



JOINT COMMISSIONER BOARD MEETING

**September 26, 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

September 26, 2019

1700 hours

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

MINUTES

Minutes 19-09-05

FINANCIAL REPORT

Investment Report
 Vouchers
 Payroll
 Expense Line Item Review Summary & Reports

CORRESPONDENCE

OLD BUSINESS

Discussion
 Merger with Fire District 7
 Fire Station 84
 Temporary Lake Stevens Fire Office

Action

Resolution 2019-08 Concurrent Merger

NEW BUSINESS

Discussion
 Honorary Member
 Teamsters

Action

Resolution 2019-09 Changing Regular Meeting Schedule

CHIEF'S REPORT

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GOOD OF THE ORDER

EXECUTIVE SESSION

FIRE DISTRICT 7 REGULAR BUSINESS

UNION COMMENT

IAFF
 Teamsters

FIRE CHIEF REPORT

CONSENT AGENDA

Approve Vouchers
 Benefit Vouchers: #19-02389 through #19-02403; (\$423,111.61)
 Benefit Vouchers: #19-02404 through #19-02405; (\$4,059.63)
 AP Vouchers: #19-02302 through #19-02388; (\$115,986.98)

Approve Payroll
 Payroll: Sept 30, 2019; \$805,227.61

Approval of Minutes
 Approve Regular Board Meeting Minutes – September 12, 2019

Secretary's Report on Correspondence

DISCUSSION ITEM

ACTION ITEM

Resolution 2019-18 - Combining all Commissioner Meetings & Locations
 Resolution 2019-16 – Concurrent Resolution declaring merger completed
 Draft Policy No 71 – Financial Assistance

COMMISSIONER COMMITTEE REPORTS:

Joint Fire Board with Mill Creek (Fay / Woolery / Waugh): Meets next on October 2, 2019 1630 at Mill Creek City Hall
 Finance Committee (Waugh / Wells / Snyder): Dates are pending
 Policy Committee (Wells / Woolery / Schaub): TBD / Admin Bldg.
 Risk Management (Schaub): November 5, 2019 – 19:00 / Snohomish Co. FD 22
 Labor/Management (Waugh / Wells / Fay): TBD
 Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay): Thursday, October 3 – 1300 - Admin
 Impact Bargaining – Teamsters (Wells): TBD
 Shop Committee – (Snyder / Woolery / Fay): TBD
 Strategic Plan Committee – (Fay / Schaub / Wells): TBD
 Capital Facilities Committee - (Schaub / Snyder / Woolery):
 Station 33
 Station 72
 Station 32

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Station 76

OTHER MEETINGS ATTENDED:

Snohomish County 911 (Waugh)

Regional Coordination

Leadership Meeting (Fay / Schaub / Wells): Wednesday October 2, 2019 – 09:00 / Station 31 – Training Room

Sno-Isle Commissioner Meeting: Thursday, October 3, 2019 – 19:30 / Marysville Fire

OLD BUSINESS:

CALL ON COMMISSIONERS:

ATTENDANCE CHECK:

Thursday, October 10, 2019 location and time TBD

EXECUTIVE SESSION:

JOINT MEETING BUSINESS

JOINT COMMISSIONER MEETING SCHEDULE

4th Thursdays meeting conflicts:

- Oct 24 is Annual WFCA Conference
- Nov 28 is Thanksgiving
- Dec 26 is the day after Christmas

DRAFT BOARD RULES AND POLICIES

MERGER MANAGEMENT PLAN

- Executive Team Structure (Action)
- New District Naming Process
- Scopes of Work for Dr. Pat Sikora (Action)

CULTURAL INTEGRATION TEAM

JOINT COMMISSIONER RETREAT

NEXT JOINT COMMISSIONER MEETING – OCTOBER 10, 1730- Station 31

ADJOURNMENT

**LAKE STEVENS FIRE
REGULAR BUSINESS**

Board of Fire Commissioners Draft Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

September 5, 2019

1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

Present: Chairman Elmore, Vice Chair Steinruck, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Captain Keith Terry, Firefighter Mike Snyder, Fire District 7 Firefighter and Communications Director/District Secretary Laana Larson.

Excused Absence: Commissioner Gagnon

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-08-20

Minutes 19-08-22

Motion to approve the August 20 and August 22, 2019 Commissioner Meeting minutes as submitted.

Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.

Vote Passed, Commissioner Gagnon is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve the Expense Vouchers dated August 28, 2019 in the total amount of \$33,260.07 as submitted.

Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.

Vote Passed, Commissioner Gagnon is an excused absence.

Motion to approve Capital Initiative Voucher dated August 28, 2019 in the total amount of \$3,249.65 as submitted.

Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.

Vote Passed, Commissioner Gagnon is an excused absence.

Motion to approve Strategic Fund Voucher dated August 28, 2019 in the total amount of \$400.00 as submitted.

Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.

Vote Passed, Commissioner Gagnon is an excused absence.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we have our crews working together, our executive staff working together, and training is working together to make this happen. We are looking forward to our Board Retreat at the end of the month.

"Touching Lives Today ~ Planning for Tomorrow"

**LAKE STEVENS
FIRE**

Phone: 425.334.3034
Fax: 425.334.6981
www.lsfire.org

Fire Commissioners:
Troy Elmore, Paul Gagnon, Jim Steinruck
Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Chief O'Brien commented in the effort of bringing us together, we might want to consider Joint Commissioner Meetings starting in October. We have the transfer of this building coming up in November or December; and it might be good to consider a Fire District 7 facility. He asked if the Commissioners would please think about this.

Chairman Elmore commented he expected this would go into effect soon.

Vice Chair Steinruck confirmed we would still have separate meetings for regular business and then the Joint Meeting. He also asked that the Commissioners receive an agenda prior to the Board Retreat.

Chief O'Brien commented the Board Retreat will be starting at Noon on Saturday and we will work until dinner; Day 2 will be a full day; and Day 3 will be just Monday morning with plans to leave right after lunch. We are working on the agenda with Dr. Pat Sikora and our main goal is to bring the Boards together. We will talk about culture, the organizations, Board responsibilities, and the direction the Board wants to go. We will talk about the why and the who, with the main goal of working together.

Vice Chair Steinruck asked if we could include an update from the CIT team.

Chief O'Brien commented we will be asking for a CIT representative to attend a portion of the retreat to give a report and be available to field some questions.

Vice Chair Steinruck asked if we might also discuss the topic of how many Commissioners the new district will have, along with the new name of our organization.

Chief O'Brien commented Dr. Pat Sikora specializes in naming and branding organizations, and she would like to help us with this. We are also working with her on scheduling a couple visits, possibly one in November and then a more in depth visit in February. Receiving her help along the way will help us continue on a successful path with a true blending of our teams and working with the Union in a successful manner.

Chairman Elmore commented he will be arriving late on the first day, as he just found out he has been accepted into an academy in Seattle for work.

Chief O'Brien also commented he recently had a great meeting with the Union leadership regarding the merger, it was very positive.

Fire Station 84

Deputy Chief/Fire Marshal Messer distributed a draft contract for AESI. Now that the lot is cleared out, we want to perform the geotechnical exploration; and the cost will be \$8200 to complete four subsurface exploration borings on site.

Chief O'Brien commented we are doing our best to estimate costs in the most accurate way possible.

Deputy Chief/Fire Marshal Messer confirmed Legal Counsel Brian Snure has reviewed the contract.

Chief O'Brien distributed updated information for the S84 project with estimated costs. This is just for the site and the building, as it does not include the furniture. We are working on the signage for the property.

Vice Chair Steinruck asked if the sale of the buildings included the furniture in the negotiations and Chief O'Brien didn't think the sale included the furniture.

Motion to authorize Chief to sign the AESI Consultant Agreement as submitted, not to exceed \$8,200.
 Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
 Vote Passed, Commissioner Gagnon is an excused absence.

Temporary Lake Stevens Fire Office

Chief O'Brien commented we have encountered some challenges as we plan for the temporary Lake Stevens Fire office.

Deputy Chief/Fire Marshal Messer commented in review of the site's preliminary costs the project is estimated at \$223,000. Trucking is going to be a huge issue. We are considering additional properties that might meet our needs during this time of transition.

Chief O'Brien commented we have communicated to the City that we would appreciate closing at the end of the year; or possibly lease the building until the end of the year. This may also work out better for them with their bond funding.

Action

Captain of Training & Driver Operator MOU

Chief O'Brien commented this MOU has been approved by the Union. It helps align training leadership and Driver Operator positions with Fire District 7. The following are key components of the MOU:

- The MOU adjusts the LSF BC of Training to Captain of Training
- 12 Driver Operator positions are established for LSF personnel
- There has been a specialized Driver Operator class administered to LSF personnel
- An examination will be held soon to establish an eligibility list for the Driver Operator Candidates
- We plan to appoint the positions by November 1, 2019.
- The budget impact to the program is expected to be approximately +\$30,500 annually.

Motion to authorize Chief to sign the Captain of Training & Driver Operator MOU as submitted.
 Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
 Vote Passed, Commissioner Gagnon is an excused absence.

Chief O'Brien thanked Captain Keith Terry and the Union for their hard work on this.

NEW BUSINESS

Discussion

Concurrent Merger Resolution

Chief O'Brien commented with the approval of the merger of Lake Stevens Fire into Fire District 7, we now have a Concurrent Merger Resolution ready for review. This same resolution will be seen by Fire District 7 Commissioners at their next meeting. We would like the Boards to approve this resolution at a Board Meeting in October.

Action

Policy 217 Procurement and Purchasing

Chief O'Brien commented we have revised our current procurement and purchasing policy to include the recent revisions to the statutory bid law thresholds applicable to fire protections districts and Legal Counsel Brian Snure has reviewed.

Motion to adopt Policy 217 Procurement and Purchasing as submitted.
 Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
 Vote Passed, Commissioner Gagnon is an excused absence.

CHIEF'S REPORT

- Thank you to the crews for helping out on the first day of school.
- Training Consortium Academy starts on Monday, and Captain Defenbaugh will be company officer.
- We had a good Coffee with the Chiefs on August 28 at the Senior Center.
- Our new firefighters start shift on September 16th, and Aid 82 will be in service 24/7.
- Thanks to DC/FM Messer for coordinating the Earthquake Preparedness Workshop.
- The September 11 Remembrance Service is scheduled for 10am, Wednesday, September 11 at Station 81 Downtown Lake Stevens.

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, September 26 at the LSF Conference Center located at 10518 – 18th Street SE, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Steinruck thanked the crews for all they do, and thanked the staff for all they do as well.

Chairman Elmore thanked admin and everyone on the line, along with our new partners at Fire District 7. He commented we have a lot of movement coming up and he has been very pleased with the process. This is a great thing we are doing and it will be great for our community.

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, and Chief O'Brien. At 1820 hours Chairman Elmore announced to the public that the executive session would be continued for an additional 32 minutes.

Chairman Elmore reconvened the open public meeting at 1952 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1952 hours.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Passed, Commissioner Gagnon is an excused absence.

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
August 1, 2019 - August 31, 2019**

Fund: Fire 8 Exp

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776770							4,760,401.47
	2.255	08/01/2019					4,760,401.47
	2.255	08/08/2019			75,000.00		4,685,401.47
	2.255	08/29/2019			673,500.00		4,011,901.47
	2.255	08/31/2019	Alloc/Fee		50.00	9,005.21	4,020,856.68
Subtotal and Ending Balance	2.255			0.00	748,550.00	9,005.21	4,020,856.68
Totals and Ending Balance for Fire 8 Exp				0.00	748,550.00	9,005.21	4,020,856.68

**State Pool
Allocation Account Activity
August 1, 2019 - August 31, 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							1,118,134.57
	2.255	08/01/2019					1,118,134.57
	2.255	08/08/2019			108,620.68		1,009,513.89
	2.255	08/21/2019		985,984.10			1,995,497.99
	2.255	08/31/2019	Alloc/Fee		50.00	2,687.50	1,998,135.49
Subtotal and Ending Balance	2.255			985,984.10	108,670.68	2,687.50	1,998,135.49
Totals and Ending Balance for Fire 8 Cap Proj				985,984.10	108,670.68	2,687.50	1,998,135.49

**State Pool
Allocation Account Activity
August 1, 2019 - August 31, 2019**

Fund: Fire 8 Emerg Contingency

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776779							356,686.93
	2.255	08/01/2019					356,686.93
	2.255	08/31/2019	Alloc/Fee		34.63	692.67	357,344.97
Subtotal and Ending Balance	2.255			0.00	34.63	692.67	357,344.97
Totals and Ending Balance for Fire 8 Emerg Contingency				0.00	34.63	692.67	357,344.97

**State Pool
Allocation Account Activity
August 1, 2019 - August 31, 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							369,168.37
	2.255	08/01/2019					369,168.37
	2.255	08/22/2019			4,888.82		364,279.55
	2.255	08/31/2019	Alloc/Fee		35.69	713.85	364,957.71
Subtotal and Ending Balance	2.255			0.00	4,924.51	713.85	364,957.71
Totals and Ending Balance for FD 8 Strategic Fund				0.00	4,924.51	713.85	364,957.71

**State Pool
Allocation Account Activity
August 1, 2019 - August 31, 2019**

Fund: FD 8 Cap Init

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776782							50,058.67
	2.255	08/01/2019					50,058.67
	2.255	08/31/2019	Alloc/Fee		4.86	97.21	50,151.02
Subtotal and Ending Balance	2.255			0.00	4.86	97.21	50,151.02
Totals and Ending Balance for FD 8 Cap Init				0.00	4.86	97.21	50,151.02

ACCOUNTS PAYABLE

LAKE STEVENS FIRE
MCAG #: 1308

Expense Fund
As Of: 09/26/2019

Time: 07:50:55 Date: 09/12/2019
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10359	08/31/2019	09/26/2019	43050 ACE HARDWARE	211.19	FACILITIES/VEHICLES-OPERATING SUPPLIES
10349	08/31/2019	09/26/2019	54242 ADVANCE AUTO PARTS	291.76	VEHICLES-OPERATING SUPPLIES/OIL
10364	09/13/2019	09/26/2019	40797 CANON FINANCIAL SERVICES, INC	555.65	OFFICE EQUIP LEASES-PRINTERS-SEPT
10358	08/31/2019	09/26/2019	601 CENTRAL WELDING SUPPLY CO, INC	358.94	OXYGEN
10333	09/03/2019	09/26/2019	53283 CLEARFLY COMMUNICATIONS	426.14	TELEPHONE NETWORKS-SEPT 2019
10369	09/08/2019	09/26/2019	37809 COMCAST	128.02	TELEPHONE NETWORKS-S83 INTERNET SERVICE
10346	09/01/2019	09/26/2019	39351 COMDATA NETWORK, INC.	6,083.75	FUEL-AUGUST 2019
10348	09/05/2019	09/26/2019	54711 CREWSENSE LLC	508.44	IT SOFTWARE-(9/5-10/4/19)
10351	08/14/2019	09/26/2019	46505 ELECTRONIC BUSINESS MACHINES	583.28	OFFICE EQUIP LEASES-PRINTER OVERAGES-5/14-8/13/19
10342	08/27/2019	09/26/2019	50142 GALLS, LLC.	1,460.40	UNIFORMS-BOOTS
10362	09/05/2019	09/26/2019	54696 GENERAL FIRE APPARATUS	148.82	VEHICLES-OPER SUPPLIES/ROLL UP DOOR LOCK
10337	08/21/2019	09/26/2019	44249 HOME DEPOT CREDIT SERVICES	815.94	FACILITIES-OPER SUPPLIES/PROPS-RS 1
10347	08/31/2019	09/26/2019	45596 IS OUTSOURCE INC	4,364.41	IT SERVICES & SUPPORT-8/16-8/31/19
10356	09/09/2019	09/26/2019	49582 KEAY, CATHARINE RYAN	4,000.00	PHYSICIAN ADVISOR SERVICES
10339	09/04/2019	09/26/2019	41381 LAKE STEVENS SEWER DISTRICT	790.74	SEWER-SEPT 2019
10357	09/03/2019	09/26/2019	5604 LIFE ASSIST	8,292.54	MEDICAL SUPPLIES
10354	09/04/2019	09/26/2019	34548 LIZ LOOMIS PUBLIC AFFAIRS	4,505.35	PROFESSIONAL CONSULTANTS-AUG 2019
10340	08/28/2019	09/26/2019	799 LN CURTIS & SONS	3,007.12	PROTECTIVE GEAR-HELMETS
10361	09/02/2019	09/26/2019	24931 LOWE'S COMPANIES, INC	23.04	FACILITIES-OPER SUPPLIES-MATERIALS FOR STATION MAILBOX
10360	09/05/2019	09/26/2019	31679 MUNICIPAL EMERGENCY SERVICES, INC	799.09	PROTECTIVE GEAR-BOOTS
10338	08/20/2019	09/26/2019	50288 NATIONAL FIRE FIGHTER WILDLAND	326.89	WILDLAND-COAXSHER PANTS
10373	09/11/2019	09/26/2019	35032 NATIONAL TESTING NETWORK	500.00	PROMOTIONS & NEW HIRES-TESTING/ANNUAL MEMBERSHIP
10341	09/01/2019	09/26/2019	53768 NORTHWEST LANDSCAPE SERVICES	450.53	LANDSCAPING-SEPT
10363	09/02/2019	09/26/2019	19719 PHYSIO-CONTROL, INC	1,790.98	DEFIB MAINTENANCE-ANNUAL AGREEMENT
10336	08/21/2019	09/26/2019	2443 PRAXAIR DISTRIBUTION, INC.	31.17	VEHICLES OPER EXPENSE-WELDING CYLINDER RENTAL
10366	09/06/2019	09/26/2019	5661 PUGET SOUND ENERGY	301.92	NATURAL GAS
10372	09/10/2019	09/26/2019	47533 SHI INTERNATIONAL CORP	377.42	IT SOFTWARE-ADD MICROSOFT 365 LICENSES
10365	09/10/2019	09/26/2019	50907 SMARSH INC.	308.66	IT SOFTWARE-SOCIAL MEDIA/TEXT ARCHIVING-AUG 2019
10371	09/11/2019	09/26/2019	7112 SNOH COUNTY FIRE DIST #08 (PETTY CASH)	627.46	OFFICE SUPPLIES/MERCHANT FEE/RENTAL/ALS/BLS REFUNDS
10370	09/11/2019	09/26/2019	12190 SNOH COUNTY FIRE DIST #08 (TRAVEL)	823.50	TRAVEL EXP/FS-WATER ON THE FIRE CONFERENCE

ACCOUNTS PAYABLE

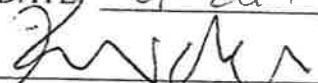
LAKE STEVENS FIRE
MCAG #: 1308

Expense Fund
As Of: 09/26/2019

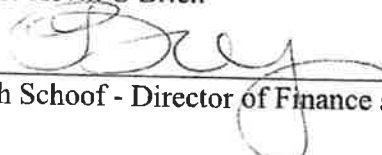
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Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10334	08/22/2019	09/26/2019	50184 SNOH COUNTY FIRE DIST #07	18,172.88	OVERTIME-FILL IN HRS-EMS/FS/PARAMEDIC SCHOOL EXPENSES
10353	09/03/2019	09/26/2019	50184 SNOH COUNTY FIRE DIST #07	164.55	VEHICLES-CONTRACTED REPAIR-B81 CABLE REPAIR
10367	09/10/2019	09/26/2019	50184 SNOH COUNTY FIRE DIST #07	6,534.50	COMMUNITY RESOURCE
10335	09/01/2019	09/26/2019	53120 SNOHOMISH COUNTY 911	26,274.45	PARAMEDIC-JULY/AUGUST 2019 SNO 911 SERVICES-DISPATCH SERVICES/EPCR/LAPTOP PROGRAM
10344	08/28/2019	09/26/2019	2827 SNOHOMISH COUNTY PUD #1	1,247.44	ELECTRICITY/WATER
10343	09/01/2019	09/26/2019	5673 SNURE LAW OFFICE, PSC	960.00	LEGAL COUNSEL-AUG SERVICE
10350	08/29/2019	09/26/2019	15785 STAPLES CREDIT PLAN	238.31	OFFICE SUPPLIES-BINDERS/PAPER/HOUSEHOLD SUPPLIES-AIR FRESHENER
10355	09/01/2019	09/26/2019	26270 THYSSENKRUPP ELEVATOR	818.66	ELEVATOR SERVICES
10345	08/25/2019	09/26/2019	20133 VERIZON WIRELESS	1,801.78	CELLULAR NETWORKS
10352	08/27/2019	09/26/2019	6329 WA FIRE COMMISSIONERS ASSOCIATION	1,020.00	REGISTRATION-WFCA CONFERENCE
10332	09/03/2019	09/26/2019	42700 WAXIE SANITARY SUPPLY	2,503.01	HOUSEHOLD SUPPLIES-PAPER PRODUCTS/CLEANERS

Report Total: 102,628.73

DATE: 9-26-19

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

ACCOUNTS PAYABLE

Capital Replacement
As Of: 09/26/2019

Time: 07:48:19 Date: 09/12/2019
Page: 1

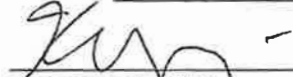
LAKE STEVENS FIRE
MCAG #: 1308

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10368	09/10/2019	09/26/2019	799 LN CURTIS & SONS	9,384.25	EQUIPMENT-CONQUEST HOSE
	594 22 64 200-3	Equipment	300 000 594 2019 Capital R	9,384.25	CONQUEST HOSE

Report Total: 9,384.25

Fund	Amount
300 2019 Capital Replacement Fund 776-57	9,384.25

DATE: 9-26-19


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

ACTING PAY	\$24.50	OT	\$3,225.00	REGULAR	\$6,083.90	REGULAR	\$10,525.42
ACTING PAY	\$24.70	OT	\$4,345.63	REGULAR	\$6,541.84	REGULAR	\$10,525.42
ACTING PAY	\$25.59	OT	\$7,195.50	REGULAR	\$7,119.05	REGULAR	\$10,525.42
ACTING PAY	\$58.80	OT	\$8,214.08	REGULAR	\$7,119.05	REGULAR	\$10,930.24
ACTING PAY	\$88.80	OT	\$16,030.35	REGULAR	\$7,239.35	REGULAR	\$12,129.83
ACTING PAY	\$91.20		\$80,183.50	REGULAR	\$7,261.43	REGULAR	\$13,495.96
ACTING PAY	\$117.60			REGULAR	\$7,294.15	REGULAR	\$15,441.99
ACTING PAY	\$155.61	REGULAR	\$112.00	REGULAR	\$7,440.03		\$574,469.31
ACTING PAY	\$277.98	REGULAR	\$208.00	REGULAR	\$7,512.97		
	\$864.78	REGULAR	\$208.00	REGULAR	\$7,696.28		
		REGULAR	\$429.00	REGULAR	\$7,696.28		
OT	\$93.24	REGULAR	\$520.00	REGULAR	\$7,773.24	ACTING PAY	\$864.78
OT	\$119.27	REGULAR	\$520.00	REGULAR	\$7,855.82	OVERTIME	\$80,183.50
OT	\$129.42	REGULAR	\$520.00	REGULAR	\$7,927.17	REGULAR	\$574,469.31
OT	\$131.25	REGULAR	\$624.00	REGULAR	\$7,927.17		\$655,517.59
OT	\$138.96	REGULAR	\$720.00	REGULAR	\$7,927.17		
OT	\$141.92	REGULAR	\$966.00	REGULAR	\$7,927.17		
OT	\$154.42	REGULAR	\$1,024.00	REGULAR	\$7,965.65		
OT	\$164.50	REGULAR	\$1,024.00	REGULAR	\$8,004.13		
OT	\$276.74	REGULAR	\$1,024.00	REGULAR	\$8,004.13		
OT	\$480.17	REGULAR	\$1,080.00	REGULAR	\$8,004.13		
OT	\$635.90	REGULAR	\$1,248.00	REGULAR	\$8,175.87		
OT	\$767.81	REGULAR	\$1,248.00	REGULAR	\$8,472.83		
OT	\$775.10	REGULAR	\$1,320.00	REGULAR	\$8,667.16		
OT	\$786.25	REGULAR	\$1,400.00	REGULAR	\$8,667.16		
OT	\$912.50	REGULAR	\$1,680.00	REGULAR	\$8,838.79		
OT	\$1,316.16	REGULAR	\$1,680.00	REGULAR	\$8,838.79		
OT	\$1,355.76	REGULAR	\$3,423.47	REGULAR	\$8,838.79		
OT	\$1,360.00	REGULAR	\$3,440.59	REGULAR	\$8,924.60		
OT	\$1,511.52	REGULAR	\$4,202.71	REGULAR	\$8,924.60		
OT	\$1,545.36	REGULAR	\$4,828.94	REGULAR	\$8,924.60		
OT	\$1,545.36	REGULAR	\$5,387.40	REGULAR	\$9,036.97		
OT	\$1,593.19	REGULAR	\$5,387.40	REGULAR	\$9,036.97		
OT	\$1,653.23	REGULAR	\$5,387.40	REGULAR	\$9,080.84		
OT	\$1,689.16	REGULAR	\$5,387.40	REGULAR	\$9,182.04		
OT	\$1,689.17	REGULAR	\$5,387.40	REGULAR	\$9,235.14		
OT	\$1,833.40	REGULAR	\$5,387.40	REGULAR	\$9,279.98		
OT	\$1,920.66	REGULAR	\$5,495.15	REGULAR	\$9,324.81		
OT	\$1,931.25	REGULAR	\$5,964.61	REGULAR	\$9,324.81		
OT	\$1,931.84	REGULAR	\$5,964.61	REGULAR	\$9,324.81		
OT	\$2,078.80	REGULAR	\$5,964.61	REGULAR	\$9,459.30		
OT	\$2,168.71	REGULAR	\$5,964.61	REGULAR	\$9,631.50		
OT	\$2,237.28	REGULAR	\$5,964.61	REGULAR	\$9,958.78		
OT	\$3,052.32	REGULAR	\$5,964.61	REGULAR	\$10,106.60		
OT	\$3,052.32	REGULAR	\$6,015.98	REGULAR	\$10,245.28		

SIGNATURE AUTHORIZATION LAKE STEVENS FIRE

September 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 September payroll dated on 09/30/2019

Prepared by: Leah Schoof
Payroll Clerk

Allowed in the sum of: \$655,517.59

Approved by the Commissioners:

Chairman Troy Elmore

Commissioner James Steinruck

Commissioner Paul Gagnon

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	10,572.75	605.25	95%	Timing: purchases within budgeted amount	6/27/2019
522.20..	Fire Suppression						
522.20.31.001	Operating Supplies (Consumables)	17,152.00	13,465.11	3,686.89	79%	(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
522.12..	Communication and Technical Support						
522.12.40.001	IT Services & Support	105,000.00	111,189.77	-6,189.77	106%	Server infrastructure; transition for merger, standardizing security levels	9/26/2019
522.14..	Governmental Services						
522.14.41.002	Property Tax - Surface water management	6,500.00	11,819.97	-5,319.97	182%	New city ordinance passed late in 2018 (CO 2018-22) increasing fees	4/9/2019
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
522.45.43.002	Travel Expense - FS / Operations	3,000.00	4,324.50	-1,324.50	144%	Unanticipated training (driver operator / pump school): update for 2020	8/20/2019
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

EXPENSE SUMMARY 19-09-26

LAKE STEVENS FIRE
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Public Safety					
522 10 10 001-0 Salaries	745,445.00	0.00	478,383.18	267,061.82	64.2%
522 10 10 004-0 Incentives & Payouts	48,500.00	0.00	30,390.02	18,109.98	62.7%
522 10 10 012-0 Event Staffing	1,600.00	0.00	0.00	1,600.00	0.0%
522 10 11 009-0 Overtime	500.00	0.00	0.00	500.00	0.0%
522 10 20 001-0 Medicare	12,411.00	0.00	7,408.55	5,002.45	59.7%
522 10 20 002-0 Medical / Dental	139,420.00	0.00	87,409.20	52,010.80	62.7%
522 10 20 003-0 Retirement / Leoff II	20,400.00	0.00	12,289.65	8,110.35	60.2%
522 10 20 004-0 Retirement / PERS	58,570.00	0.00	35,978.06	22,591.94	61.4%
522 10 20 005-0 Matching Deferred Comp.	13,920.00	0.00	6,945.00	6,975.00	49.9%
522 10 20 006-0 HRA Contribution	46,690.00	0.00	30,856.08	15,833.92	66.1%
522 10 20 008-0 District ST/LT Disability Insurance	8,815.00	0.00	5,401.60	3,413.40	61.3%
522 10 20 009-0 Employment Security	12,000.00	0.00	8,715.12	3,284.88	72.6%
522 10 20 010-0 Labor & Industries	255,890.00	0.00	180,683.17	75,206.83	70.6%
522 10 20 011-0 Employee Assistance Program	2,500.00	186.20	1,630.72	869.28	65.2%
522 10 20 012-0 Life Insurance/Accidental Death & Dismemberment	18,165.00	0.00	1,858.00	16,307.00	10.2%
522 10 20 013-0 Employee Service Recognition	8,546.00	0.00	155.05	8,390.95	1.8%
522 10 31 001-0 Office Supplies	8,000.00	334.07	2,514.94	5,485.06	31.4%
522 10 31 005-0 Printing	3,550.00	0.00	447.48	3,102.52	12.6%
522 10 34 002-0 Library	250.00	0.00	54.34	195.66	21.7%
522 10 41 001-0 Legal Counsel	50,000.00	2,280.00	34,704.20	15,295.80	69.4%
522 10 41 002-0 Professional Consultants	92,150.00	4,505.35	50,868.73	41,281.27	55.2%
522 10 41 003-0 Promotions & New Hires	26,700.00	555.00	2,529.22	24,170.78	9.5%
522 10 42 001-0 Postage & Shipping	4,500.00	0.00	1,126.38	3,373.62	25.0%
522 10 43 000-0 Travel Expense	12,000.00	0.00	6,792.15	5,207.85	56.6%
522 10 44 001-0 Advertising	800.00	0.00	33.60	766.40	4.2%
522 10 44 002-0 Newsletters / Publications	25,000.00	0.00	21,718.86	3,281.14	86.9%
522 10 49 000-0 Registration	6,400.00	0.00	4,492.00	1,908.00	70.2%
522 10 49 001-0 Chaplain Support Services	6,300.00	0.00	1,284.78	5,015.22	20.4%
522 10 49 002-0 Special Events / Hospitality	9,150.00	95.07	3,622.14	5,527.86	39.6%
522 10 49 003-0 Membership / Dues / Subscriptions	5,068.00	0.00	4,580.05	487.95	90.4%
522 10 49 004-0 Awards Banquet / Annual Retreat	16,500.00	0.00	18,991.17	(2,491.17)	115.1%
522 10 49 005-0 Miscellaneous	150.00	0.00	50.00	100.00	33.3%
522 10 49 006-0 Other Services & Charges	7,355.00	50.82	754.69	6,600.31	10.3%
210 Administration	1,667,245.00	8,006.51	1,042,668.13	624,576.87	62.5%
522 11 10 001-0 Stipend	36,864.00	0.00	24,448.00	12,416.00	66.3%
522 11 20 001-0 Fica / Medicare	2,900.00	0.00	1,870.26	1,029.74	64.5%
522 11 43 001-0 Travel Expense	3,750.00	0.00	2,587.74	1,162.26	69.0%
522 11 49 000-0 Registration	3,000.00	1,020.00	2,355.00	645.00	78.5%
522 11 49 001-0 Membership / Dues	5,050.00	0.00	150.00	4,900.00	3.0%
211 Legislative Services	51,564.00	1,020.00	31,411.00	20,153.00	60.9%
522 12 30 001-0 Communication Supplies	6,200.00	0.00	5,323.23	876.77	85.9%
522 12 35 001-0 Communication Equip (Pagers/Radios/Cells)	11,178.00	59.00	10,572.75	605.25	94.6%
522 12 40 001-0 IT Services & Support	105,000.00	8,822.53	111,189.77	(6,189.77)	105.9%
522 12 42 001-0 IT Software	95,941.00	1,266.52	77,296.97	18,644.03	80.6%
522 12 42 002-0 Cellular Networks	47,165.00	3,375.86	30,646.08	16,518.92	65.0%
522 12 42 003-0 Telephone Networks	47,040.00	3,168.86	31,381.83	15,658.17	66.7%
522 12 45 001-0 Office Equipment Leases	15,300.00	1,138.93	9,783.05	5,516.95	63.9%
522 12 48 000-0 Office Equipment Repairs & Maintenance	1,500.00	0.00	0.00	1,500.00	0.0%

EXPENSE SUMMARY 19-09-26

LAKE STEVENS FIRE
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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Public Safety					
522 12 48 001-0 Communication Equipment Repairs	6,000.00	0.00	2,445.00	3,555.00	40.8%
522 12 48 002-0 Communication Network - Outsource	0.00	0.00	0.00	0.00	0.0%
212 Communication & Technical Support	335,324.00	17,831.70	278,638.68	56,685.32	83.1%
522 14 40 001-0 State Audit	16,500.00	0.00	0.00	16,500.00	0.0%
522 14 40 002-0 Snohomish County - Financial Services	3,700.00	0.00	2,513.06	1,186.94	67.9%
522 14 41 001-0 Snohomish County - Elections	15,000.00	0.00	0.00	15,000.00	0.0%
522 14 41 002-0 Property Tax - Surface Water Management	6,500.00	0.00	11,816.97	(5,316.97)	181.8%
522 14 41 003-0 Property Tax - Refund Interest	500.00	0.00	0.00	500.00	0.0%
214 Other Governmental Services	42,200.00	0.00	14,330.03	27,869.97	34.0%
522 20 10 001-0 Full Time Salaries	1,940,575.00	0.00	1,399,708.68	540,866.32	72.1%
522 20 10 002-0 Battalion Chief Salaries	488,990.00	0.00	327,097.75	161,892.25	66.9%
522 20 10 003-0 Company Officer Salaries	1,311,350.00	0.00	726,920.83	584,429.17	55.4%
522 20 10 004-0 Incentives & Payouts	261,720.00	0.00	62,798.71	198,921.29	24.0%
522 20 10 005-0 Part-Time Firefighter Wages	394,200.00	0.00	147,212.99	246,987.01	37.3%
522 20 11 009-0 Overtime	765,296.00	13,105.33	339,941.55	425,354.45	44.4%
522 20 12 001-0 Acting Pay	30,000.00	0.00	12,360.39	17,639.61	41.2%
522 20 20 001-0 Medicare	80,138.00	0.00	43,561.38	36,576.62	54.4%
522 20 20 002-0 Medical / Dental	663,550.00	0.00	429,326.23	234,223.77	64.7%
522 20 20 003-0 Retirement / Leoff II	268,485.00	0.00	153,520.74	114,964.26	57.2%
522 20 20 004-0 Retirement / PERS II & III	53,970.00	0.00	19,186.80	34,783.20	35.6%
522 20 20 005-0 Matching Deferred Comp.	59,988.00	0.00	40,862.31	19,125.69	68.1%
522 20 20 006-0 HRA Contribution	203,450.00	0.00	134,268.30	69,181.70	66.0%
522 20 20 007-0 MERP	36,000.00	0.00	24,561.91	11,438.09	68.2%
522 20 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.00	0.0%
522 20 20 014-0 Uniforms	67,469.50	6,414.58	45,970.64	21,498.86	68.1%
522 20 20 015-0 Protective Gear & Equipment	26,169.00	4,254.59	26,160.63	8.37	100.0%
522 20 31 001-0 Operating Supplies (Consumables)	17,152.00	70.82	13,465.11	3,686.89	78.5%
522 20 34 001-0 Map / Addresses	2,750.00	0.00	0.00	2,750.00	0.0%
522 20 35 001-0 Operating Equipment & Tools	500.00	0.00	127.39	372.61	25.5%
522 20 35 003-0 Fire Equipment	8,440.00	0.00	1,755.14	6,684.86	20.8%
522 20 41 001-0 Uniform/PPE - Inspections/Cleaning/Repairs	12,000.00	0.00	533.86	11,466.14	4.4%
220 Fire Suppression	6,692,192.50	23,845.32	3,949,341.34	2,742,851.16	59.0%
522 21 20 001-0 Annual Physicals	69,644.00	0.00	24,031.90	45,612.10	34.5%
522 21 20 002-0 Vaccines, Testing, Fitness	6,307.00	109.00	1,659.32	4,647.68	26.3%
221 Health & Safety	75,951.00	109.00	25,691.22	50,259.78	33.8%
522 22 30 001-0 Haz/Mat Supplies	5,293.00	0.00	0.00	5,293.00	0.0%
522 22 30 002-0 Tech Rescue Supplies	11,190.00	0.00	3,010.14	8,179.86	26.9%
522 22 30 003-0 Marine Supplies	2,772.00	0.00	925.40	1,846.60	33.4%
522 22 35 001-0 Wildland Equipment	11,993.00	653.78	3,537.97	8,455.03	29.5%
522 22 35 003-0 Disaster Prep Equipment	1,089.00	0.00	0.00	1,089.00	0.0%
522 22 40 001-0 SCSOPB - Special Ops Assessment	6,130.00	0.00	6,130.58	(0.58)	100.0%
522 22 48 001-0 Special Ops Equipment Repair/maint	13,855.00	0.00	3,546.08	10,308.92	25.6%

EXPENSE SUMMARY 19-09-26

LAKE STEVENS FIRE
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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Public Safety					
222 Special Operations	52,322.00	653.78	17,150.17	35,171.83	32.8%
522 26 10 001-0 Salaries	1,579,820.00	0.00	954,432.95	625,387.05	60.4%
522 26 10 004-0 Incentives & Payouts	123,655.00	0.00	30,424.97	93,230.03	24.6%
522 26 11 009-0 Overtime	261,664.00	4,108.91	208,769.12	52,894.88	79.8%
522 26 12 001-0 Acting Pay	3,012.00	0.00	1,011.72	2,000.28	33.6%
522 26 20 001-0 Medicare	31,377.80	0.00	17,125.25	14,252.55	54.6%
522 26 20 002-0 Medical / Dental	329,688.00	0.00	178,813.87	150,874.13	54.2%
522 26 20 003-0 Retirement / Leoff II	112,722.00	0.00	64,330.58	48,391.42	57.1%
522 26 20 005-0 Matching Deferred Comp.	22,770.00	0.00	13,708.68	9,061.32	60.2%
522 26 20 006-0 HRA Contribution	89,960.00	0.00	50,703.18	39,256.82	56.4%
522 26 20 007-0 MERP	14,400.00	0.00	8,656.31	5,743.69	60.1%
522 26 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.00	0.0%
522 26 30 002-0 Medical Supplies	160,000.00	14,182.32	58,791.39	101,208.61	36.7%
522 26 30 003-0 Oxygen	8,000.00	458.16	4,743.99	3,256.01	59.3%
522 26 35 001-0 Medical Equipment	22,700.00	0.00	12,474.69	10,225.31	55.0%
522 26 41 001-0 Physician Advisor Services	24,000.00	4,000.00	18,000.00	6,000.00	75.0%
522 26 41 002-0 Medical Program Director/EMT Assessments	17,483.00	0.00	17,482.75	0.25	100.0%
522 26 41 003-0 Community Resource Paramedic	42,000.00	6,534.50	29,214.49	12,785.51	69.6%
522 26 48 001-0 Defib. Maintenance Agreement	5,800.00	1,790.98	1,790.98	4,009.02	30.9%
522 26 48 002-0 Cot Maintenance Agreement (EMSAR)	11,100.00	0.00	8,870.10	2,229.90	79.9%
226 Emergency Medical Services	2,860,151.80	31,074.87	1,679,345.02	1,180,806.78	58.7%
522 28 41 000-0 First Pass Clinical QI Module	6,556.00	0.00	0.00	6,556.00	0.0%
522 28 41 001-0 Snoco 911 Dispatch Services	291,184.00	24,265.29	218,387.61	72,796.39	75.0%
522 28 41 002-0 Snohomish County - 800 Mhz O&M Fees	47,921.00	0.00	47,921.36	(0.36)	100.0%
522 28 49 001-0 EPCR - ESO Reporting Suite - User Fees	6,802.00	435.08	3,984.21	2,817.79	58.6%
228 Dispatch Services	352,463.00	24,700.37	270,293.18	82,169.82	76.7%
522 30 10 001-0 Salaries	249,100.00	0.00	97,977.83	151,122.17	39.3%
522 30 10 004-0 Incentives & Payouts	16,550.00	0.00	6,165.35	10,384.65	37.3%
522 30 11 009-0 Overtime	3,830.00	0.00	0.00	3,830.00	0.0%
522 30 20 001-0 Medicare	4,156.00	0.00	1,497.23	2,658.77	36.0%
522 30 20 002-0 Medical / Dental	50,680.00	0.00	17,826.96	32,853.04	35.2%
522 30 20 003-0 Retirement / Leoff II	15,858.00	0.00	5,653.62	10,204.38	35.7%
522 30 20 005-0 Matching Deferred Comp.	2,760.00	0.00	32.71	2,727.29	1.2%
522 30 20 006-0 HRA Contribution	12,850.00	0.00	4,986.23	7,863.77	38.8%
522 30 20 007-0 MERP	900.00	0.00	81.78	818.22	9.1%
522 30 20 008-0 District ST/LT Disability Insurance	1,530.00	0.00	872.80	657.20	57.0%
522 30 31 001-0 Operating Supplies	2,700.00	468.90	2,334.08	365.92	86.4%
522 30 31 002-0 Public Education Supplies	7,600.00	151.21	2,991.07	4,608.93	39.4%
522 30 31 003-0 Grant Purchase Supplies	2,000.00	0.00	0.00	2,000.00	0.0%
522 30 41 001-0 Contracted Services - FM Investigations	4,000.00	0.00	1,131.75	2,868.25	28.3%
522 30 43 001-0 Travel Expense	3,360.00	0.00	645.69	2,714.31	19.2%
522 30 49 000-0 Registration	4,785.00	0.00	1,056.79	3,728.21	22.1%
522 30 49 001-0 Miscellaneous	500.00	0.00	0.00	500.00	0.0%
522 30 49 002-0 Membership / Dues / Subscriptions	3,101.00	0.00	2,044.00	1,057.00	65.9%

EXPENSE SUMMARY 19-09-26

LAKE STEVENS FIRE
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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Public Safety					
230 Fire Prevention & Investigation	386,260.00	620.11	145,297.89	240,962.11	37.6%
522 45 10 001-0 Salaries	128,580.00	0.00	0.00	128,580.00	0.0%
522 45 10 004-0 Incentive & Payouts	4,530.00	0.00	0.00	4,530.00	0.0%
522 45 11 009-0 Overtime	6,000.00	0.00	0.00	6,000.00	0.0%
522 45 20 001-0 Medicare	2,787.00	0.00	0.00	2,787.00	0.0%
522 45 20 002-0 Medical / Dental	25,806.00	0.00	0.00	25,806.00	0.0%
522 45 20 003-0 Retirement / Leoff II	8,525.80	0.00	0.00	8,525.80	0.0%
522 45 20 005-0 Matching Deferred Comp.	2,400.00	0.00	0.00	2,400.00	0.0%
522 45 20 006-0 HRA Contribution	5,920.00	0.00	0.00	5,920.00	0.0%
522 45 20 007-0 MERP	900.00	0.00	0.00	900.00	0.0%
522 45 20 008-0 District ST/LT Disability Insurance	0.00	0.00	0.00	0.00	0.0%
522 45 20 016-0 Recruit Academy	42,000.00	0.00	18,921.75	23,078.25	45.1%
522 45 20 017-0 Paramedic School Expenses	17,640.00	958.64	8,838.04	8,801.96	50.1%
522 45 31 001-0 Operating Supplies	5,500.00	123.16	421.82	5,078.18	7.7%
522 45 31 002-0 Props	8,140.00	443.38	1,131.48	7,008.52	13.9%
522 45 31 003-0 Safety	2,500.00	0.00	1,320.02	1,179.98	52.8%
522 45 34 002-0 Library	1,500.00	0.00	2,026.44	(526.44)	135.1%
522 45 35 001-0 Audio/visual Equipment	14,360.00	0.00	0.00	14,360.00	0.0%
522 45 40 000-0 Driving Simulator Co-op	4,000.00	0.00	3,316.73	683.27	82.9%
522 45 41 000-0 Training Consortium Program	20,000.00	0.00	0.00	20,000.00	0.0%
522 45 41 001-0 Contracted Instructors / Evaluators	17,780.00	0.00	0.00	17,780.00	0.0%
522 45 43 000-0 Travel Expense - FS / Battalion Chief	3,500.00	0.00	812.76	2,687.24	23.2%
522 45 43 001-0 Travel Expense - FS / Officer Development	5,920.00	0.00	6,541.30	(621.30)	110.5%
522 45 43 002-0 Travel Expense - FS / Operations	3,000.00	823.50	4,324.50	(1,324.50)	144.2%
522 45 43 003-0 Travel Expense - FS / Special Ops	3,000.00	0.00	150.00	2,850.00	5.0%
522 45 43 004-0 Travel Expense - FS Tech Rescue	1,200.00	0.00	0.00	1,200.00	0.0%
522 45 43 005-0 Travel Expense - EMS / ACLS	500.00	0.00	162.81	337.19	32.6%
522 45 43 006-0 Travel Expense - EMS / Category 1	5,000.00	0.00	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	0.00	2,000.00	0.0%
522 45 49 000-0 Incident Mgmt Training Program (Blue Card)	9,830.00	0.00	2,560.25	7,269.75	26.0%
522 45 49 001-0 Registration - FS / Battalion Chief	2,500.00	0.00	295.00	2,205.00	11.8%
522 45 49 002-0 Registration - FS / Officer Development	15,755.00	0.00	2,670.00	13,085.00	16.9%
522 45 49 003-0 Registration - FS / Operations	7,000.00	0.00	3,525.00	3,475.00	50.4%
522 45 49 004-0 Registration - FS / Special Ops	11,742.00	0.00	1,850.00	9,892.00	15.8%
522 45 49 005-0 Registration - FS / Tech Rescue	7,300.00	0.00	0.00	7,300.00	0.0%
522 45 49 006-0 Miscellaneous - FS / Training	500.00	0.00	0.00	500.00	0.0%
522 45 49 007-0 Registration - EMS / ACLS	4,500.00	0.00	5,283.90	(783.90)	117.4%
522 45 49 008-0 Registration - EMS / CBT Instructor	400.00	0.00	0.00	400.00	0.0%
522 45 49 009-0 Registration - EMS / Category I	5,000.00	0.00	2,885.00	2,115.00	57.7%
522 45 49 011-0 EMS Online Subscription	4,000.00	0.00	0.00	4,000.00	0.0%
522 45 49 012-0 Membership / Dues / Subscription	100.00	0.00	0.00	100.00	0.0%
245 Training	411,615.80	2,348.68	69,163.88	342,451.92	16.8%

EXPENSE SUMMARY 19-09-26

LAKE STEVENS FIRE
MCAG #: 1308

Time: 08:56:34 Date: 09/13/2019
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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Public Safety					
522 50 10 001-0 Salaries	151,952.00	0.00	95,498.24	56,453.76	62.8%
522 50 10 004-0 Incentives & Payouts	1,950.00	0.00	1,048.08	901.92	53.7%
522 50 11 009-0 Overtime	2,000.00	0.00	0.00	2,000.00	0.0%
522 50 20 001-0 Medicare	2,729.00	0.00	1,406.95	1,322.05	51.6%
522 50 20 002-0 Medical / Dental	25,750.00	0.00	15,631.68	10,118.32	60.7%
522 50 20 004-0 Retirement / PERS II	22,106.60	0.00	12,394.12	9,712.48	56.1%
522 50 20 005-0 Matching Deferred Comp.	2,880.00	0.00	1,440.00	1,440.00	50.0%
522 50 20 006-0 HRA Contributions	11,450.00	0.00	7,426.16	4,023.84	64.9%
522 50 20 008-0 District ST/LT Disability Insurance	2,230.00	0.00	1,341.52	888.48	60.2%
522 50 31 001-0 Facilities - Household Supplies	10,000.00	2,553.64	7,941.48	2,058.52	79.4%
522 50 31 002-0 Facilities - Operating Supplies	15,000.00	1,285.47	14,424.82	575.18	96.2%
522 50 35 001-0 Facilities - Furniture, Equipment, Appliances	4,000.00	25.06	1,053.00	2,947.00	26.3%
522 50 41 002-0 Monitoring System	2,000.00	0.00	492.00	1,508.00	24.6%
522 50 41 003-0 HQ Monitoring Systems	4,000.00	0.00	1,807.65	2,192.35	45.2%
522 50 41 004-0 Elevator / Boiler Systems	4,000.00	818.66	2,569.32	1,430.68	64.2%
522 50 41 005-0 Services (Cleaning, Landscaping, Shredding Etc)	19,980.00	450.53	11,568.90	8,411.10	57.9%
522 50 43 001-0 Travel Expense	1,600.00	0.00	0.00	1,600.00	0.0%
522 50 45 001-0 Rentals & Leases	3,000.00	300.00	945.10	2,054.90	31.5%
522 50 46 001-0 Risk Management Insurance	82,217.00	0.00	973.92	81,243.08	1.2%
522 50 47 001-0 Electricity / Natural Gas / Water	46,980.00	1,993.34	34,090.58	12,889.42	72.6%
522 50 47 002-0 Sewer / Garbage	13,600.00	956.49	8,256.63	5,343.37	60.7%
522 50 47 003-0 Electricity / Natural Gas / Water HQ	30,700.00	1,849.08	18,082.56	12,617.44	58.9%
522 50 47 004-0 Sewer / Garbage HQ	16,500.00	1,239.43	10,507.27	5,992.73	63.7%
522 50 48 001-0 Equipment Repairs/Testings	30,000.00	0.00	8,890.21	21,109.79	29.6%
522 50 49 001-0 Registration	1,500.00	710.00	710.00	790.00	47.3%
250 Facilities	508,124.60	12,181.70	258,500.19	249,624.41	50.9%
522 60 31 001-0 Vehicles/Shop - Operating Supplies	20,000.00	3,807.22	17,554.17	2,445.83	87.8%
522 60 32 001-0 Fuel / Oil / Lubricants	79,000.00	6,171.46	52,116.71	26,883.29	66.0%
522 60 35 001-0 Vehicles/Shop - Tools & Equipment	5,000.00	0.00	801.09	4,198.91	16.0%
522 60 48 001-0 Vehicles - Contracted Repair / Testing	40,000.00	2,866.70	15,667.46	24,332.54	39.2%
522 60 48 002-0 Equipment - Contracted Repair / Testing	25,000.00	67.55	15,951.56	9,048.44	63.8%
260 Vehicles & Equipment Maintenance	169,000.00	12,912.93	102,090.99	66,909.01	60.4%
522 70 41 002-0 Ambulance Services - Systems Design	62,400.00	0.00	42,201.80	20,198.20	67.6%
522 70 41 003-0 GEMT Program (Public Consulting Group PCG)	30,000.00	0.00	30,000.00	0.00	100.0%
522 70 49 001-0 Billing Reimbursements	5,000.00	383.83	2,447.51	2,552.49	49.0%
270 Ambulance Services	97,400.00	383.83	74,649.31	22,750.69	76.6%
520 Public Safety	13,701,813.70	135,688.80	7,958,571.03	5,743,242.67	58.1%
580 Non Expenditures					
586 10 00 000-0 Sales Tax Remit	100.00	0.00	0.00	100.00	0.0%
589 40 00 000-0 Leasehold Excise Tax Remit	15,595.00	200.00	8,179.73	7,415.27	52.5%

EXPENSE SUMMARY 19-09-26

LAKE STEVENS FIRE
MCAG #: 1308

Time: 08:56:34 Date: 09/13/2019
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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	September	YTD	Remaining	
580 Non Expenditures					
589 99 90 000-0 Payroll Clearing	0.00	0.00	(0.01)	0.01	0.0%
580 Non Expenditures	15,695.00	200.00	8,179.72	7,515.28	52.1%
597 Transfers-Out					
597 22 00 000-0 Transfer Out	637,244.00	0.00	62,280.00	574,964.00	9.8%
597 Transfers-Out	637,244.00	0.00	62,280.00	574,964.00	9.8%
Fund Expenditures:	14,354,752.70	135,888.80	8,029,030.75	6,325,721.95	55.9%
Fund Excess/(Deficit):	(14,354,752.70)	(135,888.80)	(8,029,030.75)		

EXPENSE SUMMARY 19-09-26

LAKE STEVENS FIRE
MCAG #: 1308

Months: 01 To: 09

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Fund	Revenue	September	Received		Expenditures	September	Spent	
001 2019 Expense Fund 776-5708666	0.00	0.00	0.00	0.0%	14,354,752.70	135,888.80	8,029,030.75	55.9%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>14,354,752.70</u>	<u>135,888.80</u>	<u>8,029,030.75</u>	<u>55.9%</u>

CAPITAL REPLACEMENT SUMMARY 19-09-26

LAKE STEVENS FIRE
MCAG #: 1308

Time: 09:08:09 Date: 09/13/2019
Page: 1

300 2019 Capital Replacement Fund 776-575866

Expenditures	Amt Budgeted	September	YTD	Remaining	
520 Public Safety					
522 70 40 100-3 GEMT Intergovernmental Transfer (IGT)	1,380,000.00	0.00	424,044.56	955,955.44	30.7%
520 Public Safety	1,380,000.00	0.00	424,044.56	955,955.44	30.7%
594 Capital Expenditure					
594 22 60 100-3 Administration	5,067.00	0.00	0.00	5,067.00	0.0%
594 22 60 200-3 Station 81	4,453.00	0.00	3,394.61	1,058.39	76.2%
594 22 60 300-3 Station 82	9,737.00	0.00	5,091.91	4,645.09	52.3%
594 22 60 400-3 Station 83	1,400.00	0.00	1,131.53	268.47	80.8%
260 Furniture and Appliances	20,657.00	0.00	9,618.05	11,038.95	46.6%
594 22 61 100-3 Station 84 Property	1,400,000.00	0.00	1,301,638.20	98,361.80	93.0%
261 Land and Land Improvements	1,400,000.00	0.00	1,301,638.20	98,361.80	93.0%
594 22 64 100-3 Apparatus	1,687,799.00	0.00	1,416,479.48	271,319.52	83.9%
594 22 64 200-3 Equipment	134,676.00	9,384.25	86,775.82	47,900.18	64.4%
594 22 64 300-3 Technology	53,655.00	0.00	1,026.91	52,628.09	1.9%
264 Machinery and Equipment	1,876,130.00	9,384.25	1,504,282.21	371,847.79	80.2%
594 Capital Expenditure	3,296,787.00	9,384.25	2,815,538.46	481,248.54	85.4%
597 Transfers-Out					
597 22 00 000-3 Transfers Out	0.00	0.00	0.00	0.00	0.0%
597 Transfers-Out	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	4,676,787.00	9,384.25	3,239,583.02	1,437,203.98	69.3%
Fund Excess/(Deficit):	(4,676,787.00)	(9,384.25)	(3,239,583.02)		

CAPITAL REPLACEMENT SUMMARY 19-09-26

LAKE STEVENS FIRE
MCAG #: 1308

Months: 01 To: 09

Time: 09:08:09 Date: 09/13/2019

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Fund	Revenue	September	Received		Expenditures	September	Spent	
300 2019 Capital Replacement Fund 776-5758666	0.00	0.00	0.00	0.0%	4,676,787.00	9,384.25	3,239,583.02	69.3%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>4,676,787.00</u>	<u>9,384.25</u>	<u>3,239,583.02</u>	<u>69.3%</u>



To —
 Daniel Murdock
 Shaun Kelly
 Patrick Cook

Your thoughtfulness
 meant so much.

Thank you for making my fall
 accident tolerable.
 You all did a great job keeping me
 calm. I felt well cared for,
 especially when I was so nervous
 about being lifted off the ground.
 Again, thanks for your service!

Claudia Garner

(6-30-19)
 Lake Connor Park

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7
RESOLUTION NO. 2019-16**

**LAKE STEVENS FIRE
RESOLUTION NO. 2019-08**

**CONCURRENT RESOLUTION DECLARING MERGER COMPLETED,
ESTABLISHING EFFECTIVE DATE AND AUTHORIZING TRANSFER OF
PROPERTY, FUNDS, INTERESTS IN ASSESSMENTS AND LIABILITIES**

WHEREAS, Snohomish County Fire Protection District No. 7 and Lake Stevens Fire are municipal corporations of the State of Washington organized and existing under Title 52 RCW; and

WHEREAS, pursuant to RCW 52.06.030, the Snohomish County Auditor called and conducted an election in Lake Stevens Fire, in the manner provided by law, on August 6, 2019 in conjunction with the State primary election held that same date, submitting to the voters of Lake Stevens Fire, for their approval or rejection, a proposition of whether Lake Stevens Fire shall be merged into Snohomish County Fire Protection District No. 7 effective on a date to be established by concurrent resolution of both District's Boards of Commissioners; and

WHEREAS, pursuant to RCW 29A.60.190, the Districts have determined that the Snohomish County Canvassing Board certification of election results documents that a majority of the votes cast at the August 6, 2019 election approved the merger of Lake Stevens Fire into Snohomish County Fire Protection District No. 7; and

WHEREAS, the Boards of Commissioners of the Districts have determined that it is in the best interests of the Districts that the effective date of the merger be January 1, 2020; and

WHEREAS, the Boards desire to adopt concurrent resolutions pursuant to RCW 52.06.050 to effectuate the merger of Lake Stevens Fire into Snohomish County Fire Protection District No. 7, dissolve Lake Stevens Fire, and extend the boundaries of Snohomish County Fire Protection District No. 7 to include all of the area of Lake Stevens Fire;

WHEREAS, Lake Stevens Fire currently owns assets consisting of real property, personal property, fund accounts and receivables which, to the maximum extent allowable, it desires to transfer to Snohomish County Fire Protection District No. 7;

WHEREAS, Lake Stevens Fire currently has, and will incur, liabilities that will be outstanding on January 1, 2020; and

WHEREAS, RCW 52.06.080 provides for the transfer of assets and receivables upon the merger of two fire protection districts.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Snohomish County Fire Protection District No. 7 and the Board of Commissioners of Lake Stevens Fire resolve as follows:

1. Pursuant to RCW 52.06.050, Lake Stevens Fire shall be merged into and become a part of Snohomish County Fire Protection District No. 7 effective January 1, 2020.
2. Lake Stevens Fire hereby transfers the title and possession of all of its tangible personal property and interests in real property to Snohomish County Fire Protection District No. 7, effective January 1, 2020;
3. Snohomish County Fire Protection District No. 7, hereby agrees to assume liability for all Lake Stevens Fire liabilities effective January 1, 2020.
4. Lake Stevens Fire hereby transfers to Snohomish County Fire Protection District No. 7, effective January 1, 2020, all of Lake Stevens Fire’s expense fund balance, reserve fund balance, investments including interest, the right to collect all uncollected regular taxes levied in prior years, and the Lake Stevens Fire 20190 regular tax levy to be collected in 2020 (collectively, the “Funds”);
5. Lake Stevens Fire requests and directs the Snohomish County Treasurer to transfer all such Funds, effective January 1, 2020;
6. The Board of Commissioners for Lake Stevens Fire authorizes and directs Chief Kevin O’Brien to sign and deliver all documents necessary to complete the transfer of the assets of Lake Stevens Fire, including certificates of title to vehicles, quit claim deeds for all parcels of real property owned by Lake Stevens Fire and any other documents necessary to effectuate the transfer of Lake Stevens Fire’s assets and liabilities to Snohomish County Fire Protection District No. 7.

Adoption: ADOPTED by the Boards of Commissioners of Snohomish County Fire Protection District No. 7 and Lake Stevens Fire at open public meetings of such Boards on the dates indicated below the following Commissioners being present and voting:

DATED _____, 2019.

DATED _____, 2019.

SNOHOMISH COUNTY FIRE PROTECTION
DISTRICT NO. 7

LAKE STEVENS FIRE

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Secretary

By: _____
Secretary



**LAKE STEVENS FIRE
RESOLUTION NO. 2019-09**

**RESOLUTION CHANGING
REGULAR MEETING SCHEDULE**

Background. The regular monthly meetings of the Board of Commissioners of the District are scheduled to be held at the Headquarters Board Room located at 1825 South Lake Stevens Road, Lake Stevens on the first Thursday of each month at 5:30pm and at alternating locations between Lake Stevens Fire Conference Center and Fire District 7 Station 31 Training Room on the fourth Thursday of the month at 5pm (per Resolution 2019-03 and 2019-06). The scheduled time for October 3, 2019 must be adjusted to accommodate schedules.

Resolution. NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of Lake Stevens Fire hereby adopts the following schedule change for the October 3, 2019 regular monthly meeting of the Board of Commissioners of the District.

This meeting will be held on Thursday, October 10, 2019 and will begin at 5:30pm.

This meeting will be held at the Fire District 7 Station 31 Training Room located at 163 Village Court, Monroe, Washington 98272.

Adoption. ADOPTED at a Regular Meeting of the Lake Stevens Fire Board of Commissioners on the 26th day of September, 2019 with the following Commissioners being present and voting:

APPROVED:

ATTEST:

Chairman Troy Elmore

Laana Larson, District Secretary

Vice Chair Jim Steinruck

Commissioner Paul Gagnon

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 September 26, 2019

Fire Chief's Report:

1. Mitch continues to communicate with the attorney for Allied Construction to come to resolution. No formal position has been taken at this time.
 2. We continue to be busy responding to social media sites and the comments from our citizens regarding our request for a levy lift.
 3. We have been busy conducting presentations to community groups. All previously scheduled levy presentations (5) have been conducted with positive feedback. We are still working on scheduling with other groups and any of the available homeowners associations.
We continue preparing for a live Facebook video, "Brown Bag Lunch with the Chief", on October 14th at 12:00.
 4. Interviews to replace the CRP position were held on Tuesday, September 24, 2019.
 5. I have presented the 2nd quarter emergency response report to the Monroe City Council on Tuesday, September 24th.
 6. Several staff officers attended the Opening Day Ceremonies for the Paramedic Training Program at Harborview on Wednesday, September 25th.
 7. The Department will be conducting a flag lowering ceremony for recently retired Firefighter/Driver Operator Sjon LaSalle at 08:00 - Thursday, September 26th at Station 31. This is a Class A event and Commissioners are invited to attend.
-

CONSENT AGENDA

Snohomish County Fire District #7

09/25/2019

Claims Voucher Summary

Page 1 of 1

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: 9/26/19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-02389	AFLAC		303.56
19-02390	DEPARTMENT OF RETIREMENT SYSTEMS		265,922.32
19-02391	DIMARTINO & ASSOCIATES		17,697.30
19-02392	Fire 7 Foundation		247.50
19-02393	FIREPAC		638.74
19-02394	GENERAL TEAMSTERS UNION LOCAL 38		918.00
19-02395	HRA VEBA TRUST		47,567.84
19-02396	IAFF LOCAL 2781		18,114.44
19-02397	LOCAL IAFF 2781 PAC		453.00
19-02398	SNOHOMISH COUNTY FIRE DISTRICT 7		722.22
19-02399	TD AMERITRADE INSTITUTIONAL		388.50
19-02400	TD AMERITRADE TRUST CO		11,235.81
19-02401	VOYA INSTITUTIONAL TRUST CO		48,584.38
19-02402	WSCFF FASTPAC		268.00
19-02403	WSCFF-EMP BENEFIT TRUST		10,050.00

Page Total 423,111.61

Cumulative Total 423,111.61

Snohomish County Fire District #7

09/25/2019

Claims Voucher Summary

Page 1 of 1

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: 9/26/19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-02404	DEPARTMENT OF RETIREMENT SYSTEMS		3,334.63
19-02405	IAFF LOCAL 2781		725.00

Page Total 4,059.63

Cumulative Total 4,059.63

Snohomish County Fire District #7

Claims Voucher Summary

09/24/2019

Page 1 of 3

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: 9-26-19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-02302	ACCU-LINE		546.00
19-02303	ACID REMAP LLC		1,500.00
19-02304	ALL BATTERY SALES AND SERVICE		926.20
19-02305	ANDGAR CORPORATION		2,393.34
19-02306	ARAMARK UNIFORM SERVICES		71.89
19-02307	AT&T MOBILITY		46.71
19-02308	BADGLEY'S LANDSCAPE		2,754.36
19-02309	BICKFORD MOTORS INC.		696.20
19-02310	BRAUN NORTHWEST INC		24.02
19-02311	BRYSON SALES & SERVICE		282.85
19-02312	CAMILLE TABOR		216.64
19-02313	CDW GOVERNMENT LLC		3,593.30
19-02314	CHMELIK, SITKIN & DAVIS PS		715.00
19-02315	CHRISTIAN DIMONDA		1,222.45
19-02316	CITI CARDS		8.14
19-02317	CRESSY DOOR COMPANY, INC		2,897.66
19-02318	CROWN FIRE PROTECTION		3,395.70
19-02319	DEPARTMENT GRAPHICS		615.98
19-02320	DLX ENTERPRISES LLC		4,857.44
19-02321	DUO-SAFETY LADDER CORPORATION		675.81
19-02322	ELITE LOCK & SAFE		38.26
19-02323	EMERALD SERVICES, INC		119.28
19-02324	FREIGHTLINER NORTHWEST		686.23
19-02325	FRONTIER		504.33
19-02326	GALLS, LLC - DBA BLUMENTHAL UNIFORM		824.13
19-02327	HARBORVIEW INVESTMENT LTD		2,745.00
19-02328	HIGHWAY AUTO SUPPLY		18.03
19-02329	HILL STREET CLEANERS		69.95
19-02330	HUGHES FIRE EQUIPMENT		723.98
19-02331	INDUSTRIAL FABRICATION COMPANY		163.35
19-02332	ISOUTSOURCE		14,621.86
19-02333	JEFF SCHAUB		24.36
19-02334	KAMAN INDUSTRIAL TECHNOLOGIES		35.47

Page Total 48,013.92

Cumulative Total 48,013.92

Snohomish County Fire District #7

09/24/2019

Claims Voucher Summary

Page 2 of 3

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
19-02335	LeMAY MOBILE SHREDDING		108.00
19-02336	LESLIE JO WELLS		23.20
19-02337	LN CURTIS & SONS		19,787.67
19-02338	MCKENZIE ROTHWELL BARLOW & COUGHRAN P.S.		462.00
19-02339	MERIDIAN SCALE		262.32
19-02340	MONROE CHAMBER OF COMMERCE		16.00
19-02341	NORTHWEST SAFETY CLEAN		91.92
19-02342	OFFICE DEPOT		264.92
19-02343	OFFICE OF THE WASHINGTON STATE AUDITOR		800.80
19-02344	PACIFIC POWER BATTERIES		13.59
19-02345	PETROCARD SYSTEMS, INC.		616.23
19-02346	PRO COMM		196.58
19-02347	PROFESSIONAL BUILDING SERVICES		3,775.00
19-02348	PUGET SOUND ENERGY		80.13
19-02349	PUGET SOUND ENERGY		45.66
19-02350	PUGET SOUND ENERGY		54.40
19-02351	PUGET SOUND ENERGY		79.68
19-02352	PUGET SOUND ENERGY		50.12
19-02353	PUGET SOUND ENERGY		57.02
19-02354	PUGET SOUND ENERGY		93.05
19-02355	PUGET SOUND ENERGY		68.92
19-02356	PUGET SOUND HARDWARE, INC		1,570.09
19-02357	PURCELL TIRE & SERVICE CENTER		881.90
19-02358	RESCUE RESPONSE GEAR		3,430.26
19-02359	RESCUE SOUTH		482.03
19-02360	RICE FERGUS MILLER		9,822.03
19-02361	RICOH USA, INC.		844.43
19-02362	RICOH USA, INC.		737.71
19-02363	RIDGID PLUMBING AND DRAIN SERVICES LLC		722.47
19-02364	ROMAINE ELECTRIC		403.35
19-02365	SEATTLE DAILY JOURNAL OF COMMERCE		525.00
19-02366	SNOHOMISH COUNTY FIRE DISTRICT 7		38.00
19-02367	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT		750.00

Page Total

47,154.48

Cumulative Total

95,168.40

Snohomish County Fire District #7

09/24/2019

Claims Voucher Summary

Page 3 of 3

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
19-02368	SNOHOMISH COUNTY PUD		402.31
19-02369	SNOHOMISH COUNTY PUD		417.20
19-02370	SNOHOMISH COUNTY PUD		385.21
19-02371	SNOHOMISH COUNTY PUD		1,868.82
19-02372	SNOHOMISH COUNTY PUD		2,066.24
19-02373	SOUND PUBLISHING, INC		72.80
19-02374	SYSTEMS DESIGN WEST LLC		9,381.55
19-02375	TACTRON		287.82
19-02376	TELEFLEX, LLC		677.50
19-02377	THE SHERWIN WILLIAMS CO		93.01
19-02378	TRUE NORTH EMERGENCY EQUIPMENT INC		344.10
19-02379	TYLER COMPTON		35.50
19-02380	UNDERWATER SPORTS INC		559.31
19-02381	UNITED PARCEL SERVICE		37.70
19-02382	VERIZON WIRELESS		800.50
19-02383	VERIZON WIRELESS		1,910.49
19-02384	WAVE BUSINESS		154.04
19-02385	WAVE BUSINESS		663.48
19-02386	WELLSPRING FAMILY SERVICES EAP		316.20
19-02387	WEST COAST FIRE & RESCUE		142.16
19-02388	WHELEN ENGINEERING COMPANY		202.64

Page Total 20,818.58

Cumulative Total 115,986.98



Snohomish County
FIRE DISTRICT 7

Earning Trust Through Action

Payroll Summary

9/30/2019

Check Date	9/30/2019
Period Begin	9/16/2019
Period End	9/30/2019

Direct Deposits	\$637,508.41
Paper Checks	\$10,825.24
Taxes	\$156,893.96
Total	\$805,227.61

**Summary Minutes of the Regular Board Meeting
September 12, 2019**

Commissioner Snyder called the meeting of the Board of Fire Commissioners to order at 1530 hours. Commissioners Fay, Schaub, Snyder, Wells and Woolery were present. Commissioner Waugh was absent with prior notice. Commissioner Woolery arrived during Discussion Item D.

AGENDA CHANGES:

- Addition of an executive session to discuss a publicly bid contract per RCW 42.30.110(1)(d)
- Addition of an action item to re-sign a word updated in Resolution 2019-14 and typos in resolution 2019-15. In addition a letter providing past practice will be attached to resolution 2019-15.

GENERAL PUBLIC COMMENT: *None*

UNION COMMENT:

CHIEF'S REPORT

Chief Meek discussed items from the Chief's Report.

There was brief discussion about plans to move forward with educating the community in order to get the levy passed in November.

CONSENT AGENDA

A. *Voucher Approval:*

- Benefit Vouchers #19-02137 - #19-02144 in the amount of \$411,448.03 were presented to be approved.
- AP Vouchers #19-02145 - #19-02301 in the amount of \$461,187.81 were presented to be approved.

B. *Payroll Approval:* August 31, 2019; (\$795,894.18)

C. *Payroll Approval:* September 13, 2019; (\$814,659.32)

D. *Approval of Minutes*

- 1) Approve Board Meeting Minutes of August 22, 2019.
- 2) Approve Special Board Meeting Minutes of August 29, 2019.

E. *Secretary's Report on Correspondence*

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

DISCUSSION ITEMS:

A. Combining all Commissioner meetings & locations

Chief Meek noted that the Lake Stevens Commissioners all agreed at their last meeting to hold all meetings starting with October to be together at Station 31 the second and fourth Thursdays of each month at 1700 hours. Commissioners in attendance agreed.

B. Resolution 2019-16 Concurrent Resolution declaring merger completed.

Chief Meek noted he's hoping to move that resolution forward as an action item.

C. Resolution 2019-17 Accepting petitions for annexation of unincorporated area.

Chief Silva has been working on this for a while with Harmsen & Associates with a final document available at the next meeting. It is broken into 11 territories so some of the legal descriptions have been changed. Have been working with Rich Davis's office as well. This will need 11 different filings to annex into the District.

1 **D. Draft Policy – Financial Assistance**

2 AC Silva noted that in the past if someone needed financial assistance for an EMS transport fee,
3 they would contact Systems Design. If the hospital gave financial assistance then the District
4 would allow the request. There is no current process for those in financial hardship outside the
5 Fire District and this situation has recently occurred. The District has been drafting a policy and a
6 couple forms with Systems Design to address this. One form is for any EMS transport and MVC
7 billing that would go through Systems Design, and the second form is for all other situations, for
8 example waiving the Admin fee.

9
10 Commissioner Snyder inquired if this process was common. While it's not for our District, it is a
11 very common process for other districts. It was also noted that this was what District 3 used to do
12 with Systems Design prior to the merger as well.

13
14 **ACTION ITEMS:**

15 **A. Interlocal Bidding/Purchasing agreement between District 7 and the City of Bellingham**

16 Allows Bellingham to piggyback on the bid for the predicted software and has run through their attorneys.

17
18 **MOTION:** Commissioner Fay moved and Commissioner Schaub seconded to approve the Interlocal
19 Bidding/Purchasing agreement. On vote, **Motion Carried 5/0**

20
21 **B. Update to Resolution #2019-14 and Resolution #2019-15**

22 Chief Meek clarified that one word was changed per legal recommendation on Resolution #2019-14 and
23 typographical errors corrected on Resolution 2019-15 and asked the commissioners to re-sign these resolutions.

24
25 **COMMISSIONER COMMITTEE REPORTS**

26 **A. Risk Management:** Met August 27, 2019 at Snohomish County Fire District 22 at 1900. Meets
27 next November 5, 2019 1900 Snohomish County Fire District 22.

28 **B. Impact Bargaining - IAFF Local 2781:** Meeting TBD.

29 **C. Impact Bargaining – Teamsters:** Meeting TBD. Received notice from the Teamsters to begin
30 impact bargaining.

31 **D. Capital Facility Committee:** There was a station tour for Commissioners held August 23, 2019.

32
33 **OTHER MEETINGS ATTENDED**

34 **A. DEM Meeting:** Commissioner Fay noted that something has come up that he's discussed with Chief
35 O'Brien in regards to a rather significant transportation meeting coming up Sept 25 from 8:30-12:30.
36 This meeting will involve WASHDOT, the County and the main discussion will surround what will we
37 do for critical planning in an emergency or storms with WASHDOT laying out the mapping for critical
38 route planning, the County will weigh in with coordination efforts. He noted it may be useful to send
39 someone from District 7 to attend this meeting as some other Fire Districts already plan to attend.

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

41 **C. Sno-Isle Commissioner Meeting:** Meets next October 3, 2019 1930 at Getchell with a panel
42 discussion regarding EMS of large and small districts. It was suggested it would be beneficial to have
43 Brian Snure in attendance at this meeting as well. Brief discussion took place surrounding the panel
44 discussions. November's meeting will be in North County.

45
46 **OLD BUSINESS:**

47 It was discussed to move a discussion for the framework of the new organization at the next meeting to a possible
48 action. There was no objection.

49
50 **CALL ON BOARD:**

51 Reminder about the Commissioner Retreat the weekend of September 28th. Commissioner Wells announced she
52 may be a little late arriving.
53

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ATTENDANCE CHECK

All board members in attendance noted they would be available for the next board meeting at 1700 on September 26, 2019 at the Lake Steven Conference Center.

EXECUTIVE SESSION:

The Commissioners went into Executive Session at 1600 for five (5) minutes to discuss a publicly bid contract per RCW 42.30.110(1)(d).

Regular session resumed at 1605 with no action taken.

The meeting was adjourned at 1605 by Commissioner Snyder.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

DISCUSSION ITEMS

ACTION ITEMS

SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7

RESOLUTION NO. 2019-18

WHEREAS, Snohomish County Fire Protection District No. 7 Board of Commissioners regular meetings are currently held on the second and fourth Thursdays of every month with the meeting on the second Thursday starting at 3:30 PM (953 Village Court Monroe, WA 98272) and the fourth Thursday starting at 5:00 PM (rotating between the Lake Stevens Fire Conference Center and Station 31 training room).

WHEREAS, in preparation for merging with Lake Stevens Fire, the District desires to combine both monthly Commissioner meetings.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Effective October 1st, 2019, all Lake Stevens Fire and Snohomish County Fire District 7 Commissioner meetings will be held jointly on the second and fourth Thursdays of each month beginning at 5:30 PM. The meetings will be held at 163 Village Court Monroe, WA 98272 (station 31) in the training room.

ADOPTED by the Board of Fire Commissioners of Snohomish County Fire Protection District No. 7, at an open public meeting thereof this 26th day of September, 2019, of which notice was given in the manner provided by law, the following Commissioners being present and voting.

Randy Fay, Fire Commissioner

Jeff Schaub, Fire Commissioner

William Snyder, Fire Commissioner

Roy Waugh, Fire Commissioner

Leslie Jo Wells, Fire Commissioner

Randy Woolery, Fire Commissioner

ATTEST:

Jamie Silva, District Secretary

**SNOHOMISH COUNTY FIRE PROTECTION DISTRICT NO. 7
RESOLUTION NO. 2019-16**

**LAKE STEVENS FIRE
RESOLUTION NO. 2019-08**

**CONCURRENT RESOLUTION DECLARING MERGER COMPLETED,
ESTABLISHING EFFECTIVE DATE AND AUTHORIZING TRANSFER OF
PROPERTY, FUNDS, INTERESTS IN ASSESSMENTS AND LIABILITIES**

WHEREAS, Snohomish County Fire Protection District No. 7 and Lake Stevens Fire are municipal corporations of the State of Washington organized and existing under Title 52 RCW; and

WHEREAS, pursuant to RCW 52.06.030, the Snohomish County Auditor called and conducted an election in Lake Stevens Fire, in the manner provided by law, on August 6, 2019 in conjunction with the State primary election held that same date, submitting to the voters of Lake Stevens Fire, for their approval or rejection, a proposition of whether Lake Stevens Fire shall be merged into Snohomish County Fire Protection District No. 7 effective on a date to be established by concurrent resolution of both District's Boards of Commissioners; and

WHEREAS, pursuant to RCW 29A.60.190, the Districts have determined that the Snohomish County Canvassing Board certification of election results documents that a majority of the votes cast at the August 6, 2019 election approved the merger of Lake Stevens Fire into Snohomish County Fire Protection District No. 7; and

WHEREAS, the Boards of Commissioners of the Districts have determined that it is in the best interests of the Districts that the effective date of the merger be January 1, 2020; and

WHEREAS, the Boards desire to adopt concurrent resolutions pursuant to RCW 52.06.050 to effectuate the merger of Lake Stevens Fire into Snohomish County Fire Protection District No. 7, dissolve Lake Stevens Fire, and extend the boundaries of Snohomish County Fire Protection District No. 7 to include all of the area of Lake Stevens Fire;

WHEREAS, Lake Stevens Fire currently owns assets consisting of real property, personal property, fund accounts and receivables which, to the maximum extent allowable, it desires to transfer to Snohomish County Fire Protection District No. 7;

WHEREAS, Lake Stevens Fire currently has, and will incur, liabilities that will be outstanding on January 1, 2020; and

WHEREAS, RCW 52.06.080 provides for the transfer of assets and receivables upon the merger of two fire protection districts.

Resolution: NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Snohomish County Fire Protection District No. 7 and the Board of Commissioners of Lake Stevens Fire resolve as follows:

1. Pursuant to RCW 52.06.050, Lake Stevens Fire shall be merged into and become a part of Snohomish County Fire Protection District No. 7 effective January 1, 2020.
2. Lake Stevens Fire hereby transfers the title and possession of all of its tangible personal property and interests in real property to Snohomish County Fire Protection District No. 7, effective January 1, 2020;
3. Snohomish County Fire Protection District No. 7, hereby agrees to assume liability for all Lake Stevens Fire liabilities effective January 1, 2020.
4. Lake Stevens Fire hereby transfers to Snohomish County Fire Protection District No. 7, effective January 1, 2020, all of Lake Stevens Fire’s expense fund balance, reserve fund balance, investments including interest, the right to collect all uncollected regular taxes levied in prior years, and the Lake Stevens Fire 20190 regular tax levy to be collected in 2020 (collectively, the “Funds”);
5. Lake Stevens Fire requests and directs the Snohomish County Treasurer to transfer all such Funds, effective January 1, 2020;
6. The Board of Commissioners for Lake Stevens Fire authorizes and directs Chief Kevin O’Brien to sign and deliver all documents necessary to complete the transfer of the assets of Lake Stevens Fire, including certificates of title to vehicles, quit claim deeds for all parcels of real property owned by Lake Stevens Fire and any other documents necessary to effectuate the transfer of Lake Stevens Fire’s assets and liabilities to Snohomish County Fire Protection District No. 7.

Adoption: ADOPTED by the Boards of Commissioners of Snohomish County Fire Protection District No. 7 and Lake Stevens Fire at open public meetings of such Boards on the dates indicated below the following Commissioners being present and voting:

DATED _____, 2019.

DATED _____, 2019.

SNOHOMISH COUNTY FIRE PROTECTION
DISTRICT NO. 7

LAKE STEVENS FIRE

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Commissioner

By: _____
Secretary

By: _____
Secretary



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	<i>71</i>
SECTION:	<i>ADMINISTRATIVE POLICIES</i>
TITLE:	<i>FINANCIAL ASSISTANCE</i>
EFFECTIVE DATE:	<i>09/26/2019</i>
REVISION DATE(S):	

POLICY STATEMENT:

It is the policy of Snohomish County Fire District 7 that no person will be denied needed emergency service because of an inability to pay for such service.

Snohomish County Fire District 7 will provide needed emergency services without charge or at a reduced charge and without discrimination to those persons with no or inadequate means to pay for needed services.

To be eligible to receive needed emergency services without charge or at a reduced charge, the individual or family's annual income must be at or below levels established by the national poverty guidelines for this area.

Individuals who think they may be eligible for the Financial Assistance will need to complete and sign the attached Financial Assistance Application.

All Financial Assistance Applications related to Emergency Medical and Motor Vehicle Billings shall be sent to:

Snohomish County Fire District No 7
c/o Systems Design
PO Box 3510
Silverdale, WA 98383-3510

All other Financial Assistance Applications shall be sent to:

Snohomish County Fire District 7
Attention: AP/AR
163 Village Court
Monroe, WA 98272

The Medical Services Administrator will review all Emergency Medical Services and Motor Vehicle Collision Financial Assistance Applications and the Accounts Payable and Receivable Specialist will review all other applications. The Applicants will be notified of any reduction to their bill once the application has been processed.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,
SNOHOMISH COUNTY FIRE DISTRICT NO. 7 THIS 26TH DAY OF SEPTEMBER, 2019.**

Randy Fay, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Roy Waugh, Commissioner

Leslie Jo Wells, Commissioner

Randy Woolery, Commissioner



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	71
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	FINANCIAL ASSISTANCE
EFFECTIVE DATE:	09/26/2019
REVISION DATE(S):	

THIS SECTION TO BE COMPLETED BY <i>BILLING AGENCY</i>	
Patient Name:	Incident Date:
Authorized by Snohomish County Fire District No 7 Personnel:	
1)	2)
Comments	

FINANCIAL ASSISTANCE APPLICATION

Snohomish County Fire District No 7

c/o Systems Design West Billing Services
P.O. Box 3510, Silverdale, WA 98383

Phone: (360) 394-7010 or (800) 238-9398
Fax: (360) 697-1659

RESPONSIBLE PARTY		
Name:	Marital Status: [] Single [] Married [] Widowed [] Divorced	Social Security Number:
Street Address:	City, State, Zip Code	How long at this address?
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
SPOUSE/OTHER RESPONSIBLE PARTY		
Name:		Social Security Number:
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
OTHER QUALIFYING DEPENDENTS		
Number of Other Qualifying Dependents:	Name(s) & Age(s):	
MISCELLANEOUS INCOME PER MONTH		
INCOME SOURCE**	AMOUNT (Per Month)	COMMENTS
Public Assistance (Per Month)	\$	
Social Security Income (Per Month)	\$	
Unemployment Compensation (Per Month)	\$	
Worker's Compensation (Per Month)	\$	



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	71
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	FINANCIAL ASSISTANCE
EFFECTIVE DATE:	09/26/2019
REVISION DATE(S):	

Alimony / Child Support	\$	
Pension, Retirement Income	\$	
Dividends, Interest	\$	
Savings/Checking	\$	
Other Income (<i>Please Explain</i>)	\$	

OTHER PERTINENT INFORMATION

List any other information that you feel may influence a decision regarding your account:

****Note** the source of your income listed and what type of documentation you are providing. Examples of documentation you may use to support your income amounts recorded above would be: paycheck stubs, income tax return, W-2s, letter from employer, award letter from DSHS, VA or Social Security benefit determination letter, worker's compensation award notice, verification of child support through copy of decree, or actual check from supporting parent.

In completing this financial statement, I hereby affirm that the above statements are correct and complete, and I give my consent to further verification by Snohomish County Fire District No 7 or its agents.

Signature

Date



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	71
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	FINANCIAL ASSISTANCE
EFFECTIVE DATE:	09/26/2019
REVISION DATE(S):	

THIS SECTION TO BE COMPLETED BY	
District 7 Personnel	
Applicant Name:	Incident Date:
Authorized by Snohomish County Fire District No 7 Personnel:	
1)	2)
Comments	

FINANCIAL ASSISTANCE APPLICATION

Snohomish County Fire District No 7

163 Village Court
Monroe, WA 98272

Phone: (360) 794-7666 or Fax: (360) 794-0959

RESPONSIBLE PARTY		
Name:	Marital Status: [] Single [] Married [] Widowed [] Divorced	Social Security Number:
Street Address:	City, State, Zip Code	How long at this address?
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
SPOUSE/OTHER RESPONSIBLE PARTY		
Name:		Social Security Number:
Employer's Name (if employed, how long?):	Employer Address:	Business Phone No.:
Position / Title:	Monthly Income—Gross:	Monthly Income—Net:
OTHER QUALIFYING DEPENDENTS		
Number of Other Qualifying Dependents:	Name(s) & Age(s):	
MISCELLANEOUS INCOME PER MONTH		
INCOME SOURCE**	AMOUNT (Per Month)	COMMENTS
Public Assistance (Per Month)	\$	
Social Security Income (Per Month)	\$	
Unemployment Compensation (Per Month)	\$	
Worker's Compensation (Per Month)	\$	



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	71
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	FINANCIAL ASSISTANCE
EFFECTIVE DATE:	09/26/2019
REVISION DATE(S):	

Alimony / Child Support	\$	
Pension, Retirement Income	\$	
Dividends, Interest	\$	
Savings/Checking	\$	
Other Income (<i>Please Explain</i>)	\$	
OTHER PERTINENT INFORMATION		
List any other information that you feel may influence a decision regarding your account:		
<p>**Note the source of your income listed and what type of documentation you are providing. Examples of documentation you may use to support your income amounts recorded above would be: paycheck stubs, income tax return, W-2s, letter from employer, award letter from DSHS, VA or Social Security benefit determination letter, worker's compensation award notice, verification of child support through copy of decree, or actual check from supporting parent.</p>	<p>In completing this financial statement, I hereby affirm that the above statements are correct and complete, and I give my consent to further verification by Snohomish County Fire District No 7 or its agents.</p>	
	Signature	Date



SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	71
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	FINANCIAL ASSISTANCE
EFFECTIVE DATE:	09/26/2019
REVISION DATE(S):	

2019 HHS Poverty Guidelines

For 48 Contiguous States and the District of Columbia

(Source: Federal Register / Vol. 84, No. 22/ Friday, February 1, 2019 / Notices)

Family Size	100% Charity (100% of Poverty)	75% Charity (125% of Poverty)	50% Charity (150% of Poverty)	25% Charity (175% of Poverty)
1	\$12,490.00	\$15,612.50	\$18,735.00	\$21,857.50
2	\$16,910.00	\$21,137.50	\$25,365.00	\$29,592.50
3	\$21,330.00	\$26,662.50	\$31,995.00	\$37,327.50
4	\$25,750.00	\$32,187.50	\$38,625.00	\$45,062.50
5	\$30,170.00	\$37,712.50	\$45,255.00	\$52,797.50
6	\$34,590.00	\$43,237.50	\$51,885.00	\$60,532.50
7	\$39,010.00	\$48,762.50	\$58,515.00	\$68,267.50
8	\$43,430.00	\$54,287.50	\$65,145.00	\$76,002.50
Add for each add'l person	\$4,420.00	\$5,525.00	\$6,630.00	\$7,735.00

2018 HHS Poverty Guidelines

For Alaska only

(Source: Federal Register / Vol. 84, No. 22/ Friday, February 1, 2019 / Notices)

Family Size	100% Charity (100% of Poverty)	75% Charity (125% of Poverty)	50% Charity (150% of Poverty)	25% Charity (175% of Poverty)
1	\$15,600.00	\$19,500.00	\$23,400.00	\$27,300.00
2	\$21,130.00	\$26,412.50	\$31,695.00	\$36,977.50
3	\$26,660.00	\$33,325.00	\$39,990.00	\$46,655.00
4	\$32,190.00	\$40,237.50	\$48,285.00	\$56,332.50
5	\$37,720.00	\$47,150.00	\$56,580.00	\$66,010.00
6	\$43,250.00	\$54,062.50	\$64,875.00	\$75,687.50
7	\$48,780.00	\$60,975.00	\$73,170.00	\$85,365.00
8	\$54,310.00	\$67,887.50	\$81,465.00	\$95,042.50
Add for each add'l person	\$5,530.00	\$6,912.50	\$8,295.00	\$9,677.50

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 a simple majority of filled Commissioner positions.
- 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 a quorum 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 two 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 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) **Union Comment**
- (h) **Chief's Report.** The Chief, or Chief's designee, shall provide a report informing the Board of the operations of the District.
- (i) **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) **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 recordCorrespondence
 - (v) Other items designated by the Board of Fire Commissioners.

- (j) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.
- (k) **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.
- (l) **Old Business.** Unfinished business of a general nature.
- (m) **New Business.** Business that has not been previously before the Board of Fire Commissioners.
- (n) **Good of the Order.**
- (o) **Future Meetings.**
- (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) **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 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 Board of Commissioners 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 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 or preparation for 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, though, 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.

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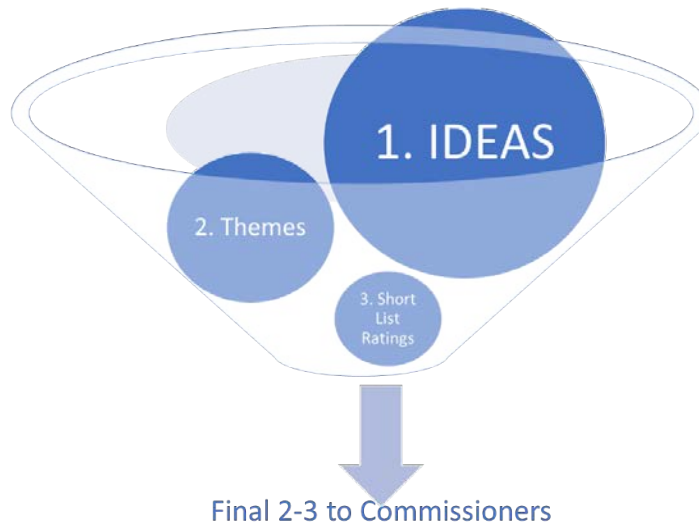
Lake Stevens Fire and Snohomish District 7 are fast approaching the official date of merger. Prior or close to the cutover in January 2020, District Leaders and team members would like to be ready to unveil a new name for the District. A new name is important as it sends a message internally as well as externally that this is truly a new District, not merely an expansion of one or the other existing District. This SOW outlines an approach that is research/data-based while also encouraging involvement and input from internal and external stakeholders. The final name should reflect “Our” District.

APPROACH

We recommend a four phased approach that migrates from a “wide net” of input through refinement to Commissioner approval of the final name.

Phase 0. CIT Working Group

It would be desirable for this process to be spearheaded/lead by the Cultural Integration Team as the process of arriving at a name can be a demonstration of how the new “We” will operate (input matters, decisions are data-based, bottom-up ownership, etc.) and the final name is a tangible artifact of organizational identity and culture. Dr. Sikora will work with the CIT to facilitate the creation of a Name Working Group and ensure the CIT and the Working Group are highly visible as the driver of the overall process. Dr. Sikora’s Involvement with the Working Group will likely include weekly touch base emails and phone calls, Working Group meeting attendance (via phone or Zoom), and support to the Working Group in communicating to the CIT, District leaders, and stakeholder groups.



Phase 1. Obtain Ideas from Internal and External Stakeholders

This first stakeholder phase emphasizes the opportunity for all interested parties to provide their thoughts on a prospective name. The goal is to assure that all possible names/ideas are accounted for early in the name process. Dr. Sikora will create a URL for a brief survey (2-3 questions) directed to all LSF and District 7 personnel. This survey will ask for ideas for names (open-ended question) and include one or two descriptive questions (current District, level in org) so we can analyze patterns of response if

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needed. A similar URL will be shared via social media channels to the general public in both Districts. In this case, descriptives might include level of familiarity with the merger along with current residence (which District) and length of residence. Again, the goal here is to cast a wide net and assure all stakeholders feel they have the opportunity to contribute to the naming process.

Phase 2. Themes and Initial Tally

All open-ended responses will be reviewed by Sikora Associates, LLC to identify prominent themes and, if appropriate, provide an initial tally of frequently mentioned names. The review by Sikora Associates assures that an experienced research/analytical lens is applied to the data and also assures stakeholders that an objective third party is providing initial feedback to the team. No names or themes will be edited in or out of the process at this point. A “Name Working Group” will be established, comprised of 10 CIT members, 3 commissioners, and 2 senior staff, to review these findings and identify the “Top 10” based on analysis as well as their sense of organizational preferences. At this point, we recommend a review of the “Top 10” with Commissioners and District Leaders as well as the CIT to obtain feedback. While we hope that broad stakeholder input will be the final decision-maker for the name, it is wise to vet possible names prior to the next step for “off-the-table” feedback; i.e., including names that already receive strong resistance from leadership may be an exercise in frustration for the CIT and stakeholders. Alternative, high ranking names, could then be substituted if needed.

Phase 3. Top Name Ratings

Internal stakeholders will be invited to rank the final set of names via another online survey. Ideally, this ranking process can occur within the context of the already planned “Cultural Assessment Survey” described in a previous SOW. However, we do not recommend forcing timelines of either activity to be artificially rushed or slowed to accommodate this process. A name survey will be short and can easily be implemented separately from the Culture Survey if needed. Dr. Sikora will work closely with the CIT, the Name Working Group, and District Leadership to coordinate the two initiatives. Again, the results of this survey will be analyzed by Dr. Sikora to assure stakeholders of an experienced and objective review of the data. The Name Working Group will review this analysis and determine the final 2 or 3 names to bring forward to District Leadership.

Phase 4. Final Decision by Commissioners

Members of the Name Working Group will present their recommendations to the Commissioners and obtain approval for one of the names. A communication plan will be developed by the Name Working Group (with the assistance of Dr. Sikora and other District resources) so the final decision and next steps in name adoption (legal review, administrative/logistical process, etc.) will be quickly shared with internal and external stakeholders.

Timeline:

Assuming the desire to announce “the name” as close to January 1, 2020 as possible, we recommend the following timeline:

Phase 0. Name Working Group Assembled – no later than October 11

Phase 1. Initial Ideas Survey – implemented no later than October 18 – closes by November 1

Phase 2. Analysis of Themes and Top Ten List Created by November 15

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Scope of Work: New District Name Selection

Phase 3. Ratings Survey implemented Nov 16-27, Analysis complete by Dec 6 Phase

4. Present to Commissioners Early January 2020

Estimated cost: \$8,500 – Includes 3-day onsite visit TBD
Travel to be billed separately

Agreement

Billing as follows:

1. 33% upon approval
2. 33% following onsite visit
3. 33% after presentation of names to Commissioners

I am truly honored to have the opportunity to work with Lake Stevens and District 7 as they continue to combine and co-create, truly, the world's best fire, rescue, and EMS organization.

The signatures below signify agreement to specific components of this Scope of Work.

Patricia B. Sikora, Ph.D.
Sikora Associates, LLC

Chief Kevin O'Brien
Lake Stevens Fire

Date

Date

Sikora Associates, LLC

Lake Stevens Fire/Snohomish District 8

Scope of Work: 2019 Merger Support – Fall/Winter 2019

Lake Stevens Fire (District 8) and Snohomish County Fire District 7 continue to move toward a merger that will blend two extremely strong districts into “the best fire, rescue, EMS organization in the world.” This Scope of Work includes efforts to directly support the CIT Team as well as provide more general support to leadership as the organizations move forward toward a January 2020 merger.

1. Commissioner Retreat

Lead a two-day retreat for the combined Commissioner team. This retreat will include an overview of Culture concepts and Culture findings from the 2018 Organizational Assessments for both Districts so Commissioners hear and learn the same information as was shared with Departmental Leaders and CIT members earlier this year. Particular emphasis will be placed on the role of leadership in creating and sustaining a desired culture. We will also discuss and clarify the role and responsibilities of Commissioners in supporting a growing/evolving District. The retreat will include team building/communication skill activities to support effective functioning over the coming months. The retreat is currently scheduled for late September 2019.

Estimated cost (includes pre-Retreat preparation/consultation and onsite time): \$3,500
(plus \$1000 estimated travel costs)

2. Ongoing CIT/Leadership Support Through Dec 2019

As the CIT and Leaders continue to build momentum toward January 2020, Dr. Sikora will be available for telephone consultation. This time could be used to support CIT leaders in running team meetings, remote participation in meetings if requested, or telephone consultation with District leaders as they observe CIT activities and want to identify best ways to support the Team or the organization(s) as a whole. Dr. Sikora will periodically reach out to CIT leaders to proactively support the team.

Estimated cost (assumes 3 months of support – October-December 2019): not to exceed \$3,000
(\$100 per hour billed as incurred – not to exceed 30 hours across 3 months)

3. Culture Check-In Survey

Prior to January 2020, the CIT and/or leaders would benefit from information regarding current merger attitudes/concerns as well as feedback regarding proposed culture initiatives (including name change). Rather than conduct a “deep-dive” qualitative assessment as has been done in previous years, we recommend an online survey of the entire organization as a more efficient mechanism for input to immediate decision-making; i.e., quantitative information can be available to provide direction for “first steps” as the organization formally comes together in January 2020. The quantitative or rating questions can also be used in future years to track attitudes as the new organization changes and matures. The online survey will include open-ended questions so personnel have the opportunity to voice concerns or share ideas not included in the rating questions. A “deep dive” culture assessment could then be scheduled for Spring, 2020 if desired. We anticipate working closely with the CIT team (or working group) to design survey items.

Cost (includes design, survey administration, analysis, report to CIT/Leadership): \$6,000
Optional onsite presentation - TBD

Sikora Associates, LLC
Lake Stevens Fire/Snohomish District 8
Scope of Work: 2019 Merger Support – Fall/Winter 2019

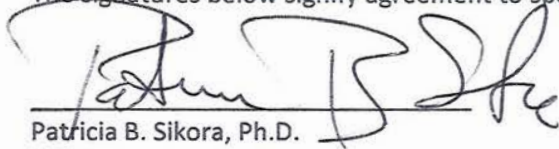
Agreement

This agreement covers all items noted above – total costs, not including travel, will not exceed \$12,500. Any changes to the above design will require a re-estimate of costs. Services will be billed as follows:

1. \$1,750 (one half of Commissioner Retreat costs) will be billed upon receipt of signed Agreement from Lake Stevens Fire
2. \$4,750 (remaining Retreat costs plus 50% of Culture Survey costs) will be billed early October, 2019
3. \$3,000 (remaining Culture Survey costs) will be billed upon delivery of report to CIT.
4. Charges for CIT Support (#2) will be billed on Oct 31, Nov 30, and Dec 30, 2019.
5. Travel costs will be billed as incurred.

I am truly honored to have the opportunity to work with Lake Stevens and District 7 as they work to combine and co-create, truly, the world’s best fire, rescue, and EMS organization.

The signatures below signify agreement to specific components of this Scope of Work.



Patricia B. Sikora, Ph.D.
Sikora Associates, LLC

9-17-19

Date

Chief Kevin O’Brien
Lake Stevens Fire

Date