



**BOARD OF FIRE COMMISSIONERS JOINT MEETING AGENDA  
LAKE STEVENS FIRE / FIRE DISTRICT 7**  
Fire District 7 Station 31 Training Room  
163 Village Court, Monroe, WA 98272

October 10, 2019

1730 hours

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

**FIRE DISTRICT 7 REGULAR BUSINESS**

**BADGE PINNING CEREMONY**

**UNION COMMENT**

IAFF

Teamsters

**FIRE CHIEF REPORT**

**CONSENT AGENDA**

- A. Approve Vouchers:
  - 1) Benefit Vouchers:
  - 2) AP Vouchers: #19-02408 - #19-02495; (\$296,900.32)
- B. Approve Payroll: October 15, 2019
- C. Approval of Minutes
  - 1) Approve Regular Board Meeting Minutes – September 26, 2019
  - 2) Approve Joint Commissioner Retreat Minutes – September 28-30, 2019
- D. Secretary's Report on Correspondence

**DISCUSSION ITEM**

- A. Policy 1-33 – Meals, Lodging & Travel

**ACTION ITEM**

- A. RESOLUTION NO. 2019-17 – Accepting Petitions to Annex
- B. Policy 60 – Department Awards Program

**COMMISSIONER COMMITTEE REPORTS**

- A. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
  - 1) TBD
- B. Finance Committee (Waugh / Wells / Snyder)
  - 1) TBD



- C. Policy Committee (Wells / Woolery / Schaub)
  - 1) TBD / Admin Bldg.
- D. Risk Management (Schaub)
  - 1) November 5, 2019 – 19:00 / Snohomish Co. FD 22
- F. Labor / Management (Waugh / Wells / Fay)
  - 1) TBD
- G. Impact Bargaining – IAFF Local 2781 (Waugh / Wells / Fay)
  - 1) Thursday, October 17, 2019 – 13:30 / Admin Bldg
- H. Impact Bargaining – Teamsters (Wells)
  - 1) TBD
- I. Shop Committee – (Snyder / Woolery / Fay)
  - 1) TBD
- J. Strategic Plan Committee – (Fay / Schaub / Wells)
- K. Capital Facilities Committee - (Schaub / Snyder / Woolery)
  - 1) Station 33
  - 2) Station 72
  - 3) Station 32
  - 4) Station 76

#### **OTHER MEETINGS ATTENDED**

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
- C. Leadership Meeting (Fay / Schaub / Wells)
  - 1) Wednesday December 4, 2019 – 09:00 / Station 31 – Training Room
- D. Sno-Isle Commissioner Meeting
  - 1) Thursday, November 7, 2019 – 19:30 – Getchell Fire
- E. **REMINDER** - Washington Fire Commissioners Conference
  - 1) October 23 – 26, 2019 / Tulalip Casino

#### **OLD BUSINESS**

#### **CALL ON COMMISSIONERS**

#### **EXECUTIVE SESSION**

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

## LAKE STEVENS FIRE REGULAR BUSINESS

### ADDITIONAL AGENDA ITEMS

#### MINUTES

Minutes 19-09-26

Minutes 19-09-28

#### FINANCIAL REPORT

Vouchers

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 2019-10 Changing Regular Meeting Schedule

#### NEW BUSINESS

##### **Discussion**

##### **Action**

Resolution 2019-11 Declaring Property Surplus

#### CHIEF'S REPORT

#### GOOD OF THE ORDER

#### EXECUTIVE SESSION

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## **JOINT MEETING BUSINESS**

**DRAFT BOARD RULES AND POLICIES**

**MEETING RULES OF ENGAGEMENT**

**MERGER MANAGEMENT PLAN**

**COMMISSIONER RETREAT REVIEW**

**FUTURE BOARD SIZE**

**CULTURAL INTEGRATION TEAM**

**NAME WORK GROUP**

**NEXT JOINT COMMISSIONER MEETING**

5:30pm Wednesday, October 30<sup>th</sup> at the Fire District 7 Station 31 Training Room

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Snohomish County Fire District #7 Claims Voucher Summary

10/04/2019

Page 1 of 3

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: 10-10-19

Signatures:

\_\_\_\_\_

\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02408	ALDERWOOD WATER DISTRICT		14.90
19-02409	ALDERWOOD WATER DISTRICT		83.81
19-02410	ALLSTREAM BUSINESS US, INC		317.86
19-02411	ALLSTREAM BUSINESS US, INC		126.06
19-02412	ARAMARK UNIFORM SERVICES		275.82
19-02413	ARI-HETRA		1,596.00
19-02414	BADGLEY'S LANDSCAPE		8,734.87
19-02415	BICKFORD MOTORS INC.		66.72
19-02416	BRAD HENNING		680.38
19-02417	BRAUN NORTHWEST INC		101.34
19-02418	CASCADE RESCUE COMPANY		1,525.23
19-02419	CENTRAL WELDING SUPPLY		527.35
19-02420	CHRISTENSEN, INC		2,532.14
19-02421	CHRISTIAN DIMONDA		74.07
19-02422	CLEARFLY COMMUNICATIONS		753.10
19-02423	CLEARVIEW HARDWARE		43.20
19-02424	COMCAST		158.63
19-02425	COMCAST		303.43
19-02426	COMCAST		158.61
19-02427	COMCAST		158.41
19-02428	COMCAST		158.43
19-02429	COMDATA NETWORK, INC		2,289.10
19-02430	COURIERWEST, LLC		2,104.00
19-02431	CRAIG CLINTON		418.50
19-02432	CRAIG FISHER		48.53
19-02433	CREWSENSE LLC		99.99
19-02434	DEPARTMENT OF LABOR & INDUSTRIES / ELEVATOR SECTION		285.40
19-02435	EMS TECHNOLOGY SOLUTIONS, LLC		2,746.00
19-02436	FASTENAL COMPANY		3.30
19-02437	FRAMEWORK MEETINGS AND DESTINATIONS		299.00
19-02438	GALLS, LLC - DBA BLUMENTHAL UNIFORM		1,328.65
19-02439	HARMSSEN & ASSOCIATES, INC		226.50
19-02440	HIGHWAY AUTO SUPPLY		7.72

<b>Page Total</b>	28,247.05
<b>Cumulative Total</b>	28,247.05

## Snohomish County Fire District #7 Claims Voucher Summary

10/04/2019

Page 2 of 3

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

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

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02441	HUGHES FIRE EQUIPMENT		787.29
19-02442	ISOUTSOURCE		9,728.52
19-02443	JEFF ZORNES		7.65
19-02444	JONKER, DAVE		32.78
19-02445	JUSTYN SHEVLIN		253.78
19-02446	KEITH B WACHALEC		819.75
19-02447	KING COUNTY FIRE TRAINING OFFICERS ASSN		850.00
19-02448	KUSSMAUL ELECTRONICS CO INC		49.41
19-02449	LIFE ASSIST INC		12,647.82
19-02450	LN CURTIS & SONS		1,719.97
19-02451	LONE MOUNTAIN COMMUNICATIONS, LLC		2,519.80
19-02452	LOWE'S		192.61
19-02453	MATT BALL		275.00
19-02454	MCDANIELS DO-IT-BEST		53.48
19-02455	MOBILE HEALTH RESOURCES		737.80
19-02456	MONROE PARTS HOUSE		5,585.17
19-02457	OFFICE DEPOT		184.55
19-02458	PURCELL TIRE & SERVICE CENTER		557.64
19-02459	RICOH USA, INC.		395.82
19-02460	SILVER LAKE WATER		47.60
19-02461	SILVER LAKE WATER		47.60
19-02462	SILVER LAKE WATER		115.85
19-02463	SILVER LAKE WATER		78.75
19-02464	SNOHOMISH COUNTY 911		67,524.34
19-02465	Snohomish County Fire District 26		3,144.58
19-02466	SNOHOMISH COUNTY FIRE DISTRICT 7		99,769.42
19-02467	SNOHOMISH COUNTY FIRE DISTRICT 7		2,007.05
19-02468	SNOHOMISH COUNTY FIRE DISTRICT 7		2,141.08
19-02469	SNOHOMISH COUNTY PUD		195.92
19-02470	SNOHOMISH COUNTY PUD		231.22
19-02471	SNOHOMISH COUNTY PUD		273.67
19-02472	SNOHOMISH COUNTY PUD		936.43
19-02473	SNOHOMISH COUNTY PUD		676.44

<b>Page Total</b>	214,588.79
<b>Cumulative Total</b>	242,835.84

# Snohomish County Fire District #7

10/04/2019

## Claims Voucher Summary

Page 3 of 3

Fund: General Fund #001

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

Signatures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02474	SPEEDWAY CHEVROLET		483.61
19-02475	STREAMLINE DIGITAL IMAGING		595.45
19-02476	TELEFLEX, LLC		1,355.00
19-02477	TOWN & COUNTRY TRACTOR INC.		41.25
19-02478	TRUE NORTH EMERGENCY EQUIPMENT INC		202.61
19-02479	UNITED PARCEL SERVICE		7.38
19-02480	US BANK		36,692.77
19-02481	US BANK VOYAGER		9,418.07
19-02482	VERIZON WIRELESS		2,338.82
19-02483	WASTE MANAGEMENT NORTHWEST		206.94
19-02484	WASTE MANAGEMENT NORTHWEST		398.23
19-02485	WASTE MANAGEMENT NORTHWEST		99.69
19-02486	WASTE MANAGEMENT NORTHWEST		142.40
19-02487	WASTE MANAGEMENT NORTHWEST		192.36
19-02488	WASTE MANAGEMENT NORTHWEST		186.60
19-02489	WASTE MANAGEMENT NORTHWEST		117.37
19-02490	WASTE MANAGEMENT NORTHWEST		240.55
19-02491	WASTE MANAGEMENT NORTHWEST		245.59
19-02492	WASTE MANAGEMENT NORTHWEST		258.60
19-02493	WASTE MANAGEMENT NORTHWEST		173.69
19-02494	WASTE MANAGEMENT NORTHWEST		117.27
19-02495	WAVE BUSINESS		550.23

**Page Total** 54,064.48  
**Cumulative Total** 296,900.32

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To: Board of Fire Commissioners  
From: Gary A. Meek, Fire Chief  
Subj: Fire Chief Report for October 10, 2019

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

1. Mitch continues to communicate with the attorney for Allied Construction to come to resolution. Recent communications have been conducted with TCA regarding a settlement proposal based on Board Direction. 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. 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 14<sup>th</sup> at 12:00.
  5. The Communications Committee continues to work with Liz Loomis.
  6. I attended the 3 day Joint Commissioner Retreat in Bellingham. Following this retreat I have requested that the Commissioners be included in the distribution of the internal department memorandums. These memos are typically distributed by email on Thursday afternoons.
  7. Chief O'Brien and I presented to the Leadership at our October 2 Meeting. Thank you to everyone who attended and participated. The next scheduled Leadership Meeting will be December 4<sup>th</sup> at Station 31.
  8. Commissioner Waugh, Chief's Meek, O'Brien and Andrews attended the Joint Fire Board Meeting with Mill Creek on October 2<sup>nd</sup>. To be discussed in the Committee section of this report.
  9. Impacting bargaining was conducted on October 3<sup>rd</sup> with the IAFF Union. This will be discussed in Joint Executive Session.
  10. Commissioner's Wells, Schaub and Waugh and Chief's Andrews, Huff, O'Brien and Meek attended the Sno-Isle Commissioner meeting at North County Fire. This will be discussed during Other Meetings attended.
  11. Chief's Meek, O'Brien and Huff attended the weekly Firefighter Recruit Evaluations at the Training Consortium. Pleased to report that all 6 recruits are doing well in the training.
  12. Staff attended the monthly County Fire Chief's meeting on October 7<sup>th</sup>.
  13. Executive Staff interviews are scheduled to begin on October 10<sup>th</sup>.
  14. We will conduct a badge pinning ceremony at the beginning of this meeting to recognize the promotion to D/O for D.J. Mattern and new employee / Public Educator Kaitlin King.
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**BOARD OF FIRE COMMISSIONERS JOINT MEETING MINUTES**  
**LAKE STEVENS FIRE / FIRE DISTRICT 7**  
Lake Stevens Fire Conference Center  
10518 – 18<sup>th</sup> Street SE, Lake Stevens, WA 98258

September 26, 2019

1700 hours

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

LSF: Chairman Elmore, Commissioner Gagnon, Vice Chair Steinruck,

Fire District 7: Commissioner Fay, Commissioner Schaub, Vice Chair Snyder, Chairman Waugh, Commissioner Wells, Commissioner Woolery.

**LAKE STEVENS FIRE REGULAR BUSINESS**

**ADDITIONAL AGENDA ITEMS**

- Entrance Conference with Auditor
- Moving the topic of Teamsters to New Business Action, rather than Discussion

**ENTRANCE CONFERENCE**

The auditors explained this audit will be a little different with the merger, with the purpose to go over the audit plan for Lake Stevens Fire.

The audit scope will include an Accountability Audit for 2017, 2018 and 2019. This will include review of the use of public resources and evaluate the district keeping with state laws and internal policies and procedures. There will also be a follow up from the last Accountability Audit. We will be reviewing accounts payable; credit card usage, travel, etc; and payroll. There will be a focus on the merger and the listing of all your assets; we will review your financial condition; as well as review meeting minutes and proper documentation.

The auditors reviewed their auditing process and requested that they be notified of any information that needs to be protected. They commented they are excited to be here and welcome any questions throughout the process.

**MINUTES**

**Minutes 19-09-05**

Motion to approve the September 5, 2019 Commissioner Meeting minutes as submitted correcting the “1952 hours” to “1852 hours” under the notes for Executive Session.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Chairman Elmore.  
Vote Passed, Commissioner Gagnon abstained as he was not present at the September 5 meeting.

**FINANCIAL REPORT**

**Investment Report**



## Vouchers

Motion to approve Expense Vouchers dated September 12, 2019 in the total amount of \$102,628.73 as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated September 12, 2019 in the total amount of \$9,384.25 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

## Payroll

Motion to approve the September 2019 Payroll in the total amount of \$655,517.59 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

## Expense Line Item Review Summary & Reports

### CORRESPONDENCE

Thank You for Service

### OLD BUSINESS

#### Discussion

#### Merger with Fire District 7

Chief O'Brien commented we are excited about our future, and under New Business Action we have our resolution for the concurrent merger. As a team we are working hard to bring everything together; and in the Joint Meeting portion this evening we will have a lot more information about the merger including an updated org chart. We have an exciting future ahead of us.

#### Fire Station 84

Chief O'Brien commented the property on 20<sup>th</sup> has been cleared, and we are working on a couple things to move forward.

Deputy Chief/Fire Marshal Messer commented we have a lot coming up, and we are currently working on completing the administrative process for moving forward. We are consolidating the 4 parcels into one boundary line consolidation; and we have yet to perform a traffic study. The City of Lake Stevens would like to know how we will affect the flow of traffic; and we will go through the RFQ process to bring in a traffic consultant. Additionally PUD will be moving power poles at the southeast end of 20<sup>th</sup> Street, and they will pay for an easement.

Chief O'Brien commented we are about done prepping the property for Station 84. Once the Commissioners have finished their tours we will have recommendations for the Board on priorities with our Capital Facilities plan.

#### Temporary Lake Stevens Fire Office

Chief O'Brien commented we looked at the cost of relocating a temporary structure across from Station 82 and it looks like it is not going to be the best use of taxpayer dollars. We are currently considering a couple offices at Station 82.



**Action**  
**Resolution 2019-08 Concurrent Merger**

Motion to adopt Resolution 2019-08 Concurrent Merger as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

**NEW BUSINESS**

**Discussion**

**Honorary Member**

Chief O'Brien commented we have an opportunity to honor a citizen as an Honorary Member of Lake Stevens Fire and we would like to nominate Gary O'Rielly. He has stepped up and helped us in many ways contributing to our mission including assisting with our interview process, assisting with the Fire Chief selection process, assisting with promotional exams; helping us get our information out there in the community with the merger and levy processes; and he even joined us for one of our firefighter graduation ceremonies. He is a great friend of Lake Stevens Fire and we would like to nominate him as our Honorary Member.

Motion to make Gary O'Rielly an Honorary Member of Lake Stevens Fire.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

**Teamsters**

This topic has been moved to New Business Action.

**Action**

**Teamsters**

Chief O'Brien commented we have received a letter from the Teamsters asking to be a part of Teamsters with Fire District 7, and we have consulted with Legal Counsel Rich Davis.

Director of Finance & Administration Leah Schoof commented the Lake Stevens Fire Admin Group is currently not represented, and as we move forward with the merge they would be requesting to be represented. This is essentially a two-part process and the first part is the formality where the Commissioners make a motion to approve and then the 2<sup>nd</sup> part would see where everyone lands and how that all works out. Once the motion is made we will notify Legal Counsel Rich Davis and he will prepare a letter to send to PERC, which will finalize the process.

Motion to recognize Teamsters Union Local 38 as the sole and exclusive bargaining representative for all full-time administrative staff and facilities maintenance staff of Lake Stevens Fire, excluding supervisory and confidential employees.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Chairman Elmore.  
Vote Unanimous.

**Resolution 2019-09 Changing Regular Meeting Schedule**

Chief O'Brien commented this resolution sets us in the direction of having Joint Commissioner Meetings for the remainder of the year. The goal is that every meeting from now on would be a Joint Commissioner Meeting.

Chairman Elmore commented he is working October 10 and will be unable to attend the next meeting.

Motion to adopt Resolution 2019-09 Changing Regular Meeting Schedule as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.



Vote Unanimous.

### **CHIEF'S REPORT**

Chief O'Brien reviewed the following highlights:

- We now have a Daytime Aid Car 24/7 as of September 16. Thank you to everyone who helped make this happen.
- We attended the first day of school for paramedics at Harborview.
- We had a great September 11 Remembrance Service at Station 81.
- We have an upcoming Lake Stevens Chamber EXPO scheduled for September 28 at Cavelero Mid High from 10am - 2pm.
- We have an upcoming Community Open House scheduled for 6pm Tuesday October 29. We want to thank the community for their support as well as recognize promotions and new hires.
- We have our upcoming Annual Banquet scheduled for November 2.
- We had a Coffee with the Chiefs on September 24. Thank you Deputy Chief/Fire Marshal Messer for attending.
- We enjoyed attending the Kiwanis and Chamber Meetings in Monroe, as well as the grange in the Bothell area with Fire District 7.

### **GOOD OF THE ORDER**

Vice Chair Steinruck thanked everyone with Lake Stevens Fire for all they do, and also thanked the members of Fire District 7.

Commissioner Gagnon thanked everyone as well.

Chairman Elmore thanked everyone for coming out for this evening's Joint Commissioner Meeting and commented he is looking forward to the Commissioner Retreat.

### **EXECUTIVE SESSION**

None

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **AGENDA CHANGES**

Additional Action Item: Award Bid for Asphalt Work

Addition of an Executive Session regarding a personnel contract under RCW 42.30.110(1)(g)

Correction to Agenda: The location of the Leadership Meeting is changed back to Station 71

### **UNION COMMENT:**

Union 2781: Union Secretary Sayah announced that the academy has begun with 6 new recruits and 1 company officer. He noted that the union held a coin toss to dovetail seniority as well as the District celebrated retiree Sjon LaSalle and his 32 years of service in fire, EMS & Army.

### **FIRE CHIEF REPORT**

As presented.

### **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

Correction that the location for the Sno-Isle meeting is at North County not Getchell.

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

Motion to approve the Consent Agenda as presented.

Motion by Woolery and 2<sup>nd</sup> by Snyder.

Vote passed 6/0.

### **DISCUSSION ITEMS:** None

### **ACTION ITEM**

Resolution 2019-18: Combining all Commissioner Meetings & Locations

Motion to approve Resolution 2019-18: Combining all Commissioner Meetings & Locations.

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

Vote passed 6/0.

Resolution 2019-16: Concurrent Resolution declaring merger completed

Motion to approve Resolution 2019-16: Concurrent Resolution declaring merger completed.

Motion by Snyder and 2<sup>nd</sup> by Woolery.

Vote passed 6/0.

Policy 71: Financial Assistance

Motion to approve Policy 71 Financial Assistance.

Motion by Woolery and 2<sup>nd</sup> by Snyder.

Vote passed 6/0.

Award Bid for Asphalt Work

Chief Meek recommended to award the Asphalt paving project at Station 31 to HB Hansen for \$233,000 where the estimate was \$310,000. There were 11 bids and the recommended bid came out much less than expected. A handout of the bid results was given at the meeting. AC Guptill noted there are several elements to the project with multiple repairs.

Motion to award the bid to HB Hansen for the asphalt paving project at Station 31 for \$233,000.

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

Vote passed 6/0.



**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

**OTHER MEETINGS ATTENDED:**

Snohomish County 911 (Waugh): None to report

Regional Coordination: None

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

Sno-Isle Commissioner Meeting: Thursday, October 3, 2019 – 19:30 / North County Fire in Stanwood.

DEM Meeting: Commissioner Fay commented on the meeting where the state posted critical routes in the event of an emergency. He noted the BC Toyce attended the recent meeting and would like to see the District in attendance for these. There was no projected next date available. Commissioner Waugh asked if there was a contact that we could send in for notification and Commissioner Fay noted he would find out.

**OLD BUSINESS:**

Commissioner Waugh reminded the District that they'd like the division heads to give a similar presentation of the prior year and future plans that was presented at last year's year-end Leadership meeting to be presented to the Board at the October 15 board meeting prior to the budget being approved in November.

Commissioner Waugh noted he went to a service today for a fire service member and wanted to remind our staff to be sure we're doing everything we can to make sure the first responders are covered for any problems they might have so that lives are not ended tragically. He recognized that we are getting better but could do more as supervisors and policy influencers.

**CALL ON COMMISSIONERS:** None

**ATTENDANCE CHECK:**

Thursday, October 10, 2019 at Station 31 Training Room 1730.

**EXECUTIVE SESSION**

To occur after the joint meeting.

**JOINT MEETING BUSINESS**

**JOINT COMMISSIONER MEETING SCHEDULE CONFLICTS**

Joint Commissioner Meeting schedule for the remainder of the year:

- Oct 30 at 5:30pm, in place of Oct 24 (Annual WFCA Conference)
- Nov 14 at 5:30pm
- Nov 25 at 5:30pm, in place of Nov 28 (Thanksgiving)
- Dec 12 at 5:30pm
- Dec 30 at 5:30pm, in place of Dec 26 (the day after Christmas)

The location for these meetings will be the Fire District 7 Station 31 Training Room in Monroe.

**DRAFT BOARD RULES AND POLICIES**



Chief O'Brien noted it is still a working document that the Commissioners will address at the upcoming retreat.

### **MERGER MANAGEMENT PLAN**

#### **Executive Team Structure (Action)**

Chief O'Brien presented a new Leadership Team Structure with two handouts out as well. He briefly explained how the Chiefs came to the new Team Structure with the ultimate goal of improving service to the people we serve. This is the opportunity right now to reorganize the team to create the best organization in the world. This plan will remain a draft where it will always be evaluated. He noted if the levy doesn't pass, changes would also need to be made and of course would need Board approval. There will be competitive interview processes for the positions listed on the Team Structure that will be evaluating the knowledge, skills and abilities for each position. All positions on this Team Structure will be open to all Battalion Chiefs and above.

Two significant changes to the Team Structure from the original org chart is: 1) Deputy Chief of Operations is now presented as a Day Staff position that directly supervises the 12 Battalion Chiefs 2) Additional Assistant Chief of Technical Services.

Chief O'Brien reviewed the leadership team structure. He also pointed out how all the positions are connected and *team* based with no more silo's. Chief Meek commented we are focused on improving service and how the citizen would see this improving service. If we are under continuous improvement, our service will improve as well. The chiefs were very deliberate with the organizational structure and want the team to work together and communicate with each other before making the big decisions.

Commissioner Waugh commented on the adding of two FTEs to our plan and asked how you measure the difference between a Battalion Chief, Deputy Chief and Assistant Chief. Chief O'Brien noted that Assistant Chiefs are team leaders, with high skills, and adaptable. They also need to be able to move within the positions. Each of them should be able to step into the Fire Chief role if needed. The Business Administrator is also a leader who communicates clearly, inspires, and bring solutions and plans to the team. This level helps push the organization forward.

Deputy Chiefs are also leaders motivated to move onto the next level and good managers of their skill. Battalion Chiefs are emerging leaders, who think about the big picture and the community, are more tactically oriented making sure incidents run smoothly, and documenting performance and are the coaches and the leaders of the Captains/Lieutenants and their shift, they make sure the message of the upper management is communicated appropriately with the boots on the ground.

Chairman Waugh asked if a current chief has their role changed, will we be able to maintain their salaries so that no one is impacted negatively with the merge. Chief O'Brien noted that the plan is not to demote people.

Commissioner Fay commented on his opinion of commissioner involvement in the District and the feeling that the lower ranks will not speak freely if Commissioners are present. He would like the Chiefs to find opportunities for the commissioners to be present that breaks down that barrier and to no longer be an intimidating presence but be more of a collaborating and building presence.

Commissioner Waugh inquired Chief O'Brien if he ever foresees a point where to blend the Battalion Chiefs in the future to put more boots on the street? Chief O'Brien commented the growth planned for Snohomish County is intense and we need to be responsive to the growth.

Brief conversation was had regarding the Deputy Chief of Operations managing 12 Battalion Chiefs and whether it was too much to manage. It was believed that while not all would be on duty at the same time that it would be manageable.



Motion to approve the Executive Team Structure as presented.  
Motion by Fay and 2<sup>nd</sup> by Gagnon.  
Vote passed 9/0.

### **New District Naming Process and Scopes of Work for Dr. Pat Sikora (Action)**

Chief O'Brien noted that the District wants to do the naming process right, analytically and deliberately and will start out with establishing a working group. Dr. Sikora has direct experience in assisting with organizational naming and put together a scope of work that incorporates a team approach to help guide a new district name. The initial idea survey casts a wide net that involves the community and the organization. Chief O'Brien briefly discussed the remaining process within the scope of work.

The Scope of Work for Dr. Pat Sikora regarding the 2019 Merger Support for Action was also noted.

Motion to approve the Scopes of Work for a New District Name Selection and a 2019 Fall/Winter Merger Support with Dr. Pat Sikora as submitted.  
Motion by Woolery and 2<sup>nd</sup> by Gagnon.  
Vote passed 9/0.

### **CULTURAL INTEGRATION TEAM**

Ryan Lundquist updated the commissioners on the work of the CIT.

### **JOINT COMMISSIONER RETREAT**

Chief O'Brien was excited for the upcoming weekend and working with Dr. Sikora. There will be team building exercises and it was asked that they bring their favorite hat. The retreat starts at noon on Saturday, September 28 and ends about noon on Monday, September 30.

### **NEXT JOINT COMMISSIONER MEETING – OCTOBER 10, 1730- AT FIRE DISTRICT 7 STATION 31 TRAINING ROOM**

### **SNOHOMISH COUNTY FIRE DISTRICT 7 EXECUTIVE SESSION**

The Fire District 7 Commissioners went into Executive Session at 1850 for five (5) minutes to discuss an employment process per RCW 42.30.110 (1)(g).

Regular session resumed at 1855 with no action as a result.

### **ADJOURNMENT**

Both Chairman Elmore and Chairman Waugh adjourned the meeting at 1855 hours.

### **Snohomish County Fire District #7**

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Jamie Silva  
Secretary of the Board





**BOARD OF FIRE COMMISSIONERS JOINT RETREAT MINUTES  
LAKE STEVENS FIRE / FIRE DISTRICT 7 SPECIAL JOINT MEETING**

Hotel Bellwether  
1 Bellwether Way, Bellingham, WA 98225

September 28-30, 2019

1300 hours

**ATTENDANCE**

Lake Stevens Fire Present: Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Director of Finance & Administration Leah Schoof, Captain Brian Kees (Sunday), and Dr. Pat Sikora.

Fire District 7 Present: Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, Chief Meek and Battalion Chief Ryan Lundquist (Sunday).

The following agenda items were discussed by the Board with no final actions taken.

**CALL TO ORDER ON SATURDAY, SEPTEMBER 28, 2019**

Vice Chair Steinruck and Chairman Waugh called the meeting to order at 1300 hours.

**Focus: Lay the Foundation – Basic Concepts / Info**

1300 hours: Intro/Kickoff to Retreat/Hats - Call Signs  
1330 hours: What is Culture?  
1430 hours: 30 Minute Break  
1500 hours: What is Culture? Finish off background info/activities  
1600 hours: Intro to Role of Leadership in Culture Creation  
1630 hours: Baseball  
1700 hours: Adjourn to Hospitality/Dinner out

**ADJOURNMENT ON SATURDAY, SEPTEMBER 28, 2019**

Vice Chair Steinruck and Chairman Waugh adjourned the meeting at 1700 hours.

**CALL TO ORDER ON SUNDAY, SEPTEMBER 29, 2019**

Chairman Elmore and Chairman Waugh called the meeting to order at 0900 hours.

**Focus: Culture Today and Tomorrow**

0900 hours: Convene/Kick-off the day/Team Activity  
0915 hours: Overview of Culture Findings from LSF and D7  
1000 hours: 15 Minute Break  
1015 hours: Fears, Challenges, Hurdles/Opportunities  
1100 hours: Today's Culture Discussion/Activity (Animals)  
1200 hours: 1 Hour Break for Lunch Onsite  
1300 hours: Convene - Team Activity  
1330 hours: A Shared Vision for the New Culture/Desired attributes  
1400 hours: The Why and More on Role of Leadership in Achieving Vision  
1500 hours: 30 Minute Break  
1530 hours: CIT Presentation/Discussion CIT  
1630 hours: Team Activity

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

1700 hours: Wrap-up  
1730 hours: Adjourn to Hospitality/Dinner out

**ADJOURNMENT ON SUNDAY, SEPTEMBER 29, 2019**

Chairman Elmore and Chairman Waugh adjourned the meeting at 1730 hours.

**CALL TO ORDER ON MONDAY, SEPTEMBER 30, 2019**

Chairman Elmore and Chairman Waugh called the meeting to order at 0900 hours.

**Focus: Moving the New “WE” Forward, Priorities for Next Steps**

0900 hours: Convene/Kick-off the day/Team Activity/Review  
0930 hours: Commissioners of the Future: Who are we? Why are we here?  
1030 hours: 15 Minute Break  
1045 hours: Moving Forward: Initial Priorities/Action Items

In summary, the Commissioners discussed the following:

- Accepting the meeting rules of engagement with some edits
- Moving forward with a seven-person Board

1200 hours: WHEW!! Great Work!!!! Adjourn for Departure

**ADJOURNMENT ON MONDAY, SEPTEMBER 30, 2019**

Chairman Elmore and Chairman Waugh adjourned the meeting at 1200 hours.

*Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary of Lake Stevens Fire.*

**Snohomish County Fire District #7**

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Jamie Silva  
Secretary of the Board



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-33
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	MEALS, LODGING, TRAVEL, AND INCIDENTALS
EFFECTIVE DATE:	6/27/02
REVISION DATE(S):	3/12/09, 8/3/17, 12/18/18, 10/24/19

### PURPOSE:

The purpose of this section is to establish a set of guidelines by which department members may travel out of the District on official business and to provide an approved method to ensure that all reasonable and necessary expenses related to travel and the operation of the District are provided.

### DEFINITIONS:

- Conference** - Examples may include, but are not limited to, a symposium, seminar, forum, or convention associated with a league, association, alliance, etc., can be interpreted to include any formal training session typically attended by an audience from a wide geographic area and organized by a regionally or nationally known entity.
- Eligible Meals** - Meals which are sufficiently related to work that the cost will be paid by the District. Eligible meals can be purchased, subject to this policy and tax regulations, on either a taxable or non-taxable basis.
- Employee** - References to "employee" can also be interpreted to include all other authorized personnel associated with the District.
- Ineligible Meals** - Meals which do not meet the IRS qualifications for a tax free meal or are not sufficiently related to work or employee convenience to justify District payment.
- Per Diem Rates** - The District uses per diem rates for meals and incidentals as established by the Office of the General Services Administration (GSA) or as hereby after amended obtained and maintained by the Washington State Office of Financial Management. The most current per diem rates can be found at the following web address: <https://www.gsa.gov/portal/content/104877> by inputting the State and City or the zip code to where you are traveling. Based on M&IE for that location you can find the breakdown per meal located here: <https://gsa.gov/portal/content/101518>. Per Diem rates include the costs of tax and gratuity.
- Reimbursement** - Can also be interpreted to mean "paid for by the District." Eligible expenses need not necessarily be reimbursements to the individual, they can be expenses paid by the District directly to the vendor.
- Special Event** - An event that is not regularly scheduled. If scheduled, it occurs no more frequently than annually.
- Tax Home** - The IRS identifies this as your regular place of business regardless of where you maintain your family home. It includes the entire city or general area in which your business or work is located.
- Travel Status** - The IRS defines this as a time when your duties require you to be away from the general area of your "tax home" substantially longer than an ordinary day's work, and you need to sleep or rest to meet the demands of your work while away from home. (In almost all cases, this means an overnight stay is involved.)
- Hotel Credit Card Pre-Authorization** - When traveling outside the District and lodging is required you can request the District do a pre-authorization for your hotel reservation. This eliminates the employees need to be reimbursed for this expense.

### POLICY STATEMENT:

This policy shall apply to all members of the Fire District.

All travel requests for intermittent and overnight travel outside the District must be approved in advance by the Fire Chief or designee.



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Reimbursement requests must be received within twenty (20) days of completion of travel. Receipts shall be required to support vouchers for reimbursement. All District credit card receipts must be submitted within seven (7) days of completion of travel.

Privately Owned Vehicles may be used whenever a District vehicle is not available, and/or when the time the official or employee will be absent exceeds two or more days, or when it is otherwise impractical to do so. Drivers must have a valid operator's license and the car must be insured to the state's minimum liability standards.

Employees choosing to drive a personal vehicle when a district vehicle is available, while traveling for training, are covered by worker's compensation for bodily injury to the employee. Injuries to other persons or damage to employees and/or other vehicles are treated for insurance purposes with the employee's insurance as primary coverage.

Budgeted monies for reimbursement must be available and authorized. All persons are to exercise **good** judgment to avoid unnecessary District expense.

Applications for Travel / Leave must indicate:

1. Purpose of travel – Include conference / training seminar flyer, including dates and meals that are included
2. Destination – Where the training / conference will occur
3. Departure and return dates – Per Diem is allowable only on those dates you are traveling for district purposes.
4. Transportation methods being used (airline, bus, rental car, etc.)
5. Other costs associated with the travel

Travel expenses other than per diem, to the extent possible, will be paid for using the District credit card. Receipts for the credit card must be submitted to the District within seven (7) days of completion of the travel. The District does not provide advances for travelers. A statement of expenses shall be completed and submitted for each trip for which reimbursement is being requested. Per Diem expenses shall be submitted using a travel reimbursement form.

The following travel expenses shall be reimbursable:

- 1) Mileage: Employees required to use his/her own vehicle for department business shall be compensated at the current rate established by the Federal government for use of Privately Owned Vehicles (POV) for business purposes. The current rate defined as the rate in effect for the period of the travel. All requests for reimbursement of mileage must be on the District approved travel reimbursement form, and must include starting point and ending point and be signed by the Program Manager whose budget the travel expense is coming from.
  - a) Employees traveling out of District on a temporary assignment, training, or other approved business should first inquire as to the availability of a District owned vehicle. No mileage reimbursement will be approved when a District vehicle is used for travel.
  - b) Mileage reimbursement for commuting to and from the employee's residence and the employee's duty location in the District is not allowed. Employees may be reimbursed for mileage within the District when such use is to further District business and/or when that business occurs outside of the employee's regular working hours.
  - c) Mileage reimbursement for travel outside the District is allowed only when an approved authorization has been prepared, or with the approval of the Program Manager.
  - d) For assignments outside of the District, mileage reimbursement may be approved from district headquarters to the out of District assignment, or from the employee's residence (when traveling directly from the employee's residence) to the out of District location, whichever is less.

Deleted: or is available for travel

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## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

POLICY NUMBER:	1-33
SECTION:	ADMINISTRATIVE POLICIES
TITLE:	MEALS, LODGING, TRAVEL, AND INCIDENTALS
EFFECTIVE DATE:	6/27/02
REVISION DATE(S):	3/12/09, 8/3/17, 12/18/18, 10/24/19

- e) When two or more employees are traveling together, only the owner of the vehicle being driven shall be eligible for mileage reimbursement.
- 2) Meals: District employees in travel status, traveling under an approved travel authorization, or with permission of the Program Manager, are entitled to reimbursement for meals at the current rate established by the U.S. General Services Administration for employee traveling on official business. Under no circumstances may an employee seek reimbursement for the same meals using both per diem and the District's credit card.
- a) Employees shall not be reimbursed for meals where the cost of a meal is included in the registration fee. If a meal is included in the training the amount of that meal will be deducted from the amount allowable for that day per the GSA meals and expenses breakdown located here: <https://gsa.gov/portal/content/101518>. When a conference, hotel, etc. provides a Continental breakfast, the employee is still eligible for per diem for that meal.
- b) GSA rules regarding the reimbursement percentage allowable for per diem during the days of travel to and from the conference, training seminar, etc. shall apply. This is currently set at 75% of the per diem rate.
- c) Payment for table service, commonly referred to as a tip, is reimbursable as a necessary and reasonable expense, but not in addition to daily per diem rates. Table service expense shall not exceed 20% of the total cost of the meal.
- 3) Lodging: District employees traveling under an approved travel authorization, or with permission of the Program Manager, are entitled to reimbursement for lodging based on the actual cost, not to exceed the current rate established by the U.S. General Services Administration for employees traveling on official business. The current available rate can be located by entering the City and State or zip code to which travel occurs at this URL: <https://www.gsa.gov/portal/content/104877>.
- a) Individual reimbursement requests are required for each individual seeking reimbursement from the District.
- b) When two or more employees share a room, the receipt shall show the room registered to all occupants. Each occupant shall obtain his/her own receipt of room charges. Except as noted below, the reimbursements submitted for the room shall not exceed the U.S. General Services Administration approved schedule.
- c) Employees will not be reimbursed for lodging expenses when the cost of lodging is included in the registration fee.
- d) Lodging fees may exceed the U.S. General Services Administration approved schedule when attending conferences and seminars, and the lodging is reserved in the hotel(s) associated with the conference or seminar or with prior supervisory approval.
- e) Employees traveling for special assignments, where lodging expenses are dictated by a special rate schedule, will be reimbursed according to the schedule rate and not the U.S. General Services Administration schedule.
- 4) Transportation charges other than privately owned vehicles: Transportation charges are reimbursable expenses when authorized on an approved travel authorization. The District's credit card shall be used when possible to procure transportation services.
- a) Reimbursement for airplane, train, or bus travel will be coach, tourist, or equivalent rate.



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

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- b) Car rentals must be approved by the Fire Chief or designee before rental occurs. ~~Mid-size rates, or equivalent, are the highest rates approved for reimbursement. Exceptions may be made for large groups. Car rentals shall not be provided where free transportation is provided between the airport and lodging, and the training facility and lodging.~~
  - c) Tickets for transportation costs may be charged to the District through any local travel agency, or other approved transportation agency.
  - d) The District will pay for one checked bag for every week of travel per person unless more is authorized by the Fire Chief or designee. An exception is granted for district-sponsored travel with bunker gear, special operations gear, Honor Guard equipment, and Pipes & Drums gear.
- 5) Miscellaneous travel expenses: The following are examples of possible transportation expenses that, if essential to the transaction of District business, may be reimbursable. Miscellaneous fees exceeding fifteen dollars (\$15.00) must have a receipt in order to be reimbursed. However, a detailed description must be provided for any reimbursement not documented with a receipt and an explanation of why no receipt was available (the list is not all inclusive).
- a) Transportation fares (i.e. taxis, shuttles, buses, rideshare, etc.)
  - b) Parking fees
  - c) Ferry and/or bridge tolls
- 6) The following are not considered essential to the transaction of District business and, therefore, are not reimbursable (the list is not all inclusive).
- a) Laundry or valet services
  - b) Movie, radio, or television rental costs
  - c) Tips and gratuities other than meals and transportation
  - d) Trip, personal, or medical insurance to provide coverage for the period of travel (except where required by law)
  - e) Alcoholic beverages, snacks, tobacco
  - f) Memberships
  - g) Mileage for non-official functions
  - h) Expenses incurred by persons who are not District employees covered by an approved travel authorization
  - i) Additional travel costs incurred when an indirect route is taken for personal reasons
  - j) Fines, penalties, and/or forfeitures

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Employees will be reimbursed \$5.00 per day for incidentals regardless of it being a travel day or full day.

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## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

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7) Other miscellaneous reimbursements: Reimbursements for meals and/ or light snacks may be made when not in travel status provided the Fire Chief or his/her designee approves the reimbursement in advance and provided there is sufficient budgetary capacity for the reimbursement under the following circumstances:

- a.) Meals in connection with authorized attendance at meetings, conferences, or conventions
- b.) Meals for employees engaged in authorized emergency repair or operations
  - bb) Single emergency response events occurring during regular meal times, exceeding three hours where providing food and beverages to employees is necessary for employee health and safety.
- c.) One-time meal expenses for persons serving on a non-paid ad-hoc board or committee, such as employee selection or consultant selection committees, and for an approved volunteer recognition function.
- d.) Meals, coffee, and light refreshments served to elected and appointed officials and employees at a meeting where the purpose of the meeting is to conduct official district business.
  - dd) Board meetings, retreats, training events, staff meetings scheduled to occur during regular meal times that are expected to run more than three hours.

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Personal leave (vacation) may be taken before and after travel outside the District. Personal leave may not be taken during the time period authorized as travel period.

If an employee becomes ill when in travel status, they shall contact their supervisor or make notification through the chain of command as soon as possible.

Deleted: Fire Chief or his /her designee

The Fire Chief, or his/her designees, has the final authority for determining who will travel outside the District.

ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,  
SNOHOMISH COUNTY FIRE DISTRICT #7 THIS 24<sup>th</sup> DAY OF OCTOBER, 2019.

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

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

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

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

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

\_\_\_\_\_  
Randy Woolery, Commissioner

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

**RESOLUTION NO. 2019-17**

**A RESOLUTION** of the Board of Fire Commissioners (the "Board") of Snohomish County Fire Protection District No. 7 (the "District"), regarding accepting petitions for annexation of unincorporated area into the District.

**WHEREAS**, the District has received petitions (the "Annexation Petitions") signed by 100% of the owners of the area which has the legal descriptions attached hereto as Exhibit "A" and that includes properties having the tax parcel numbers attached hereto as Exhibit "B" (the "Territory");

**WHEREAS**, the Territory is an unincorporated area adjacent to the District, but not within the boundaries of any fire protection district, city or town;

**WHEREAS**, the Annexation Petition appears to be in compliance with RCW 52.04.031.

**NOW, THEREFORE:**

1. The District hereby accepts the Annexation Petitions.
2. Staff is directed to fix a date for a public hearing on this annexation and to publish notice of the hearing as required by RCW 52.04.041.

**ADOPTED** by the Board of Fire Commissioners of Snohomish County Fire Protection District No. 7, at an open public meeting thereof this 10 day of October, 2019 of which notice was given in the manner provided by law, the following Commissioners being present and voting.

By: \_\_\_\_\_  
RANDY FAY  
Fire Commissioner

By: \_\_\_\_\_  
LESLIE JO WELLS  
Fire Commissioner

By: \_\_\_\_\_  
WILLIAM SNYDER  
Fire Commissioner

By: \_\_\_\_\_  
ROY WAUGH  
Fire Commissioner

By: \_\_\_\_\_  
JEFF SCHAUB  
Fire Commissioner

By: \_\_\_\_\_  
RANDY WOOLERY  
Fire Commissioner

ATTEST:

\_\_\_\_\_  
JAMIE SILVA  
District Secretary



## EXHIBIT "A"

### **Territory 1**

Those portions of the West half of the Southeast quarter of Section 28, Township 27 North, Range 7 East, W.M. described as follows:

Beginning at the Southwest corner of the Southeast quarter of Section 28, Township 27 North, Range 7 East, W.M.;

Thence North, along the West line thereof, to the Northwest corner of said Southeast quarter of Section 28;

Thence East, along the North line of said Northwest quarter of the Southeast quarter, to the Northwesterly right-of-way line of County Road as conveyed to Snohomish County by deed recorded under Auditor's File No. 200601100670, records of Snohomish County, Washington;

Thence Southwesterly, along said right-of-way line, to the South line of the North half of the Northwest quarter of the Southeast quarter of said Section 28;

Thence East, along the South line of said North half, to the Southeast corner thereof;

Thence South, along the East line of the West half of the Southeast quarter of said Section 28, to the Southeast corner of said West half;

Thence West, along the South line thereof, to the Point of Beginning.

### **Territory 2**

That portion of the Northeast quarter of the Southwest quarter of Section 28, Township 27 North, Range 7 East, W.M. described as follows:

Beginning at the intersection of the West line of the West half of the East half of the Northeast quarter of the Southwest quarter of Section 28, Township 27 North, Range 7 East, W.M. with the centerline of United States of America, Department of Interior, Access Road as acquired by instrument recorded under Auditor's File No. 1282635;

Thence South  $00^{\circ}08'46''$  West 820.78 feet to the North line of High Rock County Road Survey No. 533;

Thence Southeasterly, along North line of said County Road, to the East line of the West half of the East half of the Northeast quarter of the Southwest quarter of said Section 28;

Thence North  $00^{\circ}06'23''$  East, along said East line, 861.31 feet to intersect said Department of Interior Access Road;

Thence, along said centerline, North  $63^{\circ}13'14''$  West 162.24 feet; South  $82^{\circ}31'46''$  West 140.99 feet; South  $50^{\circ}38'46''$  West 60.28 feet to the Point of Beginning.

### **Territory 3**

That portion of the Northwest quarter of the Southeast quarter of Section 18, Township 27 North, Range 7 East, W.M. described as follows:

Beginning at the Southwest corner of the South half of the South half of the North half of the Northwest quarter of the Southeast quarter of Section 18, Township 27 North, Range 7 East, W.M.

Thence East, along the South line of said South half to the Southeast corner thereof;

Thence North, along the East line of said South half to the Northeast corner of said South half of the South half;

Thence West, along the North line of said South half of the South half, to the Northwest corner

thereof;

Thence South, along the West line of said South half of the South half, to the Point of Beginning.

#### **Territory 4**

That portion of the Northwest quarter of the Southeast quarter of Section 18, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Northwest corner of the South half of the Northwest quarter of the Southeast quarter;

Thence South  $00^{\circ}51'17''$  East, along the West line of said South half, a distance of 333.68 feet;

Thence North  $87^{\circ}06'13''$  East a distance of 650.60 feet to the Northwest corner of Lot 8 of Record of Survey filed under Auditor's File No. 7706270144, records of Snohomish County, Washington, and the True Point of Beginning;

Thence continue North  $87^{\circ}06'13''$  East a distance of 645.70 feet to the Northeast corner of said Lot 8;

Thence South  $00^{\circ}51'17''$  East a distance of 338.94 feet to the Southeast corner of said Lot 8;

Thence South  $87^{\circ}20'08''$  West a distance of 645.61 feet to the Southwest corner of said Lot 8;

Thence North  $00^{\circ}51'17''$  West, along the West line of said Lot 8, a distance of 336.32 feet to the True Point of Beginning.

#### **Territory 5**

That portion of the Southeast quarter of Section 19, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Southeast corner of said Section 19;

Thence South  $89^{\circ}54'54''$  West, along the South line thereof, a distance of 640.92 feet to the Southeast corner of Lot 18 of Record of Survey recorded under Auditor's File No. 7707080326, records of Snohomish County, Washington and the True Point of Beginning;

Thence continue South  $89^{\circ}54'54''$  West, along the South line of said Lot 18, a distance of 679.94 feet to the Southwest corner thereof;

Thence North  $03^{\circ}05'52''$  East, along the West line of said Lot 18, a distance of 315.34 feet to the Northwest corner thereof;

Thence East, along the North line thereof, a distance of 690.36 feet to the Northeast corner thereof;

Thence South  $05^{\circ}00'00''$  West, along the East line thereof, a distance of 315.07 feet to the True Point of Beginning.

#### **Territory 6**

That portion of the Southeast quarter of Section 19, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Southeast corner of said Section 19;

Thence North  $03^{\circ}57'18''$  East, along the East line thereof, a distance of 1345.51 feet;

Thence North  $90^{\circ}00'00''$  West a distance of 884.18 feet to the Southeast corner of Lot 23 of Record of Survey recorded under Auditor's File No. 7707080326, records of Snohomish County, Washington and the True Point of Beginning;

Thence continue North  $90^{\circ}00'00''$  West, along the South line of said Lot 18, a distance of 816.25

feet to the Southwest corner thereof;  
Thence North 27°02'55" East, along the West line thereof, a distance of 17.68 feet;  
Thence North 08°15'35" East, along said West line, a distance of 280.17 feet to the Northwest corner thereof;  
Thence South 80°37'33" East, along the North line thereof, a distance of 274.22 feet to a point of curvature to the left having a radius of 130.00 feet;  
Thence Easterly, along said curve, an arc distance of 97.37 feet and consuming a central angle of 42°54'45";  
Thence North 90°00'00" East, along the North line of said Lot 18, a distance of 456.54 feet to the Northeast corner thereof;  
Thence South 11°00'00" West, along the East line thereof, a distance of 263.27 feet to the True Point of Beginning.

#### **Territory 7**

That portion of the Northeast quarter of Section 19, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Northwest corner of the East half of said Section 19;  
Thence South 02°18'54" West, along the West line thereof, a distance of 1280.89 feet to the Northwest corner of Lot 41 of Record of Survey recorded under Auditor's File No. 7707080326, records of Snohomish County, Washington and the True Point of Beginning;  
Thence North 90°00'00" East, along the North line of said Lot 41, a distance of 525.61 feet to the Northeast corner thereof;  
Thence South 00°00'00" East, along the East line thereof, a distance of 341.50 feet to a point on the North line of Lot 40 of said survey;  
Thence South 64°30'00" East, along the North line of said Lot 40, a distance of 409.83 feet to the Northeast corner thereof;  
Thence South 11°33'13" West, along the East line thereof, a distance of 272.50 feet to the Southeast corner thereof;  
Thence North 90°00'00" West, along the South line of said Lot 40, a distance of 872.66 feet to the Southwest corner thereof;  
Thence North 02°18'54" East, along the West lines of said Lots 40 and 41, a distance of 785.56 feet to the True Point of Beginning.

#### **Territory 8**

That portion of the Northwest quarter of Section 29, Township 27 North, Range 7 East, W.M. described as follows:

Beginning at the Southwest corner of the West half of the Southeast quarter of the Northwest quarter of Section 29, Township 27 North, Range 7 East, W.M.;  
Thence East, along the South line of said West half, to the Southeast corner thereof;  
Thence North, along the East line of said West half, to the South right-of-way line of Lake Fontal Drive;  
Thence Westerly, along said South right-of-way line, to the West line of said West half;  
Thence South, along said West line, to the Point of Beginning.

**Territory 9**

That portion of the Northwest quarter of Section 32, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Northwest corner of said Section 32, Township 27 North, Range 7 East, W.M.;

Thence North  $88^{\circ}58'58''$  East, along the North line thereof, a distance of 665.05 feet to the Northwest corner of Lot 22 of Record of Survey recorded under Auditor's File No. 9104045004, records of Snohomish County, Washington and the True Point of Beginning;

Thence continue North  $88^{\circ}58'58''$  East, along said North line, a distance of 665.05 feet to the Northeast corner of said Lot 22;

Thence South  $00^{\circ}10'36''$  West, along the East line of said Lot 22, a distance of 1307.30 feet to the Southeast corner thereof;

Thence South  $89^{\circ}03'04''$  West, along the South line thereof, a distance of 667.04 feet to the Southwest corner thereof;

Thence North  $00^{\circ}15'53''$  East, along the West line thereof, a distance of 1306.55 feet to the True Point of Beginning.

**Territory 10**

That portion of the Northeast quarter of Section 32, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Northeast corner of the South half of the Northeast quarter of Section 32, Township 27 North, Range 7 East, W.M.;

Thence South  $88^{\circ}30'09''$  West, along the North line of said South half, a distance of 930.04 feet to the Northeast corner of Lot 4, Second Addition to Mountain View Park, according to the Plat thereof recorded under Auditor's File No. 7804110271, records of Snohomish County, Washington and the True Point of Beginning;

Thence South  $26^{\circ}21'49''$  West, along the East line thereof, a distance of 439.35 feet to the Southeast corner thereof;

Thence North  $72^{\circ}14'08''$  West, along the South line thereof, a distance of 50.0 feet to a point of curvature to the right having a radius of 270.0 feet;

Thence Northwesterly, along said curve, an arc distance of 104.93 feet and consuming a central angle  $22^{\circ}16'01''$  to the Southwest corner of said Lot 4;

Thence North  $30^{\circ}37'51''$  East, along the West line of said Lot 4, a distance of 460.40 feet to the Northwest corner thereof;

Thence North  $88^{\circ}30'09''$  East, along said North line, a distance of 135.0 feet to the True Point of Beginning.

**Territory 11**

That portion of the Northeast quarter of Section 32, Township 27 North, Range 7 East, W.M. described as follows:

Commencing at the Northeast corner of the South half of the Northeast quarter of Section 32, Township 27 North, Range 7 East, W.M.;

Thence South  $88^{\circ}30'09''$  West, along the North line of said South half, a distance of 1905.04 feet;

Thence South  $01^{\circ}29'51''$  East a distance of 127.99 feet;  
Thence North  $86^{\circ}32'42''$  West a distance of 31.23 feet;  
Thence South  $03^{\circ}27'18''$  West a distance of 60.00 feet to a point on the North line of Lot 8,  
Second Addition to Mountain View Park, according to the Plat thereof recorded under Auditor's  
File No. 7804110271, records of Snohomish County, Washington and the True Point of  
Beginning;  
Thence South  $86^{\circ}32'42''$  East, along the North line of said Lot 8, a distance of 127.41 feet to the  
Northeast corner thereof;  
Thence South  $18^{\circ}02'04''$  East, along the East line of said Lot 8, a distance of 180.64 feet to the  
Southeast corner thereof;  
Thence South  $58^{\circ}54'58''$  West, along the South line of said Lot 8, a distance of 255.70 feet to the  
Southwest corner thereof;  
Thence North  $13^{\circ}03'04''$  West, along the West line of said Lot 8, a distance of 216.69 feet to a  
point of curvature to the right having a radius of 82.00 feet;  
Thence Northeasterly, along said curve, an arc distance of 152.43 feet and consuming a central  
angle of  $106^{\circ}30'22''$  to the True Point of Beginning.

**EXHIBIT "B"**

**Territory 1**

27072800400300  
27072800400400  
27072800400500  
27072800400600  
27072800401000

**Territory 2**

27072800300200  
27072800300201

**Territory 3**

27071800400200

**Territory 4**

27071800402700

**Territory 5**

27071900402200

**Territory 6**

27071900400300

**Territory 7**

27071900100700  
27071900100800  
27071900102600

**Territory 8**

27072900201100  
27072900201101

**Territory 9**

27073200200300

**Territory 10**

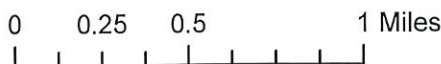
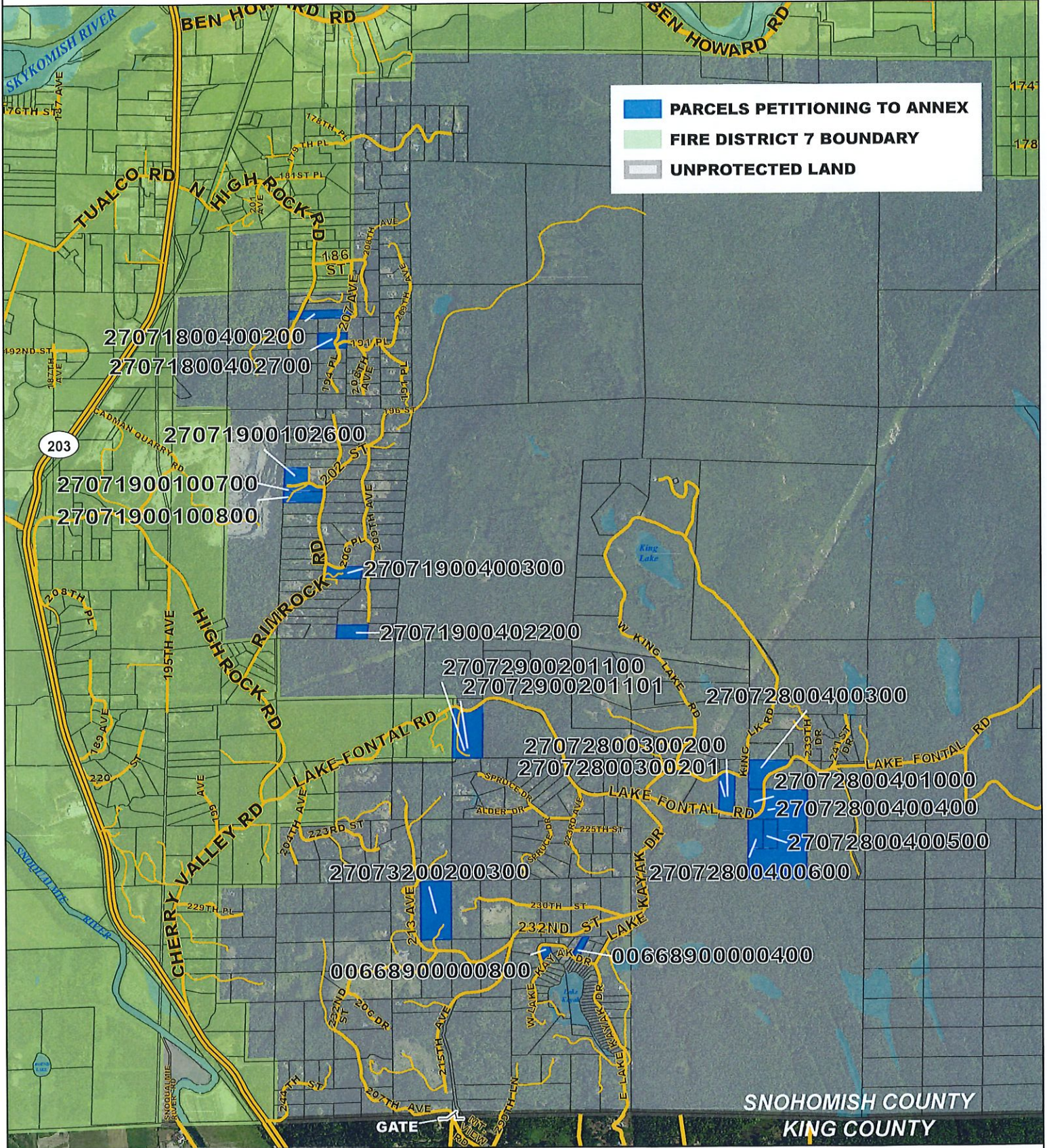
00668900000400

**Territory 11**

00668900000800

# PARCELS PETITIONING TO ANNEX INTO SCFPD7

Parcel Numbers: 27071800400200, 27071800402700, 27071900102600, 27071900100700, 27071900100800, 27071900400300, 27071900402200, 27072900201100, 27072900201101, 27073200200300, 0668900000400, 0668900000800, 27072800400300, 27072800300200, 27072800300201, 27072800400400, 27072800400500, 27072800400600, 27072800401000



© Copyright 2019 Snohomish County Fire District 7. This map and data are provided for reference purposes only. Accuracy of data contained within is not guaranteed. Created by E. Sexton 8/1/2019

**PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7**

We, the undersigned, hereby petition the Snohomish County Fire Protection District No. 7 to annex the property described below which does not currently have any fire protection.

Legal Description: (perimeter boundary of the property) (Also include map of the annexation area showing its relationship to the District.)

(ASSUMPTION OF INDEBTEDNESS) Statement as to whether or not the petitioner will be subject to current bonded indebtedness.

**WARNING**

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Date	Property Owner (print)	Address	Signature	Parcel Number
3/11/2019	Mike and Kathy MALAN	23611 Lake Frontal Rd Monroe WA, 98272	Michael & Malan Kathy Malan	27072800400300



PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7

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Date	Property Owner (print)	Address	Signature	Parcel Number
9/30/19	Phyllis Maslin	23518 LE Kenton Rd	<i>Phyllis Maslin</i>	27072800400400
9/30/19	Wayne Maslin	Monroe, WA 98272	<i>Wayne Maslin</i>	27072800400500 27072800401000

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Date	Property Owner (print)	Address	Signature	Parcel Number
	Judith Anderson	23512 LK Fortal Rd	Judith Anderson	27072800400600
	Richard Anderson	Monroe WA 98272	[Signature]	27072800400600

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Date	Property Owner (print)	Address	Signature	Parcel Number
3/21/19	Judy A. Backman	23325 LK. FONTAINE Rd MONROE WA 98272	Judy A. Backman	2707 2800 300 200
3/21/19	Judy A. Backman	23325 LK. FONTAINE Rd. Monroe, wa 98272	Judy A. Backman	2707 2800 300 201

## PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7

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Date	Property Owner (print)	Address	Signature	Parcel Number
8/21/19	Trisha Somnitz	<del>18999 rd</del> 18999 High Rock Rd Monroe, WA 98272	Trisha Somnitz	2707180040000
	home address	PO Box 963 Fall City WA 98024		

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Date	Property Owner (print)	Address	Signature	Parcel Number
7/17/19	DONALD S. BERKOWITZ	191ST PL SE 20626 MONROE, WA 98272	<i>[Handwritten Signature]</i>	27071800402700
				DON - BERKOWITZ@HOTMAIL.COM

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Date	Property Owner (print)	Address	Signature	Parcel Number
		21118 209 <sup>th</sup> Ave SE		27071900402200
4/7/19	Heidi L. Picken Bahrey	"	Heidi Picken Bahrey	"
4/7/19	Ryan Bahrey	21118 209 <sup>th</sup> Ave SE	Ryan Bahrey	27071900402200

PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7

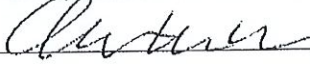
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Date	Property Owner (print)	Address	Signature	Parcel Number
2/23/19	Christopher Hays	20719 Rimrock Road		27071900400300

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Date	Property Owner (print)	Address	Signature	Parcel Number
3/4/19	ROBERT & DONNA LITTLE	MONROE 98272 20319-202ND ST SE	<i>[Signature]</i>	27071900102600
3/4/19	DONNA LITTLE	20319-202ND ST SE MONROE 98272	<i>[Signature]</i>	27071900102600



**PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7**

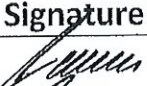
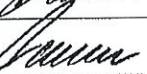
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Date	Property Owner (print)	Address	Signature	Parcel Number
2/3/19	CAMERON MCCOLL	20328 202ND ST SE		27071900100800
2/3/19	CAMERON MCCOLL	20328 202ND ST SE		27071900100700

**PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7**

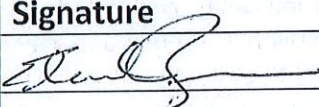
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Date	Property Owner (print)	Address <sup>MAIL</sup>	Signature	Parcel Number
2/3/19	EDUARDO RIVERA	PO BOX 1162, MONROE, WA 98272 21612 LK FOUNTAIN RD MONROE WA 98272		27072900201100 27072900201101

**PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7**

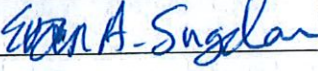
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Date	Property Owner (print)	Address	Signature	Parcel Number
2019 03-18	EVAN A. SUGDEN	21323 232 <sup>nd</sup> St. SE Monroe, WA 98272		<del>322707-2-003-001</del> 27073200200300

**PETITION FOR ANNEXATION INTO SNOHOMISH COUNTY FIRE DISTRICT 7**

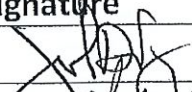
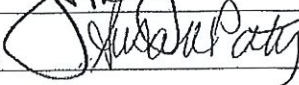
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Date	Property Owner (print)	Address	Signature	Parcel Number
2/11/19	JOHN PATZ	22309 W		00668900000400
	Susan Patz	LK KAYAK DR		006690000400

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Date	Property Owner (print)	Address	Signature	Parcel Number
5-6-19	Stephen Gregory Brannan	23225 W LK KAYAK DR	<i>Stephen Brannan</i>	00668900000800



## SNOHOMISH COUNTY FIRE DISTRICT NO. 7 POLICY

<b>POLICY NUMBER:</b>	<b>1-60</b>
<b>SECTION:</b>	<b>ADMINISTRATIVE POLICIES</b>
<b>TITLE:</b>	<b>DEPARTMENT AWARDS PROGRAM</b>
<b>EFFECTIVE DATE:</b>	<b>2/12/09</b>
<b>REVISION DATE(S):</b>	<b>2/6/18, 2/12/19 10/11/19</b>

### **POLICY STATEMENT:**

It shall be the policy of the District to establish an awards program which will highlight certain achievements attained by members of Snohomish County Fire District 7. The awards program may be held at the District's annual banquet event.

These achievements will be in increments of five (5) years of service by an employee (refer to service award value below), promotions in rank, retirement of an employee, both in time of service and medical disability, and any other action by an employee that would be deemed appropriate by the Fire Chief to receive an award.

The award may consist of a certificate, plaque, badge, helmet, or any other object of recognition that would be appropriate for the achievement.

Once an employee is notified of an award, the employee may be presented the award at a meeting of the Board of Fire Commissioners public meeting or an awards ceremony. Other employees, family, and guests may be invited to view the presentation of the award by the Fire Chief of the District.

### **Service Awards:**

5 years - Award not to exceed \$50  
10 years – Award not to exceed \$100  
15 years – Award not to exceed \$150  
20 years – Award not to exceed \$200  
25 years – Award not to exceed \$250  
30 years – Award not to exceed \$300  
35 years – Award not to exceed \$350  
40 years – Award not to exceed \$400  
45 years – Award not to exceed \$450

**ADOPTED AND REVISED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS,  
SNOHOMISH COUNTY FIRE DISTRICT 7 THIS 10<sup>th</sup> DAY OF OCTOBER, 2019.**

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

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

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

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

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

\_\_\_\_\_  
Randy Woolery, Commissioner



**BOARD OF FIRE COMMISSIONERS JOINT MEETING MINUTES  
LAKE STEVENS FIRE / FIRE DISTRICT 7**  
Lake Stevens Fire Conference Center  
10518 – 18<sup>th</sup> Street SE, Lake Stevens, WA 98258

September 26, 2019

1700 hours

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

Present for LSF: Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, State Auditors Vincent Shiel & Amanda Robinson, various members of the District, & Communications Director/District Secretary Laana Larson.

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

**LAKE STEVENS FIRE REGULAR BUSINESS**

**ADDITIONAL AGENDA ITEMS**

- Entrance Conference with Auditor
- Moving the topic of Teamsters to New Business Action, rather than Discussion

**ENTRANCE CONFERENCE**

The auditors explained this audit will be a little different with the merger, with the purpose to go over the audit plan for Lake Stevens Fire.

The audit scope will include an Accountability Audit for January 1, 2017 through December 31, 2019. This will include review of the use of public resources and evaluate the district keeping with state laws and internal policies and procedures. There will also be a follow up from the last Accountability Audit. They will be reviewing accounts payable; credit card usage, travel, etc; and payroll. There will be a focus on the merger and the listing of all Lake Stevens Fire assets. They will review the financial condition; as well as review meeting minutes and proper documentation.

This audit will also include a Financial Statement Audit for January 1, 2018 through December 31, 2018. They will provide an opinion on whether financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework.

The auditors reviewed their levels of reporting including findings, management letters, and exit items; and requested that they be notified of any information that needs to be protected. They commented they are excited to be here and welcome any questions throughout the process.



## **MINUTES**

### **Minutes 19-09-05**

Motion to approve the September 5, 2019 Commissioner Meeting minutes as submitted correcting the “1952 hours” to “1852 hours” under the notes for Executive Session.

Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Chairman Elmore.

Vote Passed, Commissioner Gagnon abstained as he was not present at the September 5 meeting.

## **FINANCIAL REPORT**

### **Investment Report**

#### **Vouchers**

Motion to approve Expense Vouchers dated September 12, 2019 in the total amount of \$102,628.73 as submitted.

Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Gagnon.

Vote Unanimous.

Motion to approve Capital Replacement Voucher dated September 12, 2019 in the total amount of \$9,384.25 as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.

Vote Unanimous.

#### **Payroll**

Motion to approve the September 2019 Payroll in the total amount of \$655,517.59 as submitted.

Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.

Vote Unanimous.

## **Expense Line Item Review Summary & Reports**

## **CORRESPONDENCE**

Thank You for Service

## **OLD BUSINESS**

### **Discussion**

#### **Merger with Fire District 7**

Chief O’Brien commented we are excited about our future, and under New Business Action we have our resolution for the concurrent merger. As a team we are working hard to bring everything together; and in the Joint Meeting portion this evening we will have a lot more information about the merger including an updated org chart. We have an exciting future ahead of us.

#### **Fire Station 84**

Chief O’Brien commented the property on 20<sup>th</sup> has been cleared, and we are working on a couple things to move forward.

Deputy Chief/Fire Marshal Messer commented we have a lot coming up, and we are currently working on completing the administrative process for moving forward. We are consolidating the 4 parcels into one boundary line consolidation; and we have yet to perform a traffic study. The City of Lake Stevens would like to know how we will





affect the flow of traffic; and we will go through the RFQ process to bring in a traffic consultant. Additionally, PUD will be moving power poles at the southeast end of 20<sup>th</sup> Street.

Chief O'Brien commented we are about done prepping the property for Station 84. Once the Commissioners have finished their tours we will have recommendations for the Board on priorities with our Capital Facilities plan.

### **Temporary Lake Stevens Fire Office**

Chief O'Brien commented we looked at the cost of relocating a temporary structure across from Station 82 and it looks like it is not going to be the best use of taxpayer dollars. We are now considering a couple offices at Station 82.

### **Action**

#### **Resolution 2019-08 Concurrent Merger**

Motion to adopt Resolution 2019-08 Concurrent Merger as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

### **NEW BUSINESS**

#### **Discussion**

#### **Honorary Member**

Chief O'Brien commented we have an opportunity to honor a citizen as an Honorary Member of Lake Stevens Fire and we would like to nominate Gary O'Rielly. He has stepped up and helped us in many ways contributing to our mission including assisting with our interview process, assisting with the Fire Chief selection process, assisting with promotional exams; helping us get our information out there in the community with the merger and levy processes; and he even joined us for one of our firefighter graduation ceremonies. He is a great friend of Lake Stevens Fire and we would like to nominate him as our Honorary Member.

Motion to make Gary O'Rielly an Honorary Member of Lake Stevens Fire.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

**Teamsters** - This topic has been moved to New Business Action.

### **Action**

#### **Teamsters**

Chief O'Brien commented we have received a letter from the Teamsters asking to be a part of Teamsters with Lake Stevens Fire, and we have consulted with Legal Counsel Rich Davis.

Director of Finance & Administration Leah Schoof commented the Lake Stevens Fire Admin Group is currently not represented, and as we move forward with the merge they would be requesting to be represented. This is essentially a two-part process and the first part is the formality where the Commissioners make a motion to approve and then the 2<sup>nd</sup> part would see where everyone lands and how that all works out. Once the motion is made we will notify Legal Counsel Rich Davis and he will prepare a letter to send to PERC, which will finalize the process.

Motion to recognize Teamsters Union Local 38 as the sole and exclusive bargaining representative for all full-time administrative staff and facilities maintenance staff of Lake Stevens Fire, excluding supervisory and confidential employees.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Chairman Elmore.  
Vote Unanimous.



### **Resolution 2019-09 Changing Regular Meeting Schedule**

Chief O'Brien commented this resolution sets us in the direction of having Joint Commissioner Meetings for the remainder of the year. The goal is that every meeting from now on would be a Joint Commissioner Meeting.

Chairman Elmore commented he is working October 10 and will be unable to attend the next meeting.

Motion to adopt Resolution 2019-09 Changing Regular Meeting Schedule as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

### **CHIEF'S REPORT**

Chief O'Brien reviewed the following highlights:

- We now have a Daytime Aid Car 24/7 as of September 16. Thank you to everyone who helped make this happen.
- We attended the first day of school for paramedics at Harborview.
- We had a great September 11 Remembrance Service at Station 81.
- We have an upcoming Lake Stevens Chamber EXPO scheduled for September 28 at Cavelero Mid High from 10am - 2pm.
- We have an upcoming Community Open House scheduled for 6pm Tuesday October 29. We want to thank the community for their support as well as recognize promotions and new hires.
- We have our upcoming Annual Banquet scheduled for November 2.
- We had a Coffee with the Chiefs on September 24. Thank you Deputy Chief/Fire Marshal Messer for attending.
- We enjoyed attending the Kiwanis and Chamber Meetings in Monroe, as well as the grange in the Bothell area with Fire District 7.

### **GOOD OF THE ORDER**

Vice Chair Steinruck thanked everyone with Lake Stevens Fire for all they do, and also thanked the members of Fire District 7.

Commissioner Gagnon thanked everyone as well.

Chairman Elmore thanked everyone for coming out for this evening's Joint Commissioner Meeting and commented he is looking forward to the Commissioner Retreat.

### **EXECUTIVE SESSION**

None

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **AGENDA CHANGES**

Additional Action Item: Award Bid for Asphalt Work

Addition of an Executive Session regarding a personnel contract under RCW 42.30.110(1)(g)

Correction to Agenda: The location of the Leadership Meeting is changed back to Station 71



**UNION COMMENT:**

Union 2781: Union Secretary Sayah announced that the academy has begun with 6 new recruits and 1 company officer. He noted that the union held a coin toss to dovetail seniority as well as the District celebrated retiree Sjon LaSalle and his 32 years of service in fire, EMS & Army.

**FIRE CHIEF REPORT**

As presented.

**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

Correction that the location for the Sno-Isle meeting is at North County not Getchell.

**Secretary's Report on Correspondence**

Motion to approve the Consent Agenda as presented.  
Motion by Woolery and 2<sup>nd</sup> by Snyder.  
Vote passed 6/0.

**DISCUSSION ITEM**

None

**ACTION ITEM**

Resolution 2019-18: Combining all Commissioner Meetings & Locations

Motion to approve Resolution 2019-18: Combining all Commissioner Meetings & Locations.  
Motion by Snyder and 2<sup>nd</sup> by Wells.  
Vote passed 6/0.

Resolution 2019-16: Concurrent Resolution declaring merger completed

Motion to approve Resolution 2019-16: Concurrent Resolution declaring merger completed.  
Motion by Snyder and 2<sup>nd</sup> by Woolery.  
Vote passed 6/0.

Policy 71: Financial Assistance

Motion to approve Policy 71 Financial Assistance.  
Motion by Woolery and 2<sup>nd</sup> by Snyder.  
Vote passed 6/0.



#### Award Bid for Asphalt Work

Chief Meek recommended to award the Asphalt paving project at Station 31 to HB Hansen for \$233,000 where the estimate was \$310,000. There were 11 bids and the recommended bid came out much less than expected. A handout of the bid results was given at the meeting. AC Guptill noted there are several elements to the project with multiple repairs.

Motion to award the bid to HB Hansen for the asphalt paving project at Station 31 for \$233,000.  
Motion by Woolery and 2<sup>nd</sup> by Wells.  
Vote passed 6/0.

#### **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

#### **OTHER MEETINGS ATTENDED**

Snohomish County 911 (Waugh): None to report

Regional Coordination: None

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

Sno-Isle Commissioner Meeting: Thursday, October 3, 2019 – 19:30 / North County Fire in Stanwood.

DEM Meeting: Commissioner Fay commented on the meeting where the state posted critical routes in the event of an emergency. He noted the BC Toyce attended the recent meeting and would like to see the District in attendance for these. There was no projected next date available. Commissioner Waugh asked if there was a contact that we could send in for notification and Commissioner Fay noted he would find out.

#### **OLD BUSINESS**

Commissioner Waugh reminded the District that they'd like the division heads to give a similar presentation of the prior year and future plans that was presented at last year's year-end Leadership meeting to be presented to the Board at the October 15 board meeting prior to the budget being approved in November.

Commissioner Waugh noted he went to a service today for a fire service member and wanted to remind our staff to be sure we're doing everything we can to make sure the first responders are covered for any problems they might have so that lives are not ended tragically. He recognized that we are getting better but could do more as supervisors and policy influencers.

#### **CALL ON COMMISSIONERS**

None

#### **ATTENDANCE CHECK**

Thursday, October 10, 2019 at Station 31 Training Room at 1730 hours.

#### **EXECUTIVE SESSION**

To occur after the joint meeting.



## JOINT MEETING BUSINESS

### JOINT COMMISSIONER MEETING SCHEDULE

Joint Commissioner Meeting schedule for the remainder of the year:

- October 30 at 5:30pm, in place of October 24 (Annual WFCFA Conference)
- November 14 at 5:30pm
- November 25 at 5:30pm, in place of November 28 (Thanksgiving)
- December 12 at 5:30pm
- December 30 at 5:30pm, in place of December 26 (the day after Christmas)

The location for these meetings will be the Fire District 7 Station 31 Training Room in Monroe.

### DRAFT BOARD RULES AND POLICIES

Chief O'Brien commented we are still working through this document and we will spend some more time working on it during the Commissioner Retreat.

### MERGER MANAGEMENT PLAN

- **Executive Team Structure (Action)**

Chief O'Brien distributed an updated org chart, the team organizational structure. We have been coming together as a team, we are a new district with 300 members, including 11 stations and 140 square miles. We have an opportunity to reorganize and place the best people in the best positions. Our vision is to create the best fire department, and we see the draft plan can use some improvements. Everything hinges on passing the levy and approval from the Board of Commissioners. There will be competitive interview processes and we will evaluate the knowledge, skills and abilities for each position. All positions on this Team Structure will be open to all Battalion Chiefs and above.

There are two significant changes:

Establishment of Deputy Chief of Operations

Establishment of Assistant Chief of Technical Services

Chief O'Brien reviewed the leadership team structure. He also pointed out how all the positions are connected and we are team based with no more silo's.

Chief Meek commented we are focused on improving service and how the citizen would see this improving service. If we are under continuous improvement, our service will improve as well. We were very deliberate with the organizational structure and want the team to work together and communicate with each other before making the big decisions.

Chairman Waugh commented we are adding two FTEs to our plan. How do we measure the difference between Battalion Chief, Deputy Chief and Assistant Chief? This would be a huge step and we can't go backwards once the positions are in place.

Chief O'Brien commented that Assistant Chiefs are team leaders and are highly skilled, both administratively and operationally. We look at their leadership skills, humility, analytical thinking skills, commitment to mission and community; and ability to see the big picture. They could step into the Fire Chief position if needed. They need to be able to inspire others. They work at a high level and they bring solutions to the team. They can work well with the Commissioners and elective officials, attend events, and they have a high degree of executive level skills.



Deputy Chiefs are also leaders, motivated to go the next level, good managers of their programs, solution oriented and think analytically as well.

Battalion Chiefs are emerging leaders who think big picture; think about the organization as a whole and the community; more tactically oriented; and coach their people. They are the leaders on their shifts; and we hope they are motivated to move up.

Our plan is to first interview and place the Assistant Chiefs; then we would work together on the placement of Deputy Chiefs.

Chairman Waugh asked if a current chief has their role changed, will we be able to maintain their salaries so that no one is impacted negatively with the merge.

Chief O'Brien commented our goal is not to demote anyone.

Commissioner Fay commented on his opinion of Commissioner involvement in the District and the feeling that the lower ranks will not speak freely if Commissioners are present. He would like the Chiefs to find opportunities for the Commissioners to be present that breaks down that barrier and to no longer be an intimidating presence but be more of a collaborating and building presence.

Chairman Waugh asked if we should consider consolidating or remodeling our battalions and increasing the boots on the street.

Chief O'Brien commented the growth planned for Snohomish County is intense and we need to be responsive to the growth.

Vice Chair Steinruck asked how many Battalion Chiefs there will there be with the merge.

Chief O'Brien confirmed 12 Battalion Chiefs.

Brief conversation was had regarding the Deputy Chief of Operations managing 12 Battalion Chiefs and whether it was too much to manage. It was believed that while not all would be on duty at the same time that it would be manageable.

Motion to accept the leadership team structure as presented.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

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

Chief O'Brien noted that the District wants to do the naming process right, analytically and deliberately and will start out with establishing a working group. Dr. Sikora has direct experience in assisting with organizational naming and put together a scope of work that incorporates a team approach to help guide a new district name. The initial idea survey casts a wide net that involves the community and the organization. Chief O'Brien briefly discussed the remaining process within the scope of work.

Chairman Elmore commented he looks forward to working through this process and offered to participate if needed.



The Scope of Work for Dr. Pat Sikora regarding the 2019 Merger Support for Action was also noted.

Motion to approve both Scopes of Works for Dr. Pat Sikora regarding the new district naming process and merger support as submitted.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

### **CULTURAL INTEGRATION TEAM**

Battalion Chief Ryan Lundquist commented the Cultural Integration Team is moving forward. They've met a few times since summer ended; and he looks forward to meeting with the Commissioners at their retreat on Sunday afternoon.

### **JOINT COMMISSIONER RETREAT**

Chief O'Brien commented we are looking forward to the retreat with our Commissioners and Dr. Pat Sikora. We have one assignment for the Commissioners, please bring your favorite hat to the retreat. The retreat starts at noon on Saturday, September 28 and ends about noon on Monday, September 30. We appreciate the Commissioners taking the time to participate this weekend.

### **NEXT JOINT COMMISSIONER MEETING – THURSDAY OCTOBER 10, AT 1730 HOURS AT FIRE DISTRICT 7 STATION 31 TRAINING ROOM**

### **SNOHOMISH COUNTY FIRE DISTRICT 7 EXECUTIVE SESSION**

The Fire District 7 Commissioners went into Executive Session at 1850 hours for five (5) minutes to discuss an employment process per RCW 42.30.110 (1)(g) with no expected action to follow. Executive session included Fire District 7 Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Woolery, Commissioner Fay, Commissioner Wells, Chief Meek, CFO Camille Tabor, Lake Stevens Fire Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, and Director of Finance & Administration Leah Schoof.

Chairman Waugh reconvened the open public meeting at 1855 hours with no action as a result, and the meeting moved forward with Adjournment.

### **ADJOURNMENT**

Both Chairman Elmore and Chairman Waugh adjourned the meeting at 1855 hours.

Motion to adjourn the meeting at 1855 hours.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

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

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Chairman Troy Elmore

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Vice Chair Jim Steinruck

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Commissioner Gagnon

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Fire Chief Kevin K. O'Brien



**BOARD OF FIRE COMMISSIONERS JOINT RETREAT MINUTES  
LAKE STEVENS FIRE / FIRE DISTRICT 7**

Hotel Bellwether  
1 Bellwether Way, Bellingham, WA 98225

September 28-30, 2019

1300 hours

**ATTENDANCE**

Lake Stevens Fire Present: Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Director of Finance & Administration Leah Schoof, Captain Brian Kees (Sunday), and Dr. Pat Sikora.

Fire District 7 Present: Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, Chief Meek and Battalion Chief Ryan Lundquist (Sunday).

The following agenda items were discussed by the Board with no final actions taken.

**CALL TO ORDER ON SATURDAY, SEPTEMBER 28, 2019**

Vice Chair Steinruck and Chairman Waugh called the meeting to order at 1300 hours.

**Focus: Lay the Foundation – Basic Concepts / Info**

1300 hours: Intro/Kickoff to Retreat/Hats - Call Signs  
1330 hours: What is Culture?  
1430 hours: 30 Minute Break  
1500 hours: What is Culture? Finish off background info/activities  
1600 hours: Intro to Role of Leadership in Culture Creation  
1630 hours: Baseball  
1700 hours: Adjourn to Hospitality/Dinner out

**ADJOURNMENT ON SATURDAY, SEPTEMBER 28, 2019**

Vice Chair Steinruck and Chairman Waugh adjourned the meeting at 1700 hours.

**CALL TO ORDER ON SUNDAY, SEPTEMBER 29, 2019**

Chairman Elmore and Chairman Waugh called the meeting to order at 0900 hours.

**Focus: Culture Today and Tomorrow**

0900 hours: Convene/Kick-off the day/Team Activity  
0915 hours: Overview of Culture Findings from LSF and D7  
1000 hours: 15 Minute Break  
1015 hours: Fears, Challenges, Hurdles/Opportunities  
1100 hours: Today's Culture Discussion/Activity (Animals)  
1200 hours: 1 Hour Break for Lunch Onsite  
1300 hours: Convene - Team Activity  
1330 hours: A Shared Vision for the New Culture/Desired attributes  
1400 hours: The Why and More on Role of Leadership in Achieving Vision  
1500 hours: 30 Minute Break  
1530 hours: CIT Presentation/Discussion CIT  
1630 hours: Team Activity



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

1700 hours: Wrap-up  
1730 hours: Adjourn to Hospitality/Dinner out

**ADJOURNMENT ON SUNDAY, SEPTEMBER 29, 2019**

Chairman Elmore and Chairman Waugh adjourned the meeting at 1730 hours.

**CALL TO ORDER ON MONDAY, SEPTEMBER 30, 2019**

Chairman Elmore and Chairman Waugh called the meeting to order at 0900 hours.

**Focus: Moving the New “WE” Forward, Priorities for Next Steps**

0900 hours: Convene/Kick-off the day/Team Activity/Review  
0930 hours: Commissioners of the Future: Who are we? Why are we here?  
1030 hours: 15 Minute Break  
1045 hours: Moving Forward: Initial Priorities/Action Items

In summary, the Commissioners discussed the following:

- Accepting the meeting rules of engagement with some edits
- Moving forward with a seven-person Board

1200 hours: WHEW!! Great Work!!!! Adjourn for Departure

**ADJOURNMENT ON MONDAY, SEPTEMBER 30, 2019**

Chairman Elmore and Chairman Waugh adjourned the meeting at 1200 hours.

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

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Chairman Troy Elmore

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Vice Chair Jim Steinruck

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Commissioner Paul Gagnon

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Chief Kevin K. O'Brien

## ACCOUNTS PAYABLE

Expense Fund

As Of: 10/03/2019

Time: 09:16:35 Date: 09/26/2019

Page: 1

LAKE STEVENS FIRE  
MCAG #: 1308

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10375	09/10/2019	10/03/2019	38552	ACE EQUIPMENT RENTALS, RASH INVESTMENT C	300.30 RENTALS-CHAIRS/9/11- S81
10389	09/12/2019	10/03/2019	601	CENTRAL WELDING SUPPLY CO, INC	330.90 OXYGEN
10395	08/31/2019	10/03/2019	18179	CHMELIK SITKIN & DAVIS P.S.	165.00 LEGAL COUNSEL-AUG 2019
10401	09/16/2019	10/03/2019	1045	CITY OF EVERETT UTILITIES, UTILITY SERVICES	64.10 WATER-ST 84 PROPERTY
10381	09/12/2019	10/03/2019	835	DAVIS DOOR SERVICE	1,221.27 FACILITIES-CONTRACTED REPAIRS/BAYDOORS-S81&S82
10396	09/16/2019	10/03/2019	41350	FRONTIER	1,077.80 TELEPHONE NETWORKS-SER-(9/16/19-10/15/19)
10388	09/09/2019	10/03/2019	50142	GALLS, LLC,	3,376.86 UNIFORMS
10383	09/06/2019	10/03/2019	5753	GRAINGER	128.28 VEHICLES-OPERATING SUPPLIES-E83 DRAWER SLIDE
10394	09/23/2019	10/03/2019	41214	HD SUPPLY FACILITIES MAINTENANCE	108.99 FACILITIES-OPERATING SUPPLIES-FILTERS
10387	09/15/2019	10/03/2019	45596	IS OUTSOURCE INC	3,681.65 IT SERVICES & SUPPORT
10384	09/13/2019	10/03/2019	49454	KROESEN'S UNIFORM COMPANY	164.05 UNIFORMS
10399	09/24/2019	10/03/2019	49735	LAKE STEVENS ATHLETIC CLUB	109.00 FITNESS-S81 GYM FEES
10386	09/11/2019	10/03/2019	1693	LASTING IMPRESSIONS	25.58 SUPPLIES-EVENTS
10377	09/06/2019	10/03/2019	5604	LIFE ASSIST	340.62 MEDICAL SUPPLIES
10380	09/10/2019	10/03/2019	41424	MAIL FINANCE	511.52 OFFICE EQUIP LEASES-POSTAGE METER
10378	09/06/2019	10/03/2019	31679	MUNICIPAL EMERGENCY SERVICES, INC	1,943.81 PROTECTIVE GEAR-BOOTS/FIRE EQUIP-ELKHART ADPTS/NAME PLATES
10382	08/30/2019	10/03/2019	23278	NW AIR & SAFETY	179.85 EQUIP-TESTING/AIR SAMPLE 3RD QTR
10398	09/24/2019	10/03/2019	45967	REPUBLIC SERVICES	200.84 GARBAGE-S81
10390	09/18/2019	10/03/2019	49455	SHANNON'S HOUSE CLEANING	640.00 CLEANING SERVICES-AUG 2019
10392	09/18/2019	10/03/2019	51412	SIKORA ASSOCIATES, LLC	1,750.00 PROFESSIONAL CONSULTANTS-COMMISSIONER RETREAT
10374	09/12/2019	10/03/2019	50184	SNOH COUNTY FIRE DIST #07	24,286.67 OVERTIME-AQUAFEST FILL IN/AUGUST 2019 FILL IN/RE-INSPECTION FEES
10385	09/13/2019	10/03/2019	2827	SNOHOMISH COUNTY PUD #1	2,528.20 ELECTRICITY/WATER
10393	09/19/2019	10/03/2019	50289	SYSTEMS DESIGN WEST, LLC	4,830.65 AMBULANCE SERVICES-AUG 2019 BILLING
10400	09/25/2019	10/03/2019	7114	US BANK	14,317.85 TRAINING/ADMIN/OPS/COMM- RETREAT-FACILITIES/VEHICLES-OPER SUPPLIES
10376	09/09/2019	10/03/2019	6329	WA FIRE COMMISSIONERS ASSOCIATION	340.00 REGISTRATION-WFCA CONF-2019
10397	10/03/2019	10/03/2019	50605	WAVE BUSINESS	1,535.49 TELEPHONE NETWORKS
10379	09/16/2019	10/03/2019	42700	WAXIE SANITARY SUPPLY	497.52 HOUSEHOLD SUPPLIES-TRUCK WASH/DISPENSER
10391	09/17/2019	10/03/2019	31544	WELLSPRING GROUP	184.24 EMPLOYEE ASSISTANCE PROGRAM-SEPT 2019

Report Total:

64,841.04

**ACCOUNTS PAYABLE**

LAKE STEVENS FIRE  
MCAG #: 1308

Expense Fund  
As Of: 10/03/2019

Time: 10:09:59 Date: 09/27/2019  
Page: 1

Accts  
Pay # Received Date Due Vendor Amount Memo

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Report Total: 0.00

DATE: 10/3/19

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Chief Keyin O'Brien

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Larry Huff - Deputy Chief Operations

  
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Leah Schoof - Director of Finance and Administration

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Paul Gagnon - Commissioner

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Troy Elmore - Commissioner

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Jim Steinruck - Commissioner

## SUMMARY OF EXPENSE ACCOUNTS

2019 Expense Fund 776-5708666

Account Number	Account Name	Budget	YTD	Remaining	% Used to date	Notes	Meeting Noted
<b>Informational</b>							
<b>522.12..</b>	<b>Communication &amp; Technical Support</b>						
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
<b>522.20..</b>	<b>Fire Suppression</b>						
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
<b>522.26..</b>	<b>Emergency Medical Services</b>						
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
<b>Deficits</b>							
<b>522.10..</b>	<b>Awards Banquet / Annual Retreat</b>						
522.10.49.004	Awards Banquet / Annual Retreat	16,500.00	21,991.17	-5,491.17	133%	Snow reschedule of retreat; anticipate to go over budget; budget adjusted for 2020	3/21/2019
<b>522.12..</b>	<b>Communication and Technical Support</b>						
522.12.40.001	IT Services & Support	105,000.00	114,871.42	-9,871.42	109%	Server infrastructure; transition for merger, standardizing security levels, MS 365	9/26/2019
<b>522.14..</b>	<b>Governmental Services</b>						
522.14.41.002	Property Tax - Surface water management	6,500.00	11,816.97	-5,316.97	182%	New city ordinance passed late in 2018 (CO 2018-22) increasing fees	4/9/2019
<b>522.22..</b>	<b>Special Operations</b>						
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
<b>522.28..</b>	<b>Dispatch Services</b>						
522.28.50.002	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
<b>522.45..</b>	<b>Training</b>						
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	6,342.78	-3,342.78	211%	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

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Expenditures	Amt Budgeted	October	YTD	Remaining	
<b>520 Public Safety</b>					
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	184.24	1,814.96	685.04	72.6%
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	57.18	2,572.12	5,427.88	32.2%
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	165.00	34,869.20	15,130.80	69.7%
522 10 41 002-0 Professional Consultants	92,150.00	1,750.00	52,618.73	39,531.27	57.1%
522 10 41 003-0 Promotions & New Hires	26,700.00	0.00	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	2,045.11	8,837.26	3,162.74	73.6%
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	1,740.00	6,232.00	168.00	97.4%
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	264.89	3,887.03	5,262.97	42.5%
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	3,000.00	21,991.17	(5,491.17)	133.3%
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	2.75	757.44	6,597.56	10.3%
<b>210 Administration</b>	<b>1,667,245.00</b>	<b>9,209.17</b>	<b>1,051,877.30</b>	<b>615,367.70</b>	<b>63.1%</b>
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	700.00	3,055.00	(55.00)	101.8%
522 11 49 001-0 Membership / Dues	5,050.00	0.00	150.00	4,900.00	3.0%
<b>211 Legislative Services</b>	<b>51,564.00</b>	<b>700.00</b>	<b>32,111.00</b>	<b>19,453.00</b>	<b>62.3%</b>
522 12 30 001-0 Communication Supplies	6,200.00	8.60	5,331.83	868.17	86.0%
522 12 35 001-0 Communication Equip (Pagers/Radios/Cells)	11,178.00	0.00	10,572.75	605.25	94.6%
522 12 40 001-0 IT Services & Support	105,000.00	3,681.65	114,871.42	(9,871.42)	109.4%
522 12 42 001-0 IT Software	95,941.00	441.64	77,738.61	18,202.39	81.0%
522 12 42 002-0 Cellular Networks	47,165.00	0.00	30,646.08	16,518.92	65.0%
522 12 42 003-0 Telephone Networks	47,040.00	2,613.29	33,995.12	13,044.88	72.3%
522 12 45 001-0 Office Equipment Leases	15,300.00	511.52	10,294.57	5,005.43	67.3%
522 12 48 000-0 Office Equipment Repairs & Maintenance	1,500.00	0.00	0.00	1,500.00	0.0%

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<b>520 Public Safety</b>					
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%
<b>212 Communication &amp; Technical Support</b>	<b>335,324.00</b>	<b>7,256.70</b>	<b>285,895.38</b>	<b>49,428.62</b>	<b>85.3%</b>
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%
<b>214 Other Governmental Services</b>	<b>42,200.00</b>	<b>0.00</b>	<b>14,330.03</b>	<b>27,869.97</b>	<b>34.0%</b>
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	13,019.40	352,960.95	412,335.05	46.1%
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	3,540.91	49,511.55	17,957.95	73.4%
522 20 20 015-0 Protective Gear & Equipment	26,169.00	1,493.26	27,653.89	(1,484.89)	105.7%
522 20 31 001-0 Operating Supplies (Consumables)	17,152.00	0.00	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	450.55	2,205.69	6,234.31	26.1%
522 20 41 001-0 Uniform/PPE - Inspections/Cleaning/Repairs	12,000.00	0.00	533.86	11,466.14	4.4%
<b>220 Fire Suppression</b>	<b>6,692,192.50</b>	<b>18,504.12</b>	<b>3,967,845.46</b>	<b>2,724,347.04</b>	<b>59.3%</b>
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	1,768.32	4,538.68	28.0%
<b>221 Health &amp; Safety</b>	<b>75,951.00</b>	<b>109.00</b>	<b>25,800.22</b>	<b>50,150.78</b>	<b>34.0%</b>
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	0.00	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%

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<b>520 Public Safety</b>					
222 Special Operations	52,322.00	0.00	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	10,002.27	218,771.39	42,892.61	83.6%
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	340.62	59,132.01	100,867.99	37.0%
522 26 30 003-0 Oxygen	8,000.00	330.90	5,074.89	2,925.11	63.4%
522 26 35 001-0 Medical Equipment	22,700.00	320.55	12,795.24	9,904.76	56.4%
522 26 41 001-0 Physician Advisor Services	24,000.00	0.00	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	0.00	29,214.49	12,785.51	69.6%
522 26 48 001-0 Defib. Maintenance Agreement	5,800.00	0.00	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	10,994.34	1,690,339.36	1,169,812.44	59.1%
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	0.00	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	0.00	3,984.21	2,817.79	58.6%
228 Dispatch Services	352,463.00	0.00	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	0.00	2,334.08	365.92	86.4%
522 30 31 002-0 Public Education Supplies	7,600.00	0.00	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%

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Expenditures	Amt Budgeted	October	YTD	Remaining	
<b>520 Public Safety</b>					
230 Fire Prevention & Investigation	386,260.00	0.00	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	915.00	9,753.04	7,886.96	55.3%
522 45 31 001-0 Operating Supplies	5,500.00	0.00	421.82	5,078.18	7.7%
522 45 31 002-0 Props	8,140.00	50.99	1,182.47	6,957.53	14.5%
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	2,018.28	6,342.78	(3,342.78)	211.4%
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	350.00	645.00	1,855.00	25.8%
522 45 49 002-0 Registration - FS / Officer Development	15,755.00	1,050.00	3,720.00	12,035.00	23.6%
522 45 49 003-0 Registration - FS / Operations	7,000.00	400.00	3,925.00	3,075.00	56.1%
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	4,784.27	73,948.15	337,667.65	18.0%



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Expenditures	Amt Budgeted	October	YTD	Remaining	
<b>520 Public Safety</b>					
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	497.52	8,439.00	1,561.00	84.4%
522 50 31 002-0 Facilities - Operating Supplies	15,000.00	538.48	14,963.30	36.70	99.8%
522 50 35 001-0 Facilities - Furniture, Equipment, Appliances	4,000.00	0.00	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	0.00	2,569.32	1,430.68	64.2%
522 50 41 005-0 Services (Cleaning, Landscaping, Shredding Etc)	19,980.00	640.00	12,208.90	7,771.10	61.1%
522 50 43 001-0 Travel Expense	1,600.00	585.95	585.95	1,014.05	36.6%
522 50 45 001-0 Rentals & Leases	3,000.00	448.53	1,393.63	1,606.37	46.5%
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	1,843.43	35,934.01	11,045.99	76.5%
522 50 47 002-0 Sewer / Garbage	13,600.00	200.84	8,457.47	5,142.53	62.2%
522 50 47 003-0 Electricity / Natural Gas / Water HQ	30,700.00	748.87	18,831.43	11,868.57	61.3%
522 50 47 004-0 Sewer / Garbage HQ	16,500.00	0.00	10,507.27	5,992.73	63.7%
522 50 48 001-0 Equipment Repairs/Testings	30,000.00	1,221.27	10,111.48	19,888.52	33.7%
522 50 49 001-0 Registration	1,500.00	0.00	710.00	790.00	47.3%
<b>250 Facilities</b>	<b>508,124.60</b>	<b>6,724.89</b>	<b>265,225.08</b>	<b>242,899.52</b>	<b>52.2%</b>
522 60 31 001-0 Vehicles/Shop - Operating Supplies	20,000.00	1,198.05	18,752.22	1,247.78	93.8%
522 60 32 001-0 Fuel / Oil / Lubricants	79,000.00	0.00	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	0.00	15,667.46	24,332.54	39.2%
522 60 48 002-0 Equipment - Contracted Repair / Testing	25,000.00	179.85	16,131.41	8,868.59	64.5%
<b>260 Vehicles &amp; Equipment Maintenance</b>	<b>169,000.00</b>	<b>1,377.90</b>	<b>103,468.89</b>	<b>65,531.11</b>	<b>61.2%</b>
522 70 41 002-0 Ambulance Services - Systems Design	62,400.00	4,830.65	47,032.45	15,367.55	75.4%
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	0.00	2,447.51	2,552.49	49.0%
<b>270 Ambulance Services</b>	<b>97,400.00</b>	<b>4,830.65</b>	<b>79,479.96</b>	<b>17,920.04</b>	<b>81.6%</b>
<b>520 Public Safety</b>	<b>13,701,813.70</b>	<b>64,491.04</b>	<b>8,023,062.07</b>	<b>5,678,751.63</b>	<b>58.6%</b>
<b>580 Non Expenditures</b>					
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	350.00	8,529.73	7,065.27	54.7%

**EXPENSE SUMMARY- 19-10-03**

LAKE STEVENS FIRE  
MCAG #: 1308

Time: 10:20:45 Date: 09/27/2019  
Page: 6

001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	October	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	350.00	8,529.72	7,165.28	54.3%
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%
<b>Fund Expenditures:</b>	<b>14,354,752.70</b>	<b>64,841.04</b>	<b>8,093,871.79</b>	<b>6,260,880.91</b>	<b>56.4%</b>
<b>Fund Excess/(Deficit):</b>	<b>(14,354,752.70)</b>	<b>(64,841.04)</b>	<b>(8,093,871.79)</b>		

**EXPENSE SUMMARY- 19-10-03**

LAKE STEVENS FIRE  
 MCAG #: 1308

Months: 01 To: 10

Time: 10:20:45 Date: 09/27/2019

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Fund	Revenue	October	Received		Expenditures	October	Spent	
001 2019 Expense Fund 776-5708666	0.00	0.00	0.00	0.0%	14,354,752.70	64,841.04	8,093,871.79	56.4%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>14,354,752.70</u>	<u>64,841.04</u>	<u>8,093,871.79</u>	<u>56.4%</u>



**LAKE STEVENS FIRE  
RESOLUTION NO. 2019-10**

**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. The scheduled times for October through December 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 changes for the regular monthly meetings of the Board of Commissioners of the District.

Meeting will be held at 5:30pm Wednesday, October 30 in place of October 24 (*Resolution 2019-03*)  
Meeting will be held at 5:30pm Thursday, November 14 in place of November 5 (*Resolution 2019-01*)  
Meeting will be held at 5:30pm Monday, November 25 in place of November 28  
Meeting will be held at 5:30pm Thursday, December 12 in place of December 5  
Meeting will be held at 5:30pm Monday, December 30 in place of December 19 (*Resolution 2019-01*)

These meetings 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 10<sup>th</sup> day of October, 2019 with the following Commissioners being present and voting:

APPROVED:

ATTEST:

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Chairman Troy Elmore

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Laana Larson, District Secretary

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Vice Chair Jim Steinruck

---

Commissioner Paul Gagnon



## RESOLUTION NO. 2019-11

### A RESOLUTION OF THE BOARD OF THE FIRE COMMISSIONERS FOR LAKE STEVENS FIRE, DECLARING PROPERTY SURPLUS TO THE NEEDS OF THE DISTRICT AND AUTHORIZING THE DISPOSAL OF SUPLUS PROPERTY

---

#### **Background:**

1. Lake Stevens Fire District presently owns the equipment listed on the attached Exhibit A "Equipment:"
2. The District no longer has a need for the Equipment and the Equipment is surplus to the needs of the District.

**Resolution:** NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Lake Stevens Fire District as follows:

1. The Equipment is surplus to the needs of the District.
2. The Fire Chief or designee(s) is authorized to sell or otherwise dispose of the Equipment using commercially reasonable methods established by the Fire Chief or designee.

**Adoption:** ADOPTED at a regular meeting of the Board of Commissioners of Lake Stevens Fire District on October 10, 2019 with the following Commissioners being present and voting:

APPROVED:

ATTEST:

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

\_\_\_\_\_  
Laana Larson, District Secretary

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

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

## **EXHIBIT A EQUIPMENT**

### **MOBILE EQUIPMENT**

- 1- FIRE PREVENTION & SAFETY HOUSE
- 2- INFLATABLE RESCUE BOAT

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

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

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

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

**16.6. Exceptions.**

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

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

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



## (Draft) Board Meeting Rules of Engagement (Draft)

Objective: Team participation in a productive, functional, and enjoyable meeting that yields results.

- Collaborate and enjoy the team – Support each other
- Tough on problems - Easy on people
- Ideas not individuals are challenged – Everyone has a voice
- Seek first to understand, then to be understood
- Active & respectful listening and speaking
- Suspend judgement and assume goodwill
- Share the time
- Stick to the agenda
- All problems may not be solved in one meeting – Move new items to Action for future agenda items
- Support problem solving collaboration prior to the meeting.
- We will start and end on time - Two hour meeting time limit
- Please try to submit agenda items and time needed to the Chair at least 24 hours prior to the meeting.
- Respect the chair's direction of the meeting
- Make the meeting a high priority
- Commit to full participation and engagement – Limit personal technology use
- Be respectful when engaged in the discussion and debate of issues – We will support the final decisions made in the meeting and in public
- Embrace organizational buy-in
- Assign action items and be accountable in accomplishing them
- The speaker has the floor – Please listen – Avoid side conversations
- Confidential discussion must remain confidential
- The chair will summarize key points and action items at the end of the meeting
- The Rules of Engagement are always open to revision
- Suspend your ego
- Employ patience regarding how others process information
- Value the perspectives of others
- Own your stuff – Be accountable
- Don't talk to talk – Be mindful of what you are going to say
- Stay humble

# SNURE LAW OFFICE, PSC

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October 9, 2019

To: Board of Commissioners, Lake Stevens Fire/Snohomish 7  
From: Brian Snure  
Re: Board Size

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**Issue:** What is required to increase the size of the Board from five commissioners to seven Commissioners.

**Short Answer.** Current law does not permit a five member board to increase to seven members and a legislative fix will be necessary.

**Analysis.** RCW 52.14.015 establishes the authority for a fire protection district to increase the size of the Board of Commissioners. As written the statute provides that “a three member board of commissioners” may adopt a resolution seeking a vote to increase the size of the Board from three to five or seven members. The statute contains no corresponding language that authorizes “a five member board of commissioners” to seek a vote to increase the size of the board to seven. Similarly, the sample ballot language included in the statute relates only to a “three member” board.

As municipal corporations, fire protection districts are only authorized to exercise the powers delegated by the legislature. See e.g. *Bowen v. Kreugel*, 67 Wash. 2d 673, 678 (1965). In this particular situation the legislature has expressly granted the authority to expand the size of the board to fire districts with three member boards. The express grant of authority to fire districts with three member boards, necessarily implies that the legislature did not grant the power to fire districts with five member boards. Under the accepted rules of statutory construction “[o]missions are deemed to be exclusions.” *In re Det. of Williams*, 147 Wn.2d 476, 491, 55 P.3d 597 (2002). “Under expressio unius est exclusio alterius, ... to express one thing in a statute implies the exclusion of the other.” *State v. Delgado*, 148 Wn.2d 723, 729, 63 P.3d 792 (2003).

Although I presume the omission of the grant of this power to five member boards of commissioners is simply a legislative oversight, the legal principles discussed above do create a significant issue that could result in the County Prosecuting attorney refusing to approve a ballot title or could result in an election that is subject to challenge.

**Recommendation.** Since the merged District will have, unless vacancies occur, nine members until the 2021 election, I believe the best initial approach is to attempt to obtain a legislative fix in the 2020 legislative session, I do not believe the fix would be controversial but, even if it took until the 2021 legislative session, the Board would be able to run a ballot measure prior to or simultaneous with the 2021 general election.