



JOINT COMMISSIONER BOARD MEETING

**October 30, 2019
Fire District 7 Station 31 Training Room**

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

JOINT AGENDA

Lake Stevens Fire
1825 South Lake Stevens Road
Lake Stevens, WA 98258
(425) 334-3034
www.LSfire.org



Snohomish County Fire District 7
163 Village Court
Monroe, WA 98272
(360) 794-7666
www.Snofire7.org

BOARD OF FIRE COMMISSIONERS JOINT MEETING AGENDA LAKE STEVENS FIRE / FIRE DISTRICT 7

Fire District 7 Station 31 Training Room
163 Village Court, Monroe, WA 98272

October 30, 2019

1730 hours

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ATTENDANCE

FIRE DISTRICT 7 REGULAR BUSINESS

UNION COMMENT

IAFF
Teamsters

FIRE CHIEF REPORT

CONSENT AGENDA

Approve Vouchers

- Benefit Vouchers: #19-02497 - #19-02504; (\$407,157.70) *Previously Signed*
- Benefit Voucher: #19-02514; (\$157,799.56) *L&I Taxes*
- AP Vouchers: #19-02156 - #19-02674; (\$243,325.74)

Approve Payroll

October 31, 2019; (\$797,780.62)

Approval of Minutes

Approve Regular Board Meeting Minutes – October 10, 2019

Secretary's Report on Correspondence

Thank you message

DISCUSSION ITEM

Resolution 2019-19 – Annexation of Unincorporated Areas
Budget Amendment #3

ACTION ITEM

Policy 1-33 – Meals, Lodging, Travel and Incidentals
Emergency Medical Supplies – Accepting a Request for Proposal

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COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Fay / Woolery / Waugh): TBD / Mill Creek City Hall

Finance Committee (Waugh / Wells / Snyder): October 29, 2019 – 14:00 / District 7 Admin Bldg

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): Monday, October 28, 2019 – 13:00 / Admin Bldg

Impact Bargaining – Teamsters (Wells): TBD

Shop Committee – (Snyder / Woolery / Fay): TBD

Strategic Plan Committee – (Fay / Schaub / Wells)

Capital Facilities Committee - (Schaub / Snyder / Woolery)

Station 33

Station 72

Station 32

Station 76

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)

Regional Coordination

Leadership Meeting (Fay / Schaub / Wells): Wednesday December 4, 2019 – 09:00 / Sta 31 – Training Room

Sno-Isle Commissioner Meeting: Thursday, November 7, 2019 – 19:30

OLD BUSINESS

CALL ON COMMISSIONERS

EXECUTIVE SESSION

RCW 42.30.140(4)(a) - IAFF Bargaining - Memorandum of Understanding

RCW 42.30.110(1)(g) – Staff Contracts (3 items)

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

MINUTES

Minutes 19-10-10

FINANCIAL REPORT

Investment Report

Vouchers

Payroll

Expense Line Item Review Summary & Reports

CORRESPONDENCE

OLD BUSINESS

Discussion

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

Action

NEW BUSINESS

Discussion

Action

CHIEF'S REPORT

GOOD OF THE ORDER

EXECUTIVE SESSION

JOINT MEETING BUSINESS

DRAFT BOARD RULES AND POLICIES

Chairman Waugh would like to address standing committees.

MEETING RULES OF ENGAGEMENT

MERGER MANAGEMENT PLAN

FUTURE BOARD SIZE

CULTURAL INTEGRATION TEAM

NAME WORK GROUP

NEXT JOINT COMMISSIONER MEETING

5:30pm Thursday, November 14 at the Fire District 7 Station 31 Training Room

EXECUTIVE SESSION

ADJOURNMENT

DISTRICT 7
REGULAR BUSINESS

FIRE CHIEF REPORT

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To: Board of Fire Commissioners
From: Gary A. Meek, Fire Chief
Subj: Fire Chief Report for October 30, 2019

Fire Chief's Report:

1. Mitch continues to communicate with the attorney for Allied Construction to come to resolution. A formal offer has been submitted to the mediator, we are awaiting a response from Allied.
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. During the past 2 weeks we have presented to the following groups:
 - a. Monroe VFW
 - b. Coffee with the Chief – Live Facebook Event
 - c. Scheduled coffee with local reporters
 - d. Community Meeting – Station 71
 - e. Community Meeting – Station 31
5. The Communications Committee continues to work with Liz Loomis.
6. Commissioners Wells, Waugh, Fay, Woolery and Schaub and Chiefs Meek, Silva and Andrews attended the Washington Fire Commissioner Conference at the Tulalip Casino Resort. Commissioner Wells received the Honorary Life Membership Award at this conference.
7. Impact bargaining was conducted on October 28th with the IAFF Union. This will be discussed in Executive Session.
8. Executive Staff interviews were conducted for the development of the new Leadership Team. A memorandum was distributed to the District announcing position assignments effective January 1, 2020. Congratulations to all who participated. We look forward to working with and developing this new team.
9. The annual Fire Prevention Week Open House was conducted at Station 31 with approximately 600 people in attendance. Thank you to everyone who made this a great success and special thanks to Heather and Kaitlin for their hard work and coordination.
10. Staff have been working on the accomplishments / goals presentation for the Board.

Finance Officer's Report:

1. We have billed the city of Mill Creek for the 4th quarter service payment in the amount of \$982,686.25.
 2. The auditors are still working on the annual audit, but are no longer on site.
 3. We are continuing to work on updates to the 2020 forecasting model.
 4. We are working on the 2020 budget, and will be going over the draft at our upcoming finance committee meeting. Our budget hearing is scheduled for the November 14th Board meeting.
 5. The tables below show the number of transports, gross transport revenues, and MVC revenues, billed by Systems Design during the month of September 2019, and during the same month for each of the 2 previous years.
-

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Systems Design No. of Transports Billed for District 7	2019	2018	2017
September	388	322	416
Systems Design Transport Revenues for District 7	2019	2018	2017
September	\$147,671	\$107,206	\$143,688
Systems Design MVC Revenues for District 7	2019	2018	2017
September	\$1,050	\$0	\$0

6. Below is a comparison of the District's year to date expenditures for all funds combined through the month of September for 2017, 2018, and 2019, and the percent of the budgets spent. For additional details on the 2019 expenditures please refer to the upcoming quarterly report.

Expenditure Comparison - All Funds			
Expenditures	2019	2018	2017
September	\$ 34,105,752	\$32,319,908	\$28,838,675
% of Total Budget Spent	2019	2018	2017
September	63%	65%	64%

7. Below is a comparison of the District's year to date revenues and expenditures for the General Fund through the month of September in 2017, 2018, and 2019, and the percent of the corresponding budgets.

Revenue Comparison - General Fund			
Revenues	2019	2018	2017
September	\$ 27,849,055	\$21,304,232	\$18,890,495
% of Total Budgeted Revenues Received	2019	2018	2017
September	64%	57%	59%

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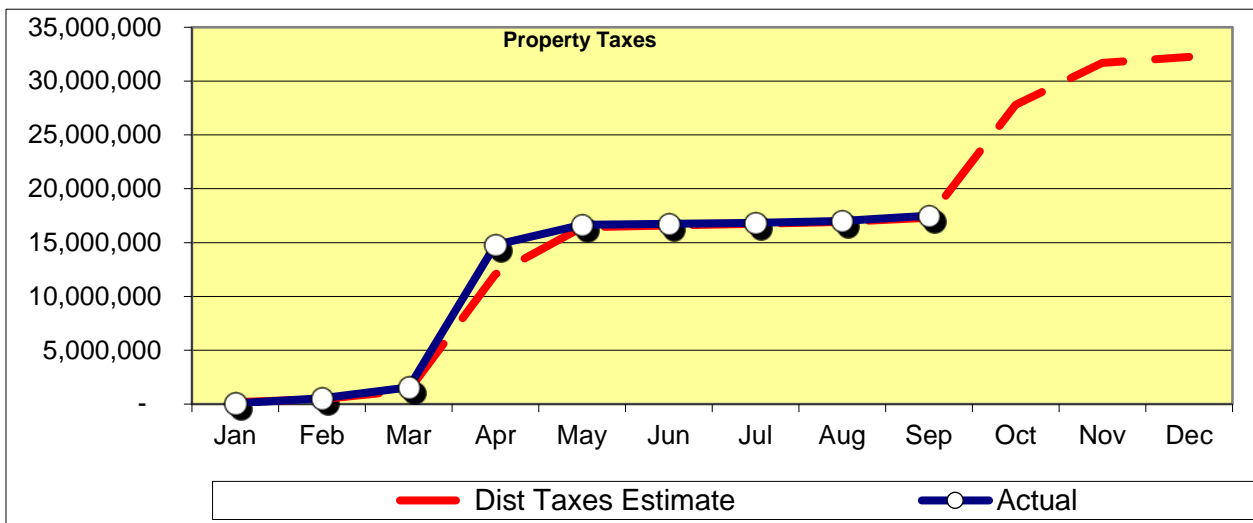
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Expenditure Comparison - General Fund			
Expenditures	2019	2018	2017
September	\$ 30,899,981	\$25,308,416	\$23,458,130
% of Total Budget Spent	2019	2018	2017
September	69%	68%	73%

8. Below is a comparison of the combined year to date property tax collected through September of 2017, 2018, and 2019. These include General Fund Regular, EMS, M&O as well as property taxes collected in the Bond Fund.

Revenue Comparison - Property Taxes			
Regular, EMS, M&O, and Bond Fund	2019	2018	2017
September	\$ 17,493,175	\$16,647,190	\$ 14,377,553
% of Property Taxes Collected	2019	2018	2017
September	55%	54%	55%

9. Below is a chart showing the 2019 year to date property tax collections as compared with expected collections.



CONSENT AGENDA

Snohomish County Fire District #7 Claims Voucher Summary

10/15/2019

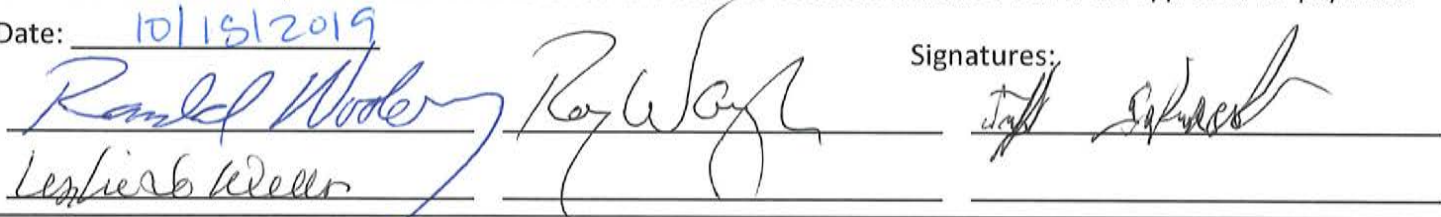
Page 1 of 1

Fund: General Fund #001

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

Date: 10/15/2019

Signatures:



 The block contains several handwritten signatures in blue ink. The first signature is 'Ronald Moberg', followed by 'Ray W. [unclear]', and 'Lester [unclear]'. To the right, under the 'Signatures:' label, there are two more signatures, one of which appears to be 'Staff' and another that is less legible.

Voucher	Payee/Claimant	1099 Default	Amount
19-02497	DEPARTMENT OF RETIREMENT SYSTEMS		2,909.67
19-02498	Fire 7 Foundation		257.50
19-02499	HRA VEBA TRUST		46,789.41
19-02500	LEOFF TRUST		272,864.59
19-02501	TD AMERITRADE INSTITUTIONAL		388.50
19-02502	TD AMERITRADE TRUST CO		11,037.41
19-02503	TRUSTEED PLANS SERVICE CORP		24,308.82
19-02504	VOYA INSTITUTIONAL TRUST CO		48,601.80

Page Total 407,157.70
Cumulative Total 407,157.70

Snohomish County Fire District #7 Claims Voucher Summary

10/23/2019

Page 1 of 1

Fund: General Fund #001

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

Date: 10/30/19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-02514	DEPARTMENT OF LABOR AND INDUSTRIES		157,799.56

Page Total	157,799.56
Cumulative Total	157,799.56

Snohomish County Fire District #7

Claims Voucher Summary

10/29/2019

Page 1 of 5

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: 10-30-19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-02516	ABSOLUTE GRAPHIX		140.77
19-02517	ADVANCE TESTING & SERVICE		200.00
19-02518	ALDERWOOD AUTO GLASS		87.36
19-02519	ALL BATTERY SALES AND SERVICE		1,339.86
19-02520	ALLEGIS CORPORATION		42.87
19-02521	ALLSTREAM BUSINESS US, INC		111.79
19-02522	AMERIGAS PROPANE LP		182.31
19-02523	AQUA 7 RESCUE		1,808.20
19-02524	ARAMARK UNIFORM SERVICES		241.03
19-02525	AT&T MOBILITY		46.71
19-02526	BADGLEY'S LANDSCAPE		349.76
19-02527	BICKFORD MOTORS INC.		951.52
19-02528	BILL SNYDER		44.14
19-02529	BOUND TREE MEDICAL, LLC		3,832.98
19-02530	BRAD TALLEY		3,000.00
19-02531	BRAKE & CLUTCH SUPPLY INC		3,457.14
19-02532	BRANT WACKER (FITNESS EXPERT)		1,092.00
19-02533	BRAUN NORTHWEST INC		131.14
19-02534	BRIAN HYATT		305.00
19-02535	BRYSON SALES & SERVICE		119.38
19-02536	CAMILLE TABOR		55.68
19-02537	CASCADE RESCUE COMPANY		4,947.58
19-02538	CDW GOVERNMENT LLC		6,630.60
19-02539	CENTRAL WELDING SUPPLY		494.70
19-02540	CHAMPION BOLT & SUPPLY		223.82
19-02541	CHRIS EDMONDSON		1,155.62
19-02542	CHRISTENSEN, INC		3,661.74
19-02543	CITY OF MONROE		173.39
19-02544	CITY OF MONROE		659.86
19-02545	CITY OF MONROE		613.93
19-02546	CITY OF MONROE		78.68
19-02547	CLOTH TATOO		72.25
19-02548	COGDILL, NICHOLS, REIN		4,751.50

Page Total 41,003.31

Cumulative Total 41,003.31

Snohomish County Fire District #7

Claims Voucher Summary

10/29/2019

Page 2 of 5

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
19-02549	COLBY TITLAND		305.00
19-02550	COLUMBIA SOUTHERN UNIVERSITY		1,242.00
19-02551	COMCAST		148.21
19-02552	COMCAST		148.81
19-02553	COMCAST		293.17
19-02554	COMCAST		148.43
19-02555	COMCAST		350.38
19-02556	CRESSY DOOR COMPANY, INC		765.39
19-02557	CREWSENSE LLC		785.78
19-02558	CROWN FIRE PROTECTION		274.89
19-02559	DAVID LEDUC		127.06
19-02560	DENISE MATTERN		52.00
19-02561	DEPARTMENT OF LABOR & INDUSTRIES / ELEVATOR SECTION		511.30
19-02562	DEPARTMENT OF RETIREMENT SYSTEMS		245.66
19-02563	DIRECTV		158.81
19-02564	EMERGENT RESPIRATORY		430.00
19-02565	EMS TECHNOLOGY SOLUTIONS, LLC		255.00
19-02566	Erik Liddiatt		305.00
19-02567	ESO SOLUTIONS, INC		1,125.29
19-02568	FIRETREX INC		3,600.00
19-02569	FIRST WATCH		403.00
19-02570	FREIGHTLINER NORTHWEST		293.03
19-02571	FRONTIER		500.71
19-02572	GALLS, LLC - DBA BLUMENTHAL UNIFORM		2,613.92
19-02573	GARY MEEK		162.98
19-02574	General Fire Apparatus		3,516.65
19-02575	GENESIS REFRIGERATION & HVAC LLC		4,656.19
19-02576	GRAINGER		4,618.94
19-02577	HEALTHFORCE OCCUPATIONAL MEDICINE		7,307.00
19-02578	HIGHWAY AUTO SUPPLY		41.06
19-02579	HONEY BUCKET		175.00
19-02580	HUGHES FIRE EQUIPMENT		1,678.65
19-02581	IRON MOUNTAIN INC		314.28

Page Total 37,553.59

Cumulative Total 78,556.90

Snohomish County Fire District #7

Claims Voucher Summary

10/29/2019

Page 3 of 5

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
19-02582	ISOUTSOURCE		6,975.52
19-02583	JAMAL BECKHAM		323.38
19-02584	JEFF SCHAUB		102.66
19-02585	JESSICA OBER		52.00
19-02586	JOE BASTA		305.00
19-02587	KAMAN FLUID POWER LLC		42.87
19-02588	KATHERINE POWERS		52.00
19-02589	KEATING, BUCKLIN & MCCORMACK, INC		147.50
19-02590	KENT D. BRUCE		52.22
19-02591	KNB FIRE		1,292.40
19-02592	KOOL CHANGE PRINTING INC.		60.62
19-02593	LAKE STEVENS FIRE		5,581.01
19-02594	LeMAY MOBILE SHREDDING		68.00
19-02595	LES SCHWAB WAREHOUSE CENTER		78.70
19-02596	LESLIE JO WELLS		237.80
19-02597	LIFE ASSIST INC		736.74
19-02598	LIFE SAFETY CORPORATION		812.10
19-02599	LIZ LOOMIS PUBLIC AFFAIRS		4,516.85
19-02600	LN CURTIS & SONS		57.14
19-02601	LOCUTION		12,213.18
19-02602	MACKINNON MARINE TECHNOLOGIES		27,786.00
19-02603	MARINDA LEBER		52.00
19-02604	MELISSA CLAIBORNE		52.00
19-02605	MIKE HILL		2,016.00
19-02606	MONROE PARTS HOUSE		10.00
19-02607	MONROE UPHOLSTERY		721.38
19-02608	MUNICIPAL EMERGENCY SERVICES, INC.		452.28
19-02609	MZEROA.COM		276.00
19-02610	NORTH COAST ELECTRIC COMPANY		9.36
19-02611	NORTH SOUND PRODUCTIONS		1,475.55
19-02612	NORTHWEST RIVER SUPPLIES, INC		297.14
19-02613	NORWEST BUSINESS SERVICES, INC		1,500.00
19-02614	OFFICE DEPOT		300.77

Page Total 68,656.17

Cumulative Total 147,213.07

Snohomish County Fire District #7

Claims Voucher Summary

10/29/2019

Page 4 of 5

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
19-02615	OFFICE OF THE WASHINGTON STATE AUDITOR		10,352.22
19-02616	ORION MEDICAL SUPPLY INC		4,394.74
19-02617	ORKIN		2,167.71
19-02618	PACIFIC POWER BATTERIES		21.88
19-02619	PATRICK GJERDE		77.43
19-02620	PETROCARD SYSTEMS, INC.		2,323.05
19-02621	PRO COMM		301.48
19-02622	PROFESSIONAL BUILDING SERVICES		2,970.00
19-02623	PUGET SOUND ENERGY		224.17
19-02624	PUGET SOUND ENERGY		123.16
19-02625	PUGET SOUND ENERGY		113.59
19-02626	PUGET SOUND ENERGY		89.29
19-02627	PUGET SOUND ENERGY		39.31
19-02628	PUGET SOUND ENERGY		79.37
19-02629	PUGET SOUND ENERGY		75.20
19-02630	PUGET SOUND ENERGY		127.01
19-02631	PUGET SOUND ENERGY		116.18
19-02632	PUGET SOUND ENERGY		215.21
19-02633	PURCELL TIRE & SERVICE CENTER		8,848.25
19-02634	RANDY FAY		88.62
19-02635	REPUBLIC SERVICES #197		167.26
19-02636	REPUBLIC SERVICES #197		182.42
19-02637	REPUBLIC SERVICES #197		286.08
19-02638	REPUBLIC SERVICES #197		98.20
19-02639	REPUBLIC SERVICES #197		57.58
19-02640	RICE FERGUS MILLER		23,263.94
19-02641	RICOH USA, INC.		850.50
19-02642	RICOH USA, INC.		453.88
19-02643	ROSE CITY LABEL		269.45
19-02644	SEQUOYAH ELECTRIC		4,463.02
19-02645	SNOHOMISH COUNTY		100.00
19-02646	SNOHOMISH COUNTY FIRE CHIEFS ASSN		150.00
19-02647	Snohomish County Fire District 26		500.00

Page Total 63,590.20

Cumulative Total 210,803.27

Snohomish County Fire District #7 Claims Voucher Summary

10/29/2019

Page 5 of 5

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
19-02648	SNOHOMISH COUNTY FIRE DISTRICT 7		1,745.63
19-02649	SNOHOMISH COUNTY PUD		212.86
19-02650	SNOHOMISH COUNTY PUD		351.32
19-02651	SNOHOMISH COUNTY PUD		2,001.11
19-02652	SNOHOMISH COUNTY PUD		364.73
19-02653	SNOHOMISH COUNTY PUD		1,852.76
19-02654	SNOHOMISH COUNTY PUD		269.64
19-02655	SOUND PUBLISHING, INC		72.80
19-02656	SPEEDWAY CHEVROLET		4,342.34
19-02657	STATE OF WA DEPARTMENT OF REVENUE		1,911.11
19-02658	STRYKER SALES CORPORATION		1,487.35
19-02659	SUMMER YOUNG		52.00
19-02660	SYSTEMS DESIGN WEST LLC		8,785.90
19-02661	TOWN CENTER EYE CARE LLC		335.00
19-02662	TRUE NORTH EMERGENCY EQUIPMENT INC		487.74
19-02663	UNITED PARCEL SERVICE		72.47
19-02664	VERATHON MEDICAL		618.43
19-02665	VERIZON WIRELESS		1,910.75
19-02666	VERIZON WIRELESS		800.45
19-02667	VERIZON WIRELESS		2,777.03
19-02668	VERIZON WIRELESS		14.95
19-02669	WA FIRE COMMISSIONERS ASSN		340.00
19-02670	WAVE BUSINESS		640.11
19-02671	WAVE BUSINESS		144.54
19-02672	WELLSPRING FAMILY SERVICES EAP		316.20
19-02673	WHELEN ENGINEERING COMPANY		254.45
19-02674	WILLIAM WIRTZ		360.80

Page Total 32,522.47

Cumulative Total 243,325.74



Snohomish County
FIRE DISTRICT 7

Earning Trust Through Action

Payroll Summary

10/31/2019

Check Date	10/31/2019
Period Begin	10/16/2019
Period End	10/31/2019

Direct Deposits	\$631,205.49
Paper Checks	\$9,320.40
Taxes	\$157,254.73
Total	\$797,780.62

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BOARD OF FIRE COMMISSIONERS JOINT MEETING MINUTES 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

Vice Chair Steinruck and Chairman Waugh called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

Present for LSF: Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, and Communications Director/District Secretary Laana Larson.

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

Excused absences: Chairman Elmore and Vice Chair Snyder.

FIRE DISTRICT 7 REGULAR BUSINESS

BADGE PINNING CEREMONY

Driver/Operator for D.J. Mattern
New Employee / Public Educator for Kaitlin King

Chief Meek commented it is our privilege to pin a couple of our new members, and he gave a little history for each employee. D.J. Mattern was promoted to Driver/Operator and Kaitlin King was hired as Public Education Specialist. Both took their oaths for Fire District 7 and Chief Meek pinned on their badges. Congratulations!

UNION COMMENT

IAFF
Teamsters
No additional comment.

FIRE CHIEF REPORT

As presented.

Chief Meek distributed the FAQ / Quick info to the Commissioners for their reference regarding the levy lid lift.

CONSENT AGENDA

- A. Approve Vouchers:
 - 1) Benefit Vouchers: None
 - 2) AP Vouchers: #19-02408 - #19-02495; (\$296,900.32)
- B. Approve Payroll: October 15, 2019; (\$738,954.71)

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- 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

Motion to approve consent agenda as submitted.
Motion by Commissioner Woolery and 2nd by Commissioner Schaub.
Vote Passed, Vice Chair Snyder is an excused absence.

DISCUSSION ITEM

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

Commissioner Woolery noted one change about personal vehicles; and a couple minor items were deleted. These are mostly housekeeping issues to update the policy.

No additional questions.

ACTION ITEM

A. RESOLUTION NO. 2019-17 – Accepting Petitions to Annex

Chief Meek commented this resolution is for the Board accepting the petitions. Once approved, the next steps will include a public hearing, then sign a resolution and send to the Boundary Review Board.

Motion to adopt Resolution 2019-17 Accepting Petitions to Annex as submitted.
Motion by Commissioner Wells and 2nd by Commissioner Schaub.
Vote Passed, Vice Chair Snyder is an excused absence.

B. Policy 60 – Department Awards Program

Chief Meek commented the auditor recommended the change noted in the first paragraph and last sentence. This is simply a housekeeping issue.

Motion to adopt Policy 60 Department Awards Program as submitted.
Motion by Commissioner Woolery and 2nd by Commissioner Wells.
Vote Passed, Vice Chair Snyder is an excused absence.

COMMISSIONER COMMITTEE REPORTS

A. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)

- 1) TBD

Commissioner Woolery commented we had three commissioners and the city manager in attendance. They discussed emergency preparedness and basically got reacquainted with everyone.

Chairman Waugh commented he suggested that they discuss reverse annexation.

Chief Meek commented he asked about the status of the CPSM study, a standard of cover efficiencies type study.

Chairman Waugh commented it would help to have a presence at City Council meetings.

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www.Snofire7.org

B. Finance Committee (Waugh / Wells / Snyder)

- 1) TBD

Chairman Waugh commented we are looking at October 28 or 29 at 9am for a meeting date. He asked Camille to please send an email for those two dates. He also requested an LSF Commissioner to participate in this meeting as it will be a joint budget presentation. Commissioner Gagnon will see if he or Commissioner Elmore would be able to participate.

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

Chairman Waugh commented we still need a cost estimate on the facilities.

Assistant Chief Steve Guptill commented we are working on the last set of tours with the Commissioners and then we can have the discussion about moving forward.

OTHER MEETINGS ATTENDED

A. Snohomish County 911 (Waugh)

Chairman Waugh commented there has been notice of a delay on radio distribution.

B. Regional Coordination

C. Leadership Meeting (Fay / Schaub / Wells)

- 1) Wednesday December 4, 2019 – 09:00 / Station 31 – Training Room

Commissioner Schaub commented we enjoyed the Leadership Meeting last week. Chief O'Brien and Chief Meek did a great job presenting it. It was very positive.

D. Sno-Isle Commissioner Meeting

- 1) Thursday, November 7, 2019 – 19:30 – Getchell Fire

Chairman Waugh commented the last Sno-Isle Fire Commissioner Meeting was a bit of a disappointment; as there was not a lot of participation in the discussion at the meeting. He appreciated Chief O'Brien asking why the members are involved with the Sno-Isle Fire Commissioners Association. We need to move past the social aspect and address the topics at hand.

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E. REMINDER - Washington Fire Commissioners Conference

1) October 23 – 26, 2019 / Tulalip Casino

Chairman Waugh commented he will be reaching out for help with the setting up of the hospitality room.

OLD BUSINESS

None

CALL ON COMMISSIONERS

EXECUTIVE SESSION

Chairman Waugh commented there will be an executive session at the end of tonight's meeting to discuss Collective Bargaining Negotiations pursuant to RCW 42.30.140 (4) (a) and to review staff contract / to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g).

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-09-26

Minutes 19-09-28

Motion to approve the September 26 and September 28-30, 2019 Commissioner Meeting minutes as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Passed, Chairman Elmore is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated September 26, 2019 in the total amount of \$64,841.04 as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Passed, Chairman Elmore is an excused absence.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented there are no additions for the report at this time.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented things are going well with the merge. The Boundary Review Board let us know our resolution has been received.

Chief O'Brien commented we are going through the executive senior staff interviews, and our new org chart should be set up by the end of the month. Our crews continue to work well together.

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Fire Station 84

Chief O'Brien commented Deputy Chief/Fire Marshal Messer is working on getting the traffic study completed.

Deputy Chief/Fire Marshal Messer commented the RFQ will be received by Friday, October 18th. We are also in the process of submitting to the City of Lake Stevens a request for consolidation of the four parcels into one.

Chief O'Brien commented we are also working on a sign with the architect to talk about the future fire station.

Temporary Lake Stevens Fire Office

Chief O'Brien commented we are looking at a plan to have office space at Station 82. We decided not to proceed with another building at this time.

Action

Resolution 2019-10 Changing Regular Meeting Schedule

Vice Chair Steinruck commented this resolution notes our Regular Commissioner Meeting Schedule for the remainder of the year.

Motion to adopt Resolution 2019-10 Changing Regular Meeting Schedule as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Passed, Chairman Elmore is an excused absence.

NEW BUSINESS

Discussion

None

Action

Resolution 2019-11 Declaring Property Surplus

Chief O'Brien explained this resolution is to surplus the Fire Safety House and the Station 82 Inflatable Boat.

Motion to adopt Resolution 2019-11 Declaring Property Surplus and Authorizing Disposal of Surplus as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Passed, Chairman Elmore is an excused absence.

CHIEF'S REPORT

Chief O'Brien presented the following report:

- Attended the City of Lake Stevens Staff Meeting. Their new pavilion has been started downtown, they are searching for a new HR director, they are busy with elections, and they appreciate our relationship. They are pleased with the merger.
- We are currently going through the Driver/Operator Examination process, and we plan to have 12 promotions.
- Our Training Captain Examination is scheduled for next Monday.
- The State Auditor is still working with us at Lake Stevens Fire.
- We are looking forward to Fire District 7's Open House this Saturday afternoon at Station 31.

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- Lake Stevens Fire has an Open House 6pm Tuesday, October 29 at Station 81; including promotions, badge pinning, honorary member presentation and thanking our Lake Stevens community for their support.
- Harvest Festival scheduled for Thursday, October 31 from 5-8pm Downtown Lake Stevens.
- Lake Stevens Fire has their Annual Banquet scheduled for Saturday, November 2.
- Thank you to our members for their hard work.

GOOD OF THE ORDER

Commissioner Gagnon commented everyone is doing great; and he appreciated the opportunity to get to know one another better at the Commissioner Retreat.

Vice Chair Steinruck commented he appreciates all the hard work going on between Lake Stevens Fire and Fire District 7; he also appreciated the Commissioner Retreat.

EXECUTIVE SESSION

None

JOINT MEETING BUSINESS

DRAFT BOARD RULES AND POLICIES

Chairman Waugh commented we still need to address standing committees for this policy, and maybe at the next Commissioner Meeting we could create a list.

MEETING RULES OF ENGAGEMENT

Chairman Waugh commented we added a few more rules to the list at the Commissioner Retreat. He suggested we add another thought, valuing the perspective of others. For example, if another Commissioner name/comment comes up in a conversation, give them a call and clarify the message. Let's get the message straight from the person rather than relying on hearsay.

Chief O'Brien suggested we seek understanding from all involved on the topic.

Commissioner Fay suggested we strive for engagement.

Commissioner Schaub mentioned a favorite quote from a cultural anthropologist, "Tell the truth without blame or judgement."

Chief O'Brien commented he appreciates the Commissioners engaging in this. It sends a great message to the rest of the organization.

MERGER MANAGEMENT PLAN

Chief O'Brien commented we are moving forward with the updated Merger Management Plan. We are currently interviewing folks, and we will continue to keep you posted.

COMMISSIONER RETREAT REVIEW

No additional comment.

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FUTURE BOARD SIZE

Legal Counsel Brian Snure recommended since the merged District will have, unless vacancies occur, nine members until the 2021 election, the best initial approach is to attempt to obtain a legislative fix in the 2020 legislative session. He does 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. He would be happy to draft the basic change needed. If it doesn't appear to go anywhere, we could look at other alternatives at that time.

Commissioner Woolery asked about the opposite situation where a board might want to decrease their size, and suggested we consider this as well.

CULTURAL INTEGRATION TEAM

No additional comment.

NAME WORK GROUP

Chief O'Brien commented we are going to get this group up and running real soon. Dr. Pat Sikora will be working with this group. Commissioner Woolery, Commissioner Schaub and Chairman Elmore will be on this committee representing the Commissioners.

NEXT JOINT COMMISSIONER MEETING

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

EXECUTIVE SESSION

At 1820 hours Chairman Waugh called for an executive session to discuss Collective Bargaining Negotiations pursuant to RCW 42.30.140 (4) (a) and to review staff contract / to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 30 minutes with possible action to follow. Executive session included Chairman Waugh, Commissioner Schaub, Commissioner Woolery, Commissioner Fay, Commissioner Wells, CFO Camille Tabor, Human Resources Director Pamela Holtgeerts, Vice Chair Steinruck, Commissioner Gagnon, Chairman Elmore participated via conference call, Chief O'Brien, Brian Snure, Deputy Chief Huff, and Director of Finance & Administration Leah Schoof.

At 1850 hours Chairman Waugh announced to the public that the executive session would be continued for an additional hour and ten minutes.

Chairman Waugh reconvened the open public meeting at 2000 hours and the meeting moved forward with the following motions.

Motion to direct the bargaining team to support the District counter proposal as presented by the Chief in executive session.

Motion by Commissioner Wells and 2nd by Commissioner Gagnon.

Vote Passed.

Those in favor: Commissioner Schaub, Commissioner Woolery, Chairman Elmore, Vice Chair Steinruck, and Commissioner Gagnon.

Those opposed: Chairman Waugh, Commissioner Fay, and Commissioner Wells.

Vice Chair Snyder is an excused absence.

Motion for consideration for retirement benefit as presented in executive session.

Motion by Commissioner Woolery and 2nd by Commissioner Wells.

Vote Passed, all present in favor. Vice Chair Snyder is an excused absence.

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Commissioner Wells asked about the cost for the Commissioner Retreat.

Chairman Waugh reminded everyone there is an Open House for Fire District 7 on Saturday.

ADJOURNMENT

Vice Chair Steinruck and Chairman Waugh adjourned the meeting at 2007 hours.

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board

Kippy Powers

From: Heather Chadwick
Sent: Monday, October 14, 2019 8:20 AM
To: Gary Meek
Subject: FW: Thank you!



Lake Stevens Fire &
 Snohomish County Fire District 7
 Improving Service Together



Heather Chadwick
Public Information & Education Officer

163 Village Court
 Monroe, WA 98272
 Office: (360) 282-3962
 Cell: (425) 245-2662

hchadwick@snofire7.org

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“Earning Trust Through Action”

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From: Asheim, Alexander - Alexander [mailto:alexander.asheim@store.lowes.com]
Sent: Saturday, October 12, 2019 12:01 PM
To: Heather Chadwick <hchadwick@snofire7.org>
Cc: Johnston, Stacy - Stacy A <stacy.a.johnston@lowes.com>; Hopka, Shane - Shane <shane.hopka@store.lowes.com>
Subject: Thank you!

Heather,

Thank you for helping to make our Fire Safety Day a success here at the Mill Creek Lowe's! The kids absolutely loved the Fire Truck tours and all of the firefighters were absolutely fantastic. I figured I'd share a couple pictures with you from the event.

Until next time!













Alexander Asheim
AP & Safety Manager, #1573
Mill Creek, WA

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DISCUSSION ITEMS

SNOHOMISH COUNTY FIRE DISTRICT NO. 7

RESOLUTION NO. 2019-19

A RESOLUTION of the Board of Fire Commissioners (the "Board") of Snohomish County Fire Protection District No. 7 (the "District"), regarding approval of 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;

WHEREAS, the Board of Commissioners for the District accepted the Annexation Petitions and fixed a date for a public hearing on 11/14/19, with notice of such hearing being appropriately posted and published according to law;

WHEREAS, on 11/14/19, a public hearing was held at which testimony from the public was taken concerning the annexation;

WHEREAS, the Board of Commissioners for the District finds that it would be in the public's best interest, welfare, safety and convenience that the Territory be annexed into the District; and

WHEREAS, pursuant to RCW 52.04.011, the Boundary Review Board must approve an annexation before the County may require the area to assume the District's indebtedness.

NOW, THEREFORE:

1. The Territory shall be annexed into the District, subject to review by the Snohomish County Boundary Review Board, if such jurisdiction is invoked.
2. Staff is directed to submit this resolution to the Snohomish County Boundary Review Board as provided in RCW 52.04.051 for further proceedings.

ADOPTED by the Board of Fire Commissioners of Snohomish County Fire Protection District No. 7, at an open public meeting thereof this 14th day of November, 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 Northwestern 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°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°06'23" East, along said East line, 861.31 feet to intersect said Department of Interior Access Road;

Thence, along said centerline, North 63°13'14" West 162.24 feet; South 82°31'46" West 140.99 feet; South 50°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

SCFD 7 Budget Amendment #3

GENERAL FUND:				
REVENUE ITEMS:	new revenue amt.	original budgeted	\$ change	
Local Grants (Rescue Swimmer Grant+ Training Tech/Tools Grant)	\$ 10,000	\$ -	\$	10,000
Additional GEMT Revenues	\$ 6,965,580	\$ 4,753,977	\$	2,211,603
Total Revenue Increases (Decreases)		\$ -	\$	2,221,603
EXPENDITURE CHANGES:				
EXPENDITURE ITEMS:	new expenditure amt.	original budgeted	\$ change	
Rescue Swimmer Equipment (Shelter)	\$ 35,730.00	\$ 30,730	\$	5,000
Election Costs -additional elections	\$ 95,000	\$ 32,300	\$	62,700
GEMT Services- PCG	\$ 37,500	\$ -	\$	37,500
GEMT Services - Central Pierce Fire & Rescue	\$ 10,186	\$ -	\$	10,186
Facilities- temp employee	\$ 30,000	\$ -	\$	30,000
Transfer to Emergency Reserve	\$ 2,315,000	\$ 1,433,000	\$	882,000
Transfer to Apparatus Fund	\$ 3,672,000	\$ 2,500,000	\$	1,172,000
total expenditure increases (decreases)			\$	2,199,386
Net increase (decrease) in fund balance			\$	22,217

EMERGENCY RESERVE FUND:				
REVENUE ITEMS:	new revenue amt.	original budgeted	\$ change	
Inter-Fund Transfers In (from General Fund)	\$ 2,315,000	\$ 1,433,000	\$	882,000
Total Revenue Increases (Decreases)			\$	882,000
Net increase (decrease) in fund balance			\$	882,000

APPARATUS FUND:				
REVENUE ITEMS:		new revenue amt.	original budgeted	\$ change
Inter-fund Transfers In (from General Fund)	\$	3,672,000	\$ 2,500,000	\$ 1,172,000
				\$ -
Total Revenue Increases (Decreases)				\$ 1,172,000
Net increase (decrease) in fund balance				\$ 1,172,000

CONSTRUCTION FUND:				
EXPENDITURE ITEMS:		new expenditure amt.	original budgeted	\$ change
Inter-fund Transfers Out (to Bond Fund)	\$	-	\$ 250,000	\$ (250,000)
Total Expenditure Increases (Decreases)				\$ -
Net increase (decrease) in fund balance				\$ 250,000

BOND FUNDS:				
BEGINNING FUND BALANCE CHANGE:		actual balance	original budgeted	\$ change
Begining Cash Balance - County cash & Investments				\$ -
REVENUE ITEMS:		new revenue amt.	original budgeted	\$ change
Inter-fund Transfer in (from Construction Fund)	\$	-	\$ 250,000	\$ (250,000)
Total Revenue Increases (Decreases)				\$ (250,000)
Net increase (decrease) in fund balance				\$ (250,000)

MOTION:

dated 11/14/2019

Motion to approve budget amendment #2 as presented above :

Randy Fay

Jeff Schaub

William Snyder

Roy Waugh, Chairman

Leslie Jo Wells

Randall Woolery

Secretary to the Board

ACTION ITEMS



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, 10/30/19

1.0 PURPOSE:

- 1.1 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.

2.0 DEFINITIONS:

- 2.1 **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.
- 2.2 **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.
- 2.3 **Employee** - References to "employee" can also be interpreted to include all other authorized personnel associated with the District.
- 2.4 **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.
- 2.5 **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.
- 2.6 **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.
- 2.7 **Special Event** - An event that is not regularly scheduled. If scheduled, it occurs no more frequently than annually.
- 2.8 **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.
- 2.9 **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,



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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.)

- 2.10 **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.

3.0 POLICY:

- 3.1 This policy shall apply to all members of the Fire District.
- 3.2 All travel requests for intermittent and overnight travel outside the District must be approved in advance by the Fire Chief or designee.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 Budgeted monies for reimbursement must be available and authorized. All persons are to exercise good judgment to avoid unnecessary District expense.
- 3.7 Applications for Travel / Leave must indicate:
- 3.7.1 Purpose of travel – Include conference / training seminar flyer, including dates and meals that are included
- 3.7.2 Destination – Where the training / conference will occur
- 3.7.3 Departure and return dates – Per Diem is allowable only on those dates you are traveling for district purposes.
- 3.7.4 Transportation methods being used (airline, bus, rental car, etc.)
- 3.7.5 Other costs associated with the travel
- 3.8 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



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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.

3.9 The following travel expenses shall be reimbursable:

3.9.1 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.

3.9.1.1 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.

3.9.1.2 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.

3.9.1.3 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.

3.9.1.4 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.

3.9.1.5 When two or more employees are traveling together, only the owner of the vehicle being driven shall be eligible for mileage reimbursement.

3.9.2 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.

3.9.2.1 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



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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.

3.9.2.2 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.

3.9.2.3 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.

3.9.3 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>.

3.9.3.1 Individual reimbursement requests are required for each individual seeking reimbursement from the District.

3.9.3.2 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.

3.9.3.3 Employees will not be reimbursed for lodging expenses when the cost of lodging is included in the registration fee.

3.9.3.4 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.

3.9.3.5 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.



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- 3.9.4 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.
- 3.9.4.1 Reimbursement for airplane, train, or bus travel will be coach, tourist, or equivalent rate.
- 3.9.4.2 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.
- 3.9.4.3 Tickets for transportation costs may be charged to the District through any local travel agency, or other approved transportation agency.
- 3.9.4.4 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.
- 3.9.5 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).
- 3.9.5.1 Transportation fares (i.e. taxis, shuttles, buses, rideshare, etc.)
- 3.9.5.2 Parking fees
- 3.9.5.3 Ferry and/or bridge tolls
- 3.9.6 The following are not considered essential to the transaction of District business and, therefore, are not reimbursable (the list is not all inclusive).
- 3.9.6.1 Laundry or valet services
- 3.9.6.2 Movie, radio, or television rental costs
- 3.9.6.3 Tips and gratuities other than meals and transportation
- 3.9.6.4 Trip, personal, or medical insurance to provide coverage for the period of travel (except where required by law)



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3.9.6.5 Alcoholic beverages, snacks, tobacco

3.9.6.6 Memberships

3.9.6.7 Mileage for non-official functions

3.9.6.8 Expenses incurred by persons who are not District employees covered by an approved travel authorization

3.9.6.9 Additional travel costs incurred when an indirect route is taken for personal reasons

3.9.6.10 Fines, penalties, and/or forfeitures

3.9.7 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:

3.9.7.1 Meals in connection with authorized attendance at meetings, conferences, or conventions

3.9.7.2 Meals for employees engaged in authorized emergency repair or operations

3.9.7.2.1 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.

3.9.7.3 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.

3.9.7.4 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.

3.9.7.4.1 Board meetings, retreats, training events, staff meetings scheduled to occur during regular meal times that are expected to run more than three hours.

3.10 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.



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- 3.11 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.
- 3.12 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 NO. 7 THIS 30TH DAY OF OCTOBER, 2019.**

Randy Fay, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Roy Waugh, Commissioner

Leslie Jo Wells, Commissioner

Randy Woolery, Commissioner

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Snohomish County Fire District 7

Proposal for Emergency Medical Supplies Review October, 2019

Evaluation Criteria	Points Possible	Life Assist	Bound Tree
Firm's Qualifications & Experience	20	5	20
Firm's Proposed Solution	30	20	30
Firm's Proposed Pricing	50	40	50
Total Points	100	65	100

Med Line

- The Med Line bid was deemed non responsive because it did not meet the deadline for submission.

Because the Med Line bid has been eliminated, two vendors have successfully met the criteria for submission. As a result, The District has elected to employ section (b) of 26. Criteria for Evaluation and Award. Section (b) states: "If less than three (3) Responses to a Solicitation are deemed responsive by The District, at The District's sole discretion, the Responses may be evaluated using simple comparative analysis instead of any announced method of evaluation, subject to meeting administrative and responsibility requirements."

Tab 1&2

Life Assist

- Life Assist prides itself on being a small company that is able to meet the needs of our agency. Life Assist indicates that it is able to furnish medical supplies, including pharmaceuticals, to the District – Emergency Medical Services.
- Life Assist indicates that it is able accept and process orders for Class 2 and 4 Schedule Drugs.
- Life Assist is unable to provide proof that they are a VAWD accredited supplier. The bid states that Washington does not require VAWD certification which the RFP did not refer to. Manufacturer VAWD certificates (Cardinal) were provided but not Life Assist. A signed statement of compliance with VAWD standards is attached. None of the documents meets the threshold of the RFP which states: "Vendor **MUST** include proof with their submittal that they are a VAWD accredited supplier. **Failure to submit proof may result in vendor being deemed as non-responsive.**" On this point the committee

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discussed the fact that the Life Assist RFP can technically be deemed non-responsive due to its inability to prove VAWD compliance and the fact that surrogate certificates submitted in its stead. The committee decided for now to continue to evaluate the RFP with reservation.

- Washington State Department of Health certifications were provided for review along with reseller and wholesale drug permit.
- Life Assist is able to assist The District with Controlled Substance Ordering System enrollment.

Bound Tree

- Bound Tree Medical indicates that it is able to furnish medical supplies, including pharmaceuticals, to the District – Emergency Medical Services. Bound Tree is able to offer the proposed terms of 36 months with two optional 1 year renewals.
- Bound Tree Medical indicates that it is able accept and process orders for Class 2 and 4 Schedule Drugs.
- Bound Tree Medical is a VAWD accredited supplier with multiple accredited sites. The Visalia warehouse is one such site. A copy of the Visalia VAWD certificate was provided for confirmation along with a letter from the National Association of Boards of Pharmacy.
- Washington State Department of Health certifications were provided for review.
- Bound Tree Medical is able to assist The District with Controlled Substance Ordering System enrollment.
- Bound Tree Medical provides Operative IQ inventory management
- Bound Tree Medical provides U-CapIt controlled medical supply dispensing
- Bound Tree Medical provides training
- Bound Tree Medical offers nationwide distribution from 5 distribution centers. This meets the RFP specification where “vendor shall have redundant warehousing facilities in the event that the local warehouse is unable to fulfill orders for any reason. Vendor must be able to ship most items in multiple units of measure (i.e. each, box, case).”
- Bound Tree Medical has an FDA approved and ISO certified kitting facility of its own in Flower Mound, TX. The committee reviewed the standards of the kitting facility and the benefits of this facility being a part of Bound Tree’s facilities.
- Bound Tree Medical has a disaster support team capable of 24/7 response. The committee noted that During emergency (natural or man-made) situations, Bound Tree is able to ship requested pharmaceutical and medical supplies within a two (2) hour timeframe, twenty-four (24) hours a day, seven (7) days a week. Bound Tree provides an emergency contact numbers for these requests.

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Tab 3

Life Assist

- Life Assist notes that they are able to comply with all aspects of the scope of work outline other than those noted on the exception page. There is no exception page located anywhere in the bid packet so the committee assumes that no exceptions are taken.
- Life Assist's headquarters are in Rancho Cordova, CA along with their primary warehouse. There is a backup warehouse in Kansas which would serve in case of emergencies. This meets the RFP specification where "vendor shall have redundant warehousing facilities in the event that the local warehouse is unable to fulfill orders for any reason. Vendor must be able to ship most items in multiple units of measure (i.e. each, box, case)."
- Life Assist is committed to staying current with the trends and needs of the EMS industry. Life Assist is also committed to ensuring customers are satisfied with their ordering experience.
- Numerous ordering methodologies are described in the method of approach.
- Describe company's method of invoicing. Invoicing methodology is not described in the method of approach.
- Life Assist has access to the Apex vending machine. This machine can be configured to communicate with Operative IQ. A request was made to speak with a reference who is using the Apex vending machine and Operative IQ interface. The response to the request is as follows: "I had Apex review the specifications outlined in the bid to ensure the accuracy of our response. We have had conversations with both Operative IQ and Apex regarding the ability to integrate. The Apex machine can be configured to communicate however many of our customers aren't utilizing a dispensing machine. Since demand has been relatively low I am not able to provide a customer reference." The Apex machine has not been sold as of yet and the interface has not been established with Operative IQ. At this point the interface is proposed and the work will commence once a customer is identified. The committee finds this to be detrimental as The District is not eager to be in a position to be in development of a new product/interface.
- Describe company's conformance to the dispensing systems requirements. Edge literature does not clearly identify how the dispensing system conforms to DEA standards such as dual factor authentication. No indication of whether or not the Edge 5000 has temperature control. Bid does not indicate allowance for vending machines as part of bid.
- Describe company's FDA certified, in-house kitting facility, and its ability to provide both standardized, and custom kitting solutions if company provides such a solution. Life Assist does not have an in house FDA certified kitting facility. However, they do use a

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third party vendor to provide standard kits and custom kits on request. These are supplied from a FDA certified facility. The committee requested several samples to do a head to head comparison with kits provided by Bound Tree. The requested kits were as follows:

- Glucose test kit (adhesive bandage, alcohol prep pad, 2X2 gauze sponge, 25 gauge lancet)
 - Personal protection kit (antimicrobial towelette, 7-10 gallon biohazard bag, large latex free gloves, impervious gown, mask with wraparound shield/visor)
 - IV Start Kit (Adhesive bandage, Clear tape 1" x 1.5 yd., Veniguard dressing, 8" extension set, Tourniquet 1" x 11", 2 pack 2" x 2" gauze pack, 10ml normal saline flush, 2 alcohol prep pads).
 - iGel kit (lubricating jelly, Thomas Endotracheal tube holder, Co2 sampling line, Medium Adult Size 4 iGel)
- The committee reviewed the kits provided by Life Assist and made observations based upon the quality of packaging as compared to that of Bound Tree. The overall quality of the Bound Tree kits was (in the evaluation of the committee) superior to the Life Assist kits.

Bound Tree

- Bound Tree provides description of how they approach customer service and advocacy.
- Bound Tree provides a detailed description of how an order is received and processed. The committee noted Bound Tree's 96.79% fill rate on a comparable agencies orders.
- Bound Tree describes their method of invoicing.
- Bound Tree provides the U-Cap It dispensing system.
- The U-Cap It system meets the following:
 - DEA compliant
 - Manages multiple expiration dates for the same product
 - Manages lot numbers
 - Dual/two factor identification
 - Temperature controlled
 - Temperature monitoring
 - Functional Operative IQ integration
 - Generates purchase orders
- The U-Cap It solution is offered as part of this bid
- Operative IQ is offered as part of this bid

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- Bound Tree operates its own FDA certified kitting facility. Bound Tree has the ability to provide both standardized, and custom kitting solutions. Description of kitting analysis is described above under Life Assist.

Tab 4

Pricing

	Life Assist	Bound Tree
Medical Supplies	Substantially the same	Substantially the same
% off Catalog	Less of a discount	More of a discount
Operative IQ	Included in Bid	Included in Bid
Vending Machine allowance	No inclusion in Bid document	Included in Bid Document

- When taking the total value of the bid into consideration the committee recognized that Bound Tree offered a better financial package than Life Assist. The committee also noted in their evaluation that Life Assist made numerous substitutions throughout the supply tabs. No substitutions were noted in the Bound Tree bid. This would lead the committee to wonder if products were compared on an apples to apples basis if the medical supplies portion would come out substantially the same or if Bound Tree would gain advantage. At any rate the overall financial advantage wound up in Bound Trees favor regardless of the substitutions.

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Tab 5

Life Assist

- Most documentation is present.
- Proof of insurance was not included in the documents

Bound Tree

- All required documentation is present.
- Bound Tree provided all proof of insurance

Conclusion

Based upon the totality of the simple comparative analysis The District has concluded that Bound Tree Medical meets our needs for providing Emergency Medical Supplies for Snohomish County Fire District 7. It is our intention to enter into negotiation with Bound Tree Medical to establish a 36 month contract with two optional 1 year extensions. Should a contract not be reached The District reserves the right to negotiate with Life Assist with the same terms.

COMMITTEE REPORTS

OTHER MEETINGS ATTENDED

OLD BUSINESS

CALL ON COMMISSIONERS

EXECUTIVE SESSION

**LAKE STEVENS FIRE
REGULAR BUSINESS**

JOINT MEETING BUSINESS