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# **JOINT COMMISSIONER BOARD MEETING**

**December 12, 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

December 12, 2019

1730 hours

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

Commissioner Woolery is excused with prior notice.

**FIRE DISTRICT 7 REGULAR BUSINESS**

**UNION COMMENT**

IAFF  
Teamsters

**CONSENT AGENDA**

**Approve Vouchers**

Benefit Vouchers: 19-02940 - #19-02947; (\$529,534.14)  
AP Vouchers: #19-02948 - #19-03074; (\$447,102.63)

**Approve Payroll**

December 15, 2019; \$765,006.23

**Approval of Minutes**

Approve Regular Board Meeting Minutes – November 25, 2019

**Secretary's Report on Correspondence**

**DISCUSSION ITEM**

None

**ACTION ITEM**

None

**COMMISSIONER COMMITTEE REPORTS**

Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)  
Finance Committee (Waugh / Wells / Snyder)  
Policy Committee (Wells / Woolery / Schaub)  
Risk Management (Schaub)  
Labor/Management (Waugh / Wells / Fay)  
Impact Bargaining – IAFF Local 2781 (Waugh, Wells, Fay)  
Impact Bargaining – Teamsters (Wells)

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Shop Committee – (Snyder / Woolery / Fay)  
 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)  
 Sno-Isle Commissioner Meeting

## **LAKE STEVENS FIRE REGULAR BUSINESS**

### **ADDITIONAL AGENDA ITEMS**

#### **MINUTES**

Minutes 19-11-16  
 Minutes 19-11-25

#### **FINANCIAL REPORT**

Vouchers  
 Expense Line Item Review Summary & Reports  
 Audit Update

#### **CORRESPONDENCE**

#### **OLD BUSINESS**

##### **Discussion**

Merger with Fire District 7  
 HQ Closing

##### **Action**

Station 84  
 PUD Easement Agreement

#### **NEW BUSINESS**

##### **Discussion**

##### **Action**

#### **CHIEF'S REPORT**

#### **GOOD OF THE ORDER**

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## JOINT MEETING BUSINESS

### **OLD BUSINESS DISCUSSION**

Board Rules and Policies  
 Merger Management Plan  
 Name Work Group  
 Station 84 Sign  
 Community Resource Paramedic

### **NEW BUSINESS DISCUSSION**

District Dispatching System  
 New District Secretary  
 New Board Chair and Vice Chair  
 Future Board Size  
 District Physician Contract

### **NEXT JOINT COMMISSIONER MEETING**

5:30pm Monday, December 30 at the Fire District 7 Station 31 Training Room in Monroe

### **EXECUTIVE SESSION**

Review of the performance of a public employee pursuant to RCW 42.30.110 (1)(g)  
 Discuss Labor Relations pursuant to RCW 42.30.140(4)(a)

### **ADJOURNMENT**

**DISTRICT 7**  
**REGULAR BUSINESS**

# **CONSENT AGENDA**

## Snohomish County Fire District #7 Claims Voucher Summary

12/11/2019

Page 1 of 1

Fund: General Fund #001

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

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

Signatures:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-02940	DEPARTMENT OF RETIREMENT SYSTEMS		8,992.73
19-02941	FIRE 7 FOUNDATION		267.50
19-02942	HRA VEBA TRUST		125,821.16
19-02943	LEOFF TRUST		287,870.15
19-02944	TD AMERITRADE INSTITUTIONAL		388.50
19-02945	TD AMERITRADE TRUST CO		10,245.74
19-02946	TRUSTEED PLANS SERVICE CORP		24,308.82
19-02947	VOYA INSTITUTIONAL TRUST CO		71,639.54

**Page Total** 529,534.14

**Cumulative Total** 529,534.14



### Snohomish County Fire District #7

12/11/2019

### Claims Voucher Summary

Page 1 of 4

Fund: Shop #500

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

Date: 12-12-19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-02948	AIR EXCHANGE, INC		2,848.64
19-02949	ALDERWOOD WATER DISTRICT		108.81
19-02950	ALDERWOOD WATER DISTRICT		39.90
19-02951	ALLIED CONSTRUCTION		102,646.98
19-02952	ALLSTREAM BUSINESS US, INC		111.79
19-02953	ALLSTREAM BUSINESS US, INC		317.29
19-02954	ALLSTREAM BUSINESS US, INC		126.27
19-02955	AMERIGAS PROPANE LP		499.44
19-02956	ANACONDA NETWORKS INC		14,054.89
19-02957	APPLIANCE REPAIR ASAP		316.03
19-02958	ARAMARK UNIFORM SERVICES		262.98
19-02959	ASSOCIATION OF WASHINGTON CITIES		300.00
19-02960	BADGLEY'S LANDSCAPE		8,734.87
19-02961	BICKFORD MOTORS INC.		1,176.17
19-02962	BOUND TREE MEDICAL, LLC		2,918.49
19-02963	BRAD TALLEY		3,000.00
19-02964	BRAVO ENVIROMENTAL NW INC		3,059.08
19-02965	CDW GOVERNMENT LLC		32,790.00
19-02966	CENTRAL WELDING SUPPLY		1,051.86
19-02967	CHAMPION BOLT & SUPPLY		341.49
19-02968	CHINOOK LUMBER		814.09
19-02969	CLEARFLY COMMUNICATIONS		747.55
19-02970	CLEARVIEW HARDWARE		21.32
19-02971	COGDILL, NICHOLS, REIN		4,441.20
19-02972	COMCAST		148.41
19-02973	COMCAST		148.61
19-02974	COMCAST		293.43
19-02975	COMCAST		158.41
19-02976	COMCAST		148.43
19-02977	COMCAST		148.63
19-02978	COMDATA NETWORK, INC		2,212.18
19-02979	COURIERWEST, LLC		1,841.00
19-02980	CREWSENSE LLC		885.77

**Page Total** 186,714.01  
**Cumulative Total** 186,714.01

## Snohomish County Fire District #7

### Claims Voucher Summary

12/11/2019

Page 2 of 4

Fund: Shop #500

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

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

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

Voucher	Payee/Claimant	1099 Default	Amount
19-02981	CROWN FIRE PROTECTION		980.98
19-02982	CUMMINS, INC		786.96
19-02983	DUCKY'S OFFICE FURNITURE		3,124.88
19-02984	EMS TECHNOLOGY SOLUTIONS, LLC		1,126.00
19-02985	EVAN ADOLF		867.90
19-02986	FASTENAL COMPANY		32.49
19-02987	FIRST WATCH		883.07
19-02988	FITNESS EXPERTS		194.04
19-02989	FREIGHTLINER NORTHWEST		159.08
19-02990	FRONTIER COMMUNICATIONS NORTHWEST INC		218.17
19-02991	GALLS, LLC - DBA BLUMENTHAL UNIFORM		550.95
19-02992	GENERAL FIRE APPARATUS		20.30
19-02993	GRAINGER		430.71
19-02994	HARBORVIEW INVESTMENT LTD		2,745.00
19-02995	HILL STREET CLEANERS		60.12
19-02996	HUGHES FIRE EQUIPMENT		840.21
19-02997	IRON MOUNTAIN INC		314.28
19-02998	ISOUTSOURCE		6,161.19
19-02999	JOHN THOMAS		149.00
19-03000	JUDD & BLACK ELECTRIC INC		789.16
19-03001	KENNY'S TRUCK PARTS AND REPAIR		15.29
19-03002	KRAZAN & ASSOCIATES OF WASHINGTON INC		2,895.00
19-03003	LAKE STEVENS FIRE		2,146.58
19-03004	LES SCHWAB WAREHOUSE CENTER		422.40
19-03005	LIFE ASSIST INC		4,801.32
19-03006	LN CURTIS & SONS		4,370.89
19-03007	LOWE'S		1,122.83
19-03008	MALLORY SAFETY AND SUPPLY, LLC		19,234.76
19-03009	MIKE CAMERER		360.00
19-03010	MOBILE HEALTH RESOURCES		690.20
19-03011	MONROE PARTS HOUSE		6,915.43
19-03012	MOTOR TRUCKS INC		49.01
19-03013	MUNICIPAL EMERGENCY SERVICES, INC.		31,124.30
<b>Page Total</b>			94,582.50
<b>Cumulative Total</b>			281,296.51

## Snohomish County Fire District #7

### Claims Voucher Summary

12/11/2019

Page 3 of 4

Fund: Shop #500

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

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

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

Voucher	Payee/Claimant	1099 Default	Amount
19-03014	NORWEST BUSINESS SERVICES, INC		750.00
19-03015	OFFICE DEPOT		991.69
19-03016	ORKIN		722.57
19-03017	PACIFIC POWER BATTERIES		14.65
19-03018	PETROCARD SYSTEMS, INC.		654.29
19-03019	PHARM-A-SAVE MONROE		150.00
19-03020	PLATT ELECTRIC		209.56
19-03021	PRO COMM		583.17
19-03022	PROFESSIONAL BUILDING SERVICES		2,970.00
19-03023	PROPERTY MAINTENANCE COM/RES		819.75
19-03024	PUGET SOUND ENERGY		177.72
19-03025	PUGET SOUND ENERGY		292.67
19-03026	PUGET SOUND ENERGY		311.15
19-03027	REPUBLIC SERVICES #197		98.10
19-03028	REPUBLIC SERVICES #197		57.58
19-03029	REPUBLIC SERVICES #197		167.26
19-03030	REPUBLIC SERVICES #197		286.08
19-03031	REPUBLIC SERVICES #197		182.41
19-03032	RICOH USA, INC.		368.61
19-03033	SCOTT DORSEY		266.71
19-03034	SCOTT HOOKLAND, LLP		525.00
19-03035	SILVER LAKE WATER		125.70
19-03036	SILVER LAKE WATER		47.60
19-03037	SILVER LAKE WATER		96.82
19-03038	SILVER LAKE WATER		47.60
19-03039	SNOHOMISH AQUATIC CENTER		66.00
19-03040	SNOHOMISH COUNTY 911		65,026.19
19-03041	SNOHOMISH COUNTY FIRE DISTRICT 26		4,495.96
19-03042	SNOHOMISH COUNTY FIRE DISTRICT 7		1,385.03
19-03043	SNOHOMISH COUNTY FIRE PROTECTION DEPARTMENT #4		2,100.00
19-03044	SNOHOMISH COUNTY PUD		233.39
19-03045	SNOHOMISH COUNTY PUD		1,645.00
19-03046	SNOHOMISH COUNTY PUD		156.53

Page Total

86,024.79

Cumulative Total

367,321.30

## Snohomish County Fire District #7

12/11/2019

### Claims Voucher Summary

Page 4 of 4

Fund: Shop #500

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

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

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

Voucher	Payee/Claimant	1099 Default	Amount
19-03047	SNOHOMISH COUNTY PUD		1,082.55
19-03048	SNOHOMISH COUNTY PUD		1,948.75
19-03049	SNOHOMISH COUNTY PUD		1,617.71
19-03050	SOUND PUBLISHING, INC		1,083.65
19-03051	SYSTEMS DESIGN WEST LLC		30,000.00
19-03052	THYSSENKRUPP ELEVATOR CORPORATION		871.55
19-03053	TRUE NORTH EMERGENCY EQUIPMENT INC		1,383.53
19-03054	UNDERWATER SPORTS INC		979.89
19-03055	UNITED PARCEL SERVICE		10.68
19-03056	US BANK		22,683.59
19-03057	US BANK VOYAGER		10,087.58
19-03058	VERIZON WIRELESS		1,910.51
19-03059	VERIZON WIRELESS		3,069.78
19-03060	VERIZON WIRELESS		14.69
19-03061	WASTE MANAGEMENT NORTHWEST		113.12
19-03062	WASTE MANAGEMENT NORTHWEST		388.21
19-03063	WASTE MANAGEMENT NORTHWEST		192.39
19-03064	WASTE MANAGEMENT NORTHWEST		216.65
19-03065	WASTE MANAGEMENT NORTHWEST		117.37
19-03066	WASTE MANAGEMENT NORTHWEST		193.60
19-03067	WASTE MANAGEMENT NORTHWEST		186.60
19-03068	WASTE MANAGEMENT NORTHWEST		117.27
19-03069	WASTE MANAGEMENT NORTHWEST		248.22
19-03070	WASTE MANAGEMENT NORTHWEST		206.94
19-03071	WASTE MANAGEMENT NORTHWEST		285.40
19-03072	WASTE MANAGEMENT NORTHWEST		144.14
19-03073	WAVE BUSINESS		550.23
19-03074	WHELEN ENGINEERING COMPANY		76.73

Page Total

79,781.33

Cumulative Total

447,102.63



Snohomish County  
**FIRE DISTRICT 7**

*Earning Trust Through Action*

## Payroll Summary

## 12/15/2019

Check Date	12/13/2019
Period Begin	12/1/2019
Period End	12/15/2019

Direct Deposits	\$613,071.60
Paper Checks	\$0.00
Taxes	\$151,934.63
<b>Total</b>	<b>\$765,006.23</b>

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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 25, 2019

1730 hours

### **CALL TO ORDER**

Chairman Elmore and Chairman Waugh call the meeting to order at 1730 hours.

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

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

Present for Fire District 7: Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Fay, Commissioner Wells, Assistant Chief Silva, Assistant Chief Guptill, CFO Camille Tabor, Public Information & Education Officer, and various members from the District

Excused absence: Commissioner Woolery.

### **ACTION**

RESOLUTION 2019-20: 2020 BUDGET

Commissioners address the 2020 Budget in the Joint Meeting portion of the meeting.

There was no public comment.

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **UNION COMMENT**

IAFF

Teamsters

No additional comment.

### **FIRE CHIEF REPORT**

No additional comment.

### **CONSENT AGENDA**

Benefit Vouchers: #19-02923 – 19-02924; (\$4,058.97)

Vouchers #19-02925; (\$49,001.27)

Vouchers #19-02926 – 19-02939; (\$371,263.25)

AP Vouchers: #19-02860 - #19-02922; (\$212,475.65)

### **Approve Payroll**

November 29, 2019; \$810,652.44

### **Approval of Minutes**

Approve Regular Board Meeting Minutes – November 14, 2019

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### Secretary's Report on Correspondence

Motion to approve Consent Agenda as submitted.  
Motion by Wells and 2<sup>nd</sup> by Commissioner Schaub.  
Vote Passed, all in favor.

### DISCUSSION ITEM

None

### ACTION ITEM

#### **Resolution 2019-21 – 2020 Regular Fire Levy**

Motion to adopt Resolution 2019-21 Fire Ordinance for the Regular District Levy in the amount of \$245,338.64 for the calendar year of 2020 as submitted.  
Motion by Commissioner Schaub and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Resolution 2019-22 – 2020 EMS Levy**

Motion to adopt Resolution 2019-22 EMS Ordinance for the 1% of the EMS Levy amount of \$73,425.10 for the calendar year of 2020 as submitted.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Allied / District 7 Settlement Agreement and Release**

Motion to approve Allied / District 7 Settlement Agreement and Release as submitted.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Budget Amendment #4**

Motion to approve Budget Amendment #4 as submitted.  
Motion by Commissioner Schaub and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Staff Recommendation on District Liability Insurance Coverage Provider for 2020**

Assistant Chief Silva commented we sent our information to four different insurance companies, and he recommended WSCIA as they are the largest and have the most resources when it comes to training. He offered to provide a packet of supporting information to those interested.

Motion to approve Staff Recommendation on District Liability Insurance Coverage Provider to WSCIA effective January 1, 2020.  
Motion by Commissioner Wells and 2<sup>nd</sup> by Vice Chair Snyder.  
Vote Passed, all in favor.

Chairman Waugh asked the LSF Commissioners if there were any additional questions regarding our insurance coverage; and there were no questions.

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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

Commissioner Fay commented they discussed the topic of how bad the pad is underneath the tent. This has been a topic of discussion for several years and we need to start the conversation on the long-term solution to keep the shop moving forward.

Vice Chair Snyder agreed we need to address this in a timely fashion.

Assistant Chief Guptill commented we are asking for a 6% shop rate increase for 2020. The adjusted rates would include: Member Rate at \$136.00, Associate Rate at \$142.80, Shuttle Rate for Member at \$56.83, and Shuttle Rate for Associate at \$60.28. We are still 20-25% below average rates within the industry. Both Commissioner Fay and Vice Chair Snyder support this recommendation.

Motion to increase the shop rates by 6% as recommended.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

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

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

Station 33, Station 72, Station 32, Station 76

Chairman Waugh commented we would like someone from the LSF Board to join the Capital Facilities Committee if there is an interest.

Chairman Elmore offered to join the committee.

## **OTHER MEETINGS ATTENDED**

### **Snohomish County 911 (Waugh)**

Chairman Waugh commented at some point we will have a presentation on rapid dispatch. Something that came up in our meeting the other day is that everyone wants the best out of the system that is being developed and we are on hold because of the antennas. New technology is right around the corner and the thought is that we should wait and see what is about to become available, before we make a purchase.

Assistant Chief Guptill commented that Motorola just recently unveiled a new model for the portable radio; it is the next generation of technology. The good news is we haven't placed the order for radios just yet.

## **Regional Coordination**

**Leadership Meeting (Fay / Schaub / Wells):** Wednesday, December 11, 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.



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### **OLD BUSINESS**

Chairman Waugh commented that he and Chief Meek delivered a letter to one of our neighbors; and Chief Halverson appreciated that we took the time to stop by. He apologized for the breakdown in communications; and he was sure he and Chief Meek could finalize the contract before the end of the year.

Chairman Waugh thanked CFO Camille Tabor for another clean audit report; the auditor had nothing but great things to say about our staff.

### **CALL ON COMMISSIONERS**

Chairman Waugh commented the annual report is amazing, it's an open book for our citizens presented cleanly and professionally. Wow! Thank you staff!

### **EXECUTIVE SESSION**

RCW 42.30.110(1)(g) – Staff Contract

There was no executive session for Fire District 7.

## **LAKE STEVENS FIRE REGULAR BUSINESS**

### **ADDITIONAL AGENDA ITEMS**

Chairman Elmore requested an executive session at the end of the meeting to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g).

### **MINUTES**

**Minutes 19-10-29**

**Minutes 19-10-30**

**Minutes 19-11-14**

Motion to approve the October 29 and October 30, 2019 Commissioner Meeting minutes as submitted.

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

Vote Passed, Chairman Elmore abstained as he was not present at these two meetings.

Motion to approve the November 14, 2019 Commissioner Meeting minutes as submitted.

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

Vote Unanimous.

### **FINANCIAL REPORT**

#### **Investment Report**

#### **Vouchers**

Motion to approve Expense Vouchers 191105001 – 191105040 dated November 25, 2019 in the total amount of \$85,801.08 as submitted.

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

Vote Unanimous.

Motion to approve Capital Replacement Voucher 191106001 dated November 25, 2019 in the total amount of \$5,838.04 as submitted.

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

Vote Unanimous.

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Motion to approve Strategic Voucher 191107001 dated November 25, 2019 in the total amount of \$1,175.00 as submitted.

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

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

Director of Finance & Administration Leah Schoof commented we just have three additions as noted, please let us know if you have any questions.

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

Motion to adopt Resolution 2019-12 LSF Fire Ordinance 2020 for the Regular District Levy in the amount of \$100,290.27 for the calendar year of 2020 as submitted.

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

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

Motion to adopt Resolution 2019-13 LSF EMS Ordinance 2020 for the 1% of the EMS Levy amount of \$30,337.97 for the calendar year of 2020 as submitted.

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

### **2020 Levy Certification**

Motion to authorize Director of Finance & Administration Leah Schoof to sign the Levy Certification as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.

Vote Unanimous.

### **CORRESPONDENCE**

Thank You from Sonoma County  
Thank You from Santa Rosa

### **OLD BUSINESS**

#### **Discussion**

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

Chief O'Brien commented we are on track with a move out date of Thursday, December 5. We have a great office plan here in Monroe and we will also have Laana Larson staffing an office at Station 82 for a period of time and see how it goes. Our crews are working well together and our administration teams are working well together. We have EMS Deputy Chief interviews this week and hope to have a decision later this week. We continue to move forward with our mission.

#### **Action**

None

### **NEW BUSINESS**

#### **Discussion**

None

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## Action

**Policy 212 Meals with Meetings**

**Policy 213 Member Recognition**

**Policy 214 Organizational Effectiveness**

Motion to adopt Policy 212 Meals with Meetings, Policy 213 Member Recognition, and Policy 214 Organizational Effectiveness as submitted.

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

Vote Unanimous.

## CHIEF'S REPORT

- As a component of a comprehensive capital facility analysis, on Saturday November 16, from 9am to 3pm, Commissioner Elmore, Commissioner Steinruck, and Commissioner Gagnon toured the new district stations to assess the construction and general conditions of each station. Thank you to Chief Silva, Chief Guptill, Chief Messer and Mike Frymire for leading this final Commissioner tour.
- We had interviews for the Deputy Chief of EMS today.
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- Tips for Firefighters is scheduled for Friday, December 6 at Ixtapa from 5-9pm and we'd love to have you join us.

## GOOD OF THE ORDER

Chairman Elmore thanked everyone for all their efforts; we have lots of work ahead of us.

Commissioner Gagnon thanked Chief Silva and Chief Guptill for their help guiding the facility tours.

Vice Chair Steinruck commented he appreciated the facility tours over the weekend; and he thanked everyone for their hard work.

## EXECUTIVE SESSION

Chairman Elmore requested an executive session after the Joint Meeting to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g).

## **JOINT MEETING BUSINESS**

### DRAFT BOARD RULES AND POLICIES

Chairman Waugh commented we have a change in committees, we added the government liaison committee. Also in section 16 regarding ethics, there is no censure. What does the Board think about this?

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Chairman Elmore confirmed with these modifications the Board approves the Board Rules and Policies.

#### **MERGER MANAGEMENT PLAN**

No additional comment.

#### **FUTURE BOARD SIZE**

No additional comment.

#### **NAME WORK GROUP**

Public Information & Education Officer Heather Chadwick commented we had a Name Work Group meeting this afternoon, and reviewed input from external stakeholders and internal surveys. We came up with five options for consideration.

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Additionally, Chief O'Brien commented we will be selecting a District Secretary for the new district. We will place this topic on the agenda for the next meeting and plan to provide a recommendation.

#### **ATTENDANCE CHECK**

1730 hours Thursday, December 12 at the Fire District 7 Station 31 Training Room in Monroe  
Vice Chair Snyder will be unable to attend the December 12 Commissioner Meeting.

Chairman Waugh commented we need to update our policy on how we handle votes and executive sessions for conference calls.

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### **RESOLUTION 2019-20: 2020 BUDGET**

CFO Camille Tabor requested the Commissioners approve the 2020 Budget as submitted.

Motion to adopt Resolution 2019-20 for the 2020 Budget as presented at the last Commissioner Meeting.  
 Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Wells.  
 Vote Unanimous.

### **Real Heroes Breakfast**

Chairman Steinruck mentioned the Red Cross Real Heroes Breakfast coming up Friday morning, December 12 at the Tulalip Resort Casino. He invited everyone to this event and welcomes members to join his table. Please let Vice Chair Steinruck know if you would like to join him.

### **EXECUTIVE SESSION**

At 1832 hours Chairman Elmore called for an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no action to follow. Executive session included Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Director of Finance & Administration Leah Schoof, Communications Director Laana Larson, Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Fay, Commissioner Wells, Chief Silva, Chief Guptill, CFO Camille Tabor, and Public Information & Education Officer Heather Chadwick.

Chairman Elmore reconvened the open public meeting at 1847 hours and the meeting moved forward with Adjournment.

### **ADJOURNMENT**

Motion to adjourn the meeting at 1847 hours.  
 Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
 Vote Unanimous.

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

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

---

Jamie Silva  
 Secretary of the Board

# DISCUSSION ITEMS

# **ACTION ITEMS**

## **OTHER MEETINGS ATTENDED**



# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**

# **EXECUTIVE SESSION**

**LAKE STEVENS FIRE  
REGULAR BUSINESS**

# MINUTES

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

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

November 16, 2019

0900 hours

**CALL TO ORDER**

Chairman Elmore called the meeting to order at 0900 hours.

**ATTENDANCE**

Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Mike Frymire, Assistant Chief Guptill, and Assistant Chief Silva.

**FACILITY TOURS**

The Board of Commissioners held a Special Meeting of the Board at 0900 hours on Saturday, November 16, 2019 and started out at Fire District 7 Station 31 located at 163 Village Court, Monroe, WA 98272. This meeting was for the sole purpose of conducting a tour of facilities to assess the construction and general conditions of each station. No formal discussion of District business occurred and there was no final action taken by the Board. This meeting involved travel to and tours of the following Snohomish County Fire District 7 Stations 31, 32, 71, 72, 73, 76, 77, Administration Building and the Logistics Center.

Thank you to Chief Silva, Chief Guptil and Mike Frymire for leading the final Commissioner tour.

**ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1500 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

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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 25, 2019

1730 hours

### **CALL TO ORDER**

Chairman Elmore and Chairman Waugh call the meeting to order at 1730 hours.

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

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

Present for Fire District 7: Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Fay, Commissioner Wells, Assistant Chief Silva, Assistant Chief Guptill, CFO Camille Tabor, Public Information & Education Officer, and various members from the District

Excused absence: Commissioner Woolery.

### **ACTION**

RESOLUTION 2019-20: 2020 BUDGET

Commissioners address the 2020 Budget in the Joint Meeting portion of the meeting.

There was no public comment.

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **UNION COMMENT**

IAFF

Teamsters

No additional comment.

### **FIRE CHIEF REPORT**

No additional comment.

### **CONSENT AGENDA**

Benefit Vouchers: #19-02923 – 19-02924; (\$4,058.97)

Vouchers #19-02925; (\$49,001.27)

Vouchers #19-02926 – 19-02939; (\$371,263.25)

AP Vouchers: #19-02860 - #19-02922; (\$212,475.65)

### **Approve Payroll**

November 29, 2019; \$810,652.44

### **Approval of Minutes**

Approve Regular Board Meeting Minutes – November 14, 2019

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

Motion to approve Consent Agenda as submitted.  
Motion by Wells and 2<sup>nd</sup> by Commissioner Schaub.  
Vote Passed, all in favor.

### **DISCUSSION ITEM**

None

### **ACTION ITEM**

#### **Resolution 2019-21 – 2020 Regular Fire Levy**

Motion to adopt Resolution 2019-21 Fire Ordinance for the Regular District Levy in the amount of \$245,338.64 for the calendar year of 2020 as submitted.  
Motion by Commissioner Schaub and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Resolution 2019-22 – 2020 EMS Levy**

Motion to adopt Resolution 2019-22 EMS Ordinance for the 1% of the EMS Levy amount of \$73,425.10 for the calendar year of 2020 as submitted.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Allied / District 7 Settlement Agreement and Release**

Motion to approve Allied / District 7 Settlement Agreement and Release as submitted.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Budget Amendment #4**

Motion to approve Budget Amendment #4 as submitted.  
Motion by Commissioner Schaub and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

#### **Staff Recommendation on District Liability Insurance Coverage Provider for 2020**

Assistant Chief Silva commented we sent our information to four different insurance companies, and he recommended WSCIA as they are the largest and have the most resources when it comes to training. He offered to provide a packet of supporting information to those interested.

Motion to approve Staff Recommendation on District Liability Insurance Coverage Provider to WSCIA effective January 1, 2020.  
Motion by Commissioner Wells and 2<sup>nd</sup> by Vice Chair Snyder.  
Vote Passed, all in favor.

Chairman Waugh asked the LSF Commissioners if there were any additional questions regarding our insurance coverage; and there were no questions.



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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

Commissioner Fay commented they discussed the topic of how bad the pad is underneath the tent. This has been a topic of discussion for several years and we need to start the conversation on the long-term solution to keep the shop moving forward.

Vice Chair Snyder agreed we need to address this in a timely fashion.

Assistant Chief Guptill commented we are asking for a 6% shop rate increase for 2020. The adjusted rates would include: Member Rate at \$136.00, Associate Rate at \$142.80, Shuttle Rate for Member at \$56.83, and Shuttle Rate for Associate at \$60.28. We are still 20-25% below average rates within the industry. Both Commissioner Fay and Vice Chair Snyder support this recommendation.

Motion to increase the shop rates by 6% as recommended.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Wells.  
Vote Passed, all in favor.

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

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

Station 33, Station 72, Station 32, Station 76

Chairman Waugh commented we would like someone from the LSF Board to join the Capital Facilities Committee if there is an interest.

Chairman Elmore offered to join the committee.

### **OTHER MEETINGS ATTENDED**

#### **Snohomish County 911 (Waugh)**

Chairman Waugh commented at some point we will have a presentation on rapid dispatch. Something that came up in our meeting the other day is that everyone wants the best out of the system that is being developed and we are on hold because of the antennas. New technology is right around the corner and the thought is that we should wait and see what is about to become available, before we make a purchase.

Assistant Chief Guptill commented that Motorola just recently unveiled a new model for the portable radio; it is the next generation of technology. The good news is we haven't placed the order for radios just yet.

### **Regional Coordination**

**Leadership Meeting (Fay / Schaub / Wells):** Wednesday, December 11, 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.

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### **OLD BUSINESS**

Chairman Waugh commented that he and Chief Meek delivered a letter to one of our neighbors; and Chief Halverson appreciated that we took the time to stop by. He apologized for the breakdown in communications; and he was sure he and Chief Meek could finalize the contract before the end of the year.

Chairman Waugh thanked CFO Camille Tabor for another clean audit report; the auditor had nothing but great things to say about our staff.

### **CALL ON COMMISSIONERS**

Chairman Waugh commented the annual report is amazing, it's an open book for our citizens presented cleanly and professionally. Wow! Thank you staff!

### **EXECUTIVE SESSION**

RCW 42.30.110(1)(g) – Staff Contract

There was no executive session for Fire District 7.

## **LAKE STEVENS FIRE REGULAR BUSINESS**

### **ADDITIONAL AGENDA ITEMS**

Chairman Elmore requested an executive session at the end of the meeting to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g).

### **MINUTES**

**Minutes 19-10-29**

**Minutes 19-10-30**

**Minutes 19-11-14**

Motion to approve the October 29 and October 30, 2019 Commissioner Meeting minutes as submitted.

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

Vote Passed, Chairman Elmore abstained as he was not present at these two meetings.

Motion to approve the November 14, 2019 Commissioner Meeting minutes as submitted.

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

Vote Unanimous.

### **FINANCIAL REPORT**

#### **Investment Report**

#### **Vouchers**

Motion to approve Expense Vouchers 191105001 – 191105040 dated November 25, 2019 in the total amount of \$85,801.08 as submitted.

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

Vote Unanimous.

Motion to approve Capital Replacement Voucher 191106001 dated November 25, 2019 in the total amount of \$5,838.04 as submitted.

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

Vote Unanimous.

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Motion to approve Strategic Voucher 191107001 dated November 25, 2019 in the total amount of \$1,175.00 as submitted.

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

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

Director of Finance & Administration Leah Schoof commented we just have three additions as noted, please let us know if you have any questions.

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

Motion to adopt Resolution 2019-12 LSF Fire Ordinance 2020 for the Regular District Levy in the amount of \$100,290.27 for the calendar year of 2020 as submitted.

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

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

Motion to adopt Resolution 2019-13 LSF EMS Ordinance 2020 for the 1% of the EMS Levy amount of \$30,337.97 for the calendar year of 2020 as submitted.

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

### **2020 Levy Certification**

Motion to authorize Director of Finance & Administration Leah Schoof to sign the Levy Certification as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.

Vote Unanimous.

### **CORRESPONDENCE**

Thank You from Sonoma County  
Thank You from Santa Rosa

### **OLD BUSINESS**

#### **Discussion**

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#### **FUTURE BOARD SIZE**

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Vote Unanimous.

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Chairman Elmore reconvened the open public meeting at 1847 hours and the meeting moved forward with Adjournment.

**ADJOURNMENT**

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

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

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

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

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

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

# FINANCIAL REPORTS

## ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
MCAG #: 1308

Expense Fund  
As Of: 12/12/2019

Time: 11:10:32 Date: 11/21/2019  
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10572	11/13/2019	12/12/2019	46533	AMERIZORB RECOVERY	1,718.68 HAZMAT SUPPLIES-ABSORBENT
10566	10/31/2019	12/12/2019	48932	BENEFIT PLANS ADMIN SOLUTION (BPAS)	1,584.00 HRA CONTRIBUTION-4TH QUARTER
10576	11/11/2019	12/12/2019	40980	BURNS FIRE PROTECTION SYSTEMS, LLC	970.10 TESTING-ANLN CONFIDENCE TESTING-SPRINKLER SYSTEMS-S82&S83
10590	11/20/2019	12/12/2019	53283	CLEARFLY COMMUNICATIONS	425.80 TELEPHONE NETWORKS-DEC 2019
10564	11/08/2019	12/12/2019	37809	COMCAST	136.01 TELEPHONE NETWORKS-S83 INTERNET
10581	11/14/2019	12/12/2019	37414	ENDURIS WASHINGTON	378.00 RISK MANAGEMENT INSURANCE-NEW BRUSH TRUCK-BR-81
10571	11/01/2019	12/12/2019	12360	EVERETT BAYSIDE MARINE	108.90 OIL- BOAT 81-MOTOR
10591	11/15/2019	12/12/2019	1099	EVERGREEN SANITATION, INC	200.00 RENTAL-PORTABLE RESTROOM-RS I-FALL ACADEMY
10588	11/06/2019	12/12/2019	50142	GALLS, LLC.	611.15 UNIFORMS-CLASS A's
10589	11/15/2019	12/12/2019	45596	IS OUTSOURCE INC	5,886.71 IT SERVICES-11/1-11/15/19
10594	11/21/2019	12/12/2019	49735	LAKE STEVENS ATHLETIC CLUB	109.00 FITNESS-S81 GYM FEES
10583	11/12/2019	12/12/2019	5604	LIFE ASSIST	8,522.84 MEDICAL SUPPLIES
10570	11/14/2019	12/12/2019	24931	LOWE'S COMPANIES, INC	33.44 FACILITIES-OPERATIONS SUPPLIES
10579	11/13/2019	12/12/2019	32010	NORIDIAN MEDICARE JF, PART B REFUNDS-WA	267.01 AMBULANCE BILLING-REIMBURSEMENT
10586	11/15/2019	12/12/2019	19614	PACIFIC NORTHWEST HYDRO, INC	6,947.52 EQUIPMENT-CONTRACTED REPAIR-HOSE/LADDER INSPECTION
10565	11/11/2019	12/12/2019	5661	PUGET SOUND ENERGY	1,141.17 NATURAL GAS-(10/5-11/5/2019)
10575	11/05/2019	12/12/2019	31441	ROBS ELECTRIC INC	1,079.10 HQ MONITORING SYSTEMS-2019
10584	11/18/2019	12/12/2019	5054	SANSAVER, LINDA	1,037.23 AMBULANCE BILLING REIMBURSEMENT
10568	11/06/2019	12/12/2019	49455	SHANNON'S HOUSE CLEANING	1,280.00 CLEANING SERVICE-OCT/NOV-2019
10582	11/16/2019	12/12/2019	51412	SIKORA ASSOCIATES, LLC	4,293.16 PROFESSIONAL CONSULTANTS-OCT/NOV-2019 SERVICES
10592	11/20/2019	12/12/2019	7112	SNOH COUNTY FIRE DIST #08 (PETTY CASH)	1,221.16 DATA DEPOSIT FOR NOV NEWSLETTER/ALS/BLS REFUNDS/STORAGE UNIT
10569	11/11/2019	12/12/2019	50184	SNOH COUNTY FIRE DIST #07	23,781.76 OVERTIME-OCT FILL IN/PARAMEDIC SCHOOL EXP/CRP-OCT 2019
10567	11/06/2019	12/12/2019	2827	SNOHOMISH COUNTY PUD #1	2,796.82 ELECTRICITY/WATER
10573	10/31/2019	12/12/2019	2955	SUBURBAN PROPANE	1,511.30 PROPANE-S83
10578	11/15/2019	12/12/2019	50289	SYSTEMS DESIGN WEST, LLC	4,724.50 AMBULANCE SERVICES-OCT 2019 TRANSPORTS
10587	11/15/2019	12/12/2019	45686	TRITECH SOFTWARE SYSTEMS	292.14 IT SOFTWARE-ONLINE SER-SER-(11/1/19-11/16/19)-FINAL
10585	11/13/2019	12/12/2019	3272	WA ST AUDITORS OFFICE	9,345.33 STATE AUDIT-10/19
10574	11/14/2019	12/12/2019	3480	WA ST DEPARTMENT OF L & I (ELEVATOR)	114.10 ELEVATOR-CORRECTION NOTICE
10580	11/15/2019	12/12/2019	42700	WAXIE SANITARY SUPPLY	392.31 HOUSEHOLD SUPPLIES-CLEANING SOLUTIONS



# ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
MCAG #: 1308

Expense Fund  
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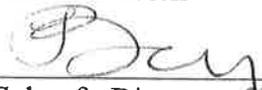
Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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Report Total:				80,909.24	
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DATE: 12/12/19

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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

# ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
MCAG #: 1308

Expense Fund  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10620	11/21/2019	12/13/2019	38552 ACE EQUIPMENT RENTALS, RASH INVESTMENT C	87.36	RENTAL-CART FOR MOVING CUBICLE PANELS
10618	11/30/2019	12/13/2019	43050 ACE HARDWARE	786.76	FACILITIES/VEHICLES-OPERATING SUPPLIES
10623	11/30/2019	12/13/2019	54242 ADVANCE AUTO PARTS	1,012.31	VEHICLES-OPER SUPPLIES/FUEL/LUBE
10599	11/25/2019	12/13/2019	48932 BENEFIT PLANS ADMIN SOLUTION (BPAS)	528.00	HRA CONTRIBUTION-JAN 2020
10617	11/22/2019	12/13/2019	45339 CDW GOVERNMENT LLC	2,584.59	TECHNOLOGY-ANNUAL WATCHGUARD RENEWAL
10598	11/20/2019	12/13/2019	601 CENTRAL WELDING SUPPLY CO, INC	260.32	OXYGEN
10596	11/25/2019	12/13/2019	1664 CITY OF LAKE STEVENS	5,013.32	LEASEHOLD-TRANFER OF SECURITY DEPOSITS
10616	11/15/2019	12/13/2019	12360 EVERETT BAYSIDE MARINE	226.51	VEHICLES-CONTRACTED REPAIR-INFLATABLE BOAT
10605	12/02/2019	12/13/2019	55439 FRONTIER	1,107.10	TELEPHONE NETWORKS-(SER11/16-12/15)
10597	11/13/2019	12/13/2019	50142 GALLS, LLC.	996.40	UNIFORMS
10611	11/25/2019	12/13/2019	54559 HARMSSEN, LLC	2,240.00	PROF CONSULTANTS-S84 BOUNDARY CONSOLIDATION-D7/D8 MERGER WORK
10622	11/30/2019	12/13/2019	45596 IS OUTSOURCE INC	2,214.00	IT SERVICES & SUPPORT-SER-(11/19-11/27/19)
10619	12/01/2019	12/13/2019	41381 LAKE STEVENS SEWER DISTRICT	804.96	SEWER-DEC 2019
10604	12/02/2019	12/13/2019	42231 LEOFF HEALTH & WELFARE TRUST	99,269.39	2020 BENEFITS-MEDICAL
10613	12/02/2019	12/13/2019	26409 LES SCHWAB	1,192.93	VEHICLES-CONTRACTED REPAIR-B81-TIRE PACK
10595	11/22/2019	12/13/2019	5604 LIFE ASSIST	6,221.17	MEDICAL SUPPLIES
10609	11/18/2019	12/13/2019	1985 MOTOR TRUCKS, INC	179.96	VEHICLES-OIL CHANGE-E81
10601	11/18/2019	12/13/2019	5721 ORION MEDICAL SUPPLY, INC.	1,075.56	MEDICAL SUPPLIES
10621	12/03/2019	12/13/2019	50907 SMARSH INC.	308.66	IT SOFTWARE-SOCIAL BUNDLE/ARCHIVING-NOV 2019
10606	12/02/2019	12/13/2019	12190 SNOH COUNTY FIRE DIST #08 (TRAVEL)	2.34	TRAVEL EXPENSE-AMBULANCE BILLING WORKSHOP/HAZMAT TRAINING/REFUNDS
10607	12/02/2019	12/13/2019	50184 SNOH COUNTY FIRE DIST #07	400.00	RE-INSPECTION FEES -RECEIVED BY D8
10610	11/19/2019	12/13/2019	50184 SNOH COUNTY FIRE DIST #07	10,690.12	VEHICLES-CONTRACTED REPAIR-E81&E82-A
10602	12/01/2019	12/13/2019	53120 SNOHOMISH COUNTY 911	26,311.51	SNO CTY 911-DISPATCH SER/EPCR/LAPTOP PROGRAM
10612	11/27/2019	12/13/2019	2827 SNOHOMISH COUNTY PUD #1	327.04	ELECTRICITY
10624	12/04/2019	12/13/2019	31827 STRYKER SALES CORPORATION	902.70	MEDICAL EQUIPMENT-PATIENT CABLE/SPO2 SENSOR
10614	12/02/2019	12/13/2019	7114 US BANK	3,297.10	HAZMAT SUPPLIES/FS OPERATING SUPPLIES/SPEC EVENTS-OPEN HOUSE/CHAPLAIN/CHAMBER LUNCHEON

# ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
MCAG #: 1308

Expense Fund  
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Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
10625	11/19/2019	12/13/2019	28653 WA ST FIREFIGHTERS	650.00	REGISTRATION-SPEC OPS-RESCUE SWIMMER-SEDA
10608	11/30/2019	12/13/2019	50605 WAVE BUSINESS	1,532.67	TELEPHONE NETWORKS-SER-12/1-12-13/19
Report Total:				170,222.78	

DATE: 12/13/19

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Chief Kevin O'Brien

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Troy Elmore - Commissioner

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Jim Steinruck - Commissioner

LAKE STEVENS FIRE  
MCAG #: 1308

# ACCOUNTS PAYABLE

Capital Replacement  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10615	12/02/2019	12/13/2019	7114 US BANK	1,274.61	APPARATUS-BOAT TRAILER
	594 22 64	100-3	Apparatus	300 000 594 2019 Capital R	1,274.61 BOAT TRAILER

Report Total: 1,274.61

Fund  
300 2019 Capital Replacement Fund 776-57 1,274.61

DATE: 12/13/19

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Chief Kevin O'Brien

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Jim Steinruck - Commissioner

### ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
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Capital Replacement  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10577	11/13/2019	12/12/2019	25598	COLUMBIA FORD	62,853.57 APPARATUS
	594 22 64 100-3	Apparatus	300 000 594 2019 Capital R	62,853.57	FORD F550 CREW CAB
Report Total:				62,853.57	

Fund	Amount
300 2019 Capital Replacement Fund 776-57	62,853.57

DATE: 12/12/19

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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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Troy Elmore - Commissioner

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Jim Steinruck - Commissioner

# ACCOUNTS PAYABLE

LAKE STEVENS FIRE  
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Strategic Fund  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
10600	11/21/2019	12/13/2019	16381	ASSOCIATED EARTH SCIENCES, INC	8,569.50 PROFESSIONAL CONSULTANTS
	522 10 41 000-5	Professional Consultants	005 000 520 2019 Strategic I	8,569.50	S84-REVISED GEOTECH STUDY

Report Total: 8,569.50

Fund	Amount
005 2019 Strategic Fund 776-5818666	8,569.50

DATE: 12/13/19

Chief Kevin O'Brien



Leah Schoof - Director of Finance and Administration

Larry Huff - Deputy Chief Operations

Paul Gagnon - Commissioner

Troy Elmore - Commissioner

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 (Pagars/Radios/Cells)	11,178.00	11,110.75	67.25	99%	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	14,101.01	3,050.99	82%	(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	25,908.06	-908.06	104%	Additional FAQs for merger information; information included for 2020 budget	11/25/2019
522.10.49.004	Awards Banquet / Annual Retreat	16,500.00	30,374.44	-13,874.44	184%	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	3,065.00	-65.00	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	138,460.36	-33,460.36	132%	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	32,844.44	-6,675.44	126%	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>						
522.28.41.002	Snohomish County - 800 Mhz O&M Fees	47,921.00	47,921.36	-0.36	100%	Annual expense; beginning of year; slightly higher than budgeted	2/21/2019
<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	6,571.30	-651.30	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	6,716.66	-3,716.66	224%	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
<b>522.50..</b>	<b>Facilities</b>						
522.50.31.002	Facilities - Operating Supplies	15,000.00	15,063.90	-63.90	100%	Slightly higher than anticipated; information included in the 2020 budget	12/12/2019
<b>522.60..</b>	<b>Vehicles and Equipment</b>						
522.60.48.002	Equipment - Contracted Repair / Testing	25,000.00	25,129.73	-129.73	101%	Slightly higher than anticipated; information included in the 2020 budget	12/12/2019
<b>580.00..</b>	<b>Agency Type Disbursements</b>						
589.40.00.000	Leasehold Excise Tax Remit	15,595.00	16,852.64	-1,257.64	108%	Lease term longer than anticipated for Building D; removed in the 2020 budget	12/12/2019
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 2019-12-12**

LAKE STEVENS FIRE  
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	December	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	0.00	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	0.00	2,169.72	330.28	86.8%
522 10 20 012-0 Life Insurance/Accidental Death & Dismemberment	18,165.00	0.00	11,739.00	6,426.00	64.6%
522 10 20 013-0 Employee Service Recognition	8,546.00	0.00	5,468.26	3,077.74	64.0%
522 10 31 001-0 Office Supplies	8,000.00	0.00	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	0.00	41,083.20	8,916.80	82.2%
522 10 41 002-0 Professional Consultants	92,150.00	4,293.16	64,995.01	27,154.99	70.5%
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	0.00	260.33	539.67	32.5%
522 10 44 002-0 Newsletters / Publications	25,000.00	439.20	25,908.06	(908.06)	103.6%
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	0.00	4,747.05	4,402.95	51.9%
522 10 49 003-0 Membership / Dues / Subscriptions	5,068.00	0.00	4,905.00	163.00	96.8%
522 10 49 004-0 Awards Banquet / Annual Retreat	16,500.00	0.00	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	119.69	938.16	6,416.84	12.8%
<b>210 Administration</b>	<b>1,667,245.00</b>	<b>4,852.05</b>	<b>1,346,234.63</b>	<b>321,010.37</b>	<b>80.7%</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	0.00	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>0.00</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	0.00	5,645.56	554.44	91.1%
522 12 35 001-0 Communication Equip (Pagers/Radios/Cells)	11,178.00	0.00	11,110.75	67.25	99.4%
522 12 40 001-0 IT Services & Support	105,000.00	5,886.71	136,246.36	(31,246.36)	129.8%
522 12 42 001-0 IT Software	95,941.00	292.14	81,331.02	14,609.98	84.8%
522 12 42 002-0 Cellular Networks	47,165.00	0.00	37,399.55	9,765.45	79.3%
522 12 42 003-0 Telephone Networks	47,040.00	561.81	38,160.98	8,879.02	81.1%
522 12 45 001-0 Office Equipment Leases	15,300.00	0.00	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 2019-12-12**

LAKE STEVENS FIRE  
MCAG #: 1308

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	December	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>6,740.66</b>	<b>324,285.25</b>	<b>11,038.75</b>	<b>96.7%</b>
522 14 40 001-0 State Audit	16,500.00	9,345.33	16,260.19	239.81	98.5%
522 14 40 002-0 Snohomish County - Financial Services	3,700.00	0.00	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>9,345.33</b>	<b>56,783.55</b>	<b>(14,583.55)</b>	<b>134.6%</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	18,295.80	475,892.22	289,403.78	62.2%
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	1,584.00	174,119.18	29,330.82	85.6%
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	611.15	51,508.77	15,960.73	76.3%
522 20 20 015-0 Protective Gear & Equipment	26,169.00	0.00	32,844.44	(6,675.44)	125.5%
522 20 31 001-0 Operating Supplies (Consumables)	17,152.00	12.68	13,616.81	3,535.19	79.4%
522 20 34 001-0 Map / Addresses	2,750.00	0.00	0.00	2,750.00	0.0%
522 20 35 001-0 Operating Equipment & Tools	500.00	0.00	127.39	372.61	25.5%
522 20 35 003-0 Fire Equipment	8,440.00	0.00	2,547.14	5,892.86	30.2%
522 20 41 001-0 Uniform/PPE - Inspections/Cleaning/Repairs	12,000.00	0.00	778.89	11,221.11	6.5%
<b>220 Fire Suppression</b>	<b>6,692,192.50</b>	<b>20,503.63</b>	<b>5,093,387.46</b>	<b>1,598,805.04</b>	<b>76.1%</b>
522 21 20 001-0 Annual Physicals	69,644.00	0.00	24,031.90	45,612.10	34.5%
522 21 20 002-0 Vaccines, Testing, Fitness	6,307.00	109.00	2,306.32	4,000.68	36.6%
<b>221 Health &amp; Safety</b>	<b>75,951.00</b>	<b>109.00</b>	<b>26,338.22</b>	<b>49,612.78</b>	<b>34.7%</b>
522 22 30 001-0 Haz/Mat Supplies	5,293.00	1,718.68	1,718.68	3,574.32	32.5%
522 22 30 002-0 Tech Rescue Supplies	11,190.00	0.00	3,010.14	8,179.86	26.9%
522 22 30 003-0 Marine Supplies	2,772.00	0.00	925.40	1,846.60	33.4%
522 22 35 001-0 Wildland Equipment	11,993.00	0.00	3,537.97	8,455.03	29.5%
522 22 35 003-0 Disaster Prep Equipment	1,089.00	0.00	0.00	1,089.00	0.0%
522 22 40 001-0 SCSOPB - Special Ops Assessment	6,130.00	0.00	6,130.58	(0.58)	100.0%
522 22 48 001-0 Special Ops Equipment Repair/maint	13,855.00	0.00	3,546.08	10,308.92	25.6%

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Expenditures	Amt Budgeted	December	YTD	Remaining	
<b>520 Public Safety</b>					
222 Special Operations	52,322.00	1,718.68	18,868.85	33,453.15	36.1%
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	2,216.88	296,546.93	(34,882.93)	113.3%
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	8,522.84	76,239.18	83,760.82	47.6%
522 26 30 003-0 Oxygen	8,000.00	0.00	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	3,247.00	35,728.74	6,271.26	85.1%
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	13,986.72	2,086,620.70	773,531.10	73.0%
522 28 41 000-0 First Pass Clinical QI Module	6,556.00	0.00	0.00	6,556.00	0.0%
522 28 41 001-0 Snoco 911 Dispatch Services	291,184.00	0.00	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	0.00	4,880.45	1,921.55	71.8%
228 Dispatch Services	352,463.00	0.00	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%

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Expenditures	Amt Budgeted	December	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	22.08	10,793.25	6,846.75	61.2%
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	0.00	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	0.00	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	0.00	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	0.00	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	0.00	4,970.00	10,785.00	31.5%
522 45 49 003-0 Registration - FS / Operations	7,000.00	0.00	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	22.08	127,774.36	283,841.44	31.0%

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Expenditures	Amt Budgeted	December	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	392.31	9,577.02	422.98	95.8%
522 50 31 002-0 Facilities - Operating Supplies	15,000.00	20.76	14,546.16	453.84	97.0%
522 50 35 001-0 Facilities - Furniture, Equipment, Appliances	4,000.00	0.00	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	1,079.10	3,524.40	475.60	88.1%
522 50 41 004-0 Elevator / Boiler Systems	4,000.00	114.10	3,254.22	745.78	81.4%
522 50 41 005-0 Services (Cleaning, Landscaping, Shredding Etc)	19,980.00	1,280.00	18,585.92	1,394.08	93.0%
522 50 43 001-0 Travel Expense	1,600.00	0.00	542.60	1,057.40	33.9%
522 50 45 001-0 Rentals & Leases	3,000.00	400.00	2,068.35	931.65	68.9%
522 50 46 001-0 Risk Management Insurance	82,217.00	378.00	1,351.92	80,865.08	1.6%
522 50 47 001-0 Electricity / Natural Gas / Water	46,980.00	4,252.37	42,781.57	4,198.43	91.1%
522 50 47 002-0 Sewer / Garbage	13,600.00	0.00	10,258.04	3,341.96	75.4%
522 50 47 003-0 Electricity / Natural Gas / Water HQ	30,700.00	1,196.92	22,412.00	8,288.00	73.0%
522 50 47 004-0 Sewer / Garbage HQ	16,500.00	0.00	12,932.54	3,567.46	78.4%
522 50 48 001-0 Equipment Repairs/Testings	30,000.00	970.10	12,496.88	17,503.12	41.7%
522 50 49 001-0 Registration	1,500.00	0.00	710.00	790.00	47.3%
<b>250 Facilities</b>	<b>508,124.60</b>	<b>10,083.66</b>	<b>328,694.81</b>	<b>179,429.79</b>	<b>64.7%</b>
522 60 31 001-0 Vehicles/Shop - Operating Supplies	20,000.00	0.00	18,989.49	1,010.51	94.9%
522 60 32 001-0 Fuel / Oil / Lubricants	79,000.00	108.90	63,972.86	15,027.14	81.0%
522 60 35 001-0 Vehicles/Shop - Tools & Equipment	5,000.00	0.00	801.09	4,198.91	16.0%
522 60 48 001-0 Vehicles - Contracted Repair / Testing	40,000.00	0.00	27,235.49	12,764.51	68.1%
522 60 48 002-0 Equipment - Contracted Repair / Testing	25,000.00	6,947.52	25,129.73	(129.73)	100.5%
<b>260 Vehicles &amp; Equipment Maintenance</b>	<b>169,000.00</b>	<b>7,056.42</b>	<b>136,128.66</b>	<b>32,871.34</b>	<b>80.5%</b>
522 70 41 002-0 Ambulance Services - Systems Design	62,400.00	4,724.50	56,454.50	5,945.50	90.5%
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	1,766.51	4,278.99	721.01	85.6%
<b>270 Ambulance Services</b>	<b>97,400.00</b>	<b>6,491.01</b>	<b>90,733.49</b>	<b>6,666.51</b>	<b>93.2%</b>
<b>520 Public Safety</b>	<b>13,701,813.70</b>	<b>80,909.24</b>	<b>10,183,250.32</b>	<b>3,518,563.38</b>	<b>74.3%</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	0.00	11,439.32	4,155.68	73.4%

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001 2019 Expense Fund 776-5708666

Expenditures	Amt Budgeted	December	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	0.00	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>80,909.24</b>	<b>10,256,969.76</b>	<b>4,097,782.94</b>	<b>71.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>(14,354,752.70)</b>	<b>(80,909.24)</b>	<b>(10,256,969.76)</b>		

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Fund	Revenue	December	Received		Expenditures	December	Spent	
001 2019 Expense Fund 776-5708666	0.00	0.00	0.00	0.0%	14,354,752.70	80,909.24	10,256,969.76	71.5%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>14,354,752.70</u>	<u>80,909.24</u>	<u>10,256,969.76</u>	<u>71.5%</u>

**CAPITAL REPLACEMENT SUMMARY 2019-12-12**

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300 2019 Capital Replacement Fund 776-575866

Expenditures	Amt Budgeted	December	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	62,853.57	1,495,556.99	192,242.01	88.6%
594 22 64 200-3 Equipment	134,676.00	0.00	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	62,853.57	1,595,914.36	280,215.64	85.1%
594 Capital Expenditure	3,296,787.00	62,853.57	2,907,170.61	389,616.39	88.2%
<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>62,853.57</b>	<b>3,331,215.17</b>	<b>1,345,571.83</b>	<b>71.2%</b>
<b>Fund Excess/(Deficit):</b>	<b>(4,676,787.00)</b>	<b>(62,853.57)</b>	<b>(3,331,215.17)</b>		

**CAPITAL REPLACEMENT SUMMARY 2019-12-12**

LAKE STEVENS FIRE  
MCAG #: 1308

Time: 10:50:00 Date: 11/22/2019  
Page: 2

Fund	Revenue	December	Received		Expenditures	December	Spent	
300 2019 Capital Replacement Fund 776-5758666	0.00	0.00	0.00	0.0%	4,676,787.00	62,853.57	3,331,215.17	71.2%
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>4,676,787.00</u>	<u>62,853.57</u>	<u>3,331,215.17</u>	<u>71.2%</u>



# CORRESPONDENCE

# **OLD BUSINESS DISCUSSION**

# **OLD BUSINESS ACTION**

AFTER RECORDING, PLEASE RETURN TO:

Public Utility District No. 1 of Snohomish County  
Real Estate Services  
P.O. Box 1107  
Everett, Washington 98206-1107

E-\_\_\_\_\_  
WO# 100002601 10000023204

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DISTRIBUTION EASEMENT

Grantor ("Owner"): Lake Stevens Fire  
Grantee: Public Utility District No. 1 of Snohomish County  
Frontier Communications Northwest, Inc.  
Short Legal Description: Ptn. SE ¼ Sec. 23, T29N, R05E, W.M.  
Tax Parcel No: 004314-003-003-00 and 006095-000-010-00

THIS DISTRIBUTION EASEMENT ("Easement") is made this \_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 2019, by and between **Lake Stevens Fire, a municipal corporation**, ("Owner"), and Public  
Utility District No. 1 of Snohomish County, a Washington State municipal corporation ("District") and  
Frontier Communications Northwest Inc. The Owner, District and Frontier are sometimes referred to  
individually herein as "Party" and collectively as "Parties". The District and Frontier are collectively  
referred to as "Grantee".

WHEREAS, Owner is the owner of certain lands and premises situated in the County of  
Snohomish, State of Washington, legally described as follows (hereinafter "Property"):

**SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.**

**Situate in the County of Snohomish, State of Washington**

WHEREAS, the Grantee is desirous of acquiring certain rights and privileges across, over,  
under, upon and through the Property.

NOW, THEREFORE, the Parties agree as follows:

1. Distribution Easement. Owner, for good and valuable consideration, receipt of which is  
hereby acknowledged, hereby conveys and grants to Grantee, its agents, contractors, successors and  
assigns, a non-exclusive easement for the perpetual right, privilege, and authority to patrol, construct,  
erect, reconstruct, alter, improve, extend, repair, operate, and maintain overhead and/or underground  
electric distribution lines and facilities, Grantee-owned communication wires and cables, and other  
necessary or convenient appurtenances, across, over, under, through and upon the following portion of  
Owner's Property (hereinafter "Easement Area"):

---

**The South ten feet (10') of the above described property.**

2. Access To and Across Property. Grantee has the right of ingress to and egress from the Easement Area across the adjacent Property of Owner where same is reasonably necessary for the purpose of exercising its easement rights described in Section 1.

3. Owner's Reservation of Rights and Use of Easement Area. Owner reserves the right to use the Easement Area in a manner that does not interfere with the Grantee's use of the Easement Area, and/or present a hazard to Grantee's electric distribution lines and facilities, communication wires and cables, and other appurtenances. The Owner shall not construct or permit to be constructed any structures of any kind in the Easement Area without prior approval of the Grantee.

4. Clearing of Power Line Right of Way. Grantee has the right at all times to clear said Easement Area and keep the same clear of all brush, debris and trees.

5. Trimming or Removal of Hazardous/Danger Trees. Grantee has the right at all times to cut, slash, or trim and remove brush, timber or trees from the Property which in the opinion of Grantee constitute a hazard to said lines and facilities, communication wires and cables, and other appurtenances or the Grantee's access thereto. Trees, brush or other growth shall be deemed hazardous to the lines or facilities or access of the Grantee when they are of such a height that they could, upon falling, strike the nearest edge of the Easement Area at a height of more than fifteen feet (15'). Except in emergencies, Grantee shall, prior to the exercise of such right, identify such trees and make a reasonable effort to give Owner prior notice that such trees will be trimmed or removed.

6. Title to Removed Trees, Vegetation and Structures. The title to all brush, debris, trees and structures removed from the Easement Area and the Property pursuant to Sections 4 and 5 shall be vested in the Grantee, and the consideration paid for this Easement and rights herein described is accepted by Owner as full compensation for said removed brush, debris, trees and structures. Owner shall be entitled to request fallen timber be set aside for Owner's personal use. Grantee shall make reasonable effort to set aside said fallen timber provided doing the same is safe in Grantee's sole opinion. Title to any fallen timber set aside in this manner shall revert to the Owner.

7. Restoration Provision. To the extent that Owner's Property is disturbed and/or damaged by Grantee's exercise of its rights hereunder, Grantee shall restore the condition of the Property as nearly as reasonably possible to its existing condition prior to said exercise of its rights.

8. Indemnity. Grantee agrees to indemnify Owner from and against liability incurred by Owner as a result of the negligence of Grantee or its contractors in the exercise of the rights herein granted to Grantee, but nothing herein shall require Grantee to indemnify Owner for that portion of any such liability attributable to the negligence of Owner or the negligence of others.

9. Termination. The rights herein granted shall continue until such time as Grantee terminates such right by written instrument. If terminated, any improvements remaining in the Easement Area shall become the property of Owner unless Owner directs Grantee to remove such improvements within 60 days of Termination.

10. Title to Property. The Owner represents and warrants having the lawful right and power to sell and convey this Easement to Grantee.

11. Binding Effect. This Easement and the rights and obligations under this Easement are intended to and shall run with the Property and shall benefit and bind the Parties and their respective heirs, successors and assigns.

---

12. Governing Law and Venue. This Easement shall be governed by and construed in accordance with the laws of the State of Washington. The venue for any action to enforce or interpret this Easement shall lie in the Superior Court of Washington for Snohomish County, Washington.

13. Authority. Each party signing this Easement, if on behalf of an entity, represents that they have full authority to sign this Easement on behalf of such entity.

14. Grantee Acceptance. By recording this Easement, Grantee hereby accepts all provisions set forth under this agreement.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written

OWNER(S):

\_\_\_\_\_  
Lake Stevens Fire

**(REPRESENTATIVE ACKNOWLEDGMENT)**

State of \_\_\_\_\_

County of \_\_\_\_\_

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
signed this instrument, on oath stated that (he/she/they) (was/were) authorized to execute the instrument and  
acknowledged it as the \_\_\_\_\_ of \_\_\_\_\_ to be  
the free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: \_\_\_\_\_

(Seal or Stamp)

Signature of  
Notary Public \_\_\_\_\_  
Title Notary Public

My appointment expires \_\_\_\_\_



EXHIBIT "A"

**PARCEL A:**

**THE SOUTH 285.00 FEET OF THE EAST HALF OF LOT 3, BLOCK 3, EAST ECERETT FIVE ACRE TRACTS DIVISION A, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 5 OF PLATS, PAGE 36, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;  
EXCEPT THAT PORTION THEREOF ACQUIRED BY CITY OF LAKE STEVENS, PURSUANT TO DECREE OF APPROPRIATION FILED IN SNOHOMISH COUNTY UNDER SUPERIOR COURT CAUSE NO. 17-2-12046-2 DESCRIBED AS FOLLOWS:**

**THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 23, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:**

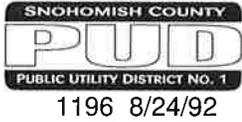
**THE SOUTH 20 FEET OF THE EAST HALF OF LOT 3, BLOCK 3, EAST EVERETT FIVE ACRE TRACTS, DIVISION A, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 5 OF PLATS, PAGE 36, RECORDING NO. 90865, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.**

**PARCEL B:**

**LOT 10 OF WEGMAN PLAT, AS PER PLAT RECORDED IN VOLUME 21 OF PLATS, PAGE 83, RECORDS OF SNOHOMISH COUNTY, WASHINGTON;  
EXCEPT THAT PORTION THEREOF ACQUIRED BY CITY OF LAKE STEVENS, PURSUANT TO DECREE OF APPROPRIATION FILED IN SNOHOMISH COUNTY UNDER SUPERIOR COURT CAUSE NO. 17-2-12046-2, DESCRIBED AS FOLLOWS:**

**THAT PORTION OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 23, TOWNSHIP 29 NORTH, RANGE 5 EAST, W.M., CITY OF LAKE STEVENS, SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:**

**THE SOUTH 20 FEET OF LOT 10 OF WEGMAN PLAT, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 21 OF PLATS, PAGE 83, RECORDING NO. 1547350, RECORDS OF SNOHOMISH COUNTY, WASHINGTON.**



## AGREEMENT TO PURCHASE

PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY, State of Washington, hereby agrees to pay Lake Stevens Fire as their interest may appear, the sum of Five Thousand Six Hundred Twenty Five and 00/100 dollars (\$5,625.00) and the Real Estate Excise Tax as required under RCW 82.45 and WAC 458-61A for the granting of an Access Easement bearing the date \_\_\_\_\_.

**WO # 100002601**

**Property Owner:**

**Name:** Lake Stevens Fire  
**Address:** 1825 S. Lake Stevens Rd.  
 Lake Stevens, WA 98258

**PUBLIC UTILITY DISTRICT NO. 1  
 OF SNOHOMISH COUNTY**

BY: \_\_\_\_\_

  
 Jeff Eoff  
 Real Estate Services Agent



# **NEW BUSINESS DISCUSSION**

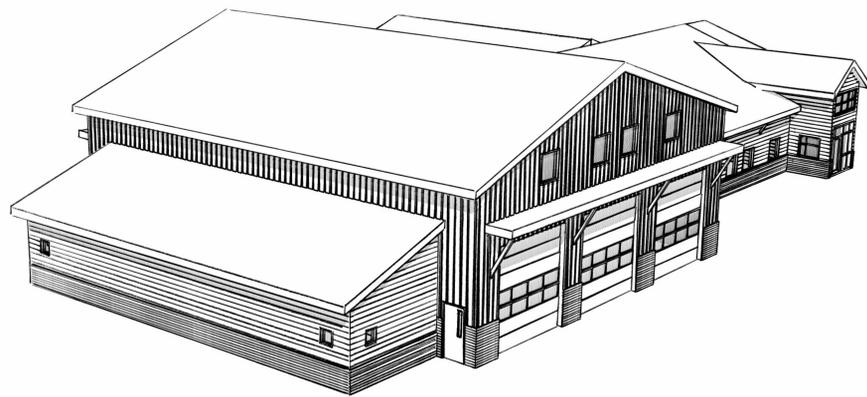
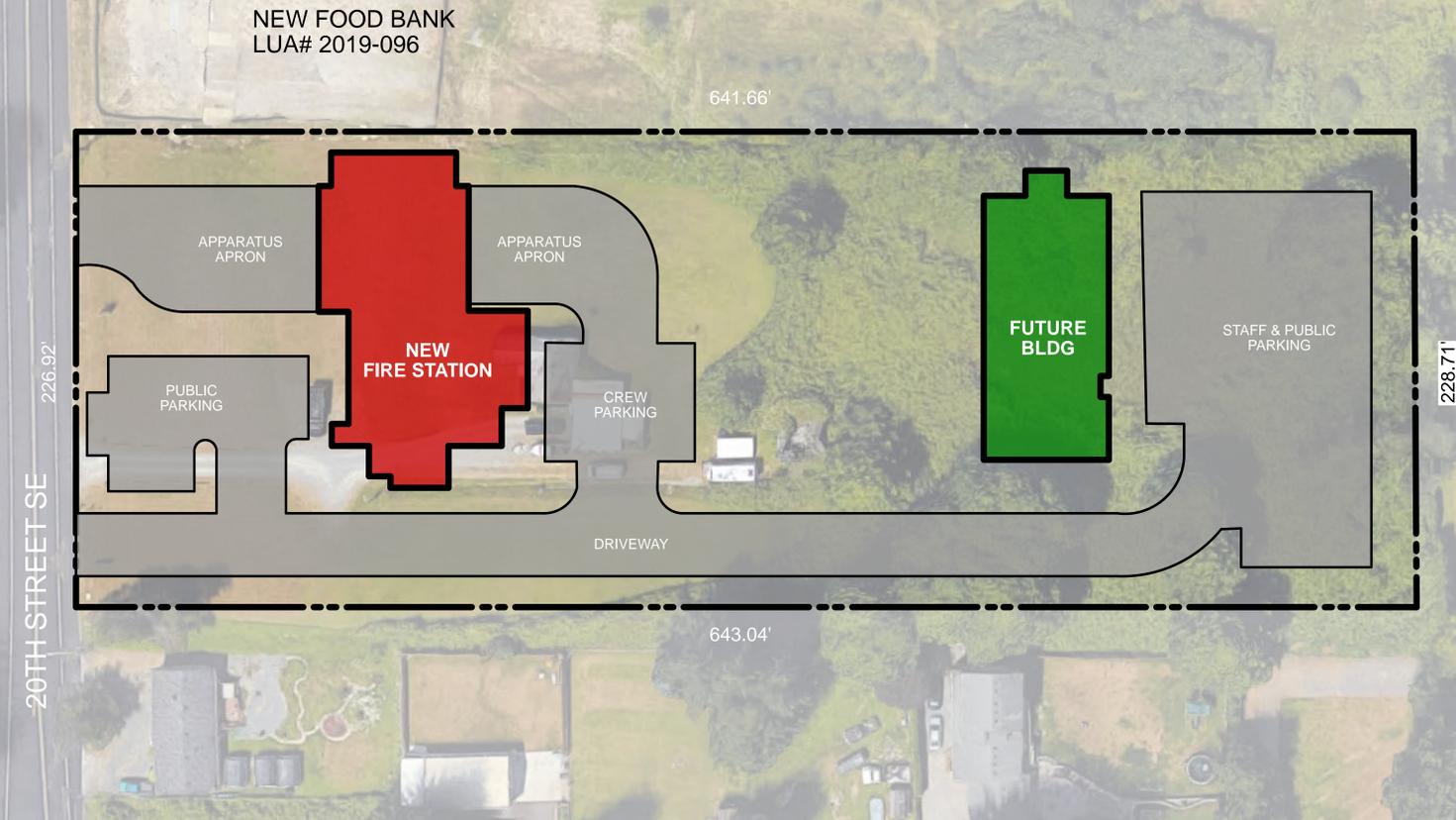
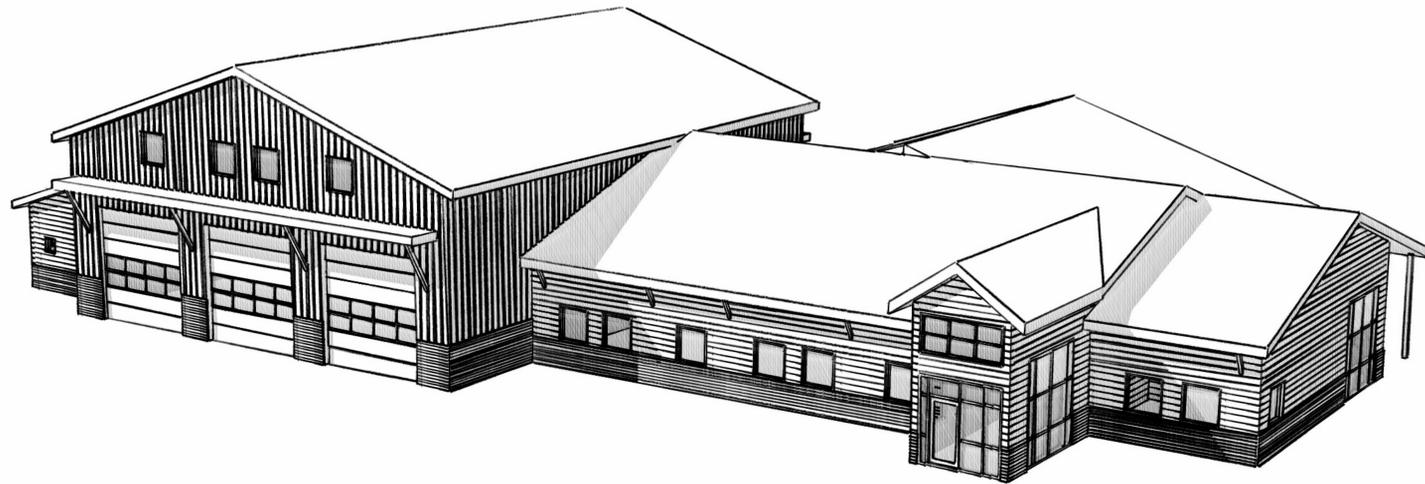
# **NEW BUSINESS ACTION**

# **JOINT MEETING BUSINESS**

# **OLD BUSINESS DISCUSSION**

# NEW CAVELERO FIRE STATION

## 11,300 sf Fire Station with Public Meeting Space



8127 20TH ST SE  
LAKE STEVENS, WA 98258



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



IN DESIGN 2019

LAWHEAD  
ARCHITECTS  
P.S.

# **NEW BUSINESS DISCUSSION**

## STATUTORY DUTIES OF A FIRE PROTECTION DISTRICT BOARD SECRETARY

### RCW 52.14.080 (Minutes)

The secretary of the district shall keep a record of the proceedings of the board, shall perform other duties as prescribed by the board or by law, and shall take and subscribe an official oath similar to that of the fire commissioners which oath shall be filed in the same office as that of the commissioners.

### RCW 52.16.030. (Budgets)

Annually after the county board or boards of equalization of the county or counties in which the district is located have equalized the assessments for general tax purposes in that year, the secretary of the district shall prepare and certify a budget of the requirements of each district fund, and deliver it to the county legislative authority or authorities of the county or counties in which the district is located in ample time for the tax levies to be made for district purposes.

### RCW 52.16.050 (Vouchers)

Except as provided in subsections (2) and (3) of this section, the county treasurer shall pay out money received for the account of the district on warrants issued by the county auditor against the proper funds of the district. The warrants shall be issued on vouchers approved and signed by a majority of the district board and by the district secretary.

Note: RCW 42.24.080 allows the Board to designate an auditing officer other than the Board Secretary and this person can, as a matter of practice sign vouchers in lieu of the district secretary.

### RCW 42.30.090. Meeting Adjournments

The governing body of a public agency may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular or adjourned regular meeting the clerk or secretary of the governing body may declare the meeting adjourned to a stated time and place.

### RCW 41.24.060. BVFF Local Board of trustees

A firefighter board of trustees is created and established to administer this chapter in every municipal corporation maintaining a regularly organized fire department. A firefighter board of trustees shall consist of the mayor, city clerk or comptroller, and one councilmember of such municipality, the chief of the fire department, and one member of the fire department to be elected by the members of such fire department for a term of one year and annually thereafter. Where a municipality is governed by a board, the chair, one member of the board, and the secretary or clerk thereof shall serve as members of the firefighter board of trustees in lieu of the mayor, clerk or comptroller, and councilmember.

#### **41.24.070. BVFF Local Board Minutes**

The mayor or chair of the board or commission of any municipality with a fire department, or his or her designee, shall be chair of the firefighter board of trustees, and the clerk or comptroller or secretary of any such municipality, board, or commission, or his or her designee, shall be the secretary-treasurer of the board of trustees.

#### **RCW 41.24.080 BVFF Local Board Secretary Duties**

The secretary shall keep a public record of all proceedings and of all receipts and disbursements made by the board of trustees, shall make an annual report of its expenses and disbursements with a full list of the beneficiaries of the principal fund in the municipality, and shall make all required reports to the state board. The state board shall provide all necessary forms to firefighter boards of trustees.

#### **Sample Basic Job Description for Board Secretary - Statutory Duties Only:**

##### **I. Function**

The District Secretary serves as secretary to the Board of Commissioners, in accordance with RCW 52.14.080. The District Secretary is an appointed public official who serves at the discretion of the Board of Commissioners and is required to take an Oath of Office. The District Secretary performs all assigned duties collaterally with the duties assigned to his/her position.

##### **II. Duties**

- Serves as secretary to the Board of Commissioners, attends all meetings of the Board, and is responsible for preparing and recording the minutes of the meetings.
- Responsible for all administrative work of the Board and, in so doing, handles with confidentiality a broad scope of information.
- Coordinates with and keeps the Fire Chief informed of all pertinent issues and decisions of the Board, and disseminates minutes to District personnel.
- Submits approved budget documents to appropriate County and State officers.
- Sign Vouchers approved by the Board of Commissioners.
- Serves as the Secretary treasurer of the Local Board for Volunteer Firefighters and as such is responsible for preparing and recording the minutes of the meetings, managing receipts and disbursements and preparing and submitting all required reports to the State Board.
- In the absence of Board members attending a meeting may adjourn or continue the meeting in accordance with RCW 42.30.090.
- Performs other duties as assigned by the Board.





# SNURE LAW OFFICE, PSC

A Professional Services Corporation

Clark B. Snure  
1930-2014

Brian K. Snure  
brian@snurelaw.com

Of counsel  
Thomas G. Burke

November 14, 2019

## ATTORNEY CLIENT PRIVILEGED MEMORANDUM

To: WFCA Legislative Committee

From: Brian Snure

Re: Proposed Amendment to RCW 52.14.015 relating to increasing size of Board of Commissioners

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

On January 1, 2020 Lake Stevens Fire will merge into Snohomish County Fire Protection District No. 7. District 7 has a five member board and the combined district would like to ask the voters to approve a seven member board.

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

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

**Proposed Legislation.** We are asking the legislative committee to pursue an amendment to RCW 52.14.015 as reflected on the attached **Exhibit A**. We believe this is a housekeeping type of legislation that should not engender any opposition and our hope is to get the legislative fix passed in the 2020 legislative session. Please contact myself or Chief Kevin O’Brien ([kobrien@lsfire.org](mailto:kobrien@lsfire.org)) for assistance in coordinating support from the District’s local legislators.

## Exhibit A

1 **RCW 52.14.015**

2 **Increase in the number of commissioners—Election.**

3       In the event a ~~three-member~~ board of commissioners of any fire protection district  
 4 determines by resolution that it would be in the best interest of the district to increase the number  
 5 of commissioners ~~from three~~ to five or seven, or in the event the board is presented with a petition  
 6 signed by ten percent of the registered voters resident within the district who voted in the last  
 7 general municipal election calling for such an increase in the number of commissioners of the  
 8 district, the board shall submit a resolution to the county legislative authority or authorities of the  
 9 county or counties in which the district is located requesting that an election be held. Upon receipt  
 10 of the resolution, the legislative authority or authorities of the county or counties shall call a special  
 11 election to be held within the fire protection district at which election the following proposition  
 12 shall be submitted to the voters substantially as follows:

13       Shall the board of commissioners of . . . . . county fire protection district no. . . . . be  
 14 increased from (three or five) members to (five (or seven)) members?

15 Yes . . . . .

16 No . . . . .

17       If the fire protection district is located in more than a single county, this proposition shall  
 18 indicate the name of the district.

19       If the proposition receives a majority approval at the election, the board of commissioners  
 20 of the fire protection district shall be increased to five or seven members. The two or four additional  
 21 members shall be appointed in the same manner as provided in RCW 52.14.020.