25/2019	878 DIMENSIONAL COMMUNICATIONS	209.83	EQUIPMENT-CONTRACTED REPAIR-IDENTIFY ELEVATOR LINES
10186	07/16/2019	07/25/2019	49052 FOSTER PRESS, LLC.	2,233.61	NEWSLETTER MAILERS
10181	07/02/2019	07/25/2019	50142 GALLS, LLC.	620.55	UNIFORMS
10177	07/03/2019	07/25/2019	5753 GRAINGER	62.81	VEHICLES-OPERATING SUPPLIES
10135	06/30/2019	07/25/2019	45596 IS OUTSOURCE INC	7,149.95	IT SERVICES & SUPPORT
10178	07/08/2019	07/25/2019	49582 KEAY, CATHARINE RYAN	4,000.00	PHYSICIAN ADVISORY-JUNE/JULY RUN REVIEW
10188	07/12/2019	07/25/2019	49454 KROESEN'S UNIFORM COMPANY	18.48	UNIFORMS
10143	07/02/2019	07/25/2019	5604 LIFE ASSIST	9,928.72	MEDICAL SUPPLIES
10168	07/02/2019	07/25/2019	24931 LOWE'S COMPANIES, INC	31.65	FACILITIES-OPERATIONAL SUPPLIES
10187	07/11/2019	07/25/2019	5721 ORION MEDICAL SUPPLY, INC.	329.43	MEDICAL SUPPLIES
10147	07/03/2019	07/25/2019	54557 PEDIATRIC EMERGENCY STANDARDS	2,549.31	MEDICAL EQUIPMENT-ANNL MEDICATION MGMT SOFTWARE ACCESS/EQUIP
10171	07/08/2019	07/25/2019	5661 PUGET SOUND ENERGY	309.60	NATURAL GAS
10141	06/25/2019	07/25/2019	41018 R.P. ELECTRONICS	637.65	HQ MONITORING SYSTEMS-3RD QTR 2019
10145	07/08/2019	07/25/2019	51412 SIKORA ASSOCIATES, LLC	1,000.00	PROFESSIONAL CONSULTANTS-CIT/MERGER MONTHLY CONSULT
10179	07/15/2019	07/25/2019	7112 SNOH COUNTY FIRE DIST #08 (PETTY CASH)	518.72	REIMBURSEMENTS-RETREAT REFRESHMENTS/PARAMEDIC APPLICATION
10180	07/15/2019	07/25/2019	12190 SNOH COUNTY FIRE DIST #08 (TRAVEL)	285.00	TRAVEL EXPENSE-FS/OFFICER DEVELOPMENT-M&I
10140	06/30/2019	07/25/2019	2842 SNOHOMISH CO-OP INC.	308.98	FUEL
10175	07/01/2019	07/25/2019	53120 SNOHOMISH COUNTY 911	468.02	EPCR-ESO REPORTING-MAY 2019
10166	07/09/2019	07/25/2019	2827 SNOHOMISH COUNTY PUD #1	1,412.86	ELECTRICITY/WATER
10138	07/01/2019	07/25/2019	5673 SNURE LAW OFFICE, PSC	456.00	LEGAL COUNSEL-JUNE 2019 SERVICES

LAKE STEVENS FIRE
MCAG #: 1308

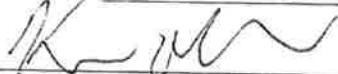
ACCOUNTS PAYABLE

Expense Fund
As Of: 07/25/2019

Time: 07:55:29 Date: 07/18/2019
Page: 2

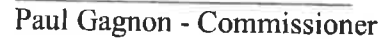
Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10170	07/10/2019	07/25/2019	49469 STATION ORGANIC CLEANERS	277.40	UNIFORM-CLEANING & REPAIRS-ALTERATIONS
10184	07/15/2019	07/25/2019	50289 SYSTEMS DESIGN WEST, LLC	4,862.00	AMBULANCE SERVICES-SYSTEM DESIGN-JUNE 2019
10142	06/25/2019	07/25/2019	20133 VERIZON WIRELESS	1,689.28	TELEPHONE NETWORKS
10173	07/12/2019	07/25/2019	34131 WA ST DEPARTMENT OF L & I (EMPLOYER)	65,374.81	L&I-2ND QTR-2019
10172	07/12/2019	07/25/2019	3313 WA ST DEPARTMENT OF REVENUE	2,659.59	LEASEHOLD TAX-2ND QTR
10185	07/15/2019	07/25/2019	42700 WAXIE SANITARY SUPPLY	31.74	FACILITIES-OPERATING SUPPLIES
Report Total:				111,679.03	

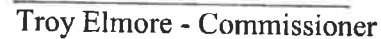
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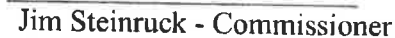

Chief Kevin O'Brien


Larry Huff - Deputy Chief Operations


Leah Schoof - Director of Finance and Administration


Paul Gagnon - Commissioner


Troy Elmore - Commissioner


Jim Steinruck - Commissioner

ACCOUNTS PAYABLE

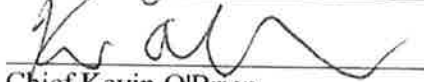
LAKE STEVENS FIRE
MCAG #: 1308

Strategic Fund
As Of: 07/25/2019


Time: 07:57:36 Date: 07/18/2019
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
10144	07/07/2019	07/25/2019	46136	LAWHEAD ARCHITECTS P.S.	7,578.64	PROFESSIONAL CONSULTANTS-ST 84/TRAILER SITE PLAN
522 10 41 000-5 Professional Consultants				005 000 520 2019 Strategic I	7,578.64	SER-(5/1/19-7/1/19)
Report Total:					7,578.64	
Fund						
005 2019 Strategic Fund 776-5818666						7,578.64

DATE: 07-25-19


Chief Kevin O'Brien

Larry Huff - Deputy Chief Operations


Leah Schoof - Director of Finance and Administration

Paul Gagnon - Commissioner

Troy Elmore - Commissioner

Jim Steinruck - Commissioner

SIGNATURE AUTHORIZATION LAKE STEVENS FIRE

July 2019



I, the undersigned, do hereby certify that the foregoing payroll is just, true and correct, that the persons whose names appear thereon actually performed labor as stated on the dates shown, that the amounts are actually due and unpaid, and that salary warrants and related benefit warrants shall be issued.

Department Head Signature

Lake Stevens Fire District 8
District Name

Amount approved for July payroll dated on 07/31/2019

Prepared by: Leah Schoof
Payroll Clerk

Allowed in the sum of: \$650,721.90

Approved by the Commissioners:

Chairman Troy Elmore

Commissioner James Steinruck

Commissioner Paul Gagnon

ACTING PAY	\$45.12	OT	\$3,355.22	REGULAR	\$6,541.84	REGULAR	\$10,525.42
ACTING PAY	\$45.36	OT	\$3,381.30	REGULAR	\$6,672.68	REGULAR	\$10,525.42
ACTING PAY	\$58.08	OT	\$3,600.00	REGULAR	\$7,119.05	REGULAR	\$10,930.24
ACTING PAY	\$59.28	OT	\$3,994.67	REGULAR	\$7,119.05	REGULAR	\$12,129.83
ACTING PAY	\$116.16	OT	\$4,106.16	REGULAR	\$7,239.35	REGULAR	\$13,495.96
ACTING PAY	\$177.84	OT	\$5,147.37	REGULAR	\$7,261.43	REGULAR	\$15,441.99
ACTING PAY	\$236.16	OT	\$6,543.00	REGULAR	\$7,294.15		\$569,743.35
ACTING PAY	\$252.00	OT	\$6,899.76	REGULAR	\$7,512.97		
ACTING PAY	\$294.00	OT	\$7,342.49	REGULAR	\$7,696.28		
ACTING PAY	\$319.20		\$78,941.70	REGULAR	\$7,696.28		
ACTING PAY	\$433.65			REGULAR	\$7,773.24		

\$2,036.85

ACTING PAY	\$2,036.85
OVERTIME	\$78,941.70
REGULAR	\$569,743.35
	\$650,721.90

		REGULAR	\$720.00	REGULAR	\$7,850.21
		REGULAR	\$749.00	REGULAR	\$7,855.82
		REGULAR	\$882.00	REGULAR	\$7,927.17
		REGULAR	\$900.00	REGULAR	\$7,927.17
		REGULAR	\$936.00	REGULAR	\$7,927.17
		REGULAR	\$1,008.00	REGULAR	\$7,965.65
		REGULAR	\$1,008.00	REGULAR	\$8,004.13
		REGULAR	\$1,024.00	REGULAR	\$8,004.13
		REGULAR	\$1,024.00	REGULAR	\$8,004.13
		REGULAR	\$1,024.00	REGULAR	\$8,175.87
		REGULAR	\$1,222.00	REGULAR	\$8,472.83
		REGULAR	\$1,248.00	REGULAR	\$8,581.35
		REGULAR	\$1,248.00	REGULAR	\$8,667.16
		REGULAR	\$1,260.00	REGULAR	\$8,838.79
		REGULAR	\$1,680.00	REGULAR	\$8,838.79
		REGULAR	\$3,423.47	REGULAR	\$8,838.79
		REGULAR	\$3,440.59	REGULAR	\$8,924.60
		REGULAR	\$4,202.71	REGULAR	\$8,924.60
		REGULAR	\$4,828.94	REGULAR	\$8,924.60
		REGULAR	\$5,387.40	REGULAR	\$9,036.97
		REGULAR	\$5,387.40	REGULAR	\$9,036.97
		REGULAR	\$5,387.40	REGULAR	\$9,080.84
		REGULAR	\$5,387.40	REGULAR	\$9,182.04
		REGULAR	\$5,387.40	REGULAR	\$9,235.14
		REGULAR	\$5,387.40	REGULAR	\$9,279.98
		REGULAR	\$5,387.40	REGULAR	\$9,324.81
		REGULAR	\$5,387.40	REGULAR	\$9,324.81
		REGULAR	\$5,387.40	REGULAR	\$9,324.81
		REGULAR	\$5,387.40	REGULAR	\$9,459.30
		REGULAR	\$5,630.15	REGULAR	\$9,631.50
		REGULAR	\$5,964.61	REGULAR	\$9,958.78
		REGULAR	\$5,964.61	REGULAR	\$10,106.60
		REGULAR	\$6,015.98	REGULAR	\$10,245.28
		REGULAR	\$6,083.90	REGULAR	\$10,525.42

OT	\$28.79
OT	\$57.03
OT	\$76.86
OT	\$155.22
OT	\$171.58
OT	\$291.30
OT	\$307.12
OT	\$340.00
OT	\$382.50
OT	\$397.59
OT	\$438.00
OT	\$456.57
OT	\$503.84
OT	\$610.13
OT	\$611.92
OT	\$780.56
OT	\$959.75
OT	\$1,045.07
OT	\$1,342.56
OT	\$1,526.16
OT	\$1,716.93
OT	\$1,724.82
OT	\$1,727.44
OT	\$1,754.88
OT	\$1,771.18
OT	\$1,794.93
OT	\$1,837.50
OT	\$1,891.75
OT	\$2,162.06
OT	\$2,207.43
OT	\$2,519.20
OT	\$2,981.06

SUMMARY OF EXPENSE ACCOUNTS							
2019 Expense Fund 776-5708666							
Account Number	Account Name	Budget	YTD	Remaining	% Used to date	Notes	Meeting Noted
Informational							
522.12..	Communication & Technical Support						
522.12.35.001	Communication Equip (Pagers/Radios/Cells)	11,178.00	10,773.32	404.68	96%	Timing: purchases within budgeted amount	6/27/2019
522.20..	Fire Suppression						
522.20.31.001	Operating Supplies (Consumables)	17,152.00	13,394.29	3,757.71	78%	(Timing) Budgeted annual foam purchase	5/28/2019
522.26..	Emergency Medical Services						
522.26.41.002	Medical Program Director	17,483.00	17,482.75	0.25	100%	Annual expense; beginning of year; slightly higher than budgeted	1/17/2019
Deficits							
522.10..	Awards Banquet / Annual Retreat						
522.10.49.004	Awards Banquet / Annual Retreat	16,500.00	18,991.17	-2,491.17	115%	Snow reschedule of retreat; anticipate to go over budget; budget adjusted for 2020	3/21/2019
522.14..	Governmental Services						
522.14.41.002	Property Tax - Surface water management	6,500.00	14,291.25	-7,791.25	220%	New city ordinance passed late in 2018 (CO 2018-22) increasing fees	4/9/2019
522.14.41.003	Property Tax - Refund Interest	500.00	500.55	-0.55	100%	Annual expense; mid-year (senior discount, etc) ; slightly higher than anticipated	7/16/2019
522.22..	Special Operations						
522.22.40.001	SCSOPB Special Ops Assessment	6,130.00	6,130.58	-0.58	100%	Annual expense; beginning of year; slightly higher than budgeted	2/7/2019
522.28..	Dispatch Services						
522.28.41.002	Snohomish County - 800 Mhz O&M Fees	47,921.00	47,921.36	-0.36	100%	Annual expense; beginning of year; slightly higher than budgeted	2/21/2019
522.45..	Training						
522.45.34.002	Library	1,500.00	2,026.44	-526.44	135%	Driver / Operator Training: new program; budget to be updated in 2020	5/2/2019
522.45.43.001	Travel Expense - FS / Officer Development	5,920.00	6,541.30	-621.30	110%	NW Leadership increased attendance; expect to go overbudget; update for 2020	4/25/2019
522.45.49.007	Registration - EMS / ACLS	4,500.00	5,283.90	-783.90	117%	Attendance higher than anticipated; will be adjusted for the 2020 budget	3/21/2019
594.22.64.200	Capital Initiative Fund - Equipment	9,800.00	12,903.78	-3,103.78	132%	Offset by donation of \$3000 (underwater drone)	4/9/2019

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001 2019 Expense Fund 776-5708666

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Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 10 10 001-0 Salaries	745,445.00	356,920.96	388,524.04	47.9%
522 10 10 004-0 Incentives & Payouts	48,500.00	23,886.00	24,614.00	49.2%
522 10 10 012-0 Event Staffing	1,600.00	0.00	1,600.00	0.0%
522 10 11 009-0 Overtime	500.00	0.00	500.00	0.0%
522 10 20 001-0 Medicare	12,411.00	5,545.18	6,865.82	44.7%
522 10 20 002-0 Medical / Dental	139,420.00	65,564.08	73,855.92	47.0%
522 10 20 003-0 Retirement / Leoff II	20,400.00	9,204.87	11,195.13	45.1%
522 10 20 004-0 Retirement / PERS	58,570.00	26,964.42	31,605.58	46.0%
522 10 20 005-0 Matching Deferred Comp.	13,920.00	5,190.00	8,730.00	37.3%
522 10 20 006-0 HRA Contribution	46,690.00	23,083.56	23,606.44	49.4%
522 10 20 008-0 District ST/LT Disability Insurance	8,815.00	4,046.78	4,768.22	45.9%
522 10 20 009-0 Employment Security	12,000.00	7,194.39	4,805.61	60.0%
522 10 20 010-0 Labor & Industries	255,890.00	180,683.17	75,206.83	70.6%
522 10 20 011-0 Employee Assistance Program	2,500.00	1,262.24	1,237.76	50.5%
522 10 20 012-0 Life Insurance/Accidental Death & Dismemberment	18,165.00	1,858.00	16,307.00	10.2%
522 10 20 013-0 Employee Service Recognition	8,546.00	155.05	8,390.95	1.8%
522 10 31 001-0 Office Supplies	8,000.00	1,977.40	6,022.60	24.7%
522 10 31 005-0 Printing	3,550.00	447.48	3,102.52	12.6%
522 10 34 002-0 Library	250.00	54.34	195.66	21.7%
522 10 41 001-0 Legal Counsel	50,000.00	30,124.70	19,875.30	60.2%
522 10 41 002-0 Professional Consultants	92,150.00	41,777.18	50,372.82	45.3%
522 10 41 003-0 Promotions & New Hires	26,700.00	1,559.22	25,140.78	5.8%
522 10 42 001-0 Postage & Shipping	4,500.00	1,126.38	3,373.62	25.0%
522 10 43 000-0 Travel Expense	12,000.00	6,792.15	5,207.85	56.6%
522 10 44 001-0 Advertising	800.00	33.60	766.40	4.2%
522 10 44 002-0 Newsletters / Publications	25,000.00	18,423.53	6,576.47	73.7%
522 10 49 000-0 Registration	6,400.00	4,193.00	2,207.00	65.5%
522 10 49 001-0 Chaplain Support Services	6,300.00	1,284.78	5,015.22	20.4%
522 10 49 002-0 Special Events / Hospitality	9,150.00	2,914.76	6,235.24	31.9%
522 10 49 003-0 Membership / Dues / Subscriptions	5,068.00	2,400.05	2,667.95	47.4%
522 10 49 004-0 Awards Banquet / Annual Retreat	16,500.00	18,991.17	(2,491.17)	115.1%
522 10 49 005-0 Miscellaneous	150.00	50.00	100.00	33.3%
522 10 49 006-0 Other Services & Charges	7,355.00	638.77	6,716.23	8.7%
210 Administration	1,667,245.00	844,347.21	822,897.79	50.6%
522 11 10 001-0 Stipend	36,864.00	18,432.00	18,432.00	50.0%
522 11 20 001-0 Fica / Medicare	2,900.00	1,410.06	1,489.94	48.6%
522 11 43 001-0 Travel Expense	3,750.00	2,587.74	1,162.26	69.0%
522 11 49 000-0 Registration	3,000.00	1,335.00	1,665.00	44.5%
522 11 49 001-0 Membership / Dues	5,050.00	150.00	4,900.00	3.0%
211 Legislative Services	51,564.00	23,914.80	27,649.20	46.4%
522 12 30 001-0 Communication Supplies	6,200.00	4,746.51	1,453.49	76.6%
522 12 35 001-0 Communication Equip (Pagers/Radios/Cells)	11,178.00	10,773.32	404.68	96.4%
522 12 40 001-0 IT Services & Support	105,000.00	82,030.61	22,969.39	78.1%
522 12 42 001-0 IT Software	95,941.00	73,432.90	22,508.10	76.5%
522 12 42 002-0 Cellular Networks	47,165.00	22,165.07	24,999.93	47.0%
522 12 42 003-0 Telephone Networks	47,040.00	25,012.81	22,027.19	53.2%
522 12 45 001-0 Office Equipment Leases	15,300.00	7,881.39	7,418.61	51.5%
522 12 48 000-0 Office Equipment Repairs & Maintenance	1,500.00	0.00	1,500.00	0.0%
522 12 48 001-0 Communication Equipment Repairs	6,000.00	2,445.00	3,555.00	40.8%
522 12 48 002-0 Communication Network - Outsource	0.00	0.00	0.00	0.0%

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Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
212 Communication & Technical Support	335,324.00	228,487.61	106,836.39	68.1%
522 14 40 001-0 State Audit	16,500.00	0.00	16,500.00	0.0%
522 14 40 002-0 Snohomish County - Financial Services	3,700.00	1,655.10	2,044.90	44.7%
522 14 41 001-0 Snohomish County - Elections	15,000.00	0.00	15,000.00	0.0%
522 14 41 002-0 Property Tax - Surface Water Management	6,500.00	14,291.25	(7,791.25)	219.9%
522 14 41 003-0 Property Tax - Refund Interest	500.00	0.00	500.00	0.0%
214 Other Governmental Services	42,200.00	15,946.35	26,253.65	37.8%
522 20 10 001-0 Full Time Salaries	1,940,575.00	1,013,533.14	927,041.86	52.2%
522 20 10 002-0 Battalion Chief Salaries	488,990.00	245,323.31	243,666.69	50.2%
522 20 10 003-0 Company Officer Salaries	1,311,350.00	492,800.13	818,549.87	37.6%
522 20 10 004-0 Incentives & Payouts	261,720.00	47,417.03	214,302.97	18.1%
522 20 10 005-0 Part-Time Firefighter Wages	394,200.00	122,215.99	271,984.01	31.0%
522 20 11 009-0 Overtime	765,296.00	227,844.28	537,451.72	29.8%
522 20 12 001-0 Acting Pay	30,000.00	9,382.98	20,617.02	31.3%
522 20 20 001-0 Medicare	80,138.00	31,282.13	48,855.87	39.0%
522 20 20 002-0 Medical / Dental	663,550.00	305,631.75	357,918.25	46.1%
522 20 20 003-0 Retirement / Leoff II	268,485.00	109,700.65	158,784.35	40.9%
522 20 20 004-0 Retirement / PERS II & III	53,970.00	15,941.29	38,028.71	29.5%
522 20 20 005-0 Matching Deferred Comp.	59,988.00	29,086.29	30,901.71	48.5%
522 20 20 006-0 HRA Contribution	203,450.00	95,275.64	108,174.36	46.8%
522 20 20 007-0 MERP	36,000.00	17,618.22	18,381.78	48.9%
522 20 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.0%
522 20 20 014-0 Uniforms	67,469.50	36,743.02	30,726.48	54.5%
522 20 20 015-0 Protective Gear & Equipment	26,169.00	22,240.10	3,928.90	85.0%
522 20 31 001-0 Operating Supplies (Consumables)	17,152.00	13,394.29	3,757.71	78.1%
522 20 34 001-0 Map / Addresses	2,750.00	0.00	2,750.00	0.0%
522 20 35 001-0 Operating Equipment & Tools	500.00	118.39	381.61	23.7%
522 20 35 003-0 Fire Equipment	8,440.00	0.00	8,440.00	0.0%
522 20 41 001-0 Uniform/PPE - Inspections/Cleaning/Repairs	12,000.00	533.86	11,466.14	4.4%
220 Fire Suppression	6,692,192.50	2,836,082.49	3,856,110.01	42.4%
522 21 20 001-0 Annual Physicals	69,644.00	20,406.90	49,237.10	29.3%
522 21 20 002-0 Vaccines, Testing, Fitness	6,307.00	1,321.32	4,985.68	21.0%
221 Health & Safety	75,951.00	21,728.22	54,222.78	28.6%
522 22 30 001-0 Haz/Mat Supplies	5,293.00	0.00	5,293.00	0.0%
522 22 30 002-0 Tech Rescue Supplies	11,190.00	2,995.98	8,194.02	26.8%
522 22 30 003-0 Marine Supplies	2,772.00	925.40	1,846.60	33.4%
522 22 35 001-0 Wildland Equipment	11,993.00	757.46	11,235.54	6.3%
522 22 35 003-0 Disaster Prep Equipment	1,089.00	0.00	1,089.00	0.0%
522 22 40 001-0 SCSOPB - Special Ops Assessment	6,130.00	6,130.58	(0.58)	100.0%
522 22 48 001-0 Special Ops Equipment Repair/maint	13,855.00	1,012.76	12,842.24	7.3%
222 Special Operations	52,322.00	11,822.18	40,499.82	22.6%
522 26 10 001-0 Salaries	1,579,820.00	747,622.42	832,197.58	47.3%
522 26 10 004-0 Incentives & Payouts	123,655.00	22,635.24	101,019.76	18.3%
522 26 11 009-0 Overtime	261,664.00	135,141.32	126,522.68	51.6%
522 26 12 001-0 Acting Pay	3,012.00	876.12	2,135.88	29.1%
522 26 20 001-0 Medicare	31,377.80	13,089.73	18,288.07	41.7%
522 26 20 002-0 Medical / Dental	329,688.00	141,408.18	188,279.82	42.9%
522 26 20 003-0 Retirement / Leoff II	112,722.00	49,488.68	63,233.32	43.9%
522 26 20 005-0 Matching Deferred Comp.	22,770.00	10,320.62	12,449.38	45.3%

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Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 26 20 006-0 HRA Contribution	89,960.00	39,648.24	50,311.76	44.1%
522 26 20 007-0 MERP	14,400.00	6,750.00	7,650.00	46.9%
522 26 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.0%
522 26 30 002-0 Medical Supplies	160,000.00	36,087.81	123,912.19	22.6%
522 26 30 003-0 Oxygen	8,000.00	3,715.47	4,284.53	46.4%
522 26 35 001-0 Medical Equipment	22,700.00	10,063.07	12,636.93	44.3%
522 26 41 001-0 Physician Advisor Services	24,000.00	14,000.00	10,000.00	58.3%
522 26 41 002-0 Medical Program Director/EMT Assessments	17,483.00	17,482.75	0.25	100.0%
522 26 41 003-0 Community Resource Paramedic	42,000.00	22,679.99	19,320.01	54.0%
522 26 48 001-0 Defib. Maintenance Agreement	5,800.00	0.00	5,800.00	0.0%
522 26 48 002-0 Cot Maintenance Agreement (EMSAR)	11,100.00	8,870.10	2,229.90	79.9%
226 Emergency Medical Services	2,860,151.80	1,279,879.74	1,580,272.06	44.7%
522 28 41 000-0 First Pass Clinical QI Module	6,556.00	0.00	6,556.00	0.0%
522 28 41 001-0 Snoco 911 Dispatch Services	291,184.00	169,857.03	121,326.97	58.3%
522 28 41 002-0 Snohomish County - 800 Mhz O&M Fees	47,921.00	47,921.36	(0.36)	100.0%
522 28 49 001-0 EPCR - ESO Reporting Suite - User Fees	6,802.00	3,092.09	3,709.91	45.5%
228 Dispatch Services	352,463.00	220,870.48	131,592.52	62.7%
522 30 10 001-0 Salaries	249,100.00	75,515.17	173,584.83	30.3%
522 30 10 004-0 Incentives & Payouts	16,550.00	4,368.35	12,181.65	26.4%
522 30 11 009-0 Overtime	3,830.00	0.00	3,830.00	0.0%
522 30 20 001-0 Medicare	4,156.00	1,148.72	3,007.28	27.6%
522 30 20 002-0 Medical / Dental	50,680.00	13,901.24	36,778.76	27.4%
522 30 20 003-0 Retirement / Leoff II	15,858.00	4,360.58	11,497.42	27.5%
522 30 20 005-0 Matching Deferred Comp.	2,760.00	32.71	2,727.29	1.2%
522 30 20 006-0 HRA Contribution	12,850.00	3,902.89	8,947.11	30.4%
522 30 20 007-0 MERP	900.00	81.78	818.22	9.1%
522 30 20 008-0 District ST/LT Disability Insurance	1,530.00	654.60	875.40	42.8%
522 30 31 001-0 Operating Supplies	2,700.00	1,865.18	834.82	69.1%
522 30 31 002-0 Public Education Supplies	7,600.00	2,033.39	5,566.61	26.8%
522 30 31 003-0 Grant Purchase Supplies	2,000.00	0.00	2,000.00	0.0%
522 30 41 001-0 Contracted Services - FM Investigations	4,000.00	1,131.75	2,868.25	28.3%
522 30 43 001-0 Travel Expense	3,360.00	645.69	2,714.31	19.2%
522 30 49 000-0 Registration	4,785.00	706.79	4,078.21	14.8%
522 30 49 001-0 Miscellaneous	500.00	0.00	500.00	0.0%
522 30 49 002-0 Membership / Dues / Subscriptions	3,101.00	2,044.00	1,057.00	65.9%
230 Fire Prevention & Investigation	386,260.00	112,392.84	273,867.16	29.1%
522 45 10 001-0 Salaries	128,580.00	0.00	128,580.00	0.0%
522 45 10 004-0 Incentive & Payouts	4,530.00	0.00	4,530.00	0.0%
522 45 11 009-0 Overtime	6,000.00	0.00	6,000.00	0.0%
522 45 20 001-0 Medicare	2,787.00	0.00	2,787.00	0.0%
522 45 20 002-0 Medical / Dental	25,806.00	0.00	25,806.00	0.0%
522 45 20 003-0 Retirement / Leoff II	8,525.80	0.00	8,525.80	0.0%
522 45 20 005-0 Matching Deferred Comp.	2,400.00	0.00	2,400.00	0.0%
522 45 20 006-0 HRA Contribution	5,920.00	0.00	5,920.00	0.0%
522 45 20 007-0 MERP	900.00	0.00	900.00	0.0%
522 45 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.0%
522 45 20 016-0 Recruit Academy	42,000.00	18,921.75	23,078.25	45.1%
522 45 20 017-0 Paramedic School Expenses	17,640.00	6,282.73	11,357.27	35.6%
522 45 31 001-0 Operating Supplies	5,500.00	298.66	5,201.34	5.4%
522 45 31 002-0 Props	8,140.00	688.10	7,451.90	8.5%
522 45 31 003-0 Safety	2,500.00	1,320.02	1,179.98	52.8%

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Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 45 34 002-0 Library	1,500.00	2,026.44	(526.44)	135.1%
522 45 35 001-0 Audio/visual Equipment	14,360.00	0.00	14,360.00	0.0%
522 45 40 000-0 Driving Simulator Co-op	4,000.00	3,316.73	683.27	82.9%
522 45 41 000-0 Training Consortium Program	20,000.00	0.00	20,000.00	0.0%
522 45 41 001-0 Contracted Instructors / Evaluators	17,780.00	0.00	17,780.00	0.0%
522 45 43 000-0 Travel Expense - FS / Battalion Chief	3,500.00	812.76	2,687.24	23.2%
522 45 43 001-0 Travel Expense - FS / Officer Development	5,920.00	6,541.30	(621.30)	110.5%
522 45 43 002-0 Travel Expense - FS / Operations	3,000.00	2,826.00	174.00	94.2%
522 45 43 003-0 Travel Expense - FS / Special Ops	3,000.00	150.00	2,850.00	5.0%
522 45 43 004-0 Travel Expense - FS Tech Rescue	1,200.00	0.00	1,200.00	0.0%
522 45 43 005-0 Travel Expense - EMS / ACLS	500.00	162.81	337.19	32.6%
522 45 43 006-0 Travel Expense - EMS / Category 1	5,000.00	2,127.08	2,872.92	42.5%
522 45 45 001-0 Live Fire Training - Facility Rental/Site Use	2,000.00	0.00	2,000.00	0.0%
522 45 49 000-0 Incident Mgmt Training Program (Blue Card)	9,830.00	0.00	9,830.00	0.0%
522 45 49 001-0 Registration - FS / Battalion Chief	2,500.00	295.00	2,205.00	11.8%
522 45 49 002-0 Registration - FS / Officer Development	15,755.00	5,230.25	10,524.75	33.2%
522 45 49 003-0 Registration - FS / Operations	7,000.00	3,525.00	3,475.00	50.4%
522 45 49 004-0 Registration - FS / Special Ops	11,742.00	1,200.00	10,542.00	10.2%
522 45 49 005-0 Registration - FS / Tech Rescue	7,300.00	0.00	7,300.00	0.0%
522 45 49 006-0 Miscellaneous - FS / Training	500.00	0.00	500.00	0.0%
522 45 49 007-0 Registration - EMS / ACLS	4,500.00	5,283.90	(783.90)	117.4%
522 45 49 008-0 Registration - EMS / CBT Instructor	400.00	0.00	400.00	0.0%
522 45 49 009-0 Registration - EMS / Category I	5,000.00	2,885.00	2,115.00	57.7%
522 45 49 011-0 EMS Online Subscription	4,000.00	0.00	4,000.00	0.0%
522 45 49 012-0 Membership / Dues / Subscription	100.00	0.00	100.00	0.0%
245 Training	411,615.80	63,893.53	347,722.27	15.5%
522 50 10 001-0 Salaries	151,952.00	71,623.68	80,328.32	47.1%
522 50 10 004-0 Incentives & Payouts	1,950.00	786.06	1,163.94	40.3%
522 50 11 009-0 Overtime	2,000.00	0.00	2,000.00	0.0%
522 50 20 001-0 Medicare	2,729.00	1,055.22	1,673.78	38.7%
522 50 20 002-0 Medical / Dental	25,750.00	11,723.76	14,026.24	45.5%
522 50 20 004-0 Retirement / PERS II	22,106.60	9,290.16	12,816.44	42.0%
522 50 20 005-0 Matching Deferred Comp.	2,880.00	1,080.00	1,800.00	37.5%
522 50 20 006-0 HRA Contributions	11,450.00	5,560.62	5,889.38	48.6%
522 50 20 008-0 District ST/LT Disability Insurance	2,230.00	1,003.66	1,226.34	45.0%
522 50 31 001-0 Facilities - Household Supplies	10,000.00	5,343.93	4,656.07	53.4%
522 50 31 002-0 Facilities - Operating Supplies	15,000.00	11,682.36	3,317.64	77.9%
522 50 35 001-0 Facilities - Furniture, Equipment, Appliances	4,000.00	952.74	3,047.26	23.8%
522 50 41 002-0 Monitoring System	2,000.00	492.00	1,508.00	24.6%
522 50 41 003-0 HQ Monitoring Systems	4,000.00	1,807.65	2,192.35	45.2%
522 50 41 004-0 Elevator / Boiler Systems	4,000.00	1,750.66	2,249.34	43.8%
522 50 41 005-0 Services (Cleaning, Landscaping, Shredding Etc)	19,980.00	8,964.47	11,015.53	44.9%
522 50 43 001-0 Travel Expense	1,600.00	0.00	1,600.00	0.0%
522 50 45 001-0 Rentals & Leases	3,000.00	645.10	2,354.90	21.5%
522 50 46 001-0 Risk Management Insurance	82,217.00	973.92	81,243.08	1.2%
522 50 47 001-0 Electricity / Natural Gas / Water	46,980.00	30,585.21	16,394.79	65.1%
522 50 47 002-0 Sewer / Garbage	13,600.00	6,362.97	7,237.03	46.8%
522 50 47 003-0 Electricity / Natural Gas / Water HQ	30,700.00	14,249.35	16,450.65	46.4%
522 50 47 004-0 Sewer / Garbage HQ	16,500.00	8,254.99	8,245.01	50.0%
522 50 48 001-0 Equipment Repairs/Testings	30,000.00	8,552.62	21,447.38	28.5%

EXPENSE SUMMARY 19-07-25

LAKE STEVENS FIRE
MCAG #: 1308

Time: 14:44:17 Date: 07/19/2019
Page: 5

001 2019 Expense Fund 776-5708666 01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 50 49 001-0 Registration	1,500.00	0.00	1,500.00	0.0%
250 Facilities	508,124.60	202,741.13	305,383.47	39.9%
522 60 31 001-0 Vehicles/Shop - Operating Supplies	20,000.00	12,460.80	7,539.20	62.3%
522 60 32 001-0 Fuel / Oil / Lubricants	79,000.00	39,470.72	39,529.28	50.0%
522 60 35 001-0 Vehicles/Shop - Tools & Equipment	5,000.00	801.09	4,198.91	16.0%
522 60 48 001-0 Vehicles - Contracted Repair / Testing	40,000.00	10,738.05	29,261.95	26.8%
522 60 48 002-0 Equipment - Contracted Repair / Testing	25,000.00	13,203.12	11,796.88	52.8%
260 Vehicles & Equipment Maintenance	169,000.00	76,673.78	92,326.22	45.4%
522 70 41 002-0 Ambulance Services - Systems Design	62,400.00	37,387.65	25,012.35	59.9%
522 70 41 003-0 GEMT Program (Public Consulting Group PCG)	30,000.00	0.00	30,000.00	0.0%
522 70 49 001-0 Billing Reimbursements	5,000.00	692.17	4,307.83	13.8%
270 Ambulance Services	97,400.00	38,079.82	59,320.18	39.1%
520 Public Safety	13,701,813.70	5,976,860.18	7,724,953.52	43.6%
580 Non Expenditures				
586 10 00 000-0 Sales Tax Remit	100.00	0.00	100.00	0.0%
589 40 00 000-0 Leasehold Excise Tax Remit	15,595.00	7,904.73	7,690.27	50.7%
589 99 90 000-0 Payroll Clearing	0.00	(0.02)	0.02	0.0%
580 Non Expenditures	15,695.00	7,904.71	7,790.29	50.4%
597 Transfers-Out				
597 22 00 000-0 Transfer Out	637,244.00	62,280.00	574,964.00	9.8%
597 Transfers-Out	637,244.00	62,280.00	574,964.00	9.8%
Fund Expenditures:	14,354,752.70	6,047,044.89	8,307,707.81	42.1%
Fund Excess/(Deficit):	(14,354,752.70)	(6,047,044.89)		

EXPENSE SUMMARY 19-07-25

LAKE STEVENS FIRE
MCAG #: 1308

Time: 14:44:17 Date: 07/19/2019
Page: 6

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 2019 Expense Fund 776-570866€	0.00	0.00	0.0%	14,354,752.70	6,047,044.89	42%
	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>14,354,752.70</u>	<u>6,047,044.89</u>	<u>42.1%</u>

STRATEGIC SUMMARY 19-07-25

LAKE STEVENS FIRE
MCAG #: 1308

Time: 14:45:26 Date: 07/19/2019
Page: 1

005 2019 Strategic Fund 776-5818666 01/01/2019 To: 12/31/2019

Expenditures	Amt Budgeted	Expenditures	Remaining	
520 Public Safety				
522 10 41 000-5 Professional Consultants	173,000.00	45,695.08	127,304.92	26.4%
520 Public Safety	173,000.00	45,695.08	127,304.92	26.4%
594 Capital Expenditure				
594 22 61 000-5 Contingency	150,000.00	0.00	150,000.00	0.0%
594 Capital Expenditure	150,000.00	0.00	150,000.00	0.0%
597 Transfers-Out				
597 22 00 000-5 Transfer To Expense Fund	20,000.00	0.00	20,000.00	0.0%
597 Transfers-Out	20,000.00	0.00	20,000.00	0.0%
Fund Expenditures:	343,000.00	45,695.08	297,304.92	13.3%
Fund Excess/(Deficit):	(343,000.00)	(45,695.08)		

STRATEGIC SUMMARY 19-07-25

LAKE STEVENS FIRE
MCAG #: 1308

Time: 14:45:26 Date: 07/19/2019
Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
005 2019 Strategic Fund 776-581866	0.00	0.00	0.0%	343,000.00	45,695.08	13%
	0.00	0.00	0.0%	343,000.00	45,695.08	13.3%

Lake Stevens Fire Financial Summary Report 2018



Lake Stevens Fire Annual Financial Report | 2018

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Capital Expenses _____	8
Labor and Industries _____	9
Conclusion _____	10

Lake Stevens Fire Annual Financial Report | 2018

Accounting Policies

Lake Stevens Fire was incorporated in 1947 and operates under the laws of the state of Washington applicable to a fire district. The district is a special purpose local government and provides fire protection services, fire suppression services, emergency medical and protection of life and property to the general public, and is supported primarily through property taxes.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

The Lake Stevens Fire Comprehensive Annual Financial Report (CAFR) is prepared each year in accordance with RCW 43.09.230 and filed with the Washington State Auditor within one hundred fifty days after the close of each fiscal year. The following is a summary of the 2018 Lake Stevens Fire annual report.

Reporting Fund Types

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash, investments, revenues and expenditures. The district's resources are allocated to, and accounted for, in individual funds depending on the intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

General Fund

This fund is the primary operating fund of the district. It accounts for all financial resources except those required or elected to be accounted for in another fund. Funds accounted for in the general fund are the general expense fund, strategic fund, and emergency contingency fund.

Capital Fund

This fund accounts for financial resources which are restricted, committed, or assigned for the acquisition, construction, or replacement of capital facilities or other capital assets.

Lake Stevens Fire Annual Financial Report | 2018

Annual Fund Summaries

LAKE STEVENS FIRE - GENERAL FUND	
Beginning Cash and Investments	4,695,989.76
Revenues	
Investment Interest	82,147.88
Real and Personal Property Taxes	10,166,037.24
Local Grants & Other Payments	3,875.33
Agency Deposits	1,594,442.86
Operating Transfers-In	80,000.00
Reimbursements	(1,045.39)
Total Revenues & NonRevenues	11,925,457.92
Expenditures	
Agency Salaries & Benefits	9,018,031.46
General Operating Expenditures	2,322,386.78
Refund Interest	7.14
Election Services	13,053.77
Transfers-Out	552,215.00
Total Expenditures	11,905,694.15
Ending Net Cash and Investments	4,715,753.53

General Fund

The general fund is the primary operating fund of the district. It accounts for all financial resources except those required or elected to be accounted for in another fund. Funds accounted for in the general fund are the general Expense Fund, Strategic Initiative Fund, and the Emergency Contingency Fund.

Capital Fund

The capital fund accounts for financial resources which are restricted, committed, or assigned for the acquisition, construction, or replacement of capital facilities or other capital assets.

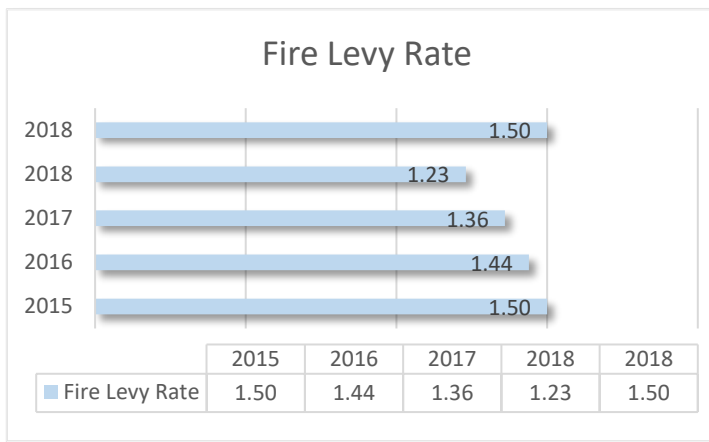
LAKE STEVENS FIRE - CAPITAL PROJECTS FUNDS	
Beginning Cash and Investments	4,205,939.65
Revenues	
Investment Interest	74,920.82
Agency Deposits	55,949.18
Transfers-In	472,215.00
Total Revenues	603,085.00
Expenditures	
General Expenditures	629,264.00
Transfers-Out	
Total Expenditures	629,264.00
Ending Net Cash and Investments	4,179,760.65

Lake Stevens Fire Annual Financial Report | 2018

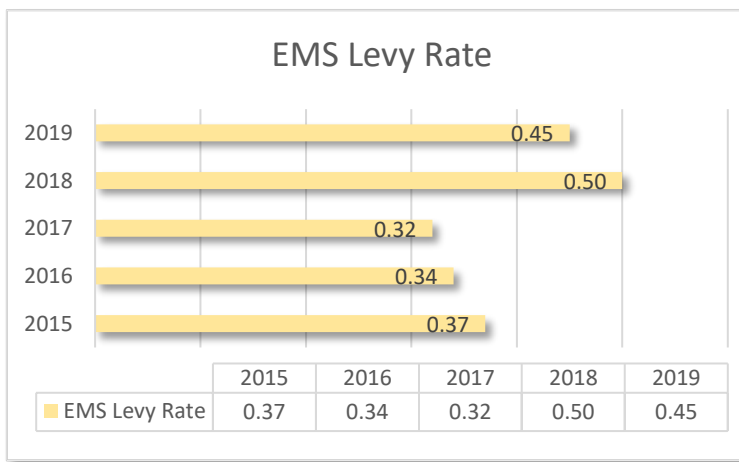
Property Tax and Levy Rates

The Snohomish County Treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Property tax revenues are recognized when received, and delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

When looking at property tax revenue, market sales in any given year are used to determine appraisal values in the following year. Those appraised values are used the year following the appraisal, to set taxes payable.



The Fire levy is capped at \$1.50 per \$1000 of assessed value

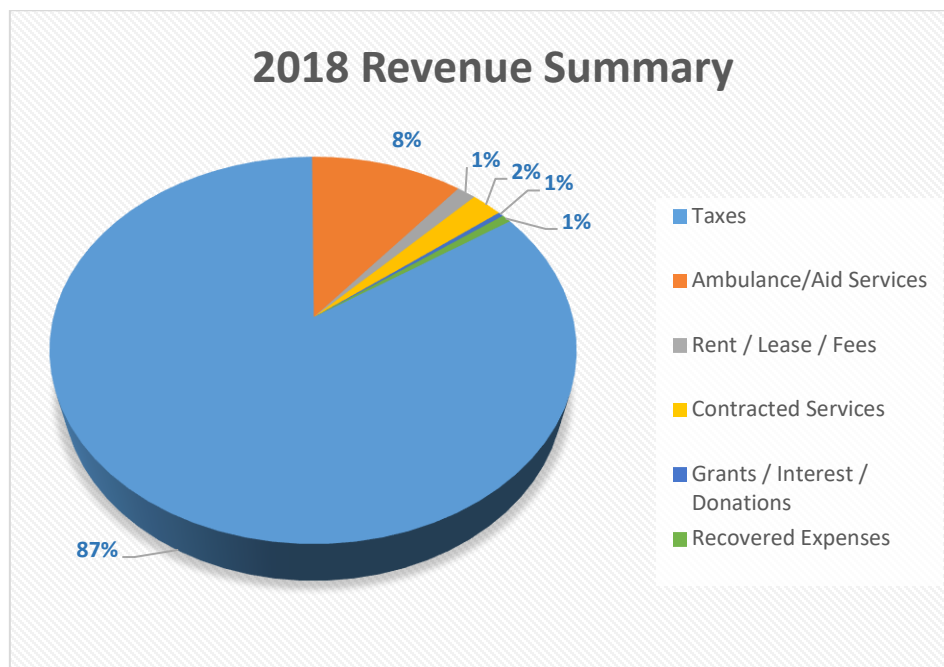


The EMS levy is capped at \$0.50 per \$1000 of assessed value

Lake Stevens Fire Annual Financial Report | 2018

Revenues

The general fund primary revenues are property taxes and ambulance / aid services.



Assets

The Lake Stevens Fire risk management group insures the assets of Lake Stevens Fire. Insured assets include vehicles, facilities, equipment, and property. In addition, the risk management group insures the district for general liability, employment practices liability, and professional liability. The district's property insured value is \$12,893,799 and the district's vehicle insured value is \$4,179,500.

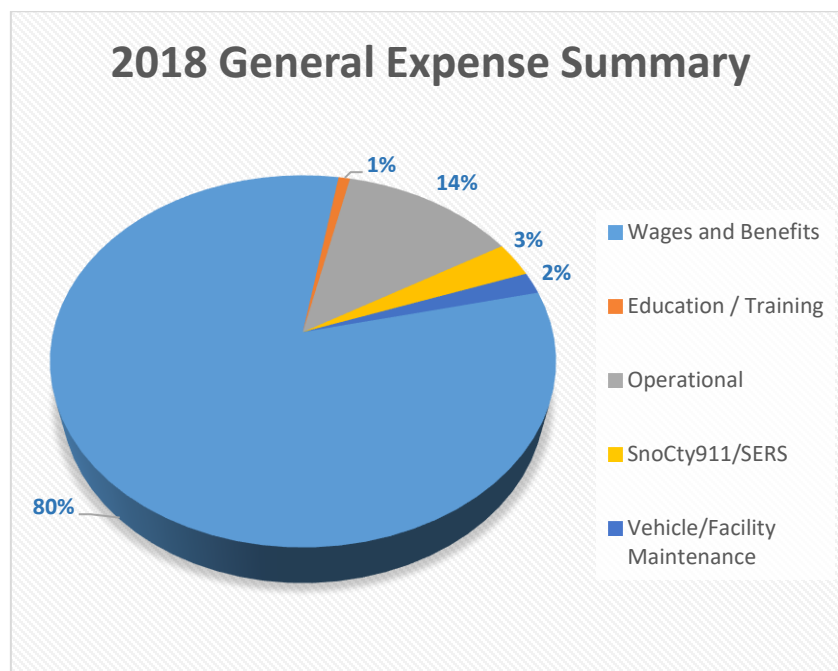
Lake Stevens Fire Annual Financial Report | 2018

Expenses

The general fund primary expenses are wages, benefits, and operations.

2018 Note of Interest:

- In 2018, Lake Stevens Fire welcomed Firefighter Geoff Jacobs, Firefighter Cody Kraski, Firefighter Daniel Murdock, Firefighter Daniel Murdock, Firefighter Jerem Rhoades, Firefighter Ross Rumann, and Firefighter Robert Seda.



Liabilities

The Lake Stevens Fire compensated absences liability reported in the Comprehensive Annual Financial Report for 2018 was \$518,129. This includes retirement vacation and sick leave liabilities, and satisfies the required reporting from the Washington State Auditor's Office.

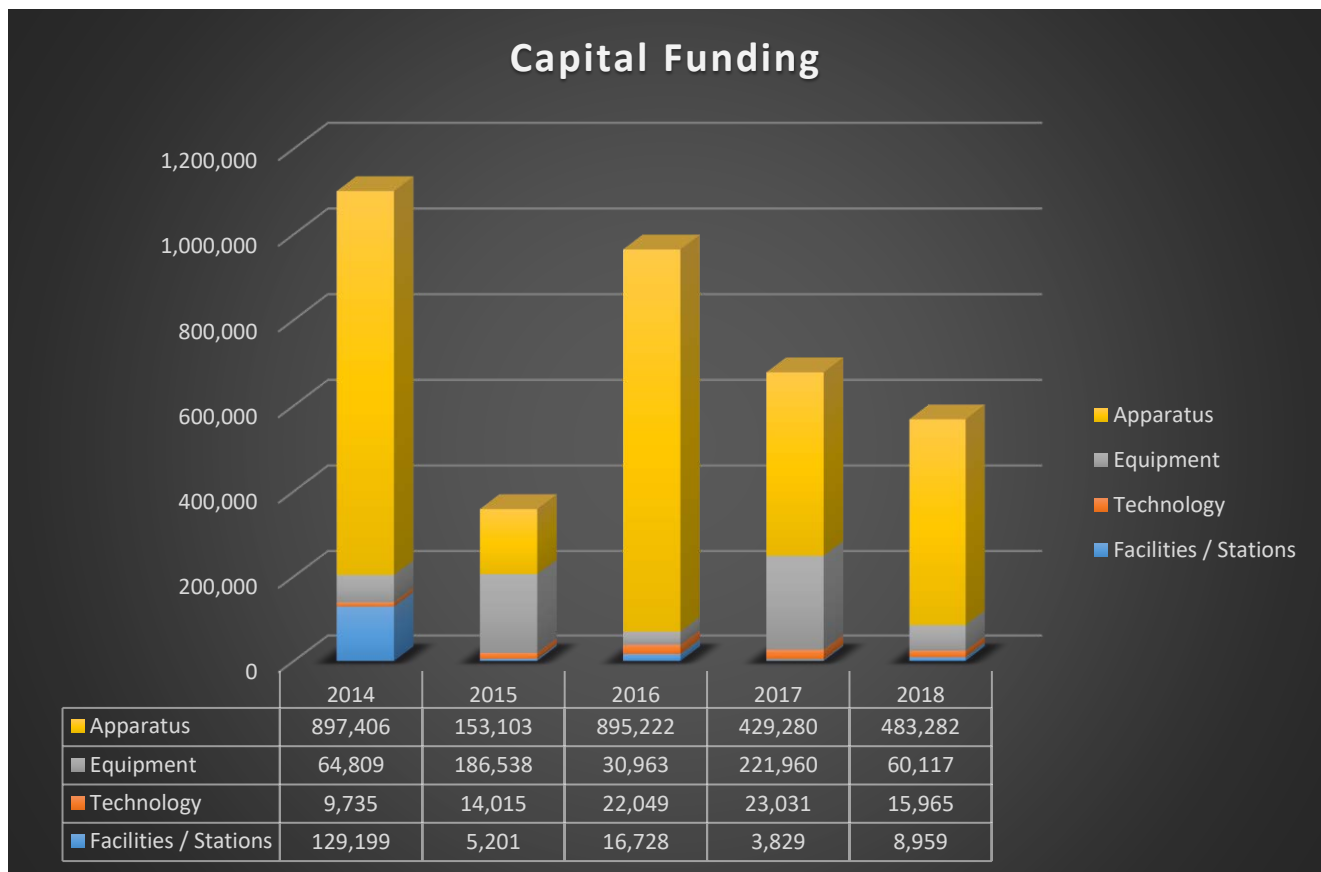
Lake Stevens Fire Annual Financial Report | 2018

Capital Expenses

Capital fund expenditures support the replacement of Apparatus, Equipment, Facility needs and Information Technology. These categories encompass the district's assets, which are on a schedule for purchase based on the district's Capital Replacement Plan. A budget is prepared during the annual budget process, and approved by the Board of Fire Commissioners prior to the year funds are expended.

Capital Category Examples:

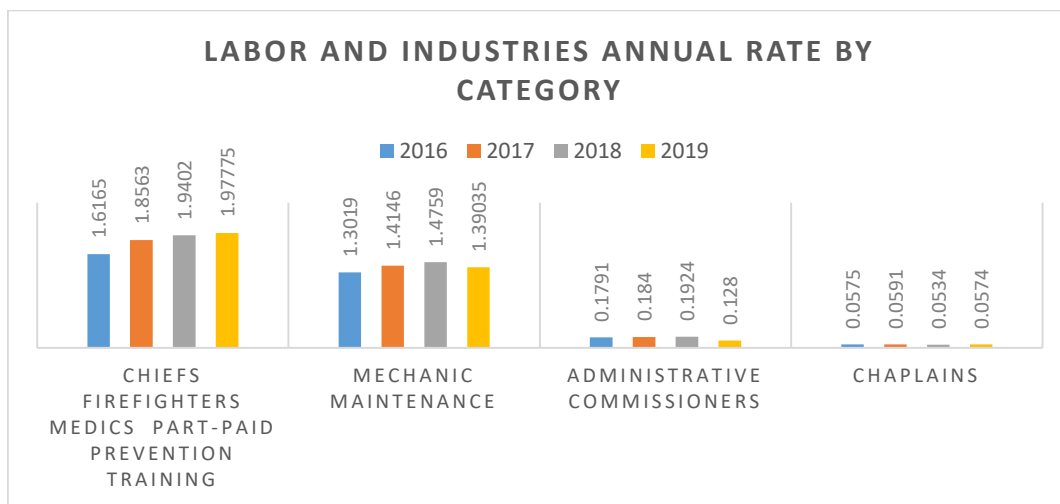
- Apparatus: fire engines, ambulance/aid units, district vehicles, district boats
- Equipment: bunker gear, hose, stretchers, AEDs, 12 leads, thermal imager
- Facilities: furniture, beds, appliances, gym equipment
- Information technology: computers, servers, vehicle mobile data computers, electronic healthcare record tablets



Lake Stevens Fire Annual Financial Report | 2018

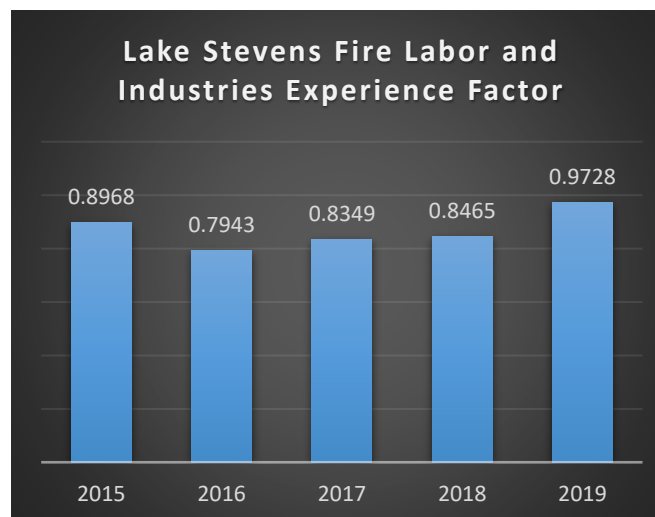
Labor and Industries

Labor and Industries (L&I) is a state agency dedicated to the safety, health, and security of Washington's workers. The workers' compensation system provides medical and limited wage-replacement coverage to workers who suffer job-related injuries and illness. The following is the department of labor and industries rate history for Lake Stevens Fire.



Experience Factor

Labor and Industries sets an experience factor, based on experience with claims and hours reported. Lower rates save money and are available to employers who have no claims involving time-loss or disability benefits in their three-year experience period. Discounts may range from 10 to more than 40 percent of the classification's Accident Fund, Medical Aid Fund, and Stay at Work Program base rates.



Lake Stevens Fire Annual Financial Report | 2018

Conclusion

The Lake Stevens Fire Comprehensive Annual Financial Report (CAFR) is prepared each year in accordance with RCW 43.09.230 and filed with the Washington State Auditor within one hundred fifty days after the close of each fiscal year.

The reports contain accurate statements, in summarized form, of all receipts received and all expenditures. In addition, the reports will contain a statement of public debt, purpose of each item of debt, and provisions made for the payment thereof. The reports will also contain a statement of all expenditures for labor relations consultants, with the identification of each consultant, compensation, and the terms and conditions of each agreement or arrangement.

The reports shall be certified as to their correctness by the state auditor and their substance shall be published in an annual volume of comparative statistics. The comprehensive report may be requested from the Washington State Auditor's Office, or from the Lake Stevens Fire Department.

**Memorandum of Understanding 2019-##
Between
Lake Stevens Fire and IAFF Local 3235
24 Hour Shift Start Time Change**

This MOU is made with reference to the following facts:

1. Lake Stevens Fire (District) and Local 3235 (Union) are parties to a Collective Bargaining Agreement (CBA).
2. The current shift start time for the Modified Detroit, 48/96 and Four Platoon shift is 09:00.
3. The District and the Union agree that a 08:00 shift start time would benefit operational efficiencies and integration with the proposed merger district (SCFD#7).
4. The District and the Union agree this is a mandatory subject of bargaining.

Agreement

Now, therefore, the parties agree as follows:

1. **24 Hour Shift Start Time:** The shift start time for the following 24 hour shift schedules shall be 08:00. i) Modified Detroit. ii) 48/96. lii) Four Platoon.
2. **No Reduction of Pay:** There shall be no reduction of pay as a result of the start time change.
3. **CBA Modification:** Article 12.3: 09:00 shall be changed to 08:00.
4. **Effective Date:** 08:00 on August 1, 2019.
5. **Collective Bargaining Agreement.** The parties agree that the applicable terms and conditions concerning the 24 hour shift start time contained in this MOU shall, unless changes are bargained, be incorporated into the body of any successor Collective Bargaining Agreement.
6. **Bargaining Obligations.** The parties represent that this MOU satisfies their bargaining obligations with regards to the matters expressed herein.

This MOU shall become valid upon signing.

Dated this _____ of June, 2019

Lake Stevens Fire

IAFF #3235

Kevin O'Brien, Chief

Keith Terry, President

**Memorandum of Understanding 2019-##
Between
Lake Stevens Fire and IAFF Local 3235**

Medical Services Officer (MSO) Debit Day Selection

This MOU is made with reference to the following facts:

1. Lake Stevens Fire (District) and Local 3235 (Union) are parties to a Collective Bargaining Agreement (CBA).
2. The District and Union have established the MSO position with the signing of *MOU 2019-3 Medical Services Officer 2-22-2019*. The work schedule for the MSO position includes an Alternate Work Schedule: 4 Platoon.
3. While assigned to the Alternate Work Schedule: 4 Platoon, the MSO schedules debit days as outlined in article 2 of the *Four Platoon MOU 10-18-2018*.
4. The District and Union agree that an alternate debit day scheduling process for the MSO is of a mutual benefit to the District and MSO.
5. The District and the Union agree this is a mandatory subject of bargaining.

Agreement

Now, therefore, the parties agree as follows:

1. **Debit Days Medical Service Officer (MSO):** The MSO on the Four Platoon Shift schedule shall work 14 debit days or equivalent hours (336 hours). Debit day assignments shall be completed as follows:
 - 1.1. After completion of the vacation selection process the MSO will meet prior to December 21st of the preceding year to, by seniority, select debit days in an attempt to cover vacation days of other MSO's.
 - 1.2. In lieu of overtime, the MSO may work remaining debit days or debit hours when accepting work outside of normally scheduled shifts (e.g., call backs, meetings, and other duties as approved by the Fire Chief or his/her designee).
 - 1.3. MSO's shall receive overtime and/or comp time for hours worked either when (i) such hours exceed 120 hours in a 16 day FLSA period or (ii) such hours are outside of the MSO's normally scheduled shifts and all debit hours for the MSO have been scheduled for the year.
 - 1.4. The combination of regularly scheduled hours plus scheduled debit days or debit hours shall not exceed 120 hours in a 16 day FLSA period.

- 1.5. The MSO may not choose a debit day which schedules work over 48 consecutive hours.
 - 1.6. The MSO may work debit hours for other duties and/or assignments with the prior approval of the Fire Chief or his/her designee.
 - 1.7. The MSO may reschedule debit hours with prior approval of the Fire Chief or his/her designee.
2. **Collective Bargaining Agreement.** The parties agree that the applicable terms and conditions concerning the MSO position contained in this MOU shall, unless changes are bargained, be incorporated into the body of any successor Collective Bargaining Agreement. Except as set forth herein, the terms of the CBA and the Four Platoon MOU dated 10-18-2018 shall apply to the MSO. Specifically, if the MSO is voluntarily assigned to shift work, those terms and conditions of the CBA and Four Platoon MOU dated 10-18-2018 applicable to a 24 hour shift shall apply.
3. **Bargaining Obligations.** The parties represent that this MOU satisfies their bargaining obligations with regards to the matters expressed herein.

This MOU shall become valid upon signing.

Dated this _____ of June, 2019

Lake Stevens Fire

IAFF #3235

Kevin O'Brien, Chief

Keith Terry, President

**MEMORANDUM OF UNDERSTANDING (MOU) 2019-5
CAPTAIN OF TRAINING and DRIVER/OPERATOR (D/O)**

Lake Stevens Fire (the "District") and Local 3235 (the "Union") are parties to a collective bargaining agreement. The parties desire to restructure certain positions to improve efficiency and to enhance service to the public. The parties agree as follows:

The Drivers Promotional Test will be held after the August 6th elections. In the event the Merger petition fails in the August 6th Primary Election the District and Union agree that the Drivers Test Process will be suspended and that the District and Union will meet to negotiate the impacts. In the event that the District and Union cannot agree on impacts of a failed merger vote this MOU and all its components become null and void and all conditions revert to Current Contract Language.

1. CAPTAIN OF TRAINING POSITION

1.1 Rank change for the position of Battalion Chief of Training. The position of Battalion Chief of training will be changed to the rank of Captain of Training effective **July 1, 2019**, (the "Effective Date").

1.1.1 The Captain of Training will have the job description attached in **Exhibit A**.

1.1.2 The Captain of Training wage shall be at the Captains wage scale.

1.2 Modification to the 2017-2020 Collective Bargaining Agreement Between Lake Stevens Fire & International Association of Firefighters Local 3235 (CBA). The following articles will be modified to eliminate the Battalion Chief of Training position and incorporate the Captain of Training position into the CBA.

1.2.1 Article 11.8 "Any officer's position permanently vacated shall be filled within 5 calendar days from the time of vacancy by an acting officer. This shall not apply to the dayshift position of ~~BC of Training~~ Captain of Training."

1.2.2 Article 25.13-Strike "~~The Battalion Chief of Training~~" "The Captain of Training shall be paid a stipend of six percent (6%) above senior firefighter. This stipend shall be in addition to their premium for rank. Employees performing temporary, "light duty" assignments shall not qualify for Day Shift stipend compensation."

1.3 Eliminating the Battalion Chief of Training from the CBA. The following articles will be struck or modified to eliminate the Battalion Chief of Training.

1.3.1 Article 40.1-Modify to eliminate Battalion Chief of Training "The Employer shall provide the Community Resource Paramedic with a staff vehicle, provided that such vehicle shall be used for Employer business. Personal use of the vehicle of a de minimis nature may be permitted so long as such use does not bring discredit upon the Employer and upon approval of the Fire Chief or designee.

1.4 Selection Process for the Captain of Training position. Immediately following the upcoming Captain promotional process, the District will then fill the Captain of Training position as outlined in 12.2 of the CBA. "Seniority" shall be determined by time in rank. The position must be filled on or before the Effective Date. All Captains are eligible to apply for the Captain of Training position.

1.4.1 In the event a Probationary Captain bids into and is selected for the training position, he/she will be required to complete a 12-month probationary period as stated in Article 9.3 of the CBA.

1.4.1.1 Captain Paramedics shall retain his/her Paramedic certification during the probationary period.

1.4.2 If a current Captain does not bid into the Captain of training position, the position will be filled as outlined in Article 11 of the CBA.

1.5 Captain of Training work schedule. The Captain of Training will be assigned to the day shift flexible shift in accordance with Article 12.1.1.1 of the CBA.

2. DRIVER/OPERATOR (D/O) POSITION

2.1 Promotion of 12 Driver/Operators. The District agrees to promote up to a total of 12 D/O's from the "Union" on or before **September 1, 2019**.

2.1.1 The D/O position will have the job description attached in **Exhibit B**.

2.1.2 The table contained in Section 25.1 of the CBA will be modified to add the D/O, Probationary D/O and Acting D/O positions.

2.2 Promotional Process for the Driver/Operator positions.

2.2.1 All candidates must complete or have already completed a district-approved pump academy by September 1, 2019, in order to promote to D/O.

2.2.2 Eligible candidates shall have a minimum of 24 months of full-time service as of September 1, 2019.

2.2.3 Candidates shall be required to pass a written and practical test consistent with District policy to be placed on the list.

2.2.4 Firefighter/EMTs with a minimum of 60 months of service as of September 1, 2019, who have successfully completed the promotional process, will promote by seniority to the D/O position as a non-probationary D/O. The probationary period for these members shall be waived.

- 2.2.5 If additional D/O spots are open, the District will create a promotion list, ranked from members who have successfully completed the promotional process.
- 2.2.6 After testing is complete, eligible candidates left on the list will be considered Acting Drivers.
- 2.2.7 Any tested and promoted D/Os, with the exception of D/O's described in 2.2.4, shall complete a 12-month probationary term during which time they shall complete a district-approved Driver/Operator handbook. Acting D/Os shall complete the handbook within 12-months from the date of promotional testing at their discretion.
- 2.3 Driver/Operator shift assignment.** Once promoted, D/Os will bid on open positions as outlined in 12.4 of the CBA.
- 2.4 Driver/Operator OT callback.**
- 2.4.1 To fill a D/O overtime opening, as determined by the District, the District shall use Crew Sense to call a specific D/O list.
- 2.4.2 Driver/Operator OT openings should be filled first by promoted D/O's, then Acting D/O's. If no D/O or Acting D/O is available, a non-probationary union member, at the discretion of the District, may be utilized as an acting D/O.
- 2.4.3 Any Acting D/O or union member utilized as a acting D/O for more than 4 hours during a shift shall receive the Acting Driver/Operator rate of 102% (of senior firefighter) stipend for the entire shift worked.

Article 25.1 Wages. Pursuant to this MOU, Article 25.1 of the CBA shall be adjusted to match below:

Effective January 1, 2019, wages of full-time employees shall be as identified below:

Position	Rate of Calculation	Monthly
Firefighter 0-12 months	70.0% of senior firefighter	5387.39
Firefighter 13-24 months	77.5% of senior firefighter	5964.61
Firefighter 25-36 months	85.0% of senior firefighter	6541.83
Firefighter 37-48 months	92.5% of senior firefighter	7119.05
Firefighter 49+ months	100.0% of senior firefighter	7696.28
Acting Driver/Operator	102.0% of senior firefighter	7850.20
Probationary Driver/Operator	102.0% of senior firefighter	7850.20
Driver/Operator	104.0% of senior firefighter	8004.12
Senior Paramedic	111.5% of senior firefighter	8581.34
Acting Captain	106.5% of senior firefighter	8196.53
Acting Captain/PM	116.5% of senior firefighter	8966.15

Probationary Captain	109.0% of senior firefighter	8388.93
Probationary Captain - PM	114.0% of senior firefighter	8773.75
Senior Captain	116.5% of senior firefighter	8966.15
Senior Captain - PM	121.5% of senior firefighter	9350.97
Medical Services Officer	128.0% of senior firefighter	9851.23
Acting Battalion Chief	128.0% of senior firefighter	9851.23
Probationary Battalion Chief	128.0% of senior firefighter	9851.23
Senior Battalion Chief	131.5% of senior firefighter	10120.60

Bargaining. The parties agree that this MOU fully satisfies the bargaining obligations of the parties with regards to the matters set forth herein.

Collective Bargaining Agreement. The parties agree that the applicable terms and conditions concerning the Captain of Training and the D/O positions contained in this MOU shall, unless changes are bargained, be incorporated into the body of any successor Collective Bargaining Agreement.

This MOU shall become valid upon signing.

LAKE STEVENS FIRE

IAFF LOCAL 2781

Kevin O'Brien, Fire Chief

Michael McConnell, President

Date

Date



Thanks
for helping
to save children's
lives. - Jeremiah Anderson

THANK YOU GUYS SO MUCH.
- Scott Goney

Thank you
for your support
Allie

Thank You!
Lyndee

**Thank you for being one of our most
valued donors /contributors to our
First Annual Making Miracles Auction!**

Thank you!
Alexa

Kathley Slack

DISTRICT 7
REGULAR BUSINESS

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
(360) 794-7666
www.Snofire7.org

To: Board of Fire Commissioners
From: Gary A. Meek, Fire Chief
Subj: Fire Chief Report for July 25, 2019

Fire Chief's Report:

1. The Communications Committee members continue to meet with Liz Loomis. The next meeting is TBD.
 2. The mediation scheduled for Station 33 on July 12th proved unproductive. Mitch continues to communicate with the attorney for Allied Construction to come to resolution.
 3. The Mill Creek Festival was held on July 13 and 14. Thank you to Heather for coordinating another successful event and to all the members who participated. During this event, Heather coordinated with Mill Creek PD to conduct a "backpack drive" to help families in need with back to school supplies. This was a positive addition to the festival.
 4. Chief's Meek, O'Brien, Andrews and Dorsey continue to meet with Chief Halverson to discuss the ALS agreement. We met on July 17th to continue discussions.
 5. Chief O'Brien and I conducted a merger interview with the Everett Herald on July 18th.
 6. The Training Consortium members continue to meet and work on the development of the agreement.
 7. Chief O'Brien and I conducted an on camera interview with Q-13 news promoting the merger. The news story included an interview with a Lake Stevens Resident.
 8. Staff continue to prepare for the Community Meeting on the District 7 Levy Lid Lift scheduled for 19:00 on July 24th at Station 71.
 9. The Graduation ceremony for recruit class 2019-02 will be held on Friday, August 16th at the Lynnwood High School Theater located at 18218 North Rd., Bothell WA. (Flyer attached in correspondence)
 10. I am working to schedule an executive session workshop with the Board and District Attorney to discuss union contract negotiations. I am requesting direction from the Board on scheduling dates.
 11. I am requesting an executive session to discuss a contract for services - RCW 42.30.140
-

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Finance Officer's Report:

1. We have received the 2nd quarter service payment from Mill Creek in the amount of \$982,686.25.
2. We have are continuing to work on updates to the 2020 forecasting model.
3. We are beginning to discuss the processes that we will be using for the 2020 budget. This year, Summer will be participating in drafting the 2020 budget.
4. The tables below show the number of transports, gross transport revenues, and MVC revenues, billed by Systems Design during the months of May and June 2019, and during the same months for each of the 2 previous years.

Systems Design No. of Transports Billed for District 7	2019	2018	2017
May	345	404	365
June	369	379	304
Systems Design Transport Revenues for District 7	2019	2018	2017
May	\$177,118	\$176,305	\$170,126
June	\$155,971	\$186,171	\$152,727
Systems Design MVC Revenues for District 7	2019	2018	2017
May	\$0	\$0	\$ 615
June	\$1,797	\$0	\$2,845

5. Below is a comparison of the District's budget and actual expenditures for all funds combined for the months of May and June for 2017, 2018, and 2019. For additional details on the 2019 expenditures please refer to the upcoming quarterly report.

Budget & Actual Expenditure Comparison - All Funds				
Budget & Actual Expenditures	2019	2018	2017	
May	\$ 18,568,423	\$17,351,023	\$ 14,860,505	
June	\$ 23,862,092	\$21,596,635	\$ 19,244,067	
% of Total Budget Spent	2019	2018	2017	
May	35%	35%	33%	
June	44%	44%	43%	

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6. Below is a comparison of the District's Budget and Actual revenues and expenditures for the General Fund for the months of May and June in 2017, 2018, and 2019.

Budget & Actual Revenue Comparison - General Fund			
Budget & Actual Revenues	2019	2018	2017
May	\$ 18,992,509	\$18,765,205	\$16,484,202.00
June	\$ 20,371,145	\$19,084,671	\$16,880,828.00
% of Total Budgeted Revenues Received	2019	2018	2017
May	48%	51%	52%
June*	47%	52%	53%

Budget & Actual Expenditure Comparison - General Fund			
Budget & Actual Expenditures	2019	2018	2017
May	\$ 18,992,509	\$13,710,734	\$ 12,473,372
June	\$ 21,287,211	\$17,014,168	\$ 15,256,533
% of Total Budget Spent	2019	2018	2017
May	48%	37%	39%
June	47%	46%	48%

- The there was a budget amendment effective for June, 2019 which significantly increased the budgeted revenues (GEMT) in the general fund, causing the percent of budgeted revenues in June to be lower than in May.

7. Below is a comparison of the combined property tax collected in May and June of 2017, 2018, and 2019. These include General Fund Regular, EMS, M&O as well as property taxes collected in the Bond Fund.

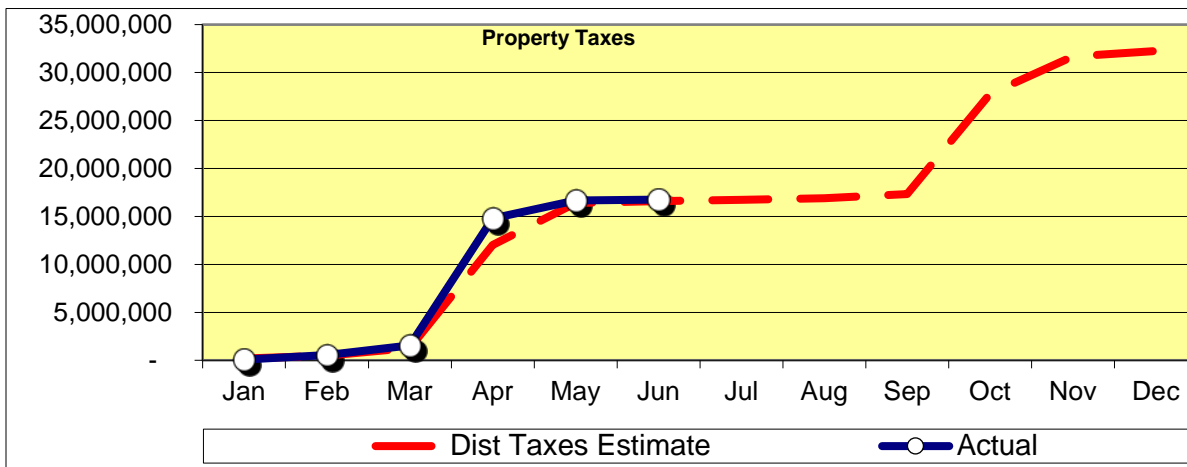
Budget & Actual Expenditure Comparison - Property Taxes			
Regular, EMS, M&O, and Bond Fund	2019	2018	2017
May	\$ 16,662,617	\$15,992,067	\$ 13,674,473
June	\$ 16,749,429	\$16,089,087	\$ 13,860,851
% of Property Taxes Collected	2019	2018	2017
May	53%	52%	52%
June	53%	53%	53%

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8. Below is a chart showing the 2019 year to date property tax collections as compared with expected collections. Additional details can be found in the upcoming quarterly report.



CONSENT AGENDA

Snohomish County Fire District #7

07/18/2019

Claims Voucher Summary

Page 1 of 1

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
19-01842	DEPARTMENT OF LABOR AND INDUSTRIES		164,206.64

Page Total	164,206.64
Cumulative Total	164,206.64

Snohomish County Fire District #7

07/24/2019

Claims Voucher Summary

Page 1 of 2

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: 7-25-19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-01843	ALDERWOOD WATER DISTRICT		96.36
19-01844	ALDERWOOD WATER DISTRICT		14.90
19-01845	ANDGAR CORPORATION		274.89
19-01846	ARAMARK UNIFORM SERVICES		180.36
19-01847	AT&T MOBILITY		46.93
19-01848	BOUND TREE MEDICAL, LLC		2,199.83
19-01849	CHMELIK, SITKIN & DAVIS PS		412.50
19-01850	CLUB FITNESS EQUIPMENT		4,409.02
19-01851	CROWN FIRE PROTECTION		355.74
19-01852	FIRST WATCH		403.00
19-01853	FRONTIER		500.70
19-01854	GALLS, LLC - DBA BLUMENTHAL UNIFORM		607.99
19-01855	GRAINGER		333.09
19-01856	HIGHWAY AUTO SUPPLY		25.93
19-01857	ISOUTSOURCE		3,872.74
19-01858	JEFF SCHAUB		115.42
19-01859	LeMAY MOBILE SHREDDING		107.00
19-01860	LESLIE JO WELLS		15.08
19-01861	LN CURTIS & SONS		82.05
19-01862	MACDONALD MILLER FACILITY SOLUTIONS		489.23
19-01863	MATTERN, CLAY		224.95
19-01864	MIKE HILL		1,200.00
19-01865	NORWEST BUSINESS SERVICES, INC		750.00
19-01866	OFFICE DEPOT		554.45
19-01867	ORKIN		638.32
19-01868	PATRICK GJERDE		64.91
19-01869	PETROCARD SYSTEMS, INC.		622.65
19-01870	PRIDE ELECTRIC, INC		1,697.43
19-01871	PROFESSIONAL BUILDING SERVICES		2,970.00
19-01872	PUGET SOUND ENERGY		62.10
19-01873	PUGET SOUND ENERGY		65.26
19-01874	PUGET SOUND ENERGY		49.47
19-01875	PUGET SOUND ENERGY		92.10

Page Total 23,534.40

Cumulative Total 23,534.40

Snohomish County Fire District #7

07/24/2019

Claims Voucher Summary

Page 2 of 2

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: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-01876	PUGET SOUND ENERGY		77.97
19-01877	PUGET SOUND ENERGY		94.08
19-01878	PUGET SOUND ENERGY		78.45
19-01879	PUGET SOUND ENERGY		57.64
19-01880	RICE FERGUS MILLER		5,754.55
19-01881	RICOH USA, INC		509.29
19-01882	ROTARY CLUB OF MONROE		225.00
19-01883	SELTZ, SHAWN		100.00
19-01884	SNOHOMISH COUNTY 911		779.58
19-01885	SNOHOMISH COUNTY FIRE DISTRICT 7		7,375.47
19-01886	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT		775.00
19-01887	SNOHOMISH COUNTY PUD		336.17
19-01888	SNOHOMISH COUNTY PUD		300.29
19-01889	SNOHOMISH COUNTY PUD		258.47
19-01890	SNOHOMISH COUNTY PUD		365.34
19-01891	STATE OF WA DEPARTMENT OF REVENUE		6,692.52
19-01892	SYSTEMS DESIGN WEST LLC		8,434.00
19-01893	TOWN & COUNTRY TRACTOR INC.		6.43
19-01894	TYLER TECHNOLOGIES INC		22,627.84
19-01895	VERAX CHEMICAL COMPANY		356.17
19-01896	VERIZON WIRELESS		800.52

Page Total 56,004.78

Cumulative Total 79,539.18



Snohomish County
FIRE DISTRICT 7

Earning Trust Through Action

Payroll Summary

7/31/2019

CHECK DATE	7/31/2019
PERIOD BEGIN	7/16/2019
PERIOD END	7/31/2019

Direct Deposits	\$	612,645.85
Paper Checks	\$	7,512.18
Taxes	\$	149,814.03
Total	\$	769,972.06

**Summary Minutes of the Regular Board Meeting
July 11, 2019**

Commissioner Fay called the meeting of the Board of Fire Commissioners to order at 1600 hours. Commissioners Fay, Schaub, Wells and Woolery were present. Commissioners Snyder and Waugh were absent with prior notice.

AGENDA CHANGES:

Prior to the meeting the Chief performed a badge pinning ceremony at 1535 hours.

GENERAL PUBLIC COMMENT: None

UNION COMMENT: None

EXECUTIVE SESSION:

The Commissioners went into Executive Session at 4:00 pm for twenty (20) minutes to discuss a publicly bid contract per RCW 42.30.110(1)(d) and to discuss with legal counsel potential litigation per RCW 42.30.110(1)(i).

Executive session was extended an extra fifteen (15) minutes.

Regular session resumed at 16:35 pm with no action as a result.

CHIEF'S REPORT

Chief Meek discussed items from the Chief's Report.

CONSENT AGENDA

A. Voucher Approval:

- Vouchers #19-01700- #19-01707 in the amount of \$399,400.33 for benefit checks to be approved.
- Vouchers #19-01708- #19-01840 in the amount of \$346,773.51 for AP checks to be approved.

B. Payroll Approval:

- The July 15, 2019 regular pay was submitted for approval in the amount of \$746,658.47

C. Approval of Minutes

- 1) Approve Joint Board Meeting Minutes of June 27, 2019.

D. Secretary's Report on Correspondence

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

DISCUSSION ITEMS: None

ACTION ITEMS:

A. HRA VEBA MOU's

MOTION: Commissioner Woolery moved and Commissioner Wells seconded to authorize the Fire Chief to sign the five HRA VEBA MOU's (Exempt, Union 2781 Chief Officers, Union 2781, Union Local 38, and Shop). On vote, **Motion Carried 4/0**

COMMISSIONER COMMITTEE REPORTS

A. Safety Committee: Meets July 22, 2019 1800 at Station 71

B. Risk Management: Meets next on August 27, 2019 1900 at SCFD #22

OTHER MEETINGS ATTENDED

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

B. Sno-Isle Commissioner Meeting: September 5, 2019 1930

OLD BUSINESS: None

CALL ON BOARD: None

ATTENDANCE CHECK

All board members in attendance noted they would be available 1700 for the July 25, 2019 at the Lake Stevens Fire Conference Center with the exception of Commissioners Snyder and Woolery.

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

The meeting was adjourned at 4:45 pm by Commissioner Fay.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board



SNOHOMISH COUNTY FIRE TRAINING ACADEMY

*Cordially invites you to attend the graduation ceremony
of*

RECRUIT SCHOOL CLASS 2019-02

*Graduation exercises will be held at
Lynnwood High School Theater*

18218 North Road

Bothell, WA 98012

Friday, August 16th, 2019

1800-2000

DISCUSSION ITEMS

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7

RESOLUTION NO. 2019-12

A RESOLUTION of the Board of Fire Commissioners of Fire District 7, Snohomish County, Washington providing for the submission to the voters of the District at a special election to be held therein on November 5, 2019 a proposition authorizing a regular property tax levy of \$1.50 per \$1,000 which is the same as the year 2017 level. This proposition would authorize the District to set and maintain a regular property tax levy of \$1.50 per \$1,000 of assessed valuation for 2019 and thereafter pursuant to RCW 84.55.050 and subject to any otherwise applicable statutory dollar rate limitations, all as more particularly set forth herein.

WHEREAS, the Board of Fire Commissioners (the "Board") of Snohomish County Fire Protection District No. 7, (the "District") has determined that it appears certain money available for the Expense Fund for the calendar year 2018 would be insufficient to permit the District to meet the expenses of operation, services, and maintenance essential and necessary for the protection of the public health, life, and property of its residents during such calendar year, given the current levy rate of \$1.36 per \$1,000 of assessed value; and that it is necessary that the regular property tax levy of the District be set at \$1.50 per \$1,000 (the same as the level in 2017), such levy to be made in 2019 for collection in 2020, and in succeeding years, on all taxable property within the District (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), in order for the Expense Fund of the District to be able to provide sufficient funds to meet those expenses, and;

WHEREAS, the Constitution and the laws of the State of Washington require that the question of whether such taxes may be levied must be submitted to the qualified electors of the District for their ratification or rejection.

NOW, THEREFORE;

Section 1. The Auditor of Snohomish County, Washington, as *ex officio* Supervisor of Elections (the "Auditor"), is requested to call and conduct an election in the District, in the manner provided by law, to be held herein on November 5, 2019 for the purpose of submitting to the voters of the District, for their approval or rejection, a proposition of whether the regular property tax levy of the District shall be set at and maintained at \$1.50 per \$1,000 of assessed value; such levy to be made in 2019 for collection in 2020, and in succeeding years, on all the taxable property within the District (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), subject to otherwise applicable statutory limitations; and for the dollar amount of such levies to be used for the purpose of computing the limitations for subsequent levies under RCW 84.55.050.

Section 2. Pursuant to RCW 29A.36.071, as amended, the Snohomish County Prosecuting Attorney is requested to prepare the concise description of the aforesaid proposition for the ballot title in substantially the following form:

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

PROPOSITION NO. 1

RESTORING REGULAR PROPERTY TAX LEVY

The Board of Fire Commissioners of Fire Protection District No. 7, Snohomish County, Washington, adopted Resolution No. 2019-12 re-authorizing a regular property tax levy of \$1.50 per \$1,000. This proposition would authorize the District to restore and maintain its regular property tax levy of \$1.50 per \$1,000 of assessed valuation for 2019 (the same levy that existed in 2017) and thereafter subject to any otherwise applicable statutory dollar rate limitations. The dollar amount of this levy would be used for the purpose of computing the limitations for subsequent levies under RCW 84.55.050. Should this proposal be approved?

LEVY YES ()

LEVY NO ()

Section 3. The Secretary of the District is directed: (a) to certify to the Auditor a copy of this Resolution No. 2019-12 showing its adoption by the Board at least 84 days prior to the date of such special election, and; (b) to perform such other duties as are necessary and required by law in submitting to the voters of the District at the aforesaid election the proposition of whether such excess tax levy shall be made.

Section 4. In the event that the District's Proposition No. 1 (levy lid lift) passes in the primary election to be held on August 6, the Auditor is directed to withdraw the above measure from the general election.

ADOPTED by the Board of Fire Commissioners of Snohomish County Fire Protection District No. 7, at an open public meeting thereof this 25th day of July, 2019, of which notice was given in the manner provided by law, the following Commissioners being present and voting.

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

By: _____
RANDY FAY
Fire Commissioner

By: _____
WILLIAM SNYDER
Fire Commissioner

By: _____
LESLIE JO WELLS
Fire Commissioner

By: _____
JEFF SCHAUB
Fire Commissioner

By: _____
ROY WAUGH
Fire Commissioner

By: _____
RANDY WOOLERY
Fire Commissioner

ATTEST:

JAMIE SILVA
District Secretary

CERTIFICATION

I, the undersigned, Secretary of Snohomish County Fire Protection District No. 7, (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 2019-12 (the "Resolution") is a full, true, and correct copy of the Resolution duly adopted at a regular meeting of the Board of Fire Commissioners of the District (the "Board") held on July 25th, 2019, as the Resolution appears on the minute book of the District and the Resolution is now in full force and effect.
2. The regular meeting was held in accordance with law.
3. A quorum of the members of the Board was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 25_day of July, 2019.

 JAMIE SILVA, District Secretary
 Board of Fire Commissioners

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7**RESOLUTION NO. 2019-12**

A RESOLUTION of the Board of Fire Commissioners (the "Board") of Snohomish County Fire Protection District No. 7, (the "District") providing for the submission to the voters of the District at a special election to be held therein on November 5th, 2019, a proposition authorizing a regular property tax levy of \$1.50 per \$1,000.00. This proposition would authorize the District to set and maintain a regular property tax levy of \$1.50 per \$1,000.00 of assessed valuation for 2019 and thereafter subject to any otherwise applicable statutory dollar rate limitations, all as more particularly set forth herein.

WHEREAS, it is the judgment of the Board of Commissioners of the District that it is essential and necessary for the protection of the health and life of the residents of the District that fire and emergency medical services be provided by the District. The accelerated demands for, and increasing costs of, providing these services will necessitate the expenditure of revenues for additional staffing, maintenance, operations and equipment in excess of those which can be provided by the District's regular tax revenue levied at the current rate of \$1.36 per \$1,000.00 of assessed valuation of taxable property within the District, and;

WHEREAS, the Constitution and the laws of the State of Washington require that the question of whether such taxes may be levied must be submitted to the qualified electors of the District for their ratification or rejection.

NOW, THEREFORE:

Section 1. In order to provide fire protection, prevention, and emergency medical services in the District, it is necessary for the District to obtain, operate, and maintain emergency service vehicles and facilities staffed by properly trained personnel equipped with suitable firefighting and emergency medical equipment.

Section 2. In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to assure the continuation of such services, the District shall, in accordance with RCW 84.55.050, remove the limitation on regular property taxes imposed by RCW 84.55.010, and levy beginning in 2019 for collection beginning in 2020, pursuant to RCW 52.16.130, RCW 52.16.140, and RCW 52.16.160, a general tax on taxable property within the District at a rate of \$1.50 per \$1,000.00 of assessed valuation subject to otherwise applicable statutory limits.

Section 3. The District currently levies a regular property tax at the rate of \$1.36 per \$1,000.00 of assessed valuation.

Section 4. LIMIT FACTOR. In order to provide the revenue adequate to pay the costs of providing adequate life protection services and facilities as described in Section 1 and to maintain reserve funds sufficient to assure the continuation of such services beyond 2020, the District has determined that a limit factor of three percent (3%) shall be used to determine the actual levy rate, subject to the maximum statutory rate of \$1.50 per \$1,000.00 of assessed valuation in 2020-2024. The funds raised under this levy shall not supplant existing funds used for the purposes described in Section 1.

Section 5. The Auditor of Snohomish County, Washington, as *ex officio* Supervisor of Elections (the "Auditor"), is requested to call and conduct an election in the District, in the manner provided by law, to be held herein on November 5th, 2019 in conjunction with the State general election, for the purpose of submitting to the voters of the District, for their approval or rejection, a proposition of whether the regular property tax levy of the District shall be set at \$1.50 per \$1,000.00 of assessed value in 2019, subject to otherwise applicable statutory limitations; and for the dollar amount of such levies to be used for the purpose of computing the limitations for subsequent levies under RCW 84.55.050 and for the limit factor to be established as 3% for years 2020-2024.

Section 6. Pursuant to RCW 29A.36.071, as amended, the Snohomish County Prosecuting Attorney is requested to prepare the concise description of the aforesaid proposition for the ballot title in substantially the following form:

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

PROPOSITION NO. 1

AUTHORIZING REGULAR PROPERTY TAX LEVIES

The Board of Fire Commissioners of Fire Protection District No. 7, Snohomish County, Washington, adopted Resolution No. 2019-12 concerning a proposition to restore the District's regular property tax levy. This measure would restore the District's regular property tax levy to \$1.50 per \$1,000.00 of assessed valuation for collection in 2020 and would authorize an annual increase in the limit factor of up to 3% (but not to exceed the \$1.50 rate) for each of the five succeeding years. The maximum allowable levy in 2024, collected in 2025, shall serve as the base for subsequent levy limitations as provided by Chapter 84.55 RCW.

Should this proposal be approved?

YES ()

NO ()

Section 7. The Secretary of the District is directed: (a) to certify to the Auditor a copy of this Resolution No. 2019-12 showing its adoption by the Board at least 84 days prior to the date of such election, and; (b) to perform such other duties as are necessary and required by law in submitting to the voters of the District at the aforesaid election the proposition of whether such excess tax levy shall be made.

Section 8. In the event that the District's Proposition No. 1 (levy lid lift) passes in the primary election to be held on August 6, the Auditor is directed to withdraw the above measure from the general election.

ADOPTED by the Board of Fire Commissioners of Snohomish County Fire Protection District No. 7, at an open public meeting thereof this 25th day of July, 2019 of which notice was given in the manner provided by law, the following Commissioners being present and voting.

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7

By: _____
RANDY FAY
Fire Commissioner

By: _____
JEFF SCHAUB
Fire Commissioner

By: _____
WILLIAM SNYDER
Fire Commissioner

By: _____
ROY WAUGH
Fire Commissioner

By: _____
LESLIE JO WELLS
Fire Commissioner

By: _____
RANDY WOOLERY
Fire Commissioner

ATTEST:

JAMIE L. SILVA
District Secretary

CERTIFICATION

I, the undersigned, Secretary of Snohomish County Fire Protection District No. 7, (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 2019-12 (the "Resolution") is a full, true, and correct copy of the Resolution duly adopted at a regular meeting of the Board of Fire Commissioners of the District (the "Board") held on July 25th, 2019, as the Resolution appears on the minute book of the District and the Resolution is now in full force and effect.
2. The regular meeting was held in accordance with law.
3. A quorum of the members of the Board was present throughout the meeting and a majority of those members present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of July, 2019.

JAMIE L. SILVA
District Secretary

ACTION ITEMS

COMMITTEE REPORTS

OTHER MEETINGS ATTENDED

OLD BUSINESS

CALL ON COMMISSIONERS

EXECUTIVE SESSION

JOINT MEETING BUSINESS

DRAFT SNOHOMISH COUNTY FPD NO. 7 AND LAKE STEVENS FIRE MERGER

GOVERNING RULES AND BOARD POLICIES

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SECTION - 1. AUTHORITY

- 1.1. Status.** Snohomish County Fire Protection District No. 7 is a municipal corporation organized and operating pursuant to Title 52 RCW.
- 1.2. Board of Commissioners.** The Board of Commissioners “Board” possesses the powers and authority as set forth in Title 52 RCW and other applicable provisions of the Revised Code of Washington.
- 1.3. Purpose.** The Board of Commissioners hereby establishes the following Governing Rules and Board Policies to guide the conduct of the Board in managing the operation of the fire district. These rules shall be in effect upon adoption by resolution of Board and until such time as they are amended or new rules are adopted in the manner provided by these rules.

SECTION - 2. COMMISSIONERSHIP/QUORUM/VOTING/VACANCIES

- 2.1. Commissioner Positions.** The Board of Commissioners consists of five Commissioner positions each with a six-year term. Elected Commissioners shall take office at the first meeting in January following an election, provided that Commissioners elected to fill the remainder of a vacant term may take office at the first meeting following the certification of the election.

- 2.2. Commissioner Oath.** Commissioners shall take an oath of office before beginning to perform the duties of the office, but no more than ten days prior to the date the Commissioner's term begins.
- 2.3. Individual Commissioners.** Each Commissioner is an elected or appointed representative of the residents of the Fire Protection District. Commissioners are entitled to vote on all matters coming before the Board and to make and second motions regardless of whether the Commissioner is serving as chair. Commissioners shall, however, be governed by the provisions of these Rules and chapter 42.23 RCW in respect to any matter in which the Commissioner may have a conflict of interest. Individual Commissioners do not have authority to manage or direct the affairs of the District. Administrative and managerial powers may only be exercised by those persons to whom such powers are delegated by action of the Board. The principal executive and administrative officer of the District is the Chief who has the responsibility for the management of the daily affairs of the District, for the supervision of District personnel and for the establishment of a chain of command to carry out such supervision. Commissioners are encouraged to become familiar with the District operations and to meet the paid and volunteer personnel of the District. It is a policy of the District, however, that individual Commissioners shall not supervise, direct or discipline District personnel. In the event a Commissioner shall be dissatisfied with the operation or any action of the District or its personnel, the Commissioner shall bring such dissatisfaction to the attention of the Board at a meeting of the Board.
- 2.4. Quorum.** A quorum shall constitute three Commissioners.
- 2.5. Voting.** The Board shall act by majority vote except where statutory requirements require a supermajority or unanimous vote in which case the statutory requirement shall control. Voting shall occur as follows:
- (a) **Voice vote.** A generalized verbal indication by the Board as a whole of "yea or nay" vote on a matter, the outcome of which vote shall be recorded in the official minutes of the Board. Silence of a Commissioner during a voice vote shall be recorded as a vote with the prevailing side, except where such a Commissioner abstains because of a stated conflict of interest or appearance of fairness.
 - (b) **Roll call vote.** A roll call vote may be requested by the Chair or by any Commissioner.
 - (c) **Abstentions.** It is the responsibility of each Commissioner to vote when requested on a matter before the full Board. However, a Commissioner may abstain from discussion and voting on a question because of a stated conflict of interest or appearance of fairness.
 - (d) **Votes by Chair.** The Chair may vote on the same basis as any other Commissioner.
- 2.6. Absences.** Commissioners will inform the Chair or Board Secretary if they are unable to attend any Board meeting, or if they knowingly will be late to any meeting. The minutes will show the Commissioner as having an excused absence unless the Board approves a motion declaring the absence to be unexcused.

- 2.7. Removal of Commissioner.** If a Commissioner has three unexcused absences from three consecutive regularly scheduled meetings of the Board the Commissioner shall be removed from the Board and that member's position shall be considered as a vacancy to be filled in accordance with Section 2.8. The Board Secretary shall notify the Commissioner by mail after two consecutive unexcused absences that the position will be declared vacant if the Commissioner is absent without being excused from the next regularly scheduled meeting of the Board.
- 2.8. Vacancies.** In case of a board vacancy, the remaining Commissioners shall fill such vacancy by appointment. The appointee shall be a registered voter residing within the jurisdictional boundaries of the District and shall serve until the next regularly scheduled fire district general election, at which time the individual elected shall take office on the certification of the election and serve the remainder of the unexpired term. The board may fill the position immediately or may go through an application process substantially as follows:
- (a) The Board will publish notice of the vacancy and receive applications from any qualified persons seeking to fill the position for a minimum of fifteen calendar days after suitable public notice.
 - (b) After applications have been received, the Board may conduct interviews of the candidates in an open public meeting.
 - (c) The Board shall appoint a qualified individual to fill the vacancy within ninety (90) days, by a vote of the remaining fire Commissioners.
 - (d) If the Board fails to fill the vacancy within the ninety-day period the Board shall notify the county legislative authority and the county legislative authority shall make the appointment.

SECTION - 3. BOARD CHAIR SELECTION/DUTIES

- 3.1. Selection of Chair.** Annually at the first meeting in January of each year, or if required at other times by changes in the Commissionership, the members thereof, by majority vote, shall designate one Commissioner to serve as Chair and one Commissioner to serve as Vice Chair for the ensuing year. Nominations will be called for and closed by the governing Board before the vote.
- 3.2. Conduct of Meetings.** The Chair shall preside at all meetings of the Board and, in the absence of the Chair, the Vice Chair will act in that capacity. If both the Chair and Vice Chair are absent and a quorum is present, the Board shall elect one of its members to serve as Chair until the return of the Chair or Vice Chair.
- 3.3. Duties of the Chair:**
- (a) Shall preserve order and decorum at all meetings of the Board and cause the removal of any person from any meeting for disorderly conduct;

- (b) Shall observe and enforce all rules adopted by the Board;

SECTION - 4. BOARD SECRETARY

- 4.1.** The Board shall appoint a qualified individual to serve as Secretary to the Board of Commissioners as required by RCW 52.14.080. The Secretary shall take an oath of office and shall perform all duties as required by law or as assigned by the Board.

SECTION - 5. BOARD MEETINGS

- 5.1. Open Public Meetings.** All meetings of the Board shall be open to the public and all persons shall be permitted to attend any meeting of this body, except as provided in RCW Chapter 42.30. The Board Secretary, or designee, shall be responsible for preparing agendas for all Board meetings. The Board Secretary, or designee, shall cause to be prepared minutes of all of the Board meetings, which minutes shall contain an account of all official actions of the Board. **The open public portions of the Board meetings shall be electronically recorded and retained for the period of time as provided by State law.**
- 5.2. Regular Meetings.** The date, time and location of the regular meetings of the Board shall be established by Resolution of the Board.
- 5.3. Special Meetings.** Special Meetings may be called by the Chair or by any three members of the Board by written notice delivered to each member of the Board in the manner required by RCW 42.30.080.
- 5.4. Emergency Meetings.** Emergency meetings may be called by the Chair, in accordance with RCW 42.30.070.
- 5.5. Executive and Closed Sessions.** The Board may hold executive sessions pursuant to a purpose authorized under RCW 42.30.110 and may hold closed meetings pursuant to RCW 42.30.140. Attendance in executive sessions or closed meetings shall be limited to the Commissioners and such other staff members and consultants authorized by the Chair or a majority of the Commissioners. The public is restricted from attendance. Executive and closed sessions shall not be recorded.
- 5.6. Cancellation of Meetings.** Meetings may be canceled by a majority vote of the Board and proper notice given by the Board Secretary.

SECTION - 6. ORDER OF BUSINESS/REGULAR BOARD MEETING AGENDA

- 6.1. Agenda Preparation.** All items to be included on the Board's agenda for consideration should be submitted to the Board Secretary, in full by Noon [redacted] days preceding each regular Board meeting. The Board Secretary shall then prepare a proposed agenda according to the order of business, for approval by the Chair, or Chair's designee. A final agenda will then be prepared by the Board Secretary and distributed to Commissioners as the official agenda for the meeting. The agenda shall be posted on the District website at least 24 hours in advance of the meeting but may be modified at any time. The agenda format of the Regular Board meeting shall be substantially as follows:

- (a) **Call to order.** The Chair shall call the meeting to order.
- (b) **Flag salute.** The Chair, Commissioners and, at times, invited guests will lead the flag salute.
- (c) **Roll call.** The Chair will call the roll. Commissioners may request to be excused from a meeting by requesting the same of the Chair in advance of the meeting.
- (d) **Agenda modifications.** Changes to the Board's published agenda may be requested and announced at this time.
- (e) **Announcements, Proclamations and Presentations.** A proclamation is defined as an official announcement made by the Chair or the Governance Board regarding a non-controversial event, activity or special interest group which has a major authority-wide impact.
- (f) **Public Comment.** Members of the audience may comment on items relating to any matter related to District business under the Public Comment period. Comments are limited to three (3) minutes per person, and a total of fifteen (15) minutes per topic pursuant to the rules established under Section 8 of these Rules. Citizens may also speak on individual agenda items on the printed agenda at the time they are considered by the Board when specifically invited to do so by the Chair.
- (g) **Consent Agenda.** Approval of the Consent Agenda, including items considered to be routine and non-controversial, may be approved by one motion. Items on the Consent Agenda include but are not limited to the following. Any Commissioner may remove any item from the Consent Agenda for separate discussion and action.
 - (i) Approval of minutes.
 - (ii) Fixing dates for public hearings and appeals.
 - (iii) Approval of claims and vouchers, bid awards and contracts.
 - (iv) Other items designated by the Governance Board.
- (h) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.
- (i) **Commissioner Reports.** The Chair and Commissioners may report on significant activities since the last regular meeting, to inquire on matters of general District business, or to initiate investigation or action on a matter of concern.
- (j) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Board of the operations of the District.

- (k) **Department Reports.** When requested by the Board, the Chair or the Chief, department heads shall provide reports to the Board on issues of general interest and importance to the Board.
- (l) **Correspondence.** The Board Secretary or Chief shall report to the Board regarding correspondence received that is relevant to the Board's proceedings. The content of the correspondence shall be summarized but shall not, unless requested by a Commissioner, be read into the record.
- (m) **Unfinished Business.** Unfinished business of a general nature.
- (n) **New Business.** Business that has not been previously before the Governance Board.
- (o) **Good of the Order**
- (p) **Executive Sessions.** When executive sessions are required the Chair shall announce the time of the executive session and the purpose of the executive session with specific reference to the statutory authority for the executive session. The Chair may, but is not required, to announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.
- (q) **Future Meetings.**
- (r) **Adjournment.**

SECTION - 7. CONDUCT AT MEETINGS/DEBATES/RULES OF PROCEDURE

- 7.1. **Interruption.** No member of the Board, including the Chair, shall interrupt or argue with any other member while such member has the floor, other than the Chair's duty to preserve order during meetings.
- 7.2. **Courtesy.** All speakers, including members of the Board, which includes the Chair, in the discussion, comments, or debate of any matter or issue shall address their remarks to the Chair, be courteous in their language and deportment, and shall not engage in or discuss or comment on personalities, or indulge in derogatory remarks or insinuations in respect to any other member of the Board, or any member of the staff or the public, but shall at all times confine their remarks to those facts which are germane and relevant to the question or matter under discussion.
- 7.3. **Challenge to Ruling.** - Any member of the Board, including the Chair, shall have the right to challenge any action or ruling of the Chair, or member, as the case may be, in which case the decision of the majority of the members of the Board present, including the Chair, shall govern.
- 7.4. **Rules of Order.** These Rules establish the governing rules of order for the Board. In the event a situation arises in which these Rules do not adequately address or resolve a procedural issue, then, except where such rules conflict with these rules or state law, the

rules of procedure for small boards established in the latest edition of *Roberts Rules Of Order, Newly Revised* shall control.

- (a) If a motion does not receive a second, it dies. Matters that do not constitute a motion include nominations, withdrawal of motion by the person making the motion, request for a roll call vote, and point of order or privilege; therefore a second is not needed for those matters.
- (b) A motion that receives a tie vote is deemed to have failed.
- (c) When making motions, Commissioners shall be clear and concise and not include arguments for the motion within the motion.
- (d) After a motion has been made and seconded, the Commissioners may discuss their opinions on the issue prior to the vote.
- (e) If any Commissioner wishes to abstain, from a vote, that Commissioner shall advise the Governance Board, and shall remove and absent himself/herself from the deliberations and considerations of the motion, and shall have no further participation in the matter. Such advice shall be given prior to any discussion or participation on the subject matter or as soon thereafter as the Commissioner perceives a need to abstain, provided that, prior to the time that a Commissioner gives advice of an intent to abstain from an issue, the Commissioner may confer with the District Attorney to determine if the basis for the Commissioner's intended abstention is appropriate. If the intended abstention can be anticipated in advance, the conference with the District Attorney should occur prior to the meeting at which the subject matter would be coming before the Board.
- (f) A motion may be withdrawn by the maker of the motion at any time without the consent of the Board.
- (g) A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting.
- (h) Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- (i) Debate of a motion only occurs after the motion has been moved and seconded.
- (j) The District Attorney shall act as the Board's parliamentarian and shall decide all questions of interpretations of these rules which may arise at a Board meeting.
- (k) These rules may be amended, or new rules adopted, by a majority vote of the full Board.

SECTION - 8. PUBLIC COMMENTS

- 8.1.** Persons addressing the Board, who are not specifically scheduled on the agenda, will be requested to step up to the podium, give their name and address for the record, and limit their remarks to three (3) minutes. All remarks will be addressed to the Board as a whole. The Board Secretary shall serve as timekeeper. The Chair, or a majority of the Board, may make exceptions to the time restrictions of persons addressing the Board when warranted, in the discretion of the Chair or the Board.
- 8.2.** Any person making personal, impertinent or slanderous remarks while addressing the Board shall be barred from further audience participation by the Chair, unless permission to continue is granted by a majority vote of the Board.

SECTION - 9. BOARD MEETING STAFFING

- 9.1. Board Secretary.** The Board Secretary shall attend all meetings of the Board unless excused by the Chair or the Chief and in such event, an acting Board Secretary shall be designated to attend the meeting by the Chair or the Chief.
- 9.2. Fire Chief.** The Fire Chief or designee shall attend all meetings of the Board unless excused.
- 9.3. District Attorney.** The District Attorney shall attend all meetings of the Board when requested by the Chief or the Chair and shall, upon request, give an opinion, either written or oral, on legal questions.

SECTION - 10. BOARD COMMITTEES AND CITIZEN ADVISORY BOARDS

- 12.1.** The Standing Committees of the Governance Board of the Puget Sound Regional Fire Authority are as follows:
- (a)

SECTION - 11. BOARD REPRESENTATION

- 11.1.** If a Commissioner appears on behalf of the District before another governmental agency, a community organization, or through the media, for the purpose of commenting on an issue, the Commissioner needs to state the majority position of the Governance Board if known, on such issue. Personal opinions and comments which differ from those of the Board majority may be expressed if the Commissioner clarifies that these statements do not represent the Board's position. Commissioners need to have other Commissioner's concurrence before representing another Commissioner's view or position with the media, another government agency or community organization.

SECTION - 12. CONFIDENTIALITY

- 12.1.** Commissioners should keep confidential all written materials and verbal information provided to them during Executive Sessions, to ensure that the District's position is not

compromised. Confidentiality also includes information provided to Commissioners outside of Executive Sessions when the information is considered exempt from disclosure under exemptions set forth in the Revised Code of Washington.

SECTION - 13. BOARD COMPENSATION

13.1. Commissioner Compensation. Commissioners shall receive compensation in the manner provided in RCW 52.14.010 implemented in accordance with the following rules. It is the function of the Board to approve the services that any member is authorized to perform for the District. Members of the Board shall be entitled to receive the full amount of compensation authorized by statute for the following activities:

- (a) Actual attendance at all regular and special meetings of the Board.
- (b) Attendance at regular Fire Commissioners Association meetings and at meetings of the Board of Directors of the Association if the Commissioner is a member of the Board.
- (c) Attendance at Washington Fire Commissioners Association meetings, conferences and seminars.
- (d) Attendance at Fire District related seminars and educational classes.
- (e) Attendance at Fire District open house functions.
- (f) Travel time when a separate day of travel is required because of the location and scheduling of the activity.
- (g) Attendance at other Fire District related activities approved by the Board.

13.2. Waiver of Commissioner Compensation. Any Commissioner may waive all or any portion of his or her compensation payable under this section, by a written waiver filed with the Board Secretary prior to the date on which the compensation would otherwise be earned. The waiver shall specify the time period or the specific activities for which the waiver is made.

13.3. Commissioner Expense Reimbursement. Commissioners shall, on approval by the Chair, receive reimbursement of reasonable expenses incurred in attending activities, meetings and events held outside of the District including the following:

- (a) Mileage reimbursement for use of personal automobiles at the District approved rate together with parking fees, ferry fees, etc.
- (b) Registration fees for conferences, seminars and educational classes related to governance of the District.

- (c) Actual expenses for overnight accommodations when required by the nature of the activity attended (receipts required) not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website .
- (d) Actual Meal expense including gratuity (receipts required) when meals are not provided in the registration fee at an event attended not to exceed per diem rates as posted on the General Services Administration (GSA) Federal Per Diem Rates website.

SECTION - 14. ACCESS TO DISTRICT RECORDS

- 14.1.** Each Commissioner shall have access to District records during regular business hours of the District; provided, that the review or examination of the records shall not interfere with the normal operation of the District staff. Commissioners shall not remove original District records from District buildings. The administration shall provide copies of records requested by Commissioners subject to the following limitations:
- 14.2.** No copies of confidential records will be provided without prior approval of the Board.
- 14.3.** Copies will be provided promptly, provided the copying shall not unduly interfere with normal operations of the administrative personnel.
- 14.4.** District records and information obtained from District records may not be used by Commissioners for non-District business nor disclosed to unauthorized persons.

SECTION - 15. PERSONAL LIABILITY PROTECTION

- 15.1. Insurance.** The Commissioners shall be included as named insureds on all applicable District insurance policies. In the event a Commissioner shall be individually named as a defendant in any litigation arising out of the performance by the Commissioner of District business and the District's insurance carrier shall deny coverage and refuse to provide defense to the action, the District shall provide the Commissioner with defense coverage and liability protection subject to the following conditions:
 - (a) The cause of action must have arisen as a result of the action or non-action of the Commissioner while acting within the scope and authority of the office of Commissioner.
 - (b) The cause of action must not have arisen as a result of intentionally negligent or criminal conduct of the Commissioner.
- 15.2. Liability Protection Procedure.** The following procedure shall be used to determine if the District shall provide the defense and liability coverage for a Commissioner.
 - (a) The matter shall be referred to the District's attorney for investigation and review.
 - (b) The District's attorney or designee shall fully investigate the facts and circumstances of the litigation and the actions of the defendant Commissioner.

- (c) The District's attorney shall report to the Board in writing the results of the investigation and research. A copy of the report shall be furnished to each Commissioner under the attorney-client communication privilege.
- (d) The Board shall make the final determination based on the report and investigation of the attorney.

SECTION - 16. ETHICS

- 16.1. Purpose.** The District and its Commissioners find that the proper operation of a fire protection district, as a taxpayer-supported public entity, requires that public officers, and particularly elected officials primarily responsible for the lawful management of the municipal corporation, be ethical, independent, impartial and responsible to the people, as fiduciaries. This policy is limited in scope; it only applies to the Commissioners of this District.
- 16.2. Policy.** The policy of the District is that this Ethics Policy shall be strictly adhered to, and that it shall be interpreted liberally so as to accomplish its purpose. The goal of the District is to establish and maintain the highest ethical standards for its leaders, so that they may establish an example for all District employees to emulate. The expectations of the Board and the District shall be that the prohibitions contained herein will always be honored and that the recommendations contained herein will be aspired to, and achieved whenever feasible.
- 16.3. Definitions.** The following terms or words shall have the following meanings, throughout this ethics policy:
- (a) **Major Infraction:** A major infraction means and includes misfeasance, malfeasance, violation of the oath of office, violation of the Washington State or U.S. Constitution or a state statute or any other offense listed herein that involves honesty or integrity.
 - (b) **Minor Infraction:** A minor infraction means any ethics code violation not deemed to be major.
 - (c) **Misfeasance:** Misfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, misfeasance means the performance of a duty in an improper manner or with the appearance of impropriety.
 - (d) **Malfeasance:** Malfeasance is defined by statute, and means any wrongful conduct that affects, interrupts or interferes with the performance of official duties. Additionally, malfeasance means the commission of an unlawful act.
 - (e) **Violation of oath of office:** This term is also defined by statute, and means the neglect or willful failure of an elected public official to perform faithfully the duties imposed by law. Violation of a statute, particularly one that prescribes a duty for a Commissioner, would be an example of a violation of the oath of office.

16.4. Prohibited Conduct- A Commissioner Shall Not:

- (a) Have an interest, financial or otherwise, direct or indirect, or engage in a business or transaction or professional activity, or incur an obligation of any nature that is in conflict with the proper discharge of the Commissioner's duties.
- (b) Be beneficially interested, directly or indirectly, in a contract, sale, lease, purchase, or grant that may be made by, through, or under the supervision of the Commissioner, in whole or in part, and shall not accept, directly or indirectly, any compensation, gratuity, or reward from any other person beneficially interested in any such contract, sale, lease, purchase, or grant, except as set forth below.
- (c) Use his or her position to secure special privileges or exemptions for himself, herself, or others.
- (d) Give or receive or agree to receive any compensation, gift, reward, or gratuity from a source other than the District, for a matter connected with or related to the Commissioner's services unless provided for by law.
- (e) Receive, accept, take, seek, or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment of the Commissioner, or be considered as part of a reward for action or inaction.
- (f) Accept employment or engage in business or professional activity that the Commissioner might reasonably expect would require or induce him or her by reason of his or her official position to disclose confidential information acquired by reason of his or her official position.
- (g) Neither disclose confidential information gained by reason of the Commissioner's position, nor may the Commissioner otherwise use such information for his or her personal gain or benefit.
- (h) Except in the course of official duties or incident to official duties, assist any person, directly or indirectly, in a transaction involving the District, where such Commissioner's assistance is, or to a reasonable person would appear to be, enhanced or affected by the Commissioner's position.
- (i) Employ or use any District employee or other person, District funds or money, or District property under the Commissioner's official control or direction, or in his or her official custody, for the private benefit or gain of the Commissioner, an employee of the District, or another person, except as allowed by law. This section does not prohibit use of public resources to benefit citizens or others when such is part of District functions or official duties, or otherwise allowed by law.
- (j) Use the facilities, personnel or resources of the District to assist or oppose a campaign for election or for the promotion or opposition to a ballot proposition, except pursuant to one of the recognized exceptions to RCW 42.17A.555.

- (k) Participate, by voting or otherwise, in any issue that comes before the Board, when the Commissioner has any direct or indirect personal or financial stake in the outcome of the matter.
- (l) Campaign for, or accept appointment or election to, any public office that would be incompatible with the office of Commissioner, if concurrently serving as a Commissioner.

16.5. Recommended Conduct - At All times a Commissioner should:

- (a) Respect and comply with the law.
- (b) Act at all times in a manner that promotes public confidence in the office of Commissioner.
- (c) Participate in establishing, maintaining, and enforcing high standards of conduct and personally observe those standards.
- (d) Exhibit unquestionable integrity and have an uprightness of character and soundness of moral principle.
- (e) Show respect for others through temperance, fairness and civility in the execution of their duties and conduct of their personal life.
- (f) Have the courage to do what is right and stand up for those without power or authority.
- (g) Have compassion that is inherent to understanding another's problems while controlling and understanding personal feelings.
- (h) Conduct political campaigns in an honest and forthright manner, without attacking others in a negative way.
- (i) Lead by example.
- (j) Never forget that public office requires public trust and confidence.

16.6. Exceptions.

- (a) A Commissioner is allowed by state statute to be financially involved in a contract with the District, so long as payment to the Commissioner or his/her business does not exceed \$1,500.00 in any calendar month, provided that such Commissioner shall not vote on any such contract in which he/she is beneficially interested. Moreover, such interest shall be disclosed to the Board and noted in the minutes before formation of the contract.

- (b) A Commissioner may accept a gift in the form of food or beverage on infrequent occasions in the ordinary course of performance of duties, but no such gift shall exceed a value of fifty dollars (\$50.00).
- (c) A Commissioner is not deemed to have an interest in a contract, as those terms are used herein, if the Commissioner has only a remote interest in the contract, so long as disclosure is made. A remote interest means, for example, the interest of a nonsalaried officer of a nonprofit corporation, the interest of an employee of a contracting party, where the compensation of that employee (Commissioner) consists entirely of fixed wages or salary, the interest of only a landlord or tenant of the contracting party, or the interest of a less than 1% shareholder of a contracting corporation or cooperative; provided that this exception does not apply to a Commissioner who attempts to influence, or does influence other District officers with respect to entering into the contract.

16.7. Complaints. All complaints or requests for investigation of an alleged violation of this policy shall be in writing and signed by the complainant.