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# **JOINT COMMISSIONER BOARD MEETING**

**November 25, 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

November 25, 2019

1730 hours

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

Commissioner Woolery is excused with prior notice.

### **ACTION**

RESOLUTION 2019-20: 2020 BUDGET

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **UNION COMMENT**

IAFF  
Teamsters

### **FIRE CHIEF REPORT**

### **CONSENT AGENDA**

#### **Approve Vouchers**

Benefit Vouchers: Voucher numbers and Amount to be provide at meeting  
AP Vouchers: #19-02860 - #19-02922; (\$212,475.65)

#### **Approve Payroll**

November 29, 2019; Amount to be provided at meeting

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes – November 14, 2019

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

### **DISCUSSION ITEM**

None

### **ACTION ITEM**

Resolution 2019-21 – 2020 Regular Fire Levy  
Resolution 2019-22 – 2020 EMS Levy  
Allied / District 7 Settlement Agreement and Release  
Budget Amendment #4  
Staff Recommendation on District Liability Insurance Coverage Provider for 2020

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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):** November 20, 2019 – 13:00 / District 7 Admin Building  
**Policy Committee (Wells / Woolery / Schaub):** TBD / Admin Bldg.  
**Risk Management (Schaub):** November 18, 2019 – 19:00 / Snohomish Co. FD 22  
**Labor/Management (Waugh / Wells / Fay):** TBD  
**Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay):** Wednesday November 21, 2019 – 1300/  
Admin Bldg  
**Impact Bargaining – Teamsters (Wells):** TBD  
**Shop Committee – (Snyder / Woolery / Fay):** Wednesday, November 20, 2019 – 18:00 / Admin Bldg  
**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, December 5, 2019 – 19:30 – Station 31 / Kelly Fox will be the presenter.

### **OLD BUSINESS**

### **CALL ON COMMISSIONERS**

### **EXECUTIVE SESSION**

RCW 42.30.110(1)(g) – Staff Contract

## **LAKE STEVENS FIRE REGULAR BUSINESS**

### **ADDITIONAL AGENDA ITEMS**

#### **MINUTES**

Minutes 19-10-29  
 Minutes 19-10-30  
 Minutes 19-11-14

#### **FINANCIAL REPORT**

Investment Report  
 Vouchers  
 Expense Line Item Review Summary & Reports  
 Resolution 2019-12 LSF Fire Ordinance 2020  
 Resolution 2019-13 LSF EMS Ordinance 2020  
 2020 Levy Certification

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## **CORRESPONDENCE**

### **OLD BUSINESS**

#### **Discussion**

Merger with Fire District 7

#### **Action**

### **NEW BUSINESS**

#### **Discussion**

#### **Action**

Policy 212 Meals with Meetings

Policy 213 Member Recognition

Policy 214 Organizational Effectiveness

## **CHIEF'S REPORT**

## **GOOD OF THE ORDER**

## **EXECUTIVE SESSION**

# **JOINT MEETING BUSINESS**

## **DRAFT BOARD RULES AND POLICIES**

## **MERGER MANAGEMENT PLAN**

## **FUTURE BOARD SIZE**

## **NAME WORK GROUP**

## **DISTRICT DISPATCH SYSTEM**

## **COMMUNITY RESOURCE PARAMEDIC PROGRAM**

## **ATTENDANCE CHECK**

1730 hours Thursday, December 12 at the Fire District 7 Station 31 Training Room

## **ADJOURNMENT**

# **JOINT ACTION ITEMS**

**SNOHOMISH COUNTY FIRE DISTRICT #7**

**RESOLUTION #2019-20**

**A RESOLUTION APPROVING THE 2020 BUDGET**

**WHEREAS**, The Board of Fire Commissioners have met and considered the financial requirements for the Fire District for the year 2020, and:

**WHEREAS**, The Board of Fire Commissioners have reviewed the budget proposals submitted by staff and made changes where appropriate.

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

- 1. The 2020 budget is hereby approved as submitted and attached hereto.

**ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS 25th DAY OF NOVEMBER 2019.**

\_\_\_\_\_  
Troy Elmore, Commissioner

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

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

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

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

\_\_\_\_\_  
Jim Steinruck, Commissioner

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

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

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

\_\_\_\_\_  
*Attest to:* Secretary to SCFD7 Board

\_\_\_\_\_  
*Attest to:* Secretary to Lake Stevens Board

**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 November 25, 2019

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

1. A Settlement Agreement and Release between District 7 and Allied Construction is included in the Action Items section of this report.
5. Chief's interviews will be conducted on Monday, November 25<sup>th</sup> for consideration of the Deputy Chief to be assigned to EMS.
6. The Auditor's Exit Conference was held on November 20<sup>th</sup>. Report will be included in the Finance Committee section of this report.
7. Impact bargaining with the IAFF will be conducted at 13:00 on November 21 at the Admin Bldg.
8. Commissioner Waugh and I met with Chief Halverson to discuss the ALS service to District 5. A report will be given during the Other Meetings Attended section of this report.
9. Staff have been working on developing the 2020 Key Messages for the District.
10. The Annual Banquet committee is working on dates, venue and agenda for the upcoming banquet.
11. I am requesting an executive session to discuss a staff contract at the end of this meeting.

### **Finance Officer's Report:**

1. The auditors have completed the audit, and are issuing a clean audit report.
2. The 2020 budget, is complete and ready for Board approval. We are asking the Board to approve it at this Board meeting. No changes have been made to the budget since the public hearing.
3. The tables below show the number of transports, gross transport revenues, and MVC revenues, billed by Systems Design during the month of October 2019, and during the same month for each of the 2 previous years.

Systems Design No. of Transports Billed for District 7	2019	2018	2017
October	388	376	391
Systems Design Transport Revenues for District 7	2019	2018	2017
October	\$216,287	\$152,295	\$159,958
Systems Design MVC Revenues for District 7	2019	2018	2017
October	\$665	\$0	\$0

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4. Below is a comparison of the District's year to date expenditures for all funds combined through the month of October 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.

<b>Expenditure Comparison - All Funds</b>			
Expenditures	2019	2018	2017
October	\$ 37,046,831	\$35,285,335	\$32,114,244
% of Total Budget Spent	2019	2018	2017
October	68%	70%	75%

5. 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.

<b>Revenue Comparison - General Fund</b>			
Revenues	2019	2018	2017
October	\$ 40,766,654	\$34,922,086	\$29,563,536
% of Total Budgeted Revenues Received	2019	2018	2017
October	94%	94%	92%

<b>Expenditure Comparison - General Fund</b>			
Expenditures	2019	2018	2017
October	\$ 33,643,018	\$27,731,746	\$26,011,658
% of Total Budget Spent	2019	2018	2017
October	75%	75%	78%

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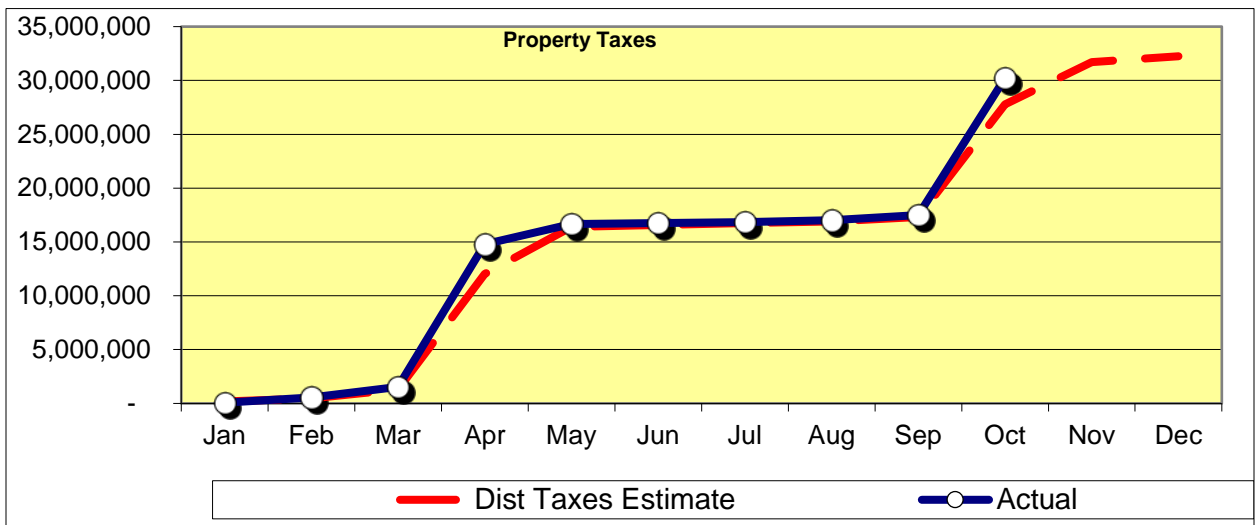


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- 6. Below is a comparison of the combined year to date property tax collected through September of 2017, 2018, and 2019. These include General Fund Regular, EMS, M&O as well as property taxes collected in the Bond Fund.

Revenue Comparison - Property Taxes			
Regular, EMS, M&O, and Bond Fund	2019	2018	2017
October	\$ 30,213,627	\$29,531,956	\$ 24,623,547
% of Property Taxes Collected	2019	2018	2017
October	96%	96%	94%

- 7. 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

11/21/2019

## Claims Voucher Summary

Page 1 of 2

Fund: General Fund #001

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

Date: 11-25-19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-02860	ALL BATTERY SALES AND SERVICE		1,305.96
19-02861	ALLEGIS CORPORATION		58.64
19-02862	ANACONDA NETWORKS INC		12,089.00
19-02863	ARAMARK UNIFORM SERVICES		96.06
19-02864	AT&T MOBILITY		46.71
19-02865	BRAUN NORTHWEST INC		148.16
19-02866	CASCADE FIRE & SAFETY		306.50
19-02867	CHMELIK, SITKIN & DAVIS PS		720.00
19-02868	CHRISTENSEN, INC		2,100.54
19-02869	CLEARVIEW HARDWARE		48.50
19-02870	DAVE JONKER		120.00
19-02871	DEPARTMENT GRAPHICS		433.71
19-02872	EVAN ADOLF		33.14
19-02873	FRONTIER COMMUNICATIONS NORTHWEST INC		282.13
19-02874	GALLS, LLC - DBA BLUMENTHAL UNIFORM		623.02
19-02875	GCR TIRES AND SERVICE		247.28
19-02876	GENERAL FIRE APPARATUS		57.38
19-02877	GRAINGER		1,990.82
19-02878	HARRISON HYDRAGEN, LTD		82.85
19-02879	HIGHWAY AUTO SUPPLY		65.29
19-02880	INTERSTATE ALL BATTERY CENTER		934.98
19-02881	ISOUTSOURCE		6,900.91
19-02882	KAMAN FLUID POWER LLC		497.87
19-02883	KENNY'S TRUCK PARTS AND REPAIR		16.37
19-02884	KENT D. BRUCE		8,614.68
19-02885	KEVIN SULLIVAN		177.00
19-02886	KUSSMAUL ELECTRONICS CO INC		338.14
19-02887	LESLIE JO WELLS		97.90
19-02888	LIFE ASSIST INC		4,960.66
19-02889	LN CURTIS & SONS		212.90
19-02890	LOREN KOHLER		70.00
19-02891	MUNICIPAL EMERGENCY SERVICES, INC.		49,503.92
19-02892	NORTHWEST RIVER SUPPLIES, INC		5,720.95

Page Total 98,901.97

Cumulative Total 98,901.97

## Snohomish County Fire District #7

11/21/2019

### Claims Voucher Summary

Page 2 of 2

Fund: General Fund #001

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

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

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

Voucher	Payee/Claimant	1099 Default	Amount
19-02893	NORTHWEST SAFETY CLEAN		436.37
19-02894	OFFICE DEPOT		136.32
19-02895	OFFICE OF THE WASHINGTON STATE AUDITOR		1,451.45
19-02896	PETROCARD SYSTEMS, INC.		1,884.49
19-02897	PUGET SOUND ENERGY		346.29
19-02898	PUGET SOUND ENERGY		183.99
19-02899	PUGET SOUND ENERGY		227.05
19-02900	PUGET SOUND ENERGY		226.05
19-02901	PUGET SOUND ENERGY		420.50
19-02902	PUGET SOUND ENERGY		36.11
19-02903	PURCELL TIRE & SERVICE CENTER		2,052.12
19-02904	RANDY FAY		152.78
19-02905	RICOH USA, INC.		429.05
19-02906	SKAGIT COUNTY FIRE PROTECTION DISTRICT 6		350.00
19-02907	SNOHOMISH AQUATIC CENTER		54.00
19-02908	SNOHOMISH COUNTY FIRE DISTRICT 7		75,303.14
19-02909	SNOHOMISH COUNTY PUD		525.31
19-02910	SNOHOMISH COUNTY PUD		251.80
19-02911	SNOHOMISH COUNTY PUD		252.80
19-02912	SNOHOMISH COUNTY PUD		212.12
19-02913	SOUND PUBLISHING, INC		10,432.36
19-02914	SPARTAN MOTORS USA, INC.		297.31
19-02915	SPEEDWAY CHEVROLET		374.44
19-02916	STEVEN JOHNSON		193.00
19-02917	SYSTEMS DESIGN WEST LLC		9,364.40
19-02918	TRUE NORTH EMERGENCY EQUIPMENT INC		1,040.61
19-02919	U S FIRE EQUIPMENT, LLC		5,830.83
19-02920	UNITED PARCEL SERVICE		163.88
19-02921	VERIZON WIRELESS		800.57
19-02922	WAVE BUSINESS		144.54

Page Total

113,573.68

Cumulative Total

212,475.65

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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

November 14, 2019

1730 hours

### **CALL TO ORDER**

Chairman Waugh called the District 7 meeting to order at 1730 hours. Chairman Elmore called the Lake Stevens meeting to order at 17:35.

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

LSF Excused absence: Commissioner Gagnon

D7 Excused absence: Vice Chair Snyder and Commissioner Woolery

## **DNR PROPERTY ANNEXATION PUBLIC HEARING**

Chairman Waugh opened the Public hearing at 1731. Assistant Chief Silva explained the past and future process for the unprotected properties. Only the 17 properties that signed the petition are included in the resolution.

A few citizens were present and were interested in the process and signing the petition. Brief discussion took place.

The Public Hearing was closed at 17:35.

## **STAFF PRESENTATIONS ON DIVISIONS**

Chief Meek noted that last year during the leadership meeting, staff presented the year's accomplishments and next year's goals for each of their divisions and the commissioners present felt it would be beneficial to present that same thing to the Board prior to approving the next year's budget. Chief O'Brien noted staff has worked very hard over the year. He explained the presentation has a part that explains accomplishments and another is the vision. He noted the vision has 3 main parts: 1) The Ground-where we're going, The Mission: Saving Lives, protecting property, taking care of people while being fiscally responsible. 2) Build our team, the whole team including citizens. 3) as a new merging district evaluate and build our systems and processes.

All division heads presented on their 2019 division accomplishments and their 2020 vision.

At 1927 hours Chairman Waugh called for a 5 minute break. The open public meeting reconvened at 1932 hours.

## **LAKE STEVENS FIRE REGULAR BUSINESS**

**ADDITIONAL AGENDA ITEMS** None

### **MINUTES**

Minutes 19-10-29



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Minutes 19-10-30

*Chairman Elmore postponed the approval of the minutes until the next regular Commissioner Meeting.*

## **FINANCIAL REPORT**

### **Vouchers**

Motion to approve Expense Vouchers 191101001 – 191101030 dated November 14, 2019 in the total amount of \$67,853.11 as submitted.  
Motion by Steinruck and 2<sup>nd</sup> by Elmore  
Vote Passed

Motion to approve Capital Initiative Voucher 191104001 dated November 14, 2019 in the total amount of \$3,754.67 as submitted.  
Motion by Elmore and 2<sup>nd</sup> by Steinruck  
Vote Passed

Motion to approve Capital Replacement Voucher 191102001 dated November 14, 2019 in the total amount of \$12,554.64 as submitted.  
Motion by Steinruck and 2<sup>nd</sup> by Elmore  
Vote Passed

Motion to approve Strategic Fund Voucher 191103001 dated November 14, 2019 in the total amount \$19,287.50 as submitted.  
Motion by Elmore and 2<sup>nd</sup> by Steinruck  
Vote Passed

### **Payroll**

Motion to approve the November 2019 Payroll in the total amount of \$926,478.01 as submitted.  
Motion by Steinruck and 2<sup>nd</sup> by Elmore  
Vote Passed

### **Expense Reports**

Leah Schoof noted there were no summary updates for the expense reports.

Resolution 2019-12 LSF Fire Ordinance 2020  
Resolution 2019-13 LSF EMS Ordinance 2020  
Levy Certification 2020

The ordinance/resolutions for Lake Stevens Fire are to ensure we receive our 1% in 2020. These are for reference and not to be signed yet, and can be signed once the budget is adopted.

## **CORRESPONDENCE**

Thank You for Service  
Thank You for All You Do

## **OLD BUSINESS**

### **Discussion**

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Merger with Fire District 7

**Action:** None

## **NEW BUSINESS**

### **Discussion**

Snohomish County 911

We received the attached correspondence from Snohomish County 911. These are the proposed amendments to the Snohomish County 911 Interlocal Agreement. The SNO911 Board will consider these amendments for approval at its November 21, 2019 meeting. No action by any member agency is required to approve the ILA changes.

### **Action**

ISOutsource IT Services

Chief O'Brien requested to allow him to sign the ISOutsource IT Service Contract. The three main cost drivers for the ISOutsource cost increase are:

- Conversion to Office 365
- Server replacement and replication
- IT updates due to the merger

Motion to authorize exceeding the current ISOutsource Contract, up to \$25,000 for IT services, as requested.  
Motion by Steinruck and 2<sup>nd</sup> by Elmore  
Vote Passed

## **CHIEF'S REPORT**

- Harvest Festival Update – Thank you to A Shift, along with Laana & Atira representing Lake Stevens Fire with a booth and the engine; we handed out 750 fire prevention cards that evening and enjoyed connecting with community; thank you to the City of LS for hosting this event.
- Annual Banquet Update – Thank you to everyone for their help making this a great evening. Special thanks to Paramedic Virnig, Firefighter Robertson, Firefighter Seda, Firefighter Rhoades, and MSO Rasmussen.
- Coffee with the Chiefs – 11am Wednesday Nov 20 at the LS Senior Center.
- New date for Tips for Firefighters Event – 5-9pm Friday, December 6 at the Lake Stevens IXTAPA.

## **GOOD OF THE ORDER**

Vice Chair Steinruck commented thanked everyone for all their presentations and is really looking forward to 2020.

Chairman Elmore also thanked everyone for all their hard work as well.

Motion to adjourn at 1940 hours.  
Motion by Elmore and 2<sup>nd</sup> by Steinruck  
Vote Passed

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## 2020 BUDGET PUBLIC HEARING

Commissioner Waugh opened the 2020 Budget Public Hearing at 1941. Chief Meek briefly mentioned that if the results of the most recent levy lid lift change the resolutions will also change. Chief O'Brien handed out a New District Launch 2020 that highlighted were the district plans to go and briefly went over this document and its meaning. He previously noted that he had intended to re-evaluate the org chart if the levy failed. And further explained that the team analyzed this and believes the best decision is to continue with the existing org chart.

CFO Camille Tabor gave a presentation that went over the 2020 budget, handed out at the meeting. The 2020 budget is based on a failed levy. It was confirmed that the anticipated numbers relating to the merger impact costs were reflected in the budget as well as labor issues/legal expenses.

Commissioner Waugh commented that the firefighter safety issues need to first be addressed and noted that we are in pretty good financial shape in preparation for an emergency such as the levy not passing.

Commissioner Waugh ended the 2020 Budget Public Hearing at 2003

## FIRE DISTRICT 7 REGULAR BUSINESS

### ADDITIONAL AGENDA ITEMS

#### UNION COMMENT

IAFF  
Teamsters

#### FIRE CHIEF REPORT

Chief Meek presented and passed out the 2019 Annual Report. He thanked both Jennifer Pardee and Heather Chadwick for all their hard work on producing such a professional report. Items from the Chief's Report were then discussed.

#### CONSENT AGENDA

##### **Approve Vouchers**

- Benefit Vouchers: #19-02675 - #19-02688; (\$362,598.32) *Previously Signed*
- Benefit Vouchers: #19-02689 - #19-02690; (\$4,145.45) *Previously Signed*
- Benefit Voucher: #19-02691; (\$48,788.46) *Previously Signed*
- Benefit Voucher: #19-02692 - #19-02698; (\$358,128.30)
- AP Vouchers: #19-02699 - #19-02856; (\$1,397,888.42)
- New Benefit Voucher: #19-02857; (\$48,944.54)

##### **Approve Payroll**

November 15, 2019; (\$779,714.92)

##### **Approval of Minutes**

Approve Regular Board Meeting Minutes – October 30, 2019

Motion to approve the Consent Agenda as submitted.  
Motion by Wells and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 4/0**

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## **DISCUSSION ITEM**

**Draft Resolution – 2020 Regular Fire Levy**

**Draft Resolution – 2020 EMS Levy**

**Draft Resolution Approving the 2020 Budget**

There were no questions or discussion and it was noted that they will be brought to the board for action at the next meeting.

### **11/05/19 Allied, District 7 & TCA Agreement**

The CR2A agreement, signed by the three parties in the mediation agreement, was for the Station 33 construction. Page 1 Item B Payment discusses the payment inclusive for all the retainage money, and all the prior D7 approved change orders sent to Allied but held for mediation discussion. Chief Meek noted most of that money had already been approved. The remaining portion of it was settled by District lawyer, Mitch Cogdill, through the mediation process and is below the number the Board had previously authorized him to work up to. TCA stepped up to the plate on this and were truly partners with us through this mediation process including a final settlement that Allied came back with and TCA graciously agreed to pay 50% of that additional step. He commended TCA on this, it was a tough project and TCA was certainly humbled by this experience.

Commissioner Fay asked on page 2 letter C if there was a particular reason they were exempted from this section? Chief Meek noted that once this is signed and completed, our lawyer made sure the language removed District 7 from further issues between Allied and TCA. This is the draft agreement through the mediation and there will be another final document. No actions are necessary tonight on this agreement. The 31 days does not start until the final document is signed.

## **ACTION ITEM**

**Resolution 2019-19 to accept annexations of unincorporated areas into the District.**

Assistant Chief Silva noted that the resolutions being approved is to approve the added territory 9.

Motion to accept Resolution 2019-19 as submitted.

Motion by Wells and 2<sup>nd</sup> by Schaub

On vote, **Motion Carried 4/0**

### **Re-sign Amended Cooperative Purchasing Agreement – City of Bellingham**

Chief Meek noted that the board previously authorized it but that the City of Bellingham did their signature page section incorrectly and are asking for a new signed document.

### **Budget Amendment #3**

Motion to approve the Consent Agenda as submitted.

Motion by Schaub and 2<sup>nd</sup> by Wells

On vote, Motion Carried 4/0

## **COMMISSIONER COMMITTEE REPORTS**

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

**Finance Committee (Waugh / Wells / Snyder):** November 13, 2019 – 13:00 / District 7 Admin Building

**Policy Committee (Wells / Woolery / Schaub):** TBD / Admin Bldg.

**Risk Management (Schaub):** November 5, 2019 – 19:00 / Snohomish Co. FD 22. Commissioner Schaub noted that the meeting has been changed to November 18<sup>th</sup> and as a result he would not be able to attend.

Commissioner Fay offered to attend in his place.

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



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163 Village Court  
Monroe, WA 98272  
(360) 794-7666  
www.Snofire7.org

**Labor/Management (Waugh / Wells / Fay):** TBD

**Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay):** Wednesday November 13, 2019 – 09:00 / Admin Bldg

**Impact Bargaining – Teamsters (Wells):** TBD

**Shop Committee – (Snyder / Woolery / Fay):** There will be a meeting next week.

**Strategic Plan Committee – (Fay / Schaub / Wells)**

**Capital Facilities Committee - (Schaub / Snyder / Woolery)**

**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, December 5, 2019 – 19:30 – Station 31. Speaker will be Kelly Fox. Commissioner Waugh noted he would not be able to attend.

**JOINT MEETING BUSINESS**

**DRAFT BOARD RULES AND POLICIES**

**MEETING RULES OF ENGAGEMENT**

**MERGER MANAGEMENT PLAN**

**FUTURE BOARD SIZE**

**CULTURAL INTEGRATION TEAM**

**NAME WORK GROUP**

**ATTENDANCE CHECK**

5:30pm Monday, November 25 at the Fire D7 S31 Training Room in Monroe (moved due to holiday). All commissioners in attendance noted they will be in attendance

**ADJOURNMENT**

Chairman Waugh adjourned the meeting at 2023 hours.

# **DISCUSSION ITEMS**

# **ACTION ITEMS**



Ordinance / Resolution No. 2019-21
RCW 84.55.120

WHEREAS, the Board Of Commissioners of Snohomish County Fire District 7 has met and considered its budget for the calendar year 2020 ; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 24,533,864.17 for the regular levy ; and,

WHEREAS, the population of this district is [X] more than or [ ] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 245,338.64 which is a percentage increase of 1 % from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 25 day of Novmeber, 2019 .

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.





Ordinance / Resolution No. 2019-22
RCW 84.55.120

WHEREAS, the Board of Commissioners of Snohomish County Fire District 7 has met and considered its budget for the calendar year 2020; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 7,342,509.76 for the EMS levy; and,

WHEREAS, the population of this district is [X] more than or [ ] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 73,425.10 which is a percentage increase of 1% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 25 day of November, 2019.

[Blank lines for signatures]

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

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## SETTLEMENT AGREEMENT AND RELEASE

THIS SETTLEMENT AGREEMENT is entered by and between Snohomish County Fire District No. 7 (“The District”), TCA Architecture-Planning, Inc. (“TCA”) and Allied Construction Associates, Inc. (“Allied”).

### I. RECITAL OF FACT

A. The purpose of this Agreement is to fully and forever resolve all pending disputes, claims and causes of action arising out of or in any way connected with design, engineering, installation, construction, testing, inspection, maintenance and repair of the Fales Road Fire Station (“the Project”) except as otherwise provided in this Agreement. The settlement was reached through mediation conducted by Mike Scott on July 12, 2019 and negotiations that continued thereafter.

B. Allied has asserted claims against The District. The District has denied such claims and asserted some of Allied’s claims are TCA’s responsibility. The parties are desirous of settling all claims and causes of action, known or unknown as of the date of this Settlement Agreement, relating to the Project except as otherwise provided herein, upon the terms and conditions set forth herein.

### II. AGREEMENT

Based upon the foregoing Recitals of Fact, the parties hereby agree and covenant as follows:

A. Payment. The following payments totaling \$492,695.11 shall be made at the time established in Section B, below:

(1) TCA, directly and through its insurer, shall pay the sum of \$102,646.99 by check payable to Allied (Tax I.D. No. \_\_\_\_\_).

(2) The District shall pay the sum of \$102,646.98 by check payable to Allied (Tax I.D. No. \_\_\_\_\_).

(3) The District will release retainage of \$287,401.14.

B. Final Completion. The Parties agree the Project will be considered completed as of the dates this Settlement Agreement is executed by the District. The payments described in Section II.A, above, which are inclusive of retainage, the unpaid contract balance, compensation for unresolved claims and change orders and any sales tax owed on amounts paid, shall be made within 32 days following full execution of this Settlement Agreement.

C. Project Close Out. The following project close out items are agreed to by the Parties:

(1) Allied will obtain and deliver to the District prior to the date payments under this Settlement Agreement are due signed waivers and releases of lien, retention on bond claim rights from any and all subcontractors and materialmen who have outstanding claims or balances indicating they will not be claiming such against the District.

(2) Allied will obtain and deliver to the District prior to the date payments under this Settlement Agreement are due, signed releases of any lien claims filed by any subcontractors and/or material suppliers.

(3) Allied guarantees that all subcontractors and materialmen have been paid, except for LaNacional and Superstructures. Allied will defend and indemnify the District and TCA from any claims brought by any subcontractors or materialmen,

including LaNacional and Superstructures, including all attorneys' fees, costs and any other amounts incurred as a result of such claims.

(4) The District will execute a declaration in support of Allied's claims against LaNacional and Superstructures, provided the declaration contains only language the District is comfortable with.

(5) The District forgives any claims it has relating to alleged improper finishing of concrete.

(6) Allied's contractual one year warranty period will expire on January 29, 2020.

D. Release and Discharge of Claims. This Settlement Agreement is conditioned upon the mutual release of claims arising out of the Project by each party to this Agreement.

E. District's Release. In consideration of the provisions contained in this Agreement, The District releases and discharges Allied and TCA, and their past and present officers, principals, employees, consultants, assigns, insurers, reinsurers and successors from any and all claims, actions and damages, whether currently known or unknown, arising from or in connection with the Project, including but not limited to, all claims which have been asserted to date. This release applies to known and reasonably discernable claims, but not latent defects.

F. Allied's Release. In consideration of the provisions contained in this Agreement, Allied releases and discharges The District and TCA, and their past and present officers, principals, employees, consultants, assigns, insurers, reinsurers and successors from any and all claims, actions and damages, whether currently known or unknown, arising from or in connection with the Project, including but not limited to, all claims which have been asserted to date.

G. TCA's Release. In consideration of the provisions contained in this Agreement, TCA releases and discharges The District and Allied, and their past and present officers, principals, employees, consultants, assigns, insurers, reinsurers and successors from any and all claims, actions and damages, whether currently known or unknown, arising from or in connection with the Project, including but not limited to, all claims which have been asserted to date.

H. Unknown Claims. Each party acknowledges there is a risk that subsequent to the execution of this Agreement it will discover, incur or suffer claims that were unknown or unanticipated at the time this Agreement was executed which arose from or are based upon, or are related to claims released under this Agreement. Each party assumes the risk of unknown and/or unanticipated claims and agrees that all such claims are waived and released under this Agreement.

I. Choice of Law and Forum. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Washington. All disputes arising out of the terms of this Agreement shall be resolved by arbitration with Mike Scott serving as arbitrator.

J. Attorneys' Fees. In the event it is necessary for any party to enforce the terms of this Agreement, the prevailing party shall be entitled to reimbursement for its reasonable costs, expenses and attorneys' fees.

K. Multiple Copies and Electronic Signatures. This document may be executed in counterparts. Each party may sign an individual signature page. Electronic copies of the document and/or signature pages shall be tantamount to originals in every respect.

L. Warranty of Authority to Settle. Each of the individuals signing this Agreement on behalf of a party warrants that he/she has the authority to sign the Agreement and therefore bind the party on whose behalf he/she signs.

M. Parties Bound. This Agreement shall benefit, and be binding on, the heirs, successors and assigns of the parties.

N. Purpose of Agreement. This Agreement is designed strictly for the purpose of compromising disputed claims and avoiding the expense and risks of litigation. Neither this Agreement, nor the payment of money under the Agreement, shall be construed or characterized as an admission of liability or wrongdoing on the part of any party. This Agreement shall not be construed or characterized as a victory for one party or the other.

O. Integration. This written Agreement contains the entire understanding between the parties in connection with the subject matter, and it supersedes and replaces all prior negotiations, agreements or representations, whether oral or written. Each party acknowledges that no other party, or any agent or attorney of any party, has made any promise, representation or warranty whatsoever, expressed or implied, not contained herein, concerning the subject matter hereof, to induce it to execute this Agreement, and each party acknowledges that it has not executed this document in reliance on any promise, representation or warranty not contained herein.

**SNOHOMISH COUNTY FIRE DISTRICT NO. 7**

By \_\_\_\_\_  
Its: \_\_\_\_\_  
Dated: \_\_\_\_\_

**TCA ARCHITECTURE-PLANNNG, INC.**

By \_\_\_\_\_  
Its: \_\_\_\_\_  
Dated: \_\_\_\_\_

**ALLIED CONSTRUCTION ASSOCIATES, INC.**

By \_\_\_\_\_  
Its: \_\_\_\_\_  
Dated: \_\_\_\_\_

G:\\_SEA\_CASES\TCA ARCHITECTURE (FALES)\D\2019.11.08 SETTLEMENT AGREEMENT 33906.0101.DOC

### SCFD 7 Budget Amendment #4

BOND FUND:			
EXPENDITURE ITEMS:	new expenditure amt.	original budgeted	\$ change
Principal & interest on new 2019 bonds	\$ -	\$ 250,000	\$ (250,000.00)
	\$ -		\$ -
Total Expenditure Increases ( Decreases)			\$ (250,000)
<b>Net increase (decrease) in fund balance</b>			<b>\$ 250,000</b>

**MOTION:**

Motion to approve budget amendment #4 as presented above :

---

Randy Fay

---

Jeff Schaub

---

William Snyder

---

Roy Waugh, Chairman

---

Leslie Jo Wells

---

Randall Woolery

---

Secretary to the Board



# COMMITTEE REPORTS

## **OTHER MEETINGS ATTENDED**

# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**

# **EXECUTIVE SESSION**

**LAKE STEVENS FIRE  
REGULAR BUSINESS**

**Board of Fire Commissioners  
Open House / Recognition Ceremony  
Special Meeting Minutes**

Fire Station 81  
12409 – 21<sup>st</sup> Street NE, Lake Stevens, WA 98258

October 29, 2019

1800 hours

**CALL TO ORDER**

Vice Chair Steinruck called the meeting to order at 1815 hours.

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, various members from Lake Stevens Fire and Fire District 7, various members from the Lake Stevens community, and Communications Director/District Secretary Laana Larson.

Chairman Elmore is an excused absence.

**LAKE STEVENS FIRE OPEN HOUSE**

No formal business will be conducted by the Board, but a quorum of the Board may be present.

Lake Stevens Fire thanked the Lake Stevens community for their amazing support over the years and announced the 2019 Honorary Member Gary O'Rielly.

Lake Stevens Fire also recognized the following members:

*Firefighters / EMTs* – Fatkin, Harding, Jacobs, Kraski, McGrew, Millich, McCann, Murdock, Perron, B. O'Brien, and C. Welch

*Paramedic / Firefighter* - Kukhotskaya

*Captains* - Aamold, Defenbaugh, Dillon and Kees

*Medical Services Officer* – Rasmussen

*Executive Fire Officer Program Graduate* – Fire Chief O'Brien

**ADJOURNMENT**

Chairman Steinruck adjourned the meeting at 1900 hours.

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

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

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

\_\_\_\_\_  
Commissioner Gagnon

\_\_\_\_\_  
Fire Chief Kevin K. O'Brien

**LAKE STEVENS  
FIRE**

Phone: 425.334.3034  
Fax: 425.334.6981  
www.lsfire.org

*"Touching Lives Today ~ Planning for Tomorrow"*

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

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

Lake Stevens Fire  
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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 30, 2019

1730 hours

### **CALL TO ORDER**

Both 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, Legal Counsel Brian Snure, and Director of Communication/District Secretary Laana Larson.

Chairman Elmore was absent with prior notice.

Present for District 7: Chairman Waugh, Commissioner Fay, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, HR Director Pamella Holtgeerts, HR Analyst Kendra Johnson, Assistant Chief/District Secretary Silva, Assistant Chief Andrews, Deputy Chief Dorsey, Deputy Chief Fitzgerald, CFO Camille Tabor, District Administrative Coordinator Denise Mattern.

Commissioner Snyder and Chief Meek were absent with prior notice.

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **UNION COMMENT**

IAFF: President Michael McConnell thanked Chief O'Brien and Lake Stevens Fire for a great open house the prior night and for the opportunity to speak at it for the future of the organization and also to the Board for the upcoming preparations of the merge and the requested patience for all involved in the process. He called attention to the MOU before the board tonight and asking for their support in that.

### **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



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Motion to approve the Consent Agenda as submitted.  
Motion by Schaub and 2<sup>d</sup> by Wells  
On vote, **Motion Carried 5/0.**

### **DISCUSSION ITEM**

#### **Resolution 2019-19 – Annexation of Unincorporated Areas**

Assistant Chief Silva noted there would be a public hearing at a regular board meeting on November 14 at 1730 and then the resolution will be up for approval. This is the same one that the board has seen before. This was all done by petitions so everyone included wanted to participate. It was noted that this includes 17 properties out of about 400.

#### **Budget Amendment #3**

CFO Camille explained that two grants were received and is adding \$10,000 to the revenue budget as well as expected additional GEMT revenue for the 2018 state fiscal year and about \$100,000 from 2016 for a total increased revenue of \$2,221,603. Rescue swimmers want to spend that \$5,000 Rescue Swimmer Grant on a shelter, the invoice was received for the election costs. Also GEMT Services that had to be paid to PCG (agency who collected the data) and Pierce County Fire and Rescue (helped front the funds to get the GEMT program started). A temporary employee was added to the Facilities department to help as well as transfers to the Emergency Reserve and Apparatus Funds for total additional General Fund expenditures of \$22,217.

Apparatus Fund movement, in 2020 6 new engines are slated to be purchased for the new combined district and funds need to be increased to accommodate that. \$250,000 were to be moved from the Construction Fund to the Bond Fund, it is clear it will not be needed.

Commissioner Waugh had asked for the District to draft a letter to Central Pierce Fire and Rescue to thank them for their aid in this program.

### **ACTION ITEM**

#### **Policy 1-33 – Meals, Lodging, Travel and Incidentals**

Commissioner Schaub called attention to the language in the policy that states that mileage reimbursement is to be calculated from the headquarters station or the member's residence, whichever is shorter.

Motion to approve Policy 1-33 Meals, Lodging, Travel and Incidentals as submitted.  
Motion by Wells and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 5/0.**

#### **Emergency Medical Supplies – Accepting a Request for Proposal**

Deputy Chief Dorsey noted that this is a project they've been working on most the year which resulted recently going out to bid in which there were three vendors. The first vendor was disqualified as they did not meet many of the requirements. The two remaining bids were included in the board packet with a recommendation to award the bid to Bound Tree with some of their benefits being that they had redundant warehouses so that in a disaster supplies would still be available, could mobilize quickly to get supplies to the District quickly, and were also the lowest bid. If approved, Dorsey would then begin to negotiation the final details with them.

Motion to Emergency Medical Supply Request for Proposal as submitted.  
Motion by Fay and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 5/0.**

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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. Reviewed the preliminary view of the 2020 combined budget and if the levy doesn't pass the effect on the budget looked pretty significant. Kudos to the staff for their work in combining these budget items with Lake Stevens and was noted to be a lot of hard work. Staff presentations will take place at the November 14 Regular Board Meeting.

**Policy Committee (Wells / Woolery / Schaub):** TBD / Admin Bldg. Commissioner Schaub inquired if the new policies agreed upon and was confused as to where they were at. Assistant Chief Silva clarified that the plan is to adopt District 7 policies come January 1 and the policy committee will begin reviewing all the policies at that time.

**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. Suggests the shop committee schedule a meeting to look at the shop rates. It was noted that there are plans being worked on with plans for a meeting soon. Commissioner Woolery believed that Steve planned on having the rates on November 18<sup>th</sup> at 1700.

**Strategic Plan Committee – (Fay / Schaub / Wells)**

**Capital Facilities Committee - (Schaub / Snyder / Woolery):** It was noted that there are a couple more Commissioners that still need tours.

### **OTHER MEETINGS ATTENDED**

**Snohomish County 911 (Waugh):** Bylaws changes that take no action but emails and letters have gone out regarding it. Sno911 and the purchase of the new radio system. The antenna is not functioning at the level the RFP indicated it was supposed to so they are looking into this correction. Brief discussion took place surrounding the radios and inventory.

**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 at Getchell Fire.

**OLD BUSINESS** None

**CALL ON COMMISSIONERS** None

### **EXECUTIVE SESSION**

Executive Session for District 7 was moved to be conducted after Joint Business.

## **LAKE STEVENS FIRE REGULAR BUSINESS**

**ADDITIONAL AGENDA ITEMS** None

### **MINUTES**

Minutes 19-10-10

Motion to approve the October 10, 2019 Commissioner Meeting minutes as submitted.  
Motion by Gagnon and 2<sup>nd</sup> by Steinruck.  
Vote Passed, Chairman Elmore is an excused absence.

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## **FINANCIAL REPORT**

### Investment Report

#### Vouchers

Motion to approve Expense Vouchers 191002001 through 191002047 dated October 30, 2019 in the total amount of \$193,824.32 as submitted.  
Motion by Steinruck and 2<sup>nd</sup> by Gagnon.  
Vote Passed, Chairman Elmore is an excused absence.

Motion to approve Capital Replacement Voucher 191003001 dated October 30, 2019 in the total amount of \$10,385.90 as submitted.  
Motion by Gagnon and 2<sup>nd</sup> by Steinruck.  
Vote Passed, Chairman Elmore is an excused absence.

#### Payroll

Motion to approve the October 2019 Payroll in the total amount of \$671,476.26 as submitted.  
Motion by Steinruck and 2<sup>nd</sup> by Gagnon.  
Vote Passed, Chairman Elmore is an excused absence.

Expense Line Item Review Summary & Reports  
Three additions were noted in the expense accounts.

### **CORRESPONDENCE** None

### **OLD BUSINESS**

#### **Discussion**

Merger with Fire District 7

Fire Station 84: Tours are coming up but there was nothing new to report.

Temporary Lake Stevens Fire Office: Establishing a temp office at Station 82 with one person to help customers there.

**Action** None

### **NEW BUSINESS**

#### **Discussion**

Chief Andrews commented that 11 members were out on a strike team right now and were assigned to the Kincaid fire, winds had died down and they were able to make some progress.

#### **Action**

None

### **CHIEF'S REPORT**

- Driver / Operator Testing Update: Completed the Driver Operator test with 10 of the 12 driver operators in place November 1<sup>st</sup> with two current acting positions, 2 candidates are finishing the process who were out on L&I and are expected to complete that by Dec 1.

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- Training Captain Testing Update: Keith Terry will be promoted to Training Captain effective November 1 reporting to Station 71.
- Open House / Recognition Ceremony Update: Open House at Station 81 where they swore in 10 firefighters, a Captain, an MSO, and a new Paramedic. A lot of Lake Stevens Fire community came out and it was nice to take time to thank them for the many years of support.
- Recruit Academy Update: All of them are doing very well with recruit evaluations on October 31, 2019.
- A new budgeted replacement boat (rigid inflatable - Boat 82 has been put into service.
- Harvest Festival on Halloween, 5-8pm Thursday October 31, Downtown Lake Stevens  
We will be participating with a booth and Touch a Truck with the rigs, calls permitting.
- Looking forward to the Lake Stevens Fire Awards Banquet this Saturday, November 2 at Tulalip Casino.

### **GOOD OF THE ORDER**

Vice Chair Steinruck commented that there was a wonderful celebration at Station 81 on October 29<sup>th</sup>. It was nice to see both District 7 and Lake Stevens mingling and the nice words that Union President McConnell stated while there. He also recognized Chief O'Brien for his graduation from the Executive Fire Academy that occurred last February.

## **JOINT MEETING BUSINESS**

### **DRAFT BOARD RULES AND POLICIES**

Chairman Waugh addressed standing committees. Commissioners are to email Commissioner Waugh their interest in being on any of the committees.

It was clarified that the Labor/Management Committee negotiates contracts and MOU's and stays ahead of concerns/issues.

There will also be a new Government Liaison/Community Outreach Committee (committee name still TBD): 2 assigned per region. This committee will deal with relationships with other City and County committees.

### **MEETING RULES OF ENGAGEMENT**

#### **MERGER MANAGEMENT PLAN**

Chief O'Brien handed out an updated team structure to the Board and presented the new team structure. The structure was presented as though the levy is passing, if not there will be a need for adjustments.

He then presented an incident briefing plan for the merged district.

He noted there still remains one position unfilled, EMS Deputy Chief, with a notice going out Thursday to fill that position from the Lieutenant level and up.

#### **FUTURE BOARD SIZE**

Attorney Brian Snure asked the Board if they would like him to take lead on this topic or if someone on the Board would like to. The legal issue being that by statute, the Commissioners of a 5 position Fire District cannot elect to go to a 7-position board but yet a 3 position Board can elect to become a 7 position board. It was noted to be a logistical error in language that will need correcting. The Board agreed to let Attorney Snure take the lead for this.

**CULTURAL INTEGRATION TEAM** Nothing new to report.

#### **NAME WORK GROUP**

Meeting November 7, 2019

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**NEXT JOINT COMMISSIONER MEETING**

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

**DISTRICT 7 EXECUTIVE SESSION**

The Commissioners went into Executive Session at 1840 for thirty (30) minutes to discuss the IAFF Bargaining-Memorandum of Understanding per RCW 42.30.140(4)(a) and three Staff Contracts per RCW 42.30.110(1)(g).

At 1910 hours Chairman Waugh announced to the public that the executive session would be continued for an additional 30 minutes.

Regular session resumed at 1940 with the following actions:

Motion to accept the 2020 submitted retirement dates for Eric Andrews, Duane Stai, Jeff Chittenden, Rick Peters and Gary Meek as presented.  
Motion by Woolery and 2<sup>nd</sup> by Wells  
On vote, **Motion Carried 5/0.**

Motion to accept the early retirement for Kurt Schneider due to health issues.  
Motion by Woolery and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 5/0.**

Motion to accept the IAFF Local 2781 Memorandum of Understanding as presented.  
Motion by Fay and 2<sup>nd</sup> by Wells  
On vote, **Motion Carried 5/0.**

Motion to authorize staff to engage services with a neutral third party to conduct a salary survey for the professional service contract.  
Motion by Woolery and 2<sup>nd</sup> by Wells  
On vote, **Motion Carried 5/0.**

**ADJOURNMENT**

The meeting was adjourned at 1944 hours by Chairman Waugh and Vice Chair Steinruck.

*Minutes respectfully submitted by Denise Mattern, District Administrative Coordinator with Fire District 7.*

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

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

\_\_\_\_\_  
Commissioner Gagnon

\_\_\_\_\_  
Fire Chief Kevin K. O'Brien

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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

November 14, 2019

1730 hours

### **CALL TO ORDER**

Chairman Waugh called the District 7 meeting to order at 1730 hours. Chairman Elmore called the Lake Stevens meeting to order at 17:35 hours.

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

LSF Excused absence: Commissioner Gagnon

D7 Excused absence: Vice Chair Snyder and Commissioner Woolery

## **DNR PROPERTY ANNEXATION PUBLIC HEARING**

Chairman Waugh opened the Public hearing at 1731. Assistant Chief Silva explained the past and future process for the unprotected properties. Only the 17 properties that signed the petition are included in the resolution.

A few citizens were present and were interested in the process and signing the petition. Brief discussion took place.

The Public Hearing was closed at 17:35.

## **STAFF PRESENTATIONS ON DIVISIONS**

Chief Meek noted that last year during the leadership meeting, staff presented the year's accomplishments and next year's goals for each of their divisions and the commissioners present felt it would be beneficial to present that same thing to the Board prior to approving the next year's budget. Chief O'Brien noted staff has worked very hard over the year. He explained the presentation has a part that explains accomplishments and another is the vision. He noted the vision has 3 main parts: 1) The Ground-where we're going, The Mission: Saving Lives, protecting property, taking care of people while being fiscally responsible. 2) Build our team, the whole team including citizens. 3) as a new merging district evaluate and build our systems and processes.

All division heads presented on their 2019 division accomplishments and their 2020 vision.

At 1927 hours Chairman Waugh called for a 5 minute break. The open public meeting reconvened at 1932 hours.

## **LAKE STEVENS FIRE REGULAR BUSINESS**

### **ADDITIONAL AGENDA ITEMS**

None

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## **MINUTES**

**Minutes 19-10-29**

**Minutes 19-10-30**

Chairman Elmore postponed the approval of the minutes until the next regular Commissioner Meeting.

## **FINANCIAL REPORT**

### **Vouchers**

Motion to approve Expense Vouchers 191101001 – 191101030 dated November 14, 2019 in the total amount of \$67,853.11 as submitted.

Motion by Steinruck and 2<sup>nd</sup> by Elmore

Vote Passed

Motion to approve Capital Initiative Voucher 191104001 dated November 14, 2019 in the total amount of \$3,754.67 as submitted.

Motion by Elmore and 2<sup>nd</sup> by Steinruck

Vote Passed

Motion to approve Capital Replacement Voucher 191102001 dated November 14, 2019 in the total amount of \$12,554.64 as submitted.

Motion by Steinruck and 2<sup>nd</sup> by Elmore

Vote Passed

Motion to approve Strategic Fund Voucher 191103001 dated November 14, 2019 in the total amount \$19,287.50 as submitted.

Motion by Elmore and 2<sup>nd</sup> by Steinruck

Vote Passed

### **Payroll**

Motion to approve the November 2019 Payroll in the total amount of \$926,478.01 as submitted.

Motion by Steinruck and 2<sup>nd</sup> by Elmore

Vote Passed

### **Expense Reports**

Leah Schoof noted there were no summary updates for the expense reports.

### **Resolution 2019-12 LSF Fire Ordinance 2020**

### **Resolution 2019-13 LSF EMS Ordinance 2020**

### **Levy Certification 2020**

The ordinance/resolutions for Lake Stevens Fire are to ensure we receive our 1% in 2020. These are for reference and not to be signed yet, and can be signed once the budget is adopted.

## **CORRESPONDENCE**

Thank You for Service

Thank You for All You Do

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## **OLD BUSINESS**

### **Discussion**

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

### **Action**

None

## **NEW BUSINESS**

### **Discussion**

#### **Snohomish County 911**

We received the attached correspondence from Snohomish County 911. These are the proposed amendments to the Snohomish County 911 Interlocal Agreement. The SNO911 Board will consider these amendments for approval at its November 21, 2019 meeting. No action by any member agency is required to approve the ILA changes.

### **Action**

#### **ISource IT Services**

Chief O'Brien requested to allow him to sign the ISource IT Service Contract. The three main cost drivers for the ISource cost increase are:

- Conversion to Office 365
- Server replacement and replication
- IT updates due to the merger

Motion to authorize exceeding the current ISource Contract, up to \$25,000 for IT services, as requested.  
Motion by Steinruck and 2<sup>nd</sup> by Elmore  
Vote Passed

## **CHIEF'S REPORT**

- Harvest Festival Update – Thank you to A Shift, along with Laana & Atira representing Lake Stevens Fire with a booth and the engine; we handed out 750 fire prevention cards that evening and enjoyed connecting with community; thank you to the City of LS for hosting this event.
- Annual Banquet Update – Thank you to everyone for their help making this a great evening. Special thanks to Paramedic Virnig, Firefighter Robertson, Firefighter Seda, Firefighter Rhoades, and MSO Rasmussen.
- Coffee with the Chiefs – 11am Wednesday Nov 20 at the LS Senior Center.
- New date for Tips for Firefighters Event – 5-9pm Friday, December 6 at the Lake Stevens IXTAPA.

## **GOOD OF THE ORDER**

Vice Chair Steinruck commented thanked everyone for all their presentations and is really looking forward to 2020.

Chairman Elmore also thanked everyone for all their hard work as well.

Motion to adjourn at 1940 hours.  
Motion by Elmore and 2<sup>nd</sup> by Steinruck  
Vote Passed



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## 2020 BUDGET PUBLIC HEARING

Commissioner Waugh opened the 2020 Budget Public Hearing at 1941. Chief Meek briefly mentioned that if the results of the most recent levy lid lift change the resolutions will also change. Chief O'Brien handed out a New District Launch 2020 that highlighted were the district plans to go and briefly went over this document and its meaning. He previously noted that he had intended to re-evaluate the org chart if the levy failed. And further explained that the team analyzed this and believes the best decision is to continue with the existing org chart.

CFO Camille Tabor gave a presentation that went over the 2020 budget, handed out at the meeting. The 2020 budget is based on a failed levy. It was confirmed that the anticipated numbers relating to the merger impact costs were reflected in the budget as well as labor issues/legal expenses.

Commissioner Waugh commented that the firefighter safety issues need to first be addressed and noted that we are in pretty good financial shape in preparation for an emergency such as the levy not passing.

Commissioner Waugh ended the 2020 Budget Public Hearing at 2003

## FIRE DISTRICT 7 REGULAR BUSINESS

### ADDITIONAL AGENDA ITEMS

#### UNION COMMENT

IAFF  
Teamsters

#### FIRE CHIEF REPORT

Chief Meek presented and passed out the 2019 Annual Report. He thanked both Jennifer Pardee and Heather Chadwick for all their hard work on producing such a professional report. Items from the Chief's Report were then discussed.

#### CONSENT AGENDA

##### **Approve Vouchers**

- Benefit Vouchers: #19-02675 - #19-02688; (\$362,598.32) *Previously Signed*
- Benefit Vouchers: #19-02689 - #19-02690; (\$4,145.45) *Previously Signed*
- Benefit Voucher: #19-02691; (\$48,788.46) *Previously Signed*
- Benefit Voucher: #19-02692 - #19-02698; (\$358,128.30)
- AP Vouchers: #19-02699 - #19-02856; (\$1,397,888.42)
- New Benefit Voucher: #19-02857; (\$48,944.54)

##### **Approve Payroll**

November 15, 2019; (\$779,714.92)

##### **Approval of Minutes**

Approve Regular Board Meeting Minutes – October 30, 2019

Motion to approve the Consent Agenda as submitted.  
Motion by Wells and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 4/0**

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## **DISCUSSION ITEM**

**Draft Resolution – 2020 Regular Fire Levy**

**Draft Resolution – 2020 EMS Levy**

**Draft Resolution Approving the 2020 Budget**

There were no questions or discussion and it was noted that they will be brought to the board for action at the next meeting.

### **11/05/19 Allied, District 7 & TCA Agreement**

The CR2A agreement, signed by the three parties in the mediation agreement, was for the Station 33 construction. Page 1 Item B Payment discusses the payment inclusive for all the retainage money, and all the prior D7 approved change orders sent to Allied but held for mediation discussion. Chief Meek noted most of that money had already been approved. The remaining portion of it was settled by District lawyer, Mitch Cogdill, through the mediation process and is below the number the Board had previously authorized him to work up to. TCA stepped up to the plate on this and were truly partners with us through this mediation process including a final settlement that Allied came back with and TCA graciously agreed to pay 50% of that additional step. He commended TCA on this, it was a tough project and TCA was certainly humbled by this experience.

Commissioner Fay asked on page 2 letter C if there was a particular reason they were exempted from this section? Chief Meek noted that once this is signed and completed, our lawyer made sure the language removed District 7 from further issues between Allied and TCA. This is the draft agreement through the mediation and there will be another final document. No actions are necessary tonight on this agreement. The 31 days does not start until the final document is signed.

## **ACTION ITEM**

**Resolution 2019-19 to accept annexations of unincorporated areas into the District.**

Assistant Chief Silva noted that the resolutions being approved is to approve the added territory 9.

Motion to accept Resolution 2019-19 as submitted.  
Motion by Wells and 2<sup>nd</sup> by Schaub  
On vote, **Motion Carried 4/0**

### **Re-sign Amended Cooperative Purchasing Agreement – City of Bellingham**

Chief Meek noted that the board previously authorized it but that the City of Bellingham did their signature page section incorrectly and are asking for a new signed document.

### **Budget Amendment #3**

Motion to approve the Consent Agenda as submitted.  
Motion by Schaub and 2<sup>nd</sup> by Wells  
On vote, Motion Carried 4/0

## **COMMISSIONER COMMITTEE REPORTS**

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

**Finance Committee (Waugh / Wells / Snyder):** November 13, 2019 – 13:00 / District 7 Admin Building

**Policy Committee (Wells / Woolery / Schaub):** TBD / Admin Bldg.

**Risk Management (Schaub):** November 5, 2019 – 19:00 / Snohomish Co. FD 22. Commissioner Schaub noted that the meeting has been changed to November 18<sup>th</sup> and as a result he would not be able to attend.

Commissioner Fay offered to attend in his place.

**Labor/Management (Waugh / Wells / Fay):** TBD

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**Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay):** Wednesday November 13, 2019 – 09:00 / Admin Bldg  
**Impact Bargaining – Teamsters (Wells):** TBD  
**Shop Committee – (Snyder / Woolery / Fay):** There will be a meeting next week.  
**Strategic Plan Committee – (Fay / Schaub / Wells)**  
**Capital Facilities Committee - (Schaub / Snyder / Woolery)**

**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, December 5, 2019 – 19:30 – Station 31. Speaker will be Kelly Fox. Commissioner Waugh noted he would not be able to attend.

**JOINT MEETING BUSINESS**

**DRAFT BOARD RULES AND POLICIES**

**MEETING RULES OF ENGAGEMENT**

**MERGER MANAGEMENT PLAN**

**FUTURE BOARD SIZE**

**CULTURAL INTEGRATION TEAM**

**NAME WORK GROUP**

**ATTENDANCE CHECK**

5:30pm Monday, November 25 at the Fire D7 S31 Training Room in Monroe (moved due to holiday). All commissioners in attendance noted they will be in attendance

**ADJOURNMENT**

Chairman Waugh adjourned the meeting at 2023 hours.

*Minutes respectfully submitted by Denise Mattern, District Administrative Coordinator with Fire District 7.*

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

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

\_\_\_\_\_  
Commissioner Gagnon

\_\_\_\_\_  
Fire Chief Kevin K. O'Brien

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

**Fund: Fire 8 Exp**

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776770							<b>3,208,658.08</b>
	2.019	10/01/2019					3,208,658.08
	2.019	10/09/2019		175,000.00			3,383,658.08
	2.019	10/17/2019			13,400.00		3,370,258.08
	2.019	10/21/2019		425,900.00			3,796,158.08
	2.019	10/29/2019		2,643,550.00			6,439,708.08
	2.019	10/31/2019	Alloc/Fee		50.00	6,502.05	6,446,160.13
<b>Subtotal and Ending Balance</b>	<b>2.019</b>			<b>3,244,450.00</b>	<b>13,450.00</b>	<b>6,502.05</b>	<b>6,446,160.13</b>
<b>Totals and Ending Balance for Fire 8 Exp</b>				<b>3,244,450.00</b>	<b>13,450.00</b>	<b>6,502.05</b>	<b>6,446,160.13</b>

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

**Fund: Fire 8 Cap Proj**

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776775							<b>1,992,300.01</b>
	2.165	10/01/2019		490,559.65			2,482,859.66
	2.019	10/01/2019					2,482,859.66
	2.019	10/17/2019			10,385.90		2,472,473.76
	2.019	10/31/2019			12,554.64		2,459,919.12
	2.019	10/31/2019	Alloc/Fee		50.00	4,308.24	2,464,177.36
<b>Subtotal and Ending Balance</b>	<b>2.019</b>			<b>490,559.65</b>	<b>22,990.54</b>	<b>4,308.24</b>	<b>2,464,177.36</b>
<b>Totals and Ending Balance for Fire 8 Cap Proj</b>				<b>490,559.65</b>	<b>22,990.54</b>	<b>4,308.24</b>	<b>2,464,177.36</b>

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

**Fund: Fire 8 Emerg Contingency**

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776779							357,957.54
	2.019	10/01/2019					357,957.54
	2.019	10/31/2019	Alloc/Fee		31.12	622.49	358,548.91
<b>Subtotal and Ending Balance</b>	<b>2.019</b>			<b>0.00</b>	<b>31.12</b>	<b>622.49</b>	<b>358,548.91</b>
<b>Totals and Ending Balance for Fire 8 Emerg Contingency</b>				<b>0.00</b>	<b>31.12</b>	<b>622.49</b>	<b>358,548.91</b>

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

**Fund: FD 8 Strategic Fund**

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776781							<b>365,182.73</b>
	2.019	10/01/2019					365,182.73
	2.019	10/31/2019			19,287.50		345,895.23
	2.019	10/31/2019	Alloc/Fee		31.70	633.97	346,497.50
<b>Subtotal and Ending Balance</b>	<b>2.019</b>			<b>0.00</b>	<b>19,319.20</b>	<b>633.97</b>	<b>346,497.50</b>
<b>Totals and Ending Balance for FD 8 Strategic Fund</b>				<b>0.00</b>	<b>19,319.20</b>	<b>633.97</b>	<b>346,497.50</b>

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

**Fund: FD 8 Cap Init**

Page 1

Account	Current Rate	Transaction Date	Trans. Type	Contributions / Transfer In	Disbursements / Transfer Out / Fees	Allocated Earnings	Balance
776782							46,982.51
	2.019	10/01/2019					46,982.51
	2.019	10/31/2019			3,754.67		43,227.84
	2.019	10/31/2019	Alloc/Fee		4.07	81.49	43,305.26
<b>Subtotal and Ending Balance</b>	<b>2.019</b>			<b>0.00</b>	<b>3,758.74</b>	<b>81.49</b>	<b>43,305.26</b>
<b>Totals and Ending Balance for FD 8 Cap Init</b>				<b>0.00</b>	<b>3,758.74</b>	<b>81.49</b>	<b>43,305.26</b>



## ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
MCAG #: 1308

Expense Fund  
As Of: 11/25/2019

Time: 15:13:21 Date: 11/08/2019  
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10513	10/29/2019	11/25/2019	38552	ACE EQUIPMENT RENTALS, RASH INVESTMENT C	174.72 RENTAL-CHAIRS-S81 OPEN HOUSE
10545	10/31/2019	11/25/2019	43050	ACE HARDWARE	112.27 FACILITES/VEHICLES-OPERATING SUPPLIES/PROPS
10544	10/31/2019	11/25/2019	54242	ADVANCE AUTO PARTS	146.35 VEHICLES-FUEL/OIL-A82
10542	11/06/2019	11/25/2019	40797	CANON FINANCIAL SERVICES, INC	555.55 OFFICE MACHINE LEASES-PRINTERS
10524	10/30/2019	11/25/2019	601	CENTRAL WELDING SUPPLY CO, INC	445.19 OXYGEN/CYLINDER RENTAL-OCT
10507	10/25/2019	11/25/2019	18179	CHMELIK SITKIN & DAVIS P.S.	550.00 LEGAL COUNSEL-SEPT 2019 SERVICES
10521	11/04/2019	11/25/2019	53283	CLEARFLY COMMUNICATIONS	425.80 TELEPHONE NETWORKS-SER-NOVEMBER 2019
10527	11/01/2019	11/25/2019	39351	COMDATA NETWORK, INC.	6,105.62 FUEL-OCT 2019
10538	11/05/2019	11/25/2019	54711	CREWSENSE LLC	508.44 IT SOFTWARE-SER-11/5/19-12/4/19
10519	11/01/2019	11/25/2019	835	DAVIS DOOR SERVICE	471.82 EQUIPMENT-CONTRACTED REPAIR-S83 BAY DOOR
10535	10/30/2019	11/25/2019	866	DICK'S TOWING INC	586.74 VEHICLES-CONTRACTED REPAIR-TOWING-E82
10523	10/28/2019	11/25/2019	46505	ELECTRONIC BUSINESS MACHINES	540.26 OFFICE EQUIP LEASES-OVERAGES-HQ DOWNSTAIRS-(7/28/19-10/27/19)
10536	10/28/2019	11/25/2019	50142	GALLS, LLC.	168.90 UNIFORMS-BOOTS-WALRADT
10506	10/22/2019	11/25/2019	5020	GLASS BY LUND, INC.	299.75 EQUIP-CONTRACTED REPAIR-GLASS INSTALL
10515	10/21/2019	11/25/2019	44249	HOME DEPOT CREDIT SERVICES	1,115.62 FACILITIES-OPER SUPPLIES/TRAINING PROPS FOR S83
10509	10/25/2019	11/25/2019	53717	IMS ALLIANCE	11.99 PROTECTIVE GEAR-NAME TAGS
10531	10/31/2019	11/25/2019	45596	IS OUTSOURCE INC	4,854.65 IT SERVICES & SUPPORT-SER-OCT SER/MONITORING/MGMT-NOV 2019
10534	11/01/2019	11/25/2019	52247	KAISER PERMANENTE	200.00 TESTING-ONLINE RESPIRATORY QUESTIONAIRE
10510	10/28/2019	11/25/2019	18941	KING COUNTY FIRE TRAINING OFFICERS ASSN	200.00 FS/OFFICER DEVELOPMENT-C. HARROTT
10528	11/04/2019	11/25/2019	41381	LAKE STEVENS SEWER DISTRICT	822.16 SEWER-NOV 2019
10520	11/01/2019	11/25/2019	45867	LONE MOUNTAIN COMMUNICATIONS LLC	538.00 COMMUNICATIONS EQUIP-PAGER CLIP/MICROPHONE
10512	10/22/2019	11/25/2019	31679	MUNICIPAL EMERGENCY SERVICES, INC	2,441.70 PROTECTIVE GEAR-BOOTS/SCBA REPAIRS
10539	11/05/2019	11/25/2019	53768	NORTHWEST LANDSCAPE SERVICES	4,457.02 LANDSCAPING-S84-BLACKBERRY MOW
10511	10/21/2019	11/25/2019	2443	PRAXAIR DISTRIBUTION, INC.	31.83 VEHICLES/SHOP-OPER SUPPLIES/CYLINDER RENTAL
10505	09/25/2019	11/25/2019	50316	ROBERT M TRASK AGENCY, INC.	9,881.00 LIFE INSURANCE-ANNUAL PREMIUM
10543	10/31/2019	11/25/2019	50907	SMARSH INC.	308.66 IT SOFTWARE-SOCIAL MEDIA/TEXT ARCHIVING-OCT 2019
10518	10/31/2019	11/25/2019	50184	SNOH COUNTY FIRE DIST #07	7,973.23 VEHICLES-CONTRACTED REPAIR-4 VEHICLES
10522	11/01/2019	11/25/2019	53120	SNOHOMISH COUNTY 911	26,273.08 DISPATCH SERVICES/ESO/LAPTOP PROGRAM

**ACCOUNTS PAYABLE**LAKE STEVENS FIRE  
MCAG #: 1308Expense Fund  
As Of: 11/25/2019Time: 15:13:21 Date: 11/08/2019  
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10514	10/28/2019	11/25/2019	2827 SNOHOMISH COUNTY PUD #1	990.29	ELECTRICITY/WATER
10533	11/01/2019	11/25/2019	5673 SNURE LAW OFFICE, PSC	3,576.00	LEGAL COUNSEL-OCT SERVICE
10541	11/05/2019	11/25/2019	15785 STAPLES CREDIT PLAN	78.04	OFFICE SUPPLIES-CORK BOARDS/MARKERS/FLOOR CHAIR MAT
10508	10/21/2019	11/25/2019	49469 STATION ORGANIC CLEANERS	245.03	UNIFORM-ALTERATIONS
10530	10/30/2019	11/25/2019	3116 TRIBUNE	92.33	ADVERTISING-CHANGE CLOCKS/CHECK BATTERIES
10532	10/15/2019	11/25/2019	45686 TRITECH SOFTWARE SYSTEMS	547.77	IT SOFTWARE-ONLINE SER-OCT 2019
10504	10/28/2019	11/25/2019	37973 TULALIP RESORT CASINO	6,086.36	AWARDS BANQUET-2019
10537	10/25/2019	11/25/2019	7114 US BANK	370.48	SPECIAL EVENTS-HALLOWEEN/COMMUNICATION SUPPLIES/FACILITIES-SOAP
10526	10/25/2019	11/25/2019	20133 VERIZON WIRELESS	1,803.53	CELLULAR NETWORKS-SER-(10/26/19-11/25/19)
10525	11/01/2019	11/25/2019	3345 WASTE MANAGEMENT	1,208.58	GARBAGE-OCT SERVICE
10516	10/25/2019	11/25/2019	42700 WAXIE SANITARY SUPPLY	425.92	HOUSEHOLD SUPPLIES
10540	11/05/2019	11/25/2019	31544 WELLSRING GROUP	176.40	EMPLOYEE ASSISTANCE PROGRAM-NOV 19
Report Total:				85,801.08	

DATE: 11/25/19\_\_\_\_\_  
Chief Kevin O'Brien\_\_\_\_\_  
Larry Huff - Deputy Chief Operations\_\_\_\_\_  
Leah Schoof - Director of Finance and Administration\_\_\_\_\_  
Paul Gagnon - Commissioner\_\_\_\_\_  
Troy Elmore - Commissioner\_\_\_\_\_  
Jim Steinruck - Commissioner

# ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
MCAG #: 1308

Capital Replacement  
As Of: 11/25/2019

Time: 15:14:19 Date: 11/08/2019  
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10517	09/30/2019	11/25/2019	12260 KNOX COMPANY	5,838.04	APPARATUS-LOCK BOXES-E83, T83, M81
	594 22 64	100-3	Apparatus		
			300 000 594 2019 Capital R	5,838.04	LOCK BOXES FOR E83, T83, M81

Report Total: 5,838.04

Fund	Amount
300 2019 Capital Replacement Fund 776-57	5,838.04

DATE: 11/25/19

\_\_\_\_\_  
Chief Kevin O'Brien



Leah Schoof - Director of Finance and Administration

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Larry Huff - Deputy Chief Operations

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Paul Gagnon - Commissioner

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Troy Elmore - Commissioner

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Jim Steinruck - Commissioner

# ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
MCAG #: 1308

Strategic Fund  
As Of: 11/25/2019

Time: 15:14:06 Date: 11/08/2019  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10529	11/05/2019	11/25/2019	46136	LAWHEAD ARCHITECTS P.S.	1,175.00 PROFESSIONAL CONSULTANTS
	522 10 41 000-5	Professional Consultants	005 000 520 2019 Strategic I	1,175.00	REGIONAL FIRE ACADEMY TEMP OFFICE-TRAILER


Report Total: 1,175.00

Fund	Amount
005 2019 Strategic Fund 776-5818666	1,175.00

DATE: 11/25/19

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Chief Kevin 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>						
522.10.44.002	Newsletters / Publications	25,000.00	25,468.86	-468.86	102%	Additional FAQs for merger information; information included for 2020 budget	11/25/2019
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>522.11..</b>	<b>Government Services</b>						
522.11.49.000	Comm. Registration	3,000.00	3,055.00	-55.00	102%	Attendance higher than anticipated; will be adjusted for the 2020 budget	10/30/2019
<b>522.12..</b>	<b>Communication and Technical Support</b>						
522.12.40.001	IT Services & Support	105,000.00	121,164.00	-16,164.00	115%	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
522.14.41.001	Snohomish County - Elections	15,000.00	25,405.78	-10,405.78	169%	Higher than anticipated for 2019; information included for 2020 budget	11/25/2019
<b>522.20..</b>	<b>Fire Suppression</b>						
522.20.20.015	Protective Gear & Equipment	26,169.00	31,064.23	-4,895.23	119%	Unanticipated boots/helmets; no adjustment necessary for 2020	10/30/2019
<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>522.30..</b>	<b>Fire Prevention</b>						
522.30.10.004	FP - Incentives & Payouts	16,550.00	20,845.67	-4,295.67	126%	2019 contractual incentive higher than anticipated; no adjustment necessary for 2020	11/25/2019
<b>522.45..</b>	<b>Training</b>						
522.45.20.016	Recruit Academy	42,000.00	63,101.31	-21,101.31	150%	Invoice from 2018 received in first quarter 2019	10/30/2019
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	6,556.30	-636.30	111%	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	6,512.78	-3,512.78	217%	Unanticipated training (driver operator / pump school): update for 2020	8/20/2019
522.45.49.007	Registration - EMS / ACLS	4,500.00	5,283.90	-783.90	117%	Attendance higher than anticipated; will be adjusted for the 2020 budget	3/21/2019
594.22.64.200	Capital Initiative Fund - Equipment	9,800.00	12,903.78	-3,103.78	132%	Offset by donation of \$3000 (underwater drone)	4/9/2019

**EXPENSE SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	November	YTD	Remaining	
<b>520 Public Safety</b>					
522 10 10 001-0 Salaries	745,445.00	0.00	599,845.40	145,599.60	80.5%
522 10 10 004-0 Incentives & Payouts	48,500.00	0.00	36,914.95	11,585.05	76.1%
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	9,272.81	3,138.19	74.7%
522 10 20 002-0 Medical / Dental	139,420.00	0.00	109,254.32	30,165.68	78.4%
522 10 20 003-0 Retirement / Leoff II	20,400.00	0.00	15,374.43	5,025.57	75.4%
522 10 20 004-0 Retirement / PERS	58,570.00	0.00	44,994.39	13,575.61	76.8%
522 10 20 005-0 Matching Deferred Comp.	13,920.00	0.00	8,745.00	5,175.00	62.8%
522 10 20 006-0 HRA Contribution	46,690.00	0.00	38,394.60	8,295.40	82.2%
522 10 20 008-0 District ST/LT Disability Insurance	8,815.00	0.00	6,756.42	2,058.58	76.6%
522 10 20 009-0 Employment Security	12,000.00	844.09	9,980.62	2,019.38	83.2%
522 10 20 010-0 Labor & Industries	255,890.00	0.00	246,867.16	9,022.84	96.5%
522 10 20 011-0 Employee Assistance Program	2,500.00	354.76	2,169.72	330.28	86.8%
522 10 20 012-0 Life Insurance/Accidental Death & Dismemberment	18,165.00	9,881.00	11,739.00	6,426.00	64.6%
522 10 20 013-0 Employee Service Recognition	8,546.00	4,837.74	5,468.26	3,077.74	64.0%
522 10 31 001-0 Office Supplies	8,000.00	305.71	3,123.38	4,876.62	39.0%
522 10 31 005-0 Printing	3,550.00	0.00	509.86	3,040.14	14.4%
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	4,126.00	41,083.20	8,916.80	82.2%
522 10 41 002-0 Professional Consultants	92,150.00	0.00	60,701.85	31,448.15	65.9%
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	0.00	8,971.73	3,028.27	74.8%
522 10 44 001-0 Advertising	800.00	226.73	260.33	539.67	32.5%
522 10 44 002-0 Newsletters / Publications	25,000.00	3,750.00	25,468.86	(468.86)	101.9%
522 10 49 000-0 Registration	6,400.00	0.00	6,232.00	168.00	97.4%
522 10 49 001-0 Chaplain Support Services	6,300.00	0.00	4,884.78	1,415.22	77.5%
522 10 49 002-0 Special Events / Hospitality	9,150.00	860.02	4,747.05	4,402.95	51.9%
522 10 49 003-0 Membership / Dues / Subscriptions	5,068.00	99.95	4,905.00	163.00	96.8%
522 10 49 004-0 Awards Banquet / Annual Retreat	16,500.00	8,147.88	30,139.05	(13,639.05)	182.7%
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	0.00	818.47	6,536.53	11.1%
<b>210 Administration</b>	<b>1,667,245.00</b>	<b>33,433.88</b>	<b>1,341,382.58</b>	<b>325,862.42</b>	<b>80.5%</b>
522 11 10 001-0 Stipend	36,864.00	0.00	30,080.00	6,784.00	81.6%
522 11 20 001-0 Fica / Medicare	2,900.00	0.00	2,301.12	598.88	79.3%
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	10.00	3,065.00	(65.00)	102.2%
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>10.00</b>	<b>38,183.86</b>	<b>13,380.14</b>	<b>74.1%</b>
522 12 30 001-0 Communication Supplies	6,200.00	313.73	5,645.56	554.44	91.1%
522 12 35 001-0 Communication Equip (Pagers/Radios/Cells)	11,178.00	538.00	11,110.75	67.25	99.4%
522 12 40 001-0 IT Services & Support	105,000.00	9,195.65	130,359.65	(25,359.65)	124.2%
522 12 42 001-0 IT Software	95,941.00	2,379.05	81,038.88	14,902.12	84.5%
522 12 42 002-0 Cellular Networks	47,165.00	3,377.61	37,399.55	9,765.45	79.3%
522 12 42 003-0 Telephone Networks	47,040.00	3,178.25	37,599.17	9,440.83	79.9%
522 12 45 001-0 Office Equipment Leases	15,300.00	1,095.81	11,946.03	3,353.97	78.1%
522 12 48 000-0 Office Equipment Repairs & Maintenance	1,500.00	0.00	0.00	1,500.00	0.0%

**EXPENSE SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	November	YTD	Remaining	
<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>20,078.10</b>	<b>317,544.59</b>	<b>17,779.41</b>	<b>94.7%</b>
522 14 40 001-0 State Audit	16,500.00	6,914.86	6,914.86	9,585.14	41.9%
522 14 40 002-0 Snohomish County - Financial Services	3,700.00	787.46	3,300.52	399.48	89.2%
522 14 41 001-0 Snohomish County - Elections	15,000.00	0.00	25,405.78	(10,405.78)	169.4%
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	0.09	499.91	0.0%
<b>214 Other Governmental Services</b>	<b>42,200.00</b>	<b>7,702.32</b>	<b>47,438.22</b>	<b>(5,238.22)</b>	<b>112.4%</b>
522 20 10 001-0 Full Time Salaries	1,940,575.00	0.00	1,783,752.96	156,822.04	91.9%
522 20 10 002-0 Battalion Chief Salaries	488,990.00	0.00	408,872.19	80,117.81	83.6%
522 20 10 003-0 Company Officer Salaries	1,311,350.00	0.00	961,041.50	350,308.50	73.3%
522 20 10 004-0 Incentives & Payouts	261,720.00	0.00	79,866.33	181,853.67	30.5%
522 20 10 005-0 Part-Time Firefighter Wages	394,200.00	0.00	175,996.99	218,203.01	44.6%
522 20 11 009-0 Overtime	765,296.00	10,698.63	457,596.42	307,699.58	59.8%
522 20 12 001-0 Acting Pay	30,000.00	0.00	14,105.13	15,894.87	47.0%
522 20 20 001-0 Medicare	80,138.00	0.00	55,774.98	24,363.02	69.6%
522 20 20 002-0 Medical / Dental	663,550.00	0.00	558,381.18	105,168.82	84.2%
522 20 20 003-0 Retirement / Leoff II	268,485.00	0.00	196,808.28	71,676.72	73.3%
522 20 20 004-0 Retirement / PERS II & III	53,970.00	0.00	22,957.86	31,012.14	42.5%
522 20 20 005-0 Matching Deferred Comp.	59,988.00	0.00	52,933.31	7,054.69	88.2%
522 20 20 006-0 HRA Contribution	203,450.00	0.00	172,535.18	30,914.82	84.8%
522 20 20 007-0 MERP	36,000.00	0.00	31,461.91	4,538.09	87.4%
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	984.84	50,897.62	16,571.88	75.4%
522 20 20 015-0 Protective Gear & Equipment	26,169.00	1,780.21	32,844.44	(6,675.44)	125.5%
522 20 31 001-0 Operating Supplies (Consumables)	17,152.00	119.28	13,604.13	3,547.87	79.3%
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	341.45	2,547.14	5,892.86	30.2%
522 20 41 001-0 Uniform/PPE - Inspections/Cleaning/Repairs	12,000.00	245.03	778.89	11,221.11	6.5%
<b>220 Fire Suppression</b>	<b>6,692,192.50</b>	<b>14,169.44</b>	<b>5,072,883.83</b>	<b>1,619,308.67</b>	<b>75.8%</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	309.00	2,197.32	4,109.68	34.8%
<b>221 Health &amp; Safety</b>	<b>75,951.00</b>	<b>309.00</b>	<b>26,229.22</b>	<b>49,721.78</b>	<b>34.5%</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%

**EXPENSE SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	November	YTD	Remaining	
<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	1,168,537.62	411,282.38	74.0%
522 26 10 004-0 Incentives & Payouts	123,655.00	0.00	36,779.39	86,875.61	29.7%
522 26 11 009-0 Overtime	261,664.00	5,890.56	294,330.05	(32,666.05)	112.5%
522 26 12 001-0 Acting Pay	3,012.00	0.00	1,123.08	1,888.92	37.3%
522 26 20 001-0 Medicare	31,377.80	0.00	21,340.28	10,037.52	68.0%
522 26 20 002-0 Medical / Dental	329,688.00	0.00	216,100.63	113,587.37	65.5%
522 26 20 003-0 Retirement / Leoff II	112,722.00	0.00	79,800.28	32,921.72	70.8%
522 26 20 005-0 Matching Deferred Comp.	22,770.00	0.00	17,371.76	5,398.24	76.3%
522 26 20 006-0 HRA Contribution	89,960.00	0.00	61,503.24	28,456.76	68.4%
522 26 20 007-0 MERP	14,400.00	0.00	10,606.31	3,793.69	73.7%
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	88.88	67,716.34	92,283.66	42.3%
522 26 30 003-0 Oxygen	8,000.00	570.36	6,004.19	1,995.81	75.1%
522 26 35 001-0 Medical Equipment	22,700.00	0.00	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	32,481.74	9,518.26	77.3%
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	6,549.80	2,072,633.98	787,517.82	72.5%
522 28 41 000-0 First Pass Clinical QI Module	6,556.00	0.00	0.00	6,556.00	0.0%
522 28 41 001-0 Snoco 911 Dispatch Services	291,184.00	24,265.29	266,918.19	24,265.81	91.7%
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	433.71	4,880.45	1,921.55	71.8%
228 Dispatch Services	352,463.00	24,699.00	319,720.00	32,743.00	90.7%
522 30 10 001-0 Salaries	249,100.00	0.00	120,440.49	128,659.51	48.4%
522 30 10 004-0 Incentives & Payouts	16,550.00	0.00	20,845.67	(4,295.67)	126.0%
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	2,032.54	2,123.46	48.9%
522 30 20 002-0 Medical / Dental	50,680.00	0.00	21,752.68	28,927.32	42.9%
522 30 20 003-0 Retirement / Leoff II	15,858.00	0.00	6,946.66	8,911.34	43.8%
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	6,069.57	6,780.43	47.2%
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	1,091.00	439.00	71.3%
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%



**EXPENSE SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	November	YTD	Remaining	
<b>520 Public Safety</b>					
230 Fire Prevention & Investigation	386,260.00	0.00	189,496.48	196,763.52	49.1%
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	63,101.31	(21,101.31)	150.2%
522 45 20 017-0 Paramedic School Expenses	17,640.00	915.00	10,771.17	6,868.83	61.1%
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	599.41	1,781.88	6,358.12	21.9%
522 45 31 003-0 Safety	2,500.00	0.00	1,320.02	1,179.98	52.8%
522 45 34 002-0 Library	1,500.00	0.00	2,026.44	(526.44)	135.1%
522 45 35 001-0 Audio/visual Equipment	14,360.00	0.00	0.00	14,360.00	0.0%
522 45 40 000-0 Driving Simulator Co-op	4,000.00	0.00	3,316.73	683.27	82.9%
522 45 41 000-0 Training Consortium Program	20,000.00	0.00	0.00	20,000.00	0.0%
522 45 41 001-0 Contracted Instructors / Evaluators	17,780.00	0.00	0.00	17,780.00	0.0%
522 45 43 000-0 Travel Expense - FS / Battalion Chief	3,500.00	0.00	812.76	2,687.24	23.2%
522 45 43 001-0 Travel Expense - FS / Officer Development	5,920.00	0.00	6,556.30	(636.30)	110.7%
522 45 43 002-0 Travel Expense - FS / Operations	3,000.00	233.88	6,746.66	(3,746.66)	224.9%
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	1,768.15	3,925.23	1,074.77	78.5%
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	3,680.00	6,240.25	3,589.75	63.5%
522 45 49 001-0 Registration - FS / Battalion Chief	2,500.00	0.00	645.00	1,855.00	25.8%
522 45 49 002-0 Registration - FS / Officer Development	15,755.00	1,250.00	4,970.00	10,785.00	31.5%
522 45 49 003-0 Registration - FS / Operations	7,000.00	685.00	4,610.00	2,390.00	65.9%
522 45 49 004-0 Registration - FS / Special Ops	11,742.00	0.00	1,200.00	10,542.00	10.2%
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	825.00	3,175.00	20.6%
522 45 49 012-0 Membership / Dues / Subscription	100.00	0.00	0.00	100.00	0.0%
245 Training	411,615.80	9,131.44	127,752.28	283,863.52	31.0%

**EXPENSE SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

Time: 10:38:52 Date: 11/22/2019  
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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	November	YTD	Remaining	
<b>520 Public Safety</b>					
522 50 10 001-0 Salaries	151,952.00	0.00	119,372.80	32,579.20	78.6%
522 50 10 004-0 Incentives & Payouts	1,950.00	0.00	1,310.10	639.90	67.2%
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	1,758.68	970.32	64.4%
522 50 20 002-0 Medical / Dental	25,750.00	0.00	19,539.60	6,210.40	75.9%
522 50 20 004-0 Retirement / PERS II	22,106.60	0.00	15,498.08	6,608.52	70.1%
522 50 20 005-0 Matching Deferred Comp.	2,880.00	0.00	1,800.00	1,080.00	62.5%
522 50 20 006-0 HRA Contributions	11,450.00	0.00	9,255.70	2,194.30	80.8%
522 50 20 008-0 District ST/LT Disability Insurance	2,230.00	0.00	1,679.38	550.62	75.3%
522 50 31 001-0 Facilities - Household Supplies	10,000.00	564.67	9,184.71	815.29	91.8%
522 50 31 002-0 Facilities - Operating Supplies	15,000.00	752.00	14,525.40	474.60	96.8%
522 50 35 001-0 Facilities - Furniture, Equipment, Appliances	4,000.00	250.05	2,946.85	1,053.15	73.7%
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	2,445.30	1,554.70	61.1%
522 50 41 004-0 Elevator / Boiler Systems	4,000.00	0.00	3,140.12	859.88	78.5%
522 50 41 005-0 Services (Cleaning, Landscaping, Shredding Etc)	19,980.00	5,097.02	17,305.92	2,674.08	86.6%
522 50 43 001-0 Travel Expense	1,600.00	(43.35)	542.60	1,057.40	33.9%
522 50 45 001-0 Rentals & Leases	3,000.00	174.72	1,668.35	1,331.65	55.6%
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	1,900.17	38,529.20	8,450.80	82.0%
522 50 47 002-0 Sewer / Garbage	13,600.00	958.32	10,258.04	3,341.96	75.4%
522 50 47 003-0 Electricity / Natural Gas / Water HQ	30,700.00	1,498.32	21,215.08	9,484.92	69.1%
522 50 47 004-0 Sewer / Garbage HQ	16,500.00	1,273.26	12,932.54	3,567.46	78.4%
522 50 48 001-0 Equipment Repairs/Testings	30,000.00	1,415.30	11,526.78	18,473.22	38.4%
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>13,840.48</b>	<b>318,611.15</b>	<b>189,513.45</b>	<b>62.7%</b>
522 60 31 001-0 Vehicles/Shop - Operating Supplies	20,000.00	40.54	18,989.49	1,010.51	94.9%
522 60 32 001-0 Fuel / Oil / Lubricants	79,000.00	6,315.07	63,863.96	15,136.04	80.8%
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	9,962.54	27,235.49	12,764.51	68.1%
522 60 48 002-0 Equipment - Contracted Repair / Testing	25,000.00	2,016.21	18,182.21	6,817.79	72.7%
<b>260 Vehicles &amp; Equipment Maintenance</b>	<b>169,000.00</b>	<b>18,334.36</b>	<b>129,072.24</b>	<b>39,927.76</b>	<b>76.4%</b>
522 70 41 002-0 Ambulance Services - Systems Design	62,400.00	4,697.55	51,730.00	10,670.00	82.9%
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	65.47	2,512.48	2,487.52	50.2%
<b>270 Ambulance Services</b>	<b>97,400.00</b>	<b>4,763.02</b>	<b>84,242.48</b>	<b>13,157.52</b>	<b>86.5%</b>
<b>520 Public Safety</b>	<b>13,701,813.70</b>	<b>153,020.84</b>	<b>10,102,341.08</b>	<b>3,599,472.62</b>	<b>73.7%</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	250.00	11,439.32	4,155.68	73.4%

**EXPENSE SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	November	YTD	Remaining	
580 Non Expenditures					
589 99 90 000-0 Payroll Clearing	0.00	0.00	0.12	(0.12)	0.0%
580 Non Expenditures	15,695.00	250.00	11,439.44	4,255.56	72.9%
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>153,270.84</b>	<b>10,176,060.52</b>	<b>4,178,692.18</b>	<b>70.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(14,354,752.70)</b>	<b>(153,270.84)</b>	<b>(10,176,060.52)</b>		

**EXPENSE SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

Months: 01 To: 11

Time: 10:38:52 Date: 11/22/2019

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Fund	Revenue	November	Received		Expenditures	November	Spent	
001 2019 Expense Fund 776-5708666	0.00	0.00	0.00	0.0%	14,354,752.70	153,270.84	10,176,060.52	70.9%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>14,354,752.70</u>	<u>153,270.84</u>	<u>10,176,060.52</u>	<u>70.9%</u>

**CAP REPLACEMENT SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

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Page: 1

300 2019 Capital Replacement Fund 776-575866

Expenditures	Amt Budgeted	November	YTD	Remaining	
<b>520 Public Safety</b>					
522 70 40 100-3 GEMT Intergovernmental Transfer (IGT)	1,380,000.00	0.00	424,044.56	955,955.44	30.7%
520 Public Safety	1,380,000.00	0.00	424,044.56	955,955.44	30.7%
<b>594 Capital Expenditure</b>					
594 22 60 100-3 Administration	5,067.00	0.00	0.00	5,067.00	0.0%
594 22 60 200-3 Station 81	4,453.00	0.00	3,394.61	1,058.39	76.2%
594 22 60 300-3 Station 82	9,737.00	0.00	5,091.91	4,645.09	52.3%
594 22 60 400-3 Station 83	1,400.00	0.00	1,131.53	268.47	80.8%
260 Furniture and Appliances	20,657.00	0.00	9,618.05	11,038.95	46.6%
594 22 61 100-3 Station 84 Property	1,400,000.00	0.00	1,301,638.20	98,361.80	93.0%
261 Land and Land Improvements	1,400,000.00	0.00	1,301,638.20	98,361.80	93.0%
594 22 64 100-3 Apparatus	1,687,799.00	5,838.04	1,432,703.42	255,095.58	84.9%
594 22 64 200-3 Equipment	134,676.00	12,554.64	99,330.46	35,345.54	73.8%
594 22 64 300-3 Technology	53,655.00	0.00	1,026.91	52,628.09	1.9%
264 Machinery and Equipment	1,876,130.00	18,392.68	1,533,060.79	343,069.21	81.7%
594 Capital Expenditure	3,296,787.00	18,392.68	2,844,317.04	452,469.96	86.3%
<b>597 Transfers-Out</b>					
597 22 00 000-3 Transfers Out	0.00	0.00	0.00	0.00	0.0%
597 Transfers-Out	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>4,676,787.00</b>	<b>18,392.68</b>	<b>3,268,361.60</b>	<b>1,408,425.40</b>	<b>69.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>(4,676,787.00)</b>	<b>(18,392.68)</b>	<b>(3,268,361.60)</b>		

# CAP REPLACEMENT SUMMARY 2019-11-25

LAKE STEVENS FIRE  
MCAG #: 1308

Months: 01 To: 11

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Fund	Revenue	November	Received		Expenditures	November	Spent	
300 2019 Capital Replacement Fund 776-5758666	0.00	0.00	0.00	0.0%	4,676,787.00	18,392.68	3,268,361.60	69.9%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>4,676,787.00</u>	<u>18,392.68</u>	<u>3,268,361.60</u>	<u>69.9%</u>

**STRATEGIC SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

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005 2019 Strategic Fund 776-5818666

Expenditures	Amt Budgeted	November	YTD	Remaining	
520 Public Safety					
522 10 41 000-5 Professional Consultants	173,000.00	20,462.50	71,446.40	101,553.60	41.3%
520 Public Safety	173,000.00	20,462.50	71,446.40	101,553.60	41.3%
594 Capital Expenditure					
594 22 61 000-5 Contingency	150,000.00	0.00	0.00	150,000.00	0.0%
594 Capital Expenditure	150,000.00	0.00	0.00	150,000.00	0.0%
597 Transfers-Out					
597 22 00 000-5 Transfer To Expense Fund	20,000.00	0.00	0.00	20,000.00	0.0%
597 Transfers-Out	20,000.00	0.00	0.00	20,000.00	0.0%
<b>Fund Expenditures:</b>	<b>343,000.00</b>	<b>20,462.50</b>	<b>71,446.40</b>	<b>271,553.60</b>	<b>20.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>(343,000.00)</b>	<b>(20,462.50)</b>	<b>(71,446.40)</b>		

**STRATEGIC SUMMARY 2019-11-25**

LAKE STEVENS FIRE  
MCAG #: 1308

Months: 01 To: 11

Time: 10:40:44 Date: 11/22/2019

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Fund	Revenue	November	Received		Expenditures	November	Spent	
005 2019 Strategic Fund 776-5818666	0.00	0.00	0.00	0.0%	343,000.00	20,462.50	71,446.40	20.8%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>343,000.00</u>	<u>20,462.50</u>	<u>71,446.40</u>	<u>20.8%</u>





Ordinance / Resolution No. 2019-12
RCW 84.55.120

WHEREAS, the Board of Commissioners of Lake Stevens Fire has met and considered its budget for the calendar year 2020; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 10,029,026.90; and,

WHEREAS, the population of this district is [X] more than or [ ] less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 100,290.27 which is a percentage increase of 1% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 25 day of November, 2019.

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



Ordinance / Resolution No. 2019-13
RCW 84.55.120

WHEREAS, the Board of Commissioners of Lake Stevens Fire has met and considered its budget for the calendar year 2020; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 3,033,796.75; and,

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 30,337.97 which is a percentage increase of 1% from the previous year.

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 25 day of November, 2019.

Three horizontal lines for signatures on the left and right sides.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



## Levy Certification

**Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.**

In accordance with RCW 84.52.020, I, Leah Schoof,  
(Name)

Director of Administration, for Lake Stevens Fire, do hereby certify to  
(Title) (District Name)

the Snohomish County legislative authority that the Commissioners  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2020 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on November 14<sup>th</sup>, 2019 :  
(Date of Public Hearing)

Regular Levy: \$10,903,313.17 (Includes \$8,851.93 for Refunds)  
(State the **total** dollar amount to be levied)

EMS Levy: \$3,297,505.22 (Includes \$2,561.44 for Refunds)  
(State the **total** dollar amount to be levied)

Refund Levy: \_\_\_\_\_  
(State the **total** dollar amount to be levied)

Signature: \_\_\_\_\_

Date: 11/25/2019

For tax assistance or to request this document in an alternate format, visit  
<http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.

11-9-2019.

To the firefighters -

On behalf of thousands of grateful Sonoma County residents, thank you for coming to help fight the Kencaid fire. And to those who stayed behind to free them up, thank you as well!

We are forever grateful!

Sincerely,

Liz Flynn (Santa Rosa, CA)



Thank You

Thank you, Angelina

We appreciate your help to keep our community safe, #SonomaStrong

Anne

We appreciate all Sonoma county for Marley Patricia

Michael

BEN

Love & Thanks, God bless! The Baileys

Call! Thank you Julia

EMMA Thank you! Bless you Candace

Thank you for all your hard trying work God Bless You, Kathy

## Meals with Meetings

### 212.1 PURPOSE AND SCOPE

This policy is intended to cover the reasonable actual cost of meals, and/or light refreshments, incurred by employees and elected, or appointed, officials for business purposes related to meetings.

### 212.2 DEFINITIONS

Meals: Reasonable actual cost of food, beverage and/or light refreshments.

Meetings: Meetings are defined to include:

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

Public Events including meetings or open houses where public attendance is encouraged to promote or build better relationships with the community.

Ceremonies and Celebratory events at which employees, volunteers or members of the public are recognized.

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.

Other meetings as pre-approved by the Fire Chief.

### 212.3 PROCEDURES

Meetings: Due to the diversity of these types of situations, the following guidelines shall be adopted.

Authorization for expenditure for food and beverages at any meeting shall be subject to the following:

- (a) Prior approval of the Fire Chief or designee.
- (b) An agenda or outline of purpose of meeting, and names of people involved.
- (c) "Reasonable" food and beverage are allowable, including reasonable gratuities, and excluding liquor and/or extravagant foods.
- (d) Purchase of meals for meetings shall be either by District credit card, petty cash check, charge to account with vendor, or by reimbursement to individual employee.
- (e) Receipts must be retained and provided to the Administrative Assistant within 10 calendar days following the date on which such expense was incurred.
- (f) All procedures must be followed when using the District credit card per the purchasing policy.

## *Meals with Meetings*

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### **212.4 REFERENCE**

Washington State Auditors BARS Manual

RCW 42.24

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## Member Recognition

### 213.1 PURPOSE AND SCOPE

In order to encourage individual and teamwork development of our members, encourage recruitment and retention of members, to provide incentive and compensation benefits for members and to build stronger relationships with the community we serve, this policy provides for the recognition of exceptional employee or team performance and/or actions which represent a significant contribution to the district or its citizens.

### 213.2 POLICY

Exceptional attitude, behavior, and service to the community serve as a role model for other team members and often leads to improved morale and productivity among others in the workplace. This in turn, contributes to the overall success of the district in meeting its mission.

The Fire Commissioners and Management appreciate and recognize the value of exceptional employee performance that contributes to improved service, quality, productivity, and/or actions that are beneficial to the district and community. This policy is established to provide a process for such employee recognition.

- Selections shall reflect an individual's extraordinary service which is above and beyond their job description; education growth, professional image and dedication.
- A member can receive multiple awards.
- Simple majority vote rules on awards which require voting.
- The Fire Chief shall break the tie or award both members the award should a tie occur.
- The Fire Chief can overrule any award winner for just cause.

The Fire Commissioners shall establish a budget supporting the reasonable expenditure of funds to support this policy on an annual basis.

In no event shall cash awards be given pursuant to this policy.

### 213.3 PROCEDURES

Informal employee recognition may take many forms, such as an in-person or written "Thank You", a commendation to the employee's personnel file, assignment to a special project, professional growth opportunity, allowing an employee to present their work to others, recognizing the employee's contribution at meetings, awards, or other similar forms of recognition.

While management and supervisors do frequently, and are urged to, acknowledge and commend employees for good performance, the following formal recognition system will additionally be made for exceptional work performance and/or service to the community.



## *Member Recognition*

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### **213.4 AWARDS**

Awards are a formal recognition for exceptional work performance and/or service to the community. Awards may be memorialized by certificates, medals, plaques, or other tangible symbols.

An awards committee shall be comprised of six (6) members of Lake Stevens Fire. The committee chair shall be appointed by the Fire Chief. Other appointees shall constitute a mix of representatives from all sections of the organization, and shall be appointed by the Fire Chief. One member shall be recommended to the chair by the president of Local 3235. The length of service on this committee is at the sole discretion of the Fire Chief or designee. Committee members wishing to be relieved of this assignment will submit a letter requesting replacement to the Committee Chair.

Recommendations for awards:

- All members are encouraged to submit nominations as soon as possible following the action or distinguished performance. The level of recognition should meet the criteria for awards section that follows in this policy. If the level of recognition warranted is not clear, the form may be submitted without a specific award suggestion.
- Recommendations for awards will be routed through the chain of command electronically using the Award Nomination Form found on Sharepoint. The recommendation will be forwarded to the awards committee chairperson. The awards chairperson will recommend the appropriate level of recognition to the awards committee.
- The chairperson may select a person(s) from the awards committee to review facts regarding a nomination.
- Recommendations will be provided to the awards committee by the chairperson. Committee members will have authority to access report files, conduct interviews, visit incident sites, and view other documentary material to render a decision. Members will pay particular attention to opinions and endorsements of nominations, as well as review recent history of award levels. This review is intended to ensure consistency and deter inflation of awards. Information regarding the review process is considered confidential and members are not to disseminate any information until released by the full committee.
- After recommendations for awards have been considered, each committee member will vote to agree/disagree with the chairperson's recommendation. Members may make recommendations to modify the award level. Committee members will strive to reach consensus. If this is not possible, a majority will prevail. The chairperson will submit the committee's recommendation to the Fire Chief or designee.

### **213.5 CRITERIA FOR AWARDS**

#### **Individual Awards**

Medal of Honor: The Medal of Honor is the highest decoration awarded by Lake Stevens Fire to a public safety officer. It is bestowed for extraordinary heroism while at extreme risk of life or limb

## *Member Recognition*

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during the performance of duty while in combat operations. The persons receiving the Medal of Honor will have distinguished themselves above and beyond the call of duty.

Medal of Valor: The Medal of Valor is the second-highest personal decoration awarded by Lake Stevens Fire to a public safety officer. It is bestowed for conspicuous behavior in the performance of duty during combat operations while at significant risk to life or limb.

Medal of Merit: The Medal of Merit is the third-highest personal decoration awarded by Lake Stevens Fire to a public safety officer or other employee. It is presented for exceptionally meritorious service during combat operations or for sustained, exceptional performance of non-emergency duties that have great responsibility and positively affect the delivery of services to the citizens. Persons considered for this award must have clearly exceeded the normal or expected range for his/her responsibilities or position. If the award is given for combat operations, a bronze "C" device will be attached to the chest ribbon and cloth portion of the medal.

Medal of Commendation: The Medal of Commendation is the fourth-highest personal decoration awarded by Lake Stevens Fire to a public safety officer or other employee. It is presented for exemplary performance of duties during combat operations or for outstanding contributions to improving and continuing a high level of service to citizens. Persons considered for this award must have performed above the normal range expected for his/her responsibilities or position. If the award is given for combat operations, a bronze "C" device will be attached to the chest ribbon and cloth portion of the medal.

Letter of Commendation: The Letter of Commendation is awarded for exemplary performance of duties associated with specific assignments or on-scene emergency. Letters of Commendation can also be awarded for off-duty service to community members that reflect well on the fire service. The Fire Chief or designee may award the Letter of Commendation at his/her discretion without review by the awards committee. This letter is typically awarded at the unit level. No ribbon or medal is authorized with this award.

### **Unit Awards**

Valorous Unit Citation: The Valorous Unit Citation is the highest unit decoration awarded by Lake Stevens Fire to a public safety unit. It is presented for conspicuous bravery while at significant risk to life or limb in the performance of duty during combat operations. The unit that receives this award will have had direct action in the operation of saving lives, either civilian or public safety personnel. Recipients of this award will be authorized to wear the Lake Stevens Fire Valorous Unit Citation ribbon. No medal is authorized with this award.

Meritorious Unit Citation: The Meritorious Unit Citation is the second-highest unit decoration awarded by Lake Stevens Fire to a public safety unit. It is presented for distinguished service in the performance of both combat and non-combat operations. Units receiving this award will have had significant impact on an operation or project that increases the effectiveness of Lake Stevens Fire to carry out its mission to serve people, save lives, protect property, and safeguard the environment. This award shall be recognized in a shift ceremony by the Fire Chief or designee.

## Member Recognition

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Recipients will be authorized to wear the Lake Stevens Fire Meritorious Unit Citation ribbon. No medal is authorized with this award.

### Off-Duty Meritorious Service Awards

- Heroic Actions Award: The Heroic Actions Award is bestowed for extraordinary heroism while off-duty. Heroic actions are performed at extreme risk of life or limb during the performance of service to another citizen in need. The persons receiving the Heroic Actions Award will have distinguished themselves above and beyond the call of duty.
- Lifesaver Award: The Lifesaver Award is bestowed to Lake Stevens Fire members who render lifesaving aid to non-relatives while off duty.
- Community Service Award: The Community Service Award may be presented by the Fire Chief, or designee, to those members of Lake Stevens Fire who demonstrate the values of Lake Stevens Fire through long and significant community service not directly associated with mission of Lake Stevens Fire.

### Professional Excellence Awards

- Bull Dog Award: The Bull Dog Award is presented each year to a member of Lake Stevens Fire who exemplifies the following qualities:
  - Dedication to the Lake Stevens Fire Mission
  - Humility
  - Altruism
  - Leadership
  - Professionalism
  - Teamwork - puts the team first
  - A strong work ethic
  - Reliable
  - Tenacious
  - Does the right thing

Each year, the most recent recipient of the Bulldog Award selects a new recipient and the revolving Bulldog trophy is passed to the new recipient. The person selected to receive the Bulldog Trophy will be issued, and is authorized to wear, a ribbon in accordance with rules governing display of medals and ribbons.

- Outstanding Service Award: The Outstanding Service Award is bestowed for the demonstration of superior performance of duties. This may include special projects, initiatives, and overall performance. The Outstanding Service Award may be awarded to either a uniformed or non-uniformed member and is open to all members of Lake Stevens Fire. Those wishing to nominate members for this award shall contact the Fire Chief directly and state, in writing, the reason for the recognition. Persons selected to receive the Outstanding Service Award will be issued, and are authorized to wear, a

## Member Recognition

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ribbon in accordance with rules governing display of medals and ribbons. Subsequent awards in the same category are signified by the attachment of a bronze star device on the ribbon. Recognition may also be signified by a plaque or comparable award provided to the awardee.

### Citizen Awards

- The Distinguished Public Service Medal: The Distinguished Public Service Medal is the highest civilian award given by Lake Stevens Fire. It is presented for outstanding service to civilians who have significantly contributed to the fire service goals of protecting life and property. Recipients will have had a positive influence in raising the awareness of the public in areas such as fire safety and accident prevention or will have contributed to the improvement of Lake Stevens Fire's ability to carry out its mission.
- Citizen Lifesaving Award: The Citizen Lifesaving Award may be given to a citizen or public safety employee who has been involved in a lifesaving effort at an emergency scene before the arrival of the fire department or who has provided extraordinary assistance to the department personnel in a life-saving effort.
- Honorary Member of Lake Stevens Fire: An Honorary Member of Lake Stevens Fire is a community member who significantly promotes the mission, vision, and values of Lake Stevens Fire. The Fire Chief may appoint this individual and recognize the honorary member at the Annual Recognition Banquet with a certificate or comparable award.
- Memos/Letters/Certificates of Commendation or Appreciation: These may be issued throughout the year by the Fire Chief or designee. Recipients of this award will be recognized in a shift-level ceremony by the Fire Chief or designee.

### 213.6 ANNUAL RECOGNITION BANQUET

The District may expend budgeted funds to provide for a facility rental, food and nonalcoholic beverages, plaques, trophies, certificates (or the like), to be generally awarded in association with an annual recognition banquet. To ensure the District is not gifting of public funds, attending spouses, family members, and/or guests shall be required to pay for the cost of meals.

Recipients of awards may be formally recognized at the annual Lake Stevens Fire Recognition Banquet.

### 213.7 PROMOTIONAL RECOGNITION

In an effort to encourage employee advancement and education, the District shall recognize employees at the time of promotion to a higher rank with a framed certificate with a cost not to exceed \$175.

### 213.8 RETIREMENT RECOGNITION

In an effort to encourage employee retention, the District shall recognize employees at the time of retirement with a recognition item at a cost not to exceed \$450.

## *Member Recognition*

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### **213.9 MISCELLANEOUS AWARDS AND RECOGNITION**

Public recognition of members and citizens may be authorized by the Fire Chief when such recognition is warranted for exemplary service to the District. Such recognition may include an award with a value not to exceed \$75.00.

Recognition related to a member's birth of a child, or a member or member's family members death or significant illness, may include the expenditure of an amount not to exceed \$75.00.

### **213.10 ADMINISTRATION AND RECORDS**

The Director of Communications shall administer the employee recognition policy and maintain all required records. The authorization of the value of awards shall be subject to the annually approved budget.

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## Organizational Effectiveness

### 214.1 PURPOSE AND SCOPE

Organizational Effectiveness relates to the Fire District's mission of providing fire protection, fire prevention, fire suppression and emergency medical services. Activities that enhance or augment the District's ability to perform its mission by educating the public, promoting a positive perception of the District or enhancing the job-related skills of District personnel will be deemed to be organizationally effective.

### 214.2 POLICY

The District shall only participate in local and regional fundraisers and community events if the participation promotes Organizational Effectiveness and when the use of District resources is de minimis.

### 214.3 DE MINIMIS USE OF RESOURCES

Because of the prohibition on gifting, use of District resources in support of events that promote organizational effectiveness must not exceed a de minimis use. In order for a use of District resources to be considered de minimis, the use must be of minimal cost, not interfere with the performance of the District mission, be brief in frequency and duration, not disrupt the activities of other employees and not compromise the security or integrity of District information. The following non-exclusive list of resource uses are declared to be de minimis uses. The list is intended to provide examples, rather than be an exhaustive list:

- Use of a District vehicle in a parade, school fair or community event.
- Use of a District vehicle for a ride along donation for a local community organization fundraiser, provided that the ride along does not interfere with the performance of the District's mission.
- Use of station facilities as auction donations to charitable or service organizations, for station tours or birthday parties.
- Use of personal protective equipment and vehicles to participate in local or regional events that promote health and training of employees, while providing a positive public outreach for the District, such as the Columbia Tower Stair Climb.
- Use of on-duty personnel to solicit contributions and donations to be distributed back to members of the community in association with a District supported event such as a Health and Safety Fair, or other community festival supported by the District.
- Use of District funds to provide recognition to community members that provide exemplary services or engage in actions that support the mission of the District.

# **JOINT MEETING BUSINESS**

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

**GOVERNING RULES AND BOARD POLICIES**

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**SECTION - 1. AUTHORITY**

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

**SECTION - 2. COMMISSIONERSHIP/QUORUM/VOTING/VACANCIES**

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



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

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

### **SECTION - 3. BOARD CHAIR SELECTION/DUTIES**

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

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

#### **SECTION - 4. BOARD SECRETARY**

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

#### **SECTION - 5. BOARD MEETINGS**

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

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

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

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

- (j) **Board Committee Reports.** Board Committee Chairs report on action and activities of their respective Board Committees.
- (k) **Commissioner Reports.** The Chair and Commissioners may report on significant activities since the last regular meeting, to inquire on matters of general District business, or to initiate investigation or action on a matter of concern.
- (l) **Old Business.** Unfinished business of a general nature.
- (m) **New Business.** Business that has not been previously before the Board of Fire Commissioners.
- (n) **Good of the Order.**
- (o) **Future Meetings.**
- (p) **Executive Sessions.** When executive sessions are required the Chair shall announce the time of the executive session and the purpose of the executive session with specific reference to the statutory authority for the executive session. The Chair may, but is not required, to announce whether action is anticipated to follow the executive session. Executive sessions may be extended as necessary by announcing the time extensions.
- (q) **Adjournment.**

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

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

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

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

## **SECTION - 8. PUBLIC COMMENTS**

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

## **SECTION - 9. BOARD MEETING STAFFING**

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

## **SECTION - 10. BOARD COMMITTEES AND CITIZEN ADVISORY BOARDS**

- 12.1.** The Standing Committees of the Board of Commissioners are as follows:

(a) Joint Board with Mill Creek

(b) Finance

(c) Policy

(d) Risk Management

(e) Labor/Management

(f) Shop

(g) Strategic Planning

(h) Capital Facilities

(~~a~~) (i) Government Liaison

## **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.