



Snohomish County
FIRE DISTRICT 7

Earning Trust Through Action

COMMISSIONER BOARD MEETING

January 23, 2020

5:30 PM

Fire District 7 Station 31 Training Room

**SNOHOMISH COUNTY FIRE DISTRICT #7
WASHINGTON**

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 MEETING AGENDA SNOHOMISH COUNTY FIRE DISTRICT 7

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

January 23, 2020

1730 hours

CALL TO ORDER

Commissioner Waugh called the meeting to order at 1730 hours.

UNION COMMENT

IAFF

Teamsters

CHIEFS REPORT

New Employee Recognition: Zach Lewis

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: #20-00099 - #20-00106; (\$588,785.98)

AP Vouchers: #20-00107 - #20-00226; (\$537,510.85)

AP Voucher: #20-00227; (\$49,111.20)

Approve Payroll

January 15, 2020; \$1,093,509.95

Approval of Minutes

Approve Regular Board Meeting Minutes – January 9, 2020

Correspondence

Thank you – EMTs Mike Engle, Patt Cook & Matt Millich

Thank you – BayArt Academy, Sonoma County

OLD BUSINESS

Discussion

New District Name

New District Launch

Action

Approval of impact bargaining agreement with local 2781

NEW BUSINESS

Discussion

Snohomish County Fire District 7 Education Programs

Training Consortium ILA

Resolution 2020-02 Appoint Claims for Damages Agent

Resolutions regarding Unprotected Land Billing

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Action

Resolution 2020-03 Declare the Week of January 20 Community Risk Reduction Week

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
Finance Committee (Waugh / Snyder)
Policy Committee (Woolery / Schaub)
Risk Management (Schaub)
Labor/Management (Waugh / Fay)
Impact Bargaining – IAFF Local 2781 (Waugh / Fay)
Impact Bargaining – Teamsters (Waugh)
Shop Committee – (Snyder / Woolery / Fay)
Strategic Plan Committee – (Fay / Schaub)
Capital Facilities Committee - (Schaub / Snyder / Woolery)

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh)
Regional Coordination
Leadership Meeting (Fay / Schaub / Wells)
Sno-Isle Commissioner Meeting

GOOD OF THE ORDER

ATTENDANCE CHECK

Regular Commissioner Meeting, Thursday February 13 at 1730 - Station 31 Training Room

EXECUTIVE SESSION

Union 2781 collective bargaining impact agreement per RCW 42.30.140(4)(a)
Staff contracts per RCW 42.30/110(1)(g)

ADJOURNMENT

FIRE CHIEF REPORT



Chief's Report 1.21.20

A flag ceremony was held for retired Fire Chief Gary Meek on 1/15. It was a beautiful snowy morning and many attended the event. The Honor Guard with assistance from the Snohomish County Firefighters Pipe and Drums performed the flag ceremony for Chief Meek. Speakers included Commissioner Waugh, President McConnell, and Chief O'Brien. Special thanks to Heather Chadwick, B.C. Adolph, and D.O. Watson for coordinating the event.

Snohomish County Fire District 7 and the Community of Monroe honored the passing of Gene Guptill on Sunday, January 19, 2020, 2:00 p.m. at a memorial service held at the Monroe Fairgrounds 4H Building. Special thanks to the Honor Guard and others who helped with the service.

Thanks to the hard work of our Logistics Team, the decommissioning of Lake Stevens HQ is complete.

Logistics continues to integrate the North Battalion into Operative IQ EMS and station supply ordering, rig checks, asset inventory, service tickets such as requests for station maintenance, computers, apparatus, small power equipment issues.

Logistics is coordinating a surplus process of old/unused apparatus, equipment, office furniture, and other items.

A hearty thank you to the Logistics team, the City of Lake Stevens, and the City of Monroe for helping to clear the snow during the week of 1/13.

Heather Chadwick presented fire safety to the Monroe Kiwanis on 1/16.

On 1/16 Chief O'Brien testified in the Washington State Legislature in support of a bill that clarifies a fire district's ability to recover costs from hazardous materials spills following automobile accidents.

Following the testimony, Chief O'Brien met with Senator Hobbs to discuss assistance with a bill that allows a fire district with five commissioners to seek voter approval to have seven commissioners. Senator Hobbs is helping us with this issue and is sponsoring the bill.

Chief O'Brien and Laana Larson attended the Lake Stevens Chamber Luncheon on 1/8/20.

Chief O'Brien, AC Huff, and DC Clinton attended the Training Consortium Administrative Board Meeting on 1/13. A final draft of an updated interlocal agreement will be presented at the SCFD7 Board Meeting on 1/23.

Chief O'Brien met with Chief Halvorsen to plan for an update to the ALS service agreement with SCFD5. A meeting is planned for the first week in February to continue work on an updated agreement.

Chief O'Brien met with Chief Simmonds to discuss the Snohomish County EMS system.

CONSENT AGENDA

Snohomish County Fire District #7

Claims Voucher Summary

01/14/2020

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
20-00099	DEPARTMENT OF RETIREMENT SYSTEMS		18,948.84
20-00100	FIRE 7 FOUNDATION		267.50
20-00101	HRA VEBA TRUST		60,256.33
20-00102	LEOFF TRUST		387,579.58
20-00103	TD AMERITRADE INSTITUTIONAL		388.50
20-00104	TD AMERITRADE TRUST CO		19,026.04
20-00105	TRUSTEED PLANS SERVICE CORP		32,868.94
20-00106	VOYA INSTITUTIONAL TRUST CO		69,450.25

Page Total 588,785.98

Cumulative Total 588,785.98

Snohomish County Fire District #7
Claims Voucher Summary

01/21/2020

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: 1-23-20

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
20-00107	1-800-BOARDUP		425.15
20-00108	ADVANCE AUTO PARTS		128.42
20-00109	ALL BATTERY SALES AND SERVICE		933.37
20-00110	ANDGAR CORPORATION		254.15
20-00111	APPLIANCE MECHANIC		354.26
20-00112	ARAMARK UNIFORM SERVICES		192.98
20-00113	BICKFORD MOTORS INC.		313.65
20-00114	BRAUN NORTHWEST INC		570.59
20-00115	BRYSON SALES & SERVICE		57.12
20-00116	CANON FINANCIAL SERVICES INC		555.65
20-00117	CDW GOVERNMENT LLC		4,930.95
20-00118	CENTRAL WELDING SUPPLY		1,533.12
20-00119	CITY OF MONROE		1,207.92
20-00120	CITY OF MONROE		135.65
20-00121	CITY OF MONROE		679.74
20-00122	CITY OF MONROE		578.90
20-00123	CITY OF MONROE		165.69
20-00124	CITY OF SEATTLE		53.22
20-00125	COMCAST		136.01
20-00126	COMDATA NETWORK, INC		5,919.20
20-00127	COMDATA NETWORK, INC		1,458.35
20-00128	COURIERWEST, LLC		2,247.00
20-00129	CRESSY DOOR COMPANY, INC		641.41
20-00130	CROSS VALLEY WATER DISTRICT		557.02
20-00131	CROSS VALLEY WATER DISTRICT		221.53
20-00132	CROSS VALLEY WATER DISTRICT		224.97
20-00133	DAVE JONKER		750.00
20-00134	DAVIS DOOR SERVICE		867.64
20-00135	DEPARTMENT OF LABOR AND INDUSTRIES		78,938.11
20-00136	DIRECTV		137.87
20-00137	ELITE LOCK & SAFE		118.04
20-00138	EVERETT BAYSIDE MARINE INC		379.91
20-00139	FIRST WATCH		403.00

Page Total 106,070.59
Cumulative Total 106,070.59

Snohomish County Fire District #7

01/21/2020

Claims Voucher Summary

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
20-00140	FREIGHTLINER NORTHWEST		528.02
20-00141	GALLS, LLC - DBA BLUMENTHAL UNIFORM		924.52
20-00142	GRAINGER		2,917.37
20-00143	HEATHER CHADWICK		238.34
20-00144	HIGHWAY AUTO SUPPLY		48.13
20-00145	HILL STREET CLEANERS		50.00
20-00146	HUGHES FIRE EQUIPMENT		341.17
20-00147	IRON MOUNTAIN INC		271.65
20-00148	ISOUTSOURCE		13,971.81
20-00149	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON		80.00
20-00150	KAMAN FLUID POWER LLC		12.77
20-00151	KENT D. BRUCE		1,270.95
20-00152	LEMAY MOBILE SHREDDING		43.00
20-00153	LIFE ASSIST INC		10,423.44
20-00154	LIZ LOOMIS PUBLIC AFFAIRS		4,504.46
20-00155	LOCUTION		967.31
20-00156	LOWE'S		59.71
20-00157	MICHAEL THOMAS		194.35
20-00158	MOTOR TRUCKS INC		175.58
20-00159	MUNICIPAL EMERGENCY SERVICES, INC.		1,854.55
20-00160	NC MACHINERY CO		3,453.95
20-00161	NORTHWEST FIRE TRAINING GROUP		7,025.00
20-00162	OFFICE DEPOT		1,730.97
20-00163	PACIFIC POWER BATTERIES		18.73
20-00164	PETROCARD SYSTEMS, INC.		918.57
20-00165	PLATT ELECTRIC		404.01
20-00166	PNC EQUIPMENT FINANCE		117,600.21
20-00167	PRIDE ELECTRIC, INC		663.39
20-00168	PROFESSIONAL BUILDING SERVICES		3,661.38
20-00169	PROPERTY MAINTENANCE COM/RES		819.75
20-00170	PUGET SOUND ENERGY		562.21
20-00171	PUGET SOUND ENERGY		42.31
20-00172	PUGET SOUND ENERGY		397.72

Page Total	176,175.33
Cumulative Total	282,245.92

Snohomish County Fire District #7

01/21/2020

Claims Voucher Summary

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
20-00173	PUGET SOUND ENERGY		162.06
20-00174	PUGET SOUND ENERGY		35.87
20-00175	PUGET SOUND ENERGY		1,050.58
20-00176	PUGET SOUND ENERGY		156.23
20-00177	PUGET SOUND ENERGY		36.11
20-00178	PUGET SOUND ENERGY		573.74
20-00179	PURCELL TIRE & SERVICE CENTER		67.80
20-00180	RAIRDON'S OF MONROE		308.93
20-00181	REGION 3 FIRE COUNCIL		225.00
20-00182	RICE FERGUS MILLER		1,593.48
20-00183	RICOH USA, INC.		549.78
20-00184	ROBERT LOWE		13.97
20-00185	ROTARY CLUB OF MONROE		225.00
20-00186	ROY ROBINSON CHEVROLET		4,373.86
20-00187	SHANNON'S HOUSECLEANING		370.00
20-00188	SNOHOMISH COUNTY 911		102,547.22
20-00189	SNOHOMISH COUNTY EMS		44,523.42
20-00190	SNOHOMISH COUNTY FIRE CHIEFS ASSN		450.00
20-00191	SNOHOMISH COUNTY FIRE DISTRICT 7		978.50
20-00192	SNOHOMISH COUNTY PUD		602.73
20-00193	SNOHOMISH COUNTY PUD		363.94
20-00194	SNOHOMISH COUNTY PUD		100.65
20-00195	SNOHOMISH COUNTY PUD		46.98
20-00196	SNOHOMISH COUNTY PUD		359.18
20-00197	SNOHOMISH COUNTY PUD		181.98
20-00198	SNOHOMISH COUNTY PUD		1,747.52
20-00199	SNOHOMISH COUNTY PUD		312.52
20-00200	SNOHOMISH FURNACE & AIR LLC		1,111.80
20-00201	SNOHOMISH VALLEY ROOFING INC		539.82
20-00202	SOUTH SNOHOMISH COUNTY FIRE & RESCUE		27,634.66
20-00203	SPEEDWAY CHEVROLET		743.29
20-00204	SPOKANE FIRE DEPARTMENT FOUNDATION		300.00
20-00205	STAPLES		395.22

Page Total	192,681.84
Cumulative Total	474,927.76

Snohomish County Fire District #7
Claims Voucher Summary

01/21/2020

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
20-00206	STAPLES		131.21
20-00207	STAPLES		536.96
20-00208	STATE OF WA DEPARTMENT OF REVENUE		3,809.27
20-00209	STRYKER SALES CORPORATION		20,937.85
20-00210	SUBURBAN PROPANE LP		2,781.30
20-00211	SYSTEMS DESIGN WEST LLC		9,893.45
20-00212	TRUE NORTH EMERGENCY EQUIPMENT INC		925.35
20-00213	TYLER TECHNOLOGIES INC		2,210.00
20-00214	US BANK		4,513.60
20-00215	US BANK VOYAGER		10,724.87
20-00216	VERIZON WIRELESS		800.42
20-00217	VERIZON WIRELESS		40.01
20-00218	VERIZON WIRELESS		1,765.08
20-00219	WASHINGTON ASSOCIATION OF FUTURE FIREFIGHTERS		50.00
20-00220	WASTE MANAGEMENT NORTHWEST		149.25
20-00221	WASTE MANAGEMENT NORTHWEST		729.66
20-00222	WASTE MANAGEMENT NORTHWEST		350.16
20-00223	WAVE BUSINESS		144.54
20-00224	WAVE BUSINESS		640.11
20-00225	WAXIE'S ENTERPRISES, INC		1,248.90
20-00226	WHELEN ENGINEERING COMPANY		201.10

Page Total	62,583.09
Cumulative Total	537,510.85

Snohomish County Fire District #7

Claims Voucher Summary

01/21/2020

Page 1 of 1

Fund: Equipment Replacement #303

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
20-00227	MUNICIPAL EMERGENCY SERVICES, INC.		49,111.20

Page Total	49,111.20
Cumulative Total	49,111.20



Snohomish County
FIRE DISTRICT 7

Earning Trust Through Action

Payroll Summary

01/15/2020

Check Date	01/15/2020
Period Begin	01/01/2020
Period End	01/15/2020
Direct Deposits	\$859,621.81
Paper Checks	\$3,872.15
Taxes	\$230,015.99
Total	\$1,093,509.95

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BOARD OF FIRE COMMISSIONERS MEETING MINUTES FIRE DISTRICT 7

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

January 9, 2020

1730 hours

CALL TO ORDER

Commissioner Waugh called the meeting to order at 1730 hours.

ATTENDANCE:

Commissioner Gagnon was excused with prior notice.

UNION COMMENT: None

OLD BUSINESS

Action

Appointing Chairman and Vice Chairman of the Board

Commissioner Snyder nominated Commissioner Waugh for Chairman and Commissioner Elmore for Vice Chair

Motion to approve Commissioner Waugh for Chairman and Commissioner Elmore as Vice Chair.
Motion by Commissioner Snyder and 2nd by Commissioner Wells.
On Vote, **Motion Carried 8/0**

CHIEFS REPORT

Chief O'Brien discussed items from the Chief's Report.

CONSENT AGENDA

Approve Vouchers

AP Vouchers: #20-00001 - #20-00097; (\$592,604.70)

Approve Payroll

None

Approval of Minutes

Approve Lake Stevens Fire Regular Board Meeting Minutes – December 23, 2019

Approve Fire District 7 Fire Regular Board Meeting Minutes – December 30, 2019

Correspondence

Motion to approve Consent Agenda as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Snyder
On Vote, **Motion Carried 8/0**

OLD BUSINESS

Discussion

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Committee Assignment

Chairman Waugh noted there is room for four people on each committee. A 2020 list of committee members was drafted but still wanted to allow time for both Commissioners Edwards and Steinruck to participate. Commissioner Elmore stepped up to participate on the Finance Committee. It was also noted that the Shop and Strategic Planning Committees meet in the evenings for those who work during the day.

Action

Physicians Contracts

Chief O'Brien reminded the board that both contracts were recommended to continue for 2020.

Motion to approve the physician contracts as presented for Dr. Talley and Dr. Kaey.
Motion by Elmore and 2nd by Commissioner Snyder.

Commissioner Fay inquired if this was a carry-over contract or if there were any significant changes to responsibilities or deliverables of the contract. Chief O'Brien noted that there was nothing significantly new. The district would like to monitor having two doctors for 2020 to see if it would be beneficial to continue to retain two in the future.

On Vote, **Motion Carried 8/0**

NEW BUSINESS

Discussion

2020 Regular Board Meeting date conflicts: Oct 22 (WFCA Conference), Nov 27 (Thanksgiving), Dec 24. It was noted to discuss later in the year.

Resolution 2020-01 Authorization of Financial Signers

Chief O'Brien explained to the board the purpose of the resolution was to change authorized signers for the District from Chief Meek to Chief O'Brien and Leah Schoof.

Motion to move this discussion to an Action Item and approve Resolution 2020-01 Authorization of Financial Signers.

Motion by Snyder and 2nd by Commissioner Schaub.

On Vote, **Motion Carried 8/0**

Action

Post Retirement Contracts: Brice, Meek, and Andrews

Motion to approve the Post Retirement Contracts for Kevin Brice, Gary Meek, and Eric Andrews.

Motion by Snyder and 2nd by Commissioner Elmore.

On Vote, **Motion Carried 8/0**

Teamsters MOU – Medical & Dental Provider

Chairman Waugh explained the MOU was to allow for the new Teamsters members to be included in the Districts healthcare and dental plans beginning January 1, 2020.

Motion to approve the Teamsters MOU – Medical & Dental Provider.

Motion by Snyder and 2nd by Commissioner Elmore.

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On Vote, Motion Carried 8/0

OTHER MEETINGS ATTENDED

Sno-Isle Commissioner Meeting: The upcoming banquet will be held on Feb 1st at Shawn O'Donnell's. A list will be made at the end of the meeting for those who would like to be registered to attend.

GOOD OF THE ORDER

Chief O'Brien invited the Commissioners to the Lake Stevens Chamber's Dinner & Auction on Saturday, February 22 from 5:30pm – 9pm.

The commissioners wanted to thank the District for all their hard work in making the merge as smooth as it has been in such a relatively short time with change of offices, procedures and leadership.

EXECUTIVE SESSION

At 17:48 hours Chairman Waugh called for an executive session to discuss Union 2781 collective bargaining negotiations per RCW 42.30.140(4)(a) for twelve (12) minutes. Leah Schoof and Larry Huff also attended the executive session.

Chairman Waugh reconvened the open public meeting at 1800 hours with no action to follow.

ADJOURNMENT Chairman Waugh adjourned the meeting at 1801.

Snohomish County Fire District #7

Commissioner Randy Fay

Commissioner Rick Edwards

Vice Chairman Troy Elmore

Commissioner Paul Gagnon

Commissioner Jeff Schaub

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Commissioner William Snyder

Commissioner Jim Steinruck

Chairman Roy Waugh

Commissioner Randal Woolery

Chief Kevin K. O'Brien

Thank You!



Lake Stevens Fire Chief
 Fire Chief O'Brien
 163 Village Court
 Monroe, WA. 98272

Dear Fire Chief Obrien,
 Please extend our most sincere Thank You to your outstanding team of EMT'S.

Mike Engle, Pat Cook & Matt Millich

My husband fell in the shower on Thursday & couldn't get up to walk.
 Mike, Pat & Matt came to our home to transport my husband to Providence
 Emergency Hospital. I followed later & when I arrived there was Mike waiting,
 he had already signed my husband in to the hospital & guided me to my
 husband's room.

My husband was treated by Mike, Pat & Matt with kindness I so appreciated.
 These guys were amazing how well they worked together as a close team.
 Very Professional.

We feel so lucky & fortunate to live in Lake Stevens & have these highly
 Compassionate EMT'S.

Many, Many Thanks.

Most Sincerely,

Eileen Feizbakhsh
 Lakeview Drive,
 Lake Stevens, WA. 98258

HAPPY HOLIDAYS



BayArt Academy

Dear Firefighters,

We are a group of teen artists from BayArt Academy in Sonoma County, California. We were very recently affected by the Kincade Fires that spread to Windsor, but thanks to the work of firefighters like you, our homes were saved. In order to convey our appreciation, a total of 17 of us gathered and created a large painting (7ft x 6ft) portraying the way the firefighters saved our community. We are aware that some firefighters from this station assisted us during these times and to show our gratitude we wanted to gift you a print of our painting. Thanks to many weeks of fundraising and some generous donations, we were able to afford to send one of these prints to all 506 fire stations that came and helped us during the Kincade Fire. We hope our painting will remind you every day how grateful we all are for your continuous hard work and bravery. It is estimated that the print will arrive January 5, 2020 so please keep your eyes out for a package.

If possible, we would love to receive of photo of you with our painting. If you are able to do so please share it on your social media and email it to us at: bayartfundraiser@gmail.com

Best Regards,

BayArt Academy

Team members: Emma Chen, Teresa Liang, Rachel Ding, Caroline Huang, Cody Reilly, Sam Sun, Ian Sun, Raymond Wang, Yuye Huang, Aurora Lee, Annie Lee, Isa Tardioli, Derek Zhou, Michelle Shen, Jonathan Liu, Jonathan Ling, Justin Wang

OLD BUSINESS - DISCUSSION



New District Launch 2020

Vision: Be the best fire department in the world.

Priorities

1. Mission - Save lives, protect property, safeguard the environment, and take care of people, while being fiscally responsible.
 - a. Maintain focus of our primary mission
 - b. Support robust safety and training
 - c. Seek continuous improvement with humility
 - d. Engage our community
 - e. Demonstrate fiscal stewardship for all activities

2. Build our team
 - a. We will be accountable for creating a positive team focused on people, working together, setting the mark for our future culture steered by our Guiding Values.
 - b. Support all of our team members so we can most effectively accomplish our mission. We are one team.
 - c. Create a successful internal culture for the new organization.
 - d. Maintain the most up-to-date Leadership Team Structure
 - e. Make our entire District team the first professional priority
 - i. Evaluate conferences and travel
 - ii. Evaluate extracurricular commitments
 - f. Pursue face to face communications
 - g. Seek first to understand then to be understood
 - h. Learn about our communities and build relationships

3. Update and develop systems and processes for our district.
 - a. Begin the strategic planning process – Q1
 - i. Center for Public Safety Excellence (CPSE) compliant
 - ii. Establish a comprehensive strategic planning team (Board, Employees, Community)
 - iii. Perform community intelligence activities to discover strengths, weaknesses, opportunities and threats (polling and research)
 - b. Determine District Funding Philosophy
 - i. Initiate a Revenue Planning Committee (RPC- Representatives from Board, Staff, Unions) – Q1
 - ii. Review/Update District Budget Process
 - c. Develop/update a comprehensive Capital Facility Plan – Q1
 - i. Prioritize Station/Facility projects
 - ii. Link to Standards of Cover

Guiding Values

Service

How you serve isn't a measure of your skills, it's an example of your character.

- We treat all professionally with dignity, kindness, empathy and respect.
- We will hold a service-minded approach through community programs and outreach.
- We will build trust while fulfilling the needs of our community and cultivating positive relationships for continued support.

Leadership

We are an organization that prepares our members to assume leadership roles through training and compassion to serve.

- We are an organization that ensures inclusiveness, participation at all levels, with organizational input measures in place.
- We are an organization that will adopt performance and outcome standards that clearly define performance objectives, measurement methods, and desired outcomes.
- We are an organization that creates an environment around self-expression, self-organization, and self-management with full accountability for its results.
- We will enable and empower our members to make decisions at the lowest levels

Professionalism

Connect with our customers by holding ourselves accountable in a way that shows pride for what we do and the position we hold.

- We are highly trained and motivated to do our job and serve our customer.
- We strive to be ethical, honest and operate with integrity.
- We will be reliable, competent and skilled in the position we hold.
- We will take personal ownership, not only of our job, but of our organization.
- We will be accountable by taking responsibility for our own actions and decisions.
- We will show care, consideration, and respect to our customers and co-workers.

Family

Families look out for each other first and ourselves second. Families protect each other and build each other up.

- We will support a positive work environment where mistakes are opportunities of growth, talent grows because of good mentors and recognition of people is genuine
- We will create a work environment that encourages personal and professional growth of the individuals and teams that make up our organization
- We will cultivate a strong, healthy and supportive atmosphere
- We care to connect with each other by knowing our families, interests and goals.
- We will respect, encourage and assist one another.

Transparency

Open and honest communication with the goal of building trust and accountability.

- We will when possible, prioritize face-to-face communications with co-workers
- We will provide training to all staff regarding best practices for business communications

- We promote openness and transparency in our operations ensuring that we are accountable for our actions at all times.

Humility

We are all equal human beings serving each other with the common goal of serving other human beings.

- Anchored by humility we are able to expand our vision and see opportunities for growth and improvement with clarity.

Organizational Goals and Objectives

Operations

- **Improve service delivery**
 - Identify the Strengths, Weaknesses, Threats and Opportunities affecting service delivery at all levels, during the first quarter of 2020.
 - Provide WSRB training to all Operations Executive staff during the first quarter of 2020.
 - Through partnership with the Planning Division: establish and monitor performance indicators in all service delivery zones for fire, ems and special operations. Using current department technology by the second quarter of 2020.
 - Through partnership with the Planning Division: develop and adopt an updated Standard of Cover by the third quarter of 2020.

- **Establish a high functioning operations division**
 - Communicate and put into practice the New District Guiding Values using face to face communication between all levels in the Operations Division by the first quarter of 2020.
 - Establish the timeline and criteria for the recruitment, testing, training and evaluation of all vacated officer positions by the first quarter of 2020.
 - Establish the timeline and criteria for the recruitment, testing, onboarding, training and evaluation of firefighters and paramedic to maintain par staffing counts by the first quarter of 2020.
 - Establish the timeline and criteria for the recruitment, testing, onboarding, training and evaluation of part-time employees.
 - Empower personnel at all levels to make decisions to carry out the mission of the department while being held accountable to demonstrating the Guiding Values. (ongoing)
 - Establish a 10 year staffing plan by the third quarter of 2020.

- **Update and develop systems and processes**
 - Provide Incode training to all Operations Executive staff prior to the first quarter of 2020.
 - Partner with Business Administration to develop and implement a transparent budgeting process by the second quarter of 2020.
 - Standardize new initiative development process by the second quarter of 2020.
 - Update Advanced Life Support Interlocal Agreements:
 - SCFD 5 - Q2 of 2020.
 - SCFD 17 – Q3 of 2020.
 - SCFD 22 – Q3 of 2020
 - SCFD 16 – Q3 of 2020
 - Begin groundwork on Mill Creek service agreement first quarter 2020.

Planning

Prevention Services

- Implement team structure and build the team
- Re-engage operations personnel in pre-incident planning

- Explore partnering with Community Resource Paramedic program to reduce falls
- Implement community risk reduction as a District wide culture
 1. Engineering
 2. Education
 3. Enforcement
 4. Economic Incentives
 5. Emergency Response

Strategic Analysis and Improvement

- Initiate the New District Strategic Planning process in the second quarter 2020.
- Implement Health and Safety program
 - Assume program from B.C. Wirtz
 - Evaluate systems and processes
- Complete a Center for Public Safety Excellence compliant Standards of Cover/risk assessment
 1. Work with Operations to have a deliverable by third quarter 2020
- Develop a group of outcome measures by second quarter 2020
- Analyze policy and procedure life cycle and develop a plan for sustained management
 1. Implementation of an electronic system by 2021
- Integrate into our local partners emergency response plans
 1. Lake Stevens
 2. Monroe
 3. Mill Creek
 4. Snohomish County
 1. Contribute an annex to the Snohomish County mitigation plan by the end of 2020.

Public Information Officer

- Execute communications plan to launch new district brand to communicate key messages and services provided by publishing two social media posts per week, one press release per month, and one external video per quarter.
- Redesign newsletter and develop community engagement tracking system
 - Embed newsletter with engagement content
 - QR Code
 - Coupon
 - Survey
- Fully merge to one profile for each social media platform and increase engagement by 30 percent by end of 2020.
 - Analyze analytics
 - Post engagement
 - Number of clicks
 - Number of comments
 - Posting reach

Public Education Officer

- Visit 18 of the 21 elementary schools in our jurisdiction teaching the kindergarten, 2nd grade, and 4th grade lessons. This goal takes into consideration tracking data for the full 2019-2020

school year. Goal will have an end date of June (school calendar year). If the goal is not met for the 2019-2020 school year, strategies for outreach will be evaluated.

- Analyze data to develop a community outreach program in conjunction with Prevention Services and the Community Resource Paramedic to reduce the impact of falls in our community.
- Plan and organize a scout night for implementation in 2021.
- Integrate and develop a consistent data collection strategy to track public education and community outreach programs.

Logistics

- Build the best Logistics Division in the World
 - We have already and will continue to combine the logistics resources of Lake Stevens Fire and Snohomish County Fire District 7
 - Continue to be responsive to the daily facility repairs and maintenance requests
 - Work on central supply system or a hybrid of central supply and drop shipping
 - Transition uniforms and bunker gear to fall under Logistics Division
- Operative IQ
 - We are currently coordinating a meeting of the key users of Operative IQ to take this program to the next level
 - Asset Inventory to meet the Auditors guidelines
 - Improve EMS, Station, Office supply ordering
 - Equipment/apparatus and rescue inventory and tracking
- Capital Facilities Plan
 - Create a comprehensive Capital Facilities Plan to present to the Commissioners during 2nd Quarter of 2020.
 - All facilities
 - Define projects
 - Prioritize projects
 - Develop timelines
 - Project costs
 - Work with Business Administration to develop a Capital Facilities Forecasting Program for Logistics Division to utilize

Technical Services

- Standardize and fully deploy software systems
 - Office 365
 - CrewSense
 - Operative IQ
- Standardize productivity and organizational tools
 - Outlook calendars
 - Teams
- Standardize Mobile devices
 - MDC's
 - EPCR Tablets
 - Assigned Phones
- Provide user training to all users
- Enhance network reliability

- Server redundancy (off-site)
- Fiber connections to all facilities
- Fully integrate LSF Mechanic and fleet
- Enhance outside agency workload
- Develop plan for shop facilities improvements
- Update integrated apparatus replacement plan
- Facilitate apparatus replacement purchasing
- Oversee new radio system implementation

Business Administration

- Establish a cohesive administrative division
 - Familiarize and train team members with transitions within positions and duties.
 - Train team members on new technology and reporting functions.
 - Collaboratively set expectations, encourage creativity, and provide accountability aligning with the Districts Mission and Guiding Values.
- Review/Update the District budget process and funding philosophies
 - Develop tools in the first quarter 2020 to identify a transparent and process-based budget process aligned with the Districts Mission, Guiding Values, and team structure.
 - Work with the Strategic Planning and Revenue Planning Committees to develop and enhance options for funding philosophies and long-range District planning.
 - Work with the Technology, Logistics, Operations, and Planning divisions to build comprehensive replacement and initiative plans within a financially sustainable framework during the 1st quarter 2020.
 - Enhance the current budget line items to include or reference details for simplified budget management.
 - Work with the Technology, Logistics, Operations, and Planning divisions to develop and enhance a comprehensive budget process in the 2nd quarter 2020.
 - Work collaboratively with the Technology, Logistics, Operations, and Planning divisions to provide support and ensure audit preparedness.
- Transition the final closeout of Lake Stevens Fire
 - Transition vendor billing, address, and account changes.
 - Close-out structured programs like credit cards, fuel cards, external funding accounts, credit processing systems, billing processes, account signers, and others.
 - Provide dissolution notification per current contract and lease requirements.
 - Transition employee benefits, for example, medical, dental, Veba, deferred compensation, wellness and injury programs.
 - Audit of pay and leave transition rates and balances.
 - Work with the Logistics division on the liquidation, transfer, and accountability of assets and the asset program.
 - Merge and audit the county funding accounts, debt, and transition funded accounts.

OLD BUSINESS - ACTION

NEW BUSINESS - DISCUSSION

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

2019 Snohomish County Fire District 7 Education Programs:

Last Updated: 12/30/19

School Visits: 2019

Event	Targeted Risk	Location	Date	Frequency for the year Lessons/Classes	Number of Audience Members Avg. 25 Students/Class	Instructors /Presenter	Grade/Age of Audience	Hours of Prep. Number of schools x3.75-K x3.25-2 nd /4 th	Hours of Instruction Number of classes/lessons x.5 hrs.-K x.65 hrs.-2 nd /4 th
Pre-K School Visit	Fire Safety	-Cedar Cross -Clearview Montessori -Sherpard of the Hills -Mill Creek Pre-School Pals -Little Doves Pre School -Cornerstone Academy -Sonshine -Elim Christian Pre-K 8 Pre-Schools	October-June	15	≈375	Personnel	Pre K 4 yrs.	30	7.5
Kindergarten School Visit	Fire Safety	-Maltby El. -Chain Lake El. -Fryelands El. - Forest View El. -Fernwood El. -Kokanee El. -Mt. Pilchuck El. -Mill Creek El. 10 Total Schools	October-June	45	≈1125	Personnel	Kindergarten 5-6 yrs.	37.5	22.5
2 nd Grade School Visit	Fire Safety	-Salem Woods El. -Woodside El. -Canyon Creek 10 Total Schools	October-June	47	≈1175	Educators	2 nd Grade 7-8 yrs.	32.5	30.5
4 th Grade School Visit	Fire Safety	-Frank Wagner 10 Total Schools	October-June	32	≈800	Educators	4 th Grade 10-11 yrs.	32.5	20.8

5th Grade School Visit	EMS and Disaster Prep.	-Maltby El.	October-June	10	≈250	Educators	5 th Grade 11-12 yrs.	3.25	6.5
High School Hands Only CPR	EMS	Cavelero Mid-High	November	12	≈300	Educators	8-9 th Grade	3.25	12
High School Impact Teen Driver	Car Safety	-Monroe HS -Cavelero Mid-High	October-June	15	≈375	Personnel	9-12 th Grade 14-18 yrs.	6.5	15
High School Mock DUI Assembly	Car Safety	-Monroe HS	October-June	1	≈800	EMS Personnel	11-12 th Grade	3.75	2
High School Healthcare Career Classes	EMS	-Monroe HS	December and May	1	≈30	EMS Personnel	11 th -12 th Grade	3.25	1.5
Train the Trainer- Other Special Training and Assisting LSF Crews with Kinder Lesson	Fire	-Station 31, Monroe -Station 71, Clearview -Station 81-Lake Stevens	Ongoing	5 Post Academy	N/A	Educators	Crews	2	26 (Post Academy training and LSF personnel training-4 trainings @4 hrs. each)
				4 LSF Personnel Training				Lessons W/ Kinder LSF 1	Lessons W/ Kinder LSF 4.5
Total:				178 Lessons/Classes	≈5230		Educators:	155.5	100.3
							Other Personnel:	0	48.5

Adult Education Presentations/Lessons 2019:

Event	Targeted Risk	Location	Date	Frequency Per year	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep. Generally (x1.5)	Hours of Instruction	
Adult Fire Wise Presentations	Fire Safety	-Crystal Lake -East Lake	Year Round	3	≈90	Educators	Various	1.5	1	
						CRR DC		3	2	
Adult HOA/Home Fire Safety/Disaster Preparedness	Fire Safety		Year Round	1	≈30	Educators	Various	1.5	1	
Adult Fire Extinguisher Training	Fire Safety	-Monroe -Zion Lutheran	Year Round	7	≈70	Fire Inspectors and Educators	Various	33	10.5	
								2		
Adult Various Educational Presentations (Head Start, Foster Group, Etc.)	Fire Safety	-Monroe Head Start -Foster Group	Year Round	5	≈50	Educators	Various	7.5	5	
Youth and Adult Youth Fire Setter	Fire Safety	-Station 31, Monroe -Station 71, Clearview	Year Round	4	≈8	Personnel	Various	2	0 (No shows)	
Total:				16	≈248			Educators:	12.5	2
								Others:	38	17.5

Community Events 2019:

Event	Targeted Risk	Location	Date	Frequency per year	Number of Audience Members	Instructors /Presenters	Grade/Age of Audience	Hours of Prep.	Hours of Instruction
National Night Out (Booths and Activities)	Fire Safety	-Mill Creek -Monroe -Lake Stevens -Willis Tucker -Lost Lake	1 st Tuesday in August	1	≈1500	Educators and Personnel	All Ages	25	3
	Water Safety								
	Bike Safety								
Fire Prevention Week Open House (Hosted Event)	Fire Safety	-Station 31, Monroe	The week of October 9th	1	≈450	Educators and Personnel	All Ages	55	4
Water Safety Camp (Hosted Event with Lesson Plans)	Water Safety	-Monroe -Lake Stevens	July/August	2	≈24	Educators and Personnel	6-12 yrs.	50	4
EMS Week Open House (Hosted Event)	EMS	-Station 71	May	1	≈350	Educators and Personnel	All Ages	55	4
Mill Creek Festival (Booths and Activities)	Fire	-Millcreek	July 11-12th	1	≈200	Educators and Personnel	All Ages	30	13
Easter (Egg Hunt Activities)	Community Engagement	Monroe Mill Creek	Spring	1	≈200	Educators and Personnel	All Ages	5	3

Monroe YMCA Healthy Kids Day (Booths and Activities)	Water Safety		April	1	≈200	Educators and Personnel	All Ages	5	3
Various Small Booth Ed. Events	Fire Safety		Ongoing	14	≈200	Educators and Personnel	All Ages	14	28
Bike Helmet Fitting/Rodeo	Bike Safety		Ongoing	3	≈60	Educators and Personnel	All Ages	3	3
Crew or Rig attendance/participation	Fire Safety		Ongoing	17	N/A	Personnel	All Ages	17	17
Parades	Fire Safety		Ongoing	6	N/A	Personnel	All Ages	6	6
Auction/Give Away	Fire Safety		Ongoing	3	N/A	N/A	All Ages	1.5	
Total:				51	≈3184		Educators and Select Personnel:	316.5	65
							Others:	0	23

Station Tours:

Event	Targeted Risk	Location	Date	Frequency for the year	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep. X1.5h	Hours of Instruction /Presentation	
Scheduled Tours with Lessons	Fire Safety	-Station 71, Clearview -Station 31, Monroe	Year Round	10	≈245	Educators and Crews	Kinder-4th	15	2	
									8	
Regular Station Tours	Fire Safety	-Station 31, Monroe -Station 33, Fales Road -Station 71, Clearview -Station 72, Fernwood -Station 73, Bear Creek -Station 74, Maltby -Station 76, Mill Creek -Station 77, Gold Creek	Year Round	6	≈150	Crews	Various	9	3	
Scout Station Tours	Fire Safety	-Station 31, Monroe -Station 33, Fales Road -Station 71, Clearview -Station 72, Fernwood -Station 73, Bear Creek -Station 74, Maltby -Station 76, Mill Creek -Station 77, Gold Creek	Year Round	7	≈175	Crews	Various	10.5	3.5	
Resource Box and Binder Maintenance	Fire Safety		January	N/A	N/A	Educators	Various	3	0	
Total:				23	≈570			Educators:	37.5	2
								Others:	0	14.5

Station Programs:

Event	Targeted Risk	Location	Date	Frequency Per year	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep.	Hours of Instruction /Presentation
Bike Helmet Fitting and Sales	Bike/Wheeled Sports Safety	-Station 31, Monroe -Station 32, Monroe -Station 33, Fales Road -Station 71, Clearview -Station 72, Fernwood -Station 73, Bear Creek -Station 74, Maltby -Station 76, Mill Creek -Station 77, Gold Creek	Ongoing	Ongoing	≈56 Based on inventory	Personnel	Various	24	N/A
Life Jacket Loaner Program	Water Safety	-Station 31, Monroe	Ongoing	Ongoing	≈10	Personnel	Various	8	N/A
Total:					≈66		Educators:	24	
							Others:	8	

CPR Classes:

Event	Targeted Risk	Location	Date	Frequency	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep.	Hours of Instruction	
CPR Classes	EMS	-Station 31, Monroe -Station 71, Clearview	1 st Mon./Month 6PM-9PM	12	134	CPR Instructor	12-adult	12	36	
CPR Skills Evaluation	EMS	-Station 31, Monroe -Station 71, Clearview		9	9	CPR Instructor	12-adult	4.5	9	
CPR & First Aid Classes	EMS	-Station 31, Monroe -Station 71, Clearview	3 rd Sat./Month 9AM-4PM	17	138	CPR Instructor And Educator	12-adult	12	84	
								5	35	
CPR & First Aid Instructor Course	EMS	-Station 31, Monroe -Station 71, Clearview		2	20	Educator	Adult	4	8	
Program Mgmt.	EMS	-Station 31, Monroe -Station 71, Clearview		1	N/A	Educator	N/A	10	0	
Total:				40	≈301			Educators:	19	43
								Others:	28.5	129

Safety Focus:

Fire: 21 Car: 2
 Bike: 3 Water: 4
 EMS: 9 Disaster: 1

Totals	Educators	Others
Total Prep Time	565	74.5
Total Instruction:	212.5	232.5
Total Audience Members:	9599	
Total Events/Lessons:	308	

School Visits/ Tour Preparation Tasks and Time to Complete Each Task

<u>Scheduling-Emails</u>		Hours
• <u>Kinder/Pre-K</u>		
	Email to Schools	.25
	Email to Coordinator	.25
	Email to BC's	.25
	Email Confirming date with coordinator	.25
	Email Confirming date with BC and LT	.25
	Put date on crew sense	.25
	Paperwork	.25
		Total: 1.75
• <u>2nd/4th</u>		
	Email to Schools	.25
	Email to Coordinator	.25
	Email Confirming date with coordinator	.25
	Placement on Educator Calendar	.25
	Paperwork	.25
		Total: 1.25
<u>Routine Prep Work</u>	Copies, organization/cleaning/bundles of goodies	1
		Total: 1
<u>Lesson Creation/Modifications</u>		1
		Total:1

<u>Special Training</u>		
	Probationary Employee Training	2
	Assisting Crews	24 (Including travel)
		Total: 26
<u>School Year Prep</u>		
	Contact information for each school.	3
	Editing and drafting principal letter.	1
		Total: 4

Lake Stevens Fire
 1825 South Lake Stevens Road
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 www.LSfire.org



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 163 Village Court
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2020 Snohomish County Fire District 7 Education Programs:

**Projected changes are only accounting for the 10 school increase in elementary schools, 3 school increase in high schools, and 5 more adult fire lessons, and the remainder of the program staying status quo. This does not include community events held in North Battalion*

Projected School Visits: 2020

Event	Targeted Risk	Location	Date	Frequency for the year Lessons/Classes	Number of Audience Members Avg. 25 Students/Class	Instructors /Presenter	Grade/Age of Audience	Hours of Prep. Number of schools x3.75-K x3.25-2nd/4th	Hours of Instruction Number of classes/lessons x.5 hrs.-K x.65 hrs.-2nd/4th
Pre-K School Visit	Fire Safety	-Cedar Cross -Clearview Montessori -Sherpard of the Hills -Mill Creek Pre-School Pals -Little Doves Pre School -Cornerstone Academy -Sonshine -Elim Christian Pre-K 8 Pre-Schools	October-June	15	≈375	Personnel	Pre K 4 yrs.	30	7.5
Kindergarten School Visit	Fire Safety	-Maltby El. -Chain Lake El. -Fryelands El. - Forest View El. -Fernwood El. -Kokanee El. -Mt. Pilchuck El. -Highland -Mill Creek El. Machias -Skyline -Salem Woods El. -Woodside El. -Canyon Creek -Cedar Wood -Cathcart -Tambark -Glenwood -Sunny Crest -Hillcrest -Stevens Creek 21 Total Schools	October-June	105	≈2625	Personnel	Kindergarten 5-6 yrs.	78.75	52.5
2nd Grade School Visit	Fire Safety	-Maltby El. -Chain Lake El. -Fryelands El. - Forest View El. -Fernwood El. -Kokanee El. -Mt. Pilchuck El. -Highland -Mill Creek El. Machias -Skyline -Salem Woods El. -Woodside El. -Canyon Creek -Cedar Wood -Cathcart -Tambark -Glenwood -Sunny Crest -Hillcrest -Stevens Creek 21 Total Schools	October-June	105	≈2625	Educators	2nd Grade 7-8 yrs.	68.25	68.25

4th Grade School Visit	Fire Safety	-Maltby El. -Chain Lake El. -Fryelands El. - Forest View El. -Fernwood El. -Kokanee El. -Mt. Pilchuck El. -Highland -Mill Creek El. Machias -Skyline	-Salem Woods El. -Woodside El. -Canyon Creek -Cedar Wood -Cathcart -Tambark -Glenwood -Sunny Crest -Hillcrest -Stevens Creek 21 Total Schools	October-June	105	≈2625	Educators	4 th Grade 10-11 yrs.	68.25	68.25
5th Grade School Visit	EMS and Disaster Prep.	-Maltby El.		October-June	10	≈250	Educators	5 th Grade 11-12 yrs.	3.25	6.5
High School Hands Only CPR	EMS	Cavelero Mid-High		November	12	≈300	Educators	8-9 th Grade	3.25	12
High School Impact Teen Driver	Car Safety	-Monroe HS -Cavelero Mid-High -Jackson HS -North Creek HS -Lake Stevens HS		October-June	35	≈875	Personnel	9-12 th Grade 14-18 yrs.	18.75	35
High School Mock DUI Assembly	Car Safety	-North Creek HS -Lake Stevens HS		October-June	2	≈1600	EMS Personnel	11-12 th Grade	7.5	4
High School Healthcare Career Classes	EMS	-Monroe HS		December and May	1	≈30	EMS Personnel	11 th -12 th Grade	3.25	1.5
Train the Trainer- Other Special Training	Fire	-Station 31, Monroe -Station 71, Clearview -Station 81-Lake Stevens		Ongoing	5 Post Academy	N/A	Educators	Crews	2	10 (Post Academy training)
Total:					395 Lessons/Classes	≈11305		Educators:	283.25	165
								Other Personnel:	0	100.5

Adult Education Presentations/Lessons 2019:

Event	Targeted Risk	Location	Date	Frequency Per year	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep. Generally (x1.5)	Hours of Instruction
Adult Fire Wise Presentations	Fire Safety	-Crystal Lake -East Lake	Year Round	3	≈90	Educators	Various	1.5	1
						CRR DC		3	2
Adult HOA/Home Fire Safety/Disaster Preparedness/	Fire Safety		Year Round	1	≈30	Educators	Various	1.5	1
Adult Fire Extinguisher Training	Fire Safety	-Monroe -Zion Lutheran	Year Round	7	≈70	Fire Inspectors and Educators	Various	33	10.5
								2	
Adult Various Educational Presentations (Head Start, Foster Group, Etc.)	Fire Safety	-Monroe Head Start -Foster Group	Year Round	10	≈100	Educators	Various	15	10
Youth and Adult Youth Fire Setter	Fire Safety	-Station 31, Monroe -Station 71, Clearview	Year Round	4	≈8	Personnel	Various	2	0 (No shows)
Total:				21	≈248		Educators:	20	12
							Others:	38	17.5

Community Events 2019:

Event	Targeted Risk	Location	Date	Frequency per year	Number of Audience Members	Instructors /Presenters	Grade/Age of Audience	Hours of Prep.	Hours of Instruction
National Night Out (Booths and Activities)	Fire Safety	-Mill Creek -Monroe -Lake Stevens -Willis Tucker -Lost Lake	1 st Tuesday in August	1	≈1500	Educators and Personnel	All Ages	25	3
	Water Safety								
	Bike Safety								
Fire Prevention Week Open House (Hosted Event)	Fire Safety	-Station 31, Monroe	The week of October 9th	1	≈450	Educators and Personnel	All Ages	55	4
Water Safety Camp (Hosted Event with Lesson Plans)	Water Safety	-Monroe -Lake Stevens	July/August	2	≈24	Educators and Personnel	6-12 yrs.	50	4
EMS Week Open House (Hosted Event)	EMS	-Station 71	May	1	≈350	Educators and Personnel	All Ages	55	4
Mill Creek Festival (Booths and Activities)	Fire	-Millcreek	July 11-12th	1	≈200	Educators and Personnel	All Ages	30	13
Easter	Community Engagement	Monroe Mill Creek	Spring	1	≈200	Educators and Personnel	All Ages	5	3

(Egg Hunt Activities)									
Monroe YMCA Healthy Kids Day (Booths and Activities)	Water Safety		April	1	≈200	Educators and Personnel	All Ages	5	3
Various Small Booth Ed. Events	Fire Safety		Ongoing	14	≈200	Educators and Personnel	All Ages	14	28
Bike Helmet Fitting/ Rodeo	Bike Safety		Ongoing	3	≈60	Educators and Personnel	All Ages	3	3
Crew or Rig attendance/p articipation	Fire Safety		Ongoing	17	N/A	Personnel	All Ages	17	17
Parades	Fire Safety		Ongoing	6	N/A	Personnel	All Ages	6	6
Auction/Give Away	Fire Safety		Ongoing	3	N/A	N/A	All Ages	1.5	
Total:				51	≈3184		Educators and Select Personnel:	316.5	65
							Others:	0	23

Station Tours:

Event	Targeted Risk	Location	Date	Frequency for the year	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep. X1.5h	Hours of Instruction /Presentation	
Scheduled Tours with Lessons	Fire Safety	-Station 71, Clearview -Station 31, Monroe	Year Round	10	≈245	Educators and Crews	Kinder-4th	15	2	
									8	
Regular Station Tours	Fire Safety	-Station 31, Monroe -Station 33, Fales Road -Station 71, Clearview -Station 72, Fernwood -Station 73, Bear Creek -Station 74, Maltby -Station 76, Mill Creek -Station 77, Gold Creek	Year Round	6	≈150	Crews	Various	9	3	
Scout Station Tours	Fire Safety	-Station 31, Monroe -Station 33, Fales Road -Station 71, Clearview -Station 72, Fernwood -Station 73, Bear Creek -Station 74, Maltby -Station 76, Mill Creek -Station 77, Gold Creek	Year Round	7	≈175	Crews	Various	10.5	3.5	
Resource Box and Binder Maintenance	Fire Safety		January	N/A	N/A	Educators	Various	3	0	
Total:				23	≈570			Educators:	37.5	2
								Others:	0	14.5

Station Programs:

Event	Targeted Risk	Location	Date	Frequency Per year	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep.	Hours of Instruction /Presentation
Bike Helmet Fitting and Sales	Bike/Wheeled Sports Safety	-Station 31, Monroe -Station 32, Monroe -Station 33, Fales Road -Station 71, Clearview -Station 72, Fernwood -Station 73, Bear Creek -Station 74, Maltby -Station 76, Mill Creek -Station 77, Gold Creek	Ongoing	Ongoing	≈ 56 Based on inventory	Personnel	Various	24	N/A
Life Jacket Loaner Program	Water Safety	-Station 31, Monroe	Ongoing	Ongoing	≈ 10	Personnel	Various	8	N/A
Total:					≈ 66		Educators:	24	
							Others:	8	

CPR Classes:

Event	Targeted Risk	Location	Date	Frequency	Number of Audience Members	Instructor/Presenter	Grade/Age of Audience	Hours of Prep.	Hours of Instruction	
CPR Classes	EMS	-Station 31, Monroe -Station 71, Clearview	1 st Mon./Month 6PM-9PM	12	134	CPR Instructor	12-adult	12	36	
CPR Skills Evaluation	EMS	-Station 31, Monroe -Station 71, Clearview		9	9	CPR Instructor	12-adult	4.5	9	
CPR & First Aid Classes	EMS	-Station 31, Monroe -Station 71, Clearview	3 rd Sat./Month 9AM-4PM	17	138	CPR Instructor And Educator	12-adult	12	84	
								5	35	
CPR & First Aid Instructor Course	EMS	-Station 31, Monroe -Station 71, Clearview		2	20	Educator	Adult	4	8	
Program Mgmt.	EMS	-Station 31, Monroe -Station 71, Clearview		1	N/A	Educator	N/A	10	0	
Total:				40	≈301			Educators:	19	43
								Others:	28.5	129

Totals	Educators		Others
Total Prep Time	700.25 Hours	72 Full Days	74.5 Hours
Total Instruction:	311 Hours		232.5 Hours
Total Time at Schools-Travel/Time Between Classes/ Instruction	46 Full Days		
Total Time at Events	10 Full Days		
Total Events/Lessons:	525		
Total Audience Members:	15,674 Citizens		

Safety Focus:

Fire: 21 Car: 2
 Bike: 3 Water: 4
 EMS: 9 Disaster: 1

School Visits/ Tour Preparation Tasks and Time to Complete Each Task

<u>Scheduling-Emails</u>		Hours
• <u>Kinder/Pre-K</u>		
	Email to Schools	.25
	Email to Coordinator	.25
	Email to BC's	.25
	Email Confirming date with coordinator	.25
	Email Confirming date with BC and LT	.25
	Put date on crew sense	.25
	Paperwork	.25
		Total: 1.75
• <u>2nd/4th</u>		
	Email to Schools	.25
	Email to Coordinator	.25
	Email Confirming date with coordinator	.25
	Placement on Educator Calendar	.25
	Paperwork	.25
		Total: 1.25
<u>Routine Prep Work</u>	Copies, organization/cleaning/bundles of goodies	1
		Total: 1
<u>Lesson Creation/Modifications</u>		1
		Total:1

<u>Special Training</u>		
	Probationary Employee Training	2
	Assisting Crews	24 (Including travel)
		Total: 26
<u>School Year Prep</u>		
	Contact information for each school.	3
	Editing and drafting principal letter.	1
		Total: 4

Snohomish County Regional Training Consortium (Interlocal Agreement)

This agreement is made and entered into by and between the undersigned municipal corporations, collectively referred to as “Agency” or “Agencies” and shall be deemed adopted upon date of signing by the respective Agencies.

1. RECITALS

WHEREAS, This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. RCW 39.34 permits one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each agency is authorized by law to perform; and

WHEREAS, the participating Agencies provide or operate similar Emergency Public Safety Services through the utilization of first responders and emergency equipment within their jurisdictions, and

WHEREAS, The Agencies are currently empowered by law to provide or operate similar emergency services training and education programs to their own personnel, and

WHEREAS, The Agencies ability to provide Emergency Public Safety Services, as well as the requisite training and education programs for its personnel, is directly affected by and through the limited public funds available for such services, and

WHEREAS, The Agencies have determined that through collaborative efforts and combining resources, greater efficiencies and effectiveness can be enjoyed equally amongst all parties, proportionate to their participation level, and

WHEREAS, The Agencies have determined that Emergency Public Safety Services as provided by each agency shall be improved through greater interoperability as a result of a collaborative training and education program promoting consistent operational practices,

NOW, THEREFORE, in consideration of the covenants, conditions, performances, promises, and benefits contained herein, it is agreed between the Agencies as follows:

- 2. PURPOSE AND SCOPE.** The purpose and scope of this Agreement is to establish a Training Consortium “Consortium” to provide regular and specialty training and educational programs to the member Agencies, and those other Agencies as the Administrative Board may approve, through a collaboration of personnel, equipment, property, and funds, collectively “Resources”, as determined through an adopted funding formula, at a level determined by and for each Agency. Nothing in this agreement shall be interpreted as a conveyance of the authorities or responsibilities prescribed to each Agency through statute, regulation, or agreement. Each agency shall retain full authority and responsibility for, and jurisdiction over, all services it provides, is required to provide, or provides for, within its jurisdiction.

3. GOVERNING STRUCTURE OF TRAINING CONSORTIUM

- 3.1. **Administrative Board.** Administration of this Agreement shall be accomplished by an Administrative Board that shall be composed of one representative from each Agency, “Agency Representative”, to be held by the respective Chief Executive Officer or such other individual as appointed by the legislative body of that Agency.

(a) The Administrative Board shall be responsible for:

- i. Managing and conducting the business affairs of the Consortium, to make and execute all necessary contracts, to employ any necessary services, and to adopt reasonable rules to govern the Consortium and to perform its

- functions, and generally to perform all such acts as may be necessary to carry out the objects of the creation of the Consortium.
- ii. Overseeing administration of the fiscal arrangements as set forth in this Agreement.
 - iii. Directing, guiding and overseeing the actions of the Consortium Advisory Committee.
 - iv. Communicating with the legislative bodies of the Agencies.
 - v. Designating the Lead Agency in accordance with Section 4.1.
- (b) The Administrative Board shall elect a Chair from of its members, who shall serve a two (2) year term. The Chair shall have responsibility to schedule the meetings of the Administrative Board, to serve as presiding officer at board meetings, to gather information and to prepare the agenda for board meetings.
- (c) The Administrative Board shall meet a minimum of four (4) times per year. Agency Representatives shall be duly notified of scheduled Administrative Board meetings when they have been notified of the meeting date, time, and location no less than 30 days prior, in the method and manner as prescribed in this agreement for official notifications or in person at a previous Administrative Board meeting. (Note: this does not preclude the use of additional methods of notification.) Provided, however, in rare circumstances where time is of the essence for the Board to convene to take actions that are time sensitive and which are required in less than 30 days, a shorter notice may be provided to Agency Representatives. In such circumstances all reasonable efforts will be made to provide the maximum amount of notice feasible.
- (d) Each Agency, through its Administrative Board representative, shall have an equal vote on matters that come before the Administrative Board, except where a weighted vote is required. Decisions encumbered upon the Administrative Board shall be arrived at utilizing the following procedures:
- i. Decisions shall only be made at a meeting of the Administrative Board attended by a quorum of Agency representatives, regardless of proxy voting options utilized. A quorum shall be defined as attendance of 50% plus one (1) of the Agency representatives to the Administrative Board.
 - ii. All decisions not specifically requiring a Full Administrative Board vote or a Super Majority vote, as and where called for in this agreement, shall be rendered by a simple majority vote of the Administrative Board members in attendance.
 - iii. Proxy voting may be allowed should the Administrative Board so elect, however, the Administrative Board shall adopt and distribute to each Agency proxy voting rules at least 30 days prior to the allowance of such voting.
 - iv. Decisions requiring a Full Administrative Board vote shall require a simple majority affirmative vote of all Administrative Board Member Agency representatives.
 - v. Decisions requiring a Super Majority shall require a 60% affirmative weighted vote.

- a. A Weighted Vote shall be based upon each Agency's Resource Allocation formula, as calculated in Appendix A Funding Formula. Associate Agencies Operational FTE counts are not used for Weighted Voting calculations.
 - b. Weighted Vote Percentage calculations shall be presented at the first Administrative Board meeting of each year and shall be maintained throughout the calendar year.
 - c. In the event a single agency attains over 40% but not more than 51% of the Weighted Vote Percentage, the Administrative Board may, by simple majority of the Full Administrative Board, reduce the weighted Super Majority vote requirement to the remaining sum balance of Agencies percentage Weighted Vote.
 - d. In the event a single agency attains over 51% of the Weighted Vote Percentage, the Administrative Board shall, at the time of annual budget adoption, take one of the following actions: (i) affirm the continuation of the Training Consortium, (ii) turn over all control of the Training Consortium to the Agency with over 50% of the Weighted Vote Percentage or, (iii) dissolve the Training Consortium.
 - vi. At the discretion of the Chair, decisions subject to a simple majority vote of a quorum of Administrative Board members that result in a tie may be declared subject to a Full Administrative Board Vote.
 - vii. At the discretion of the Chair, decisions subject to a Full Administrative Board Vote that result in a tie may be declared subject to a Super Majority Vote.
 - viii. Any decision made by the Administrative Board may be overturned through the use of a Super Majority vote. The request to overturn a decision utilizing a Super Majority vote must be made during the meeting in which the decision was voted upon. The request to overturn must receive a supporting 'second' in order to proceed.
 - (e) Any decisions of the Administrative Board that involve the expenditure or obligation of an Agency's funds shall constitute a recommendation to the governing bodies of the Agencies and shall not be effective until the governing bodies of each Agency have approved such recommendation.
- 3.2. **Consortium Advisory Committee "CAC"**. The CAC shall be composed of the Training Consortium's Training Chair and the Operations and/or Training Chief from each Agency. The CAC shall be responsible for:
- (a) Recommending a candidate or candidates to the Administrative Board for appointment as the Training Chair.
 - (b) Consulting and communicating with the Training Chair on matters involving agency operations.
 - (c) Establishing consistency in operational procedures between the Agencies.
 - (d) Determining that all training curriculum employed by the Consortium is consistent with Agency operations.
 - (e) Approval of all curriculum employed by the Consortium.

3.3. **Training Consortium Chief “Training Chair”.** The Training Chair shall be: a Chief Officer of one of the Agencies, assigned by the employing agency to the Consortium on a fulltime or as agreed to by the Administrative Board and, appointed by the Administrative Board.

- (a) The Training Chair term of appointment shall be for two (2) year intervals. In the event the Training Chair position is vacated prior to the completion of the assigned term, a replacement shall be appointed to fill the position for the balance of the vacated term.
- (b) The Training Chair shall be responsible for:
 - i. Recommending annual goals and objectives to the Administrative Board.
 - ii. Developing common operating guidelines for all Agencies.
 - iii. Developing common training programs, processes, and instructional materials for all Agencies.
 - iv. Developing common training calendars for all Agencies.
 - v. Performing such other tasks as directed by the Administrative Board.
 - vi. Developing and recommending to the Administrative Board an annual Budget for the Training Consortium.
 - vii. Managing the Training Consortium on a day-to-day basis.
 - viii. Recommending acceptance or denial to the Administrative Board of Agency Training Officer assignments to the Training Consortium.

3.4. **Organizational Assignments.** The Agencies understand and agree that the Administrative Board has the authority to determine, establish, and modify the command structure and organizational responsibilities of any and all personnel assigned to the Training Consortium for the duration of the employees’ assignment, irrespective of their current rank or position within their own agency.

4. RESOURCE ALLOCATION FULFILLMENT. The Agencies understand and agree that, as guardians of public funds, parity of resource obligation based upon participation is required, and taking into consideration as such, a funding formula shall be established and adopted by the Administrative Board annually for the operation of the training consortium.

- 4.1. The _____, “Lead Agency”, shall be the entity that manages and administers the finances of the Training Consortium as part of the Lead Agency’s annual budget. The Lead Agency shall be determined by the Administrative Board, subject to approval of the Lead Agency’s governing body.
- 4.2. On or before August 1st of each year, the Administrative Board shall prepare, adopt, and publish to the Agencies, the following year’s General Budget for the Training Consortium’s operations that identifies:
 - (a) Financial, equipment, property, and personnel resource need to operate the Training Consortium throughout the budget cycle.
 - (b) Financial equivalencies for; equipment dedication needs, and; personnel assignments based upon rank and commit time to the Training Consortium.

- (c) Each Agency's financial responsibilities to fulfill the needs of the Training Consortium throughout the next budget cycle. Agency responsibilities shall be determined through a funding formula as defined in Appendix A of this agreement, or as modified through a Super Majority vote.
- 4.3. On or after November 1 but before December 1, the Lead Agency shall submit invoices to each Agency reflecting that Agency's monies owed or due for the following year to satisfy their calculated financial obligations.
- 4.4. Fulfillment of financial, equipment, and personnel obligations shall be made to the Training Consortium as defined herein;
- (a) Agency annual financial obligations shall be based upon the Weighted FTE Percentage applied to the total annual funds budgeted, as adopted by the Administrative Board.
 - (b) Agency annual Training Officer commitment shall be based upon the Weighted FTE Percentage applied to the total full time equivalent annual Training Officer commitment required, as recommended by the Training Chair, and as adopted by the Administrative Board.
 - (c) Agency Instructor commitment shall be reflective of and take into consideration the needs of the Training Consortium balanced against the Weighted FTE Percentage. At the discretion of and through adoption by the Administrative Board, an Instructor Balancing formula may be implemented at the time of the Annual Budget adoption. (NOTE: It is anticipated that this formula would establish a standardized hourly cost for Instructors which would be used to determine comparable Instructor obligation balanced against Instructor participation for each Agency, with financial adjustments provided to accommodate remarkable discrepancies.) Nothing herein obligates the Administrative Board to adopt, or if so adopted to continue, an Instructor Balancing formula.
 - (d) Agency equipment commitment shall be reflective of and based upon the Weighted FTE Percentage applied to the total Equipment commitment required, as recommended by the Training Chair, and as adopted by the Administrative Board.
 - (e) Training Consortium budgeted Resources must balance with Agency Obligations provided. Financial obligations may be modified through the use of a balancing formula to accommodate discrepancies in non-financial Agency Obligations, however, all budgeted Resources must be wholly fulfilled.
- 4.5. In the event an Agency provides additional Training Officers or Equipment in order to fulfill burdens created by another Agency or Agencies' inability to satisfy their assigned Training Officer or Equipment obligations, an appropriate cash value payment shall be determined and agreed to prior to commencement of the affected budget year. Such payment shall be made from the burdening Agency to the Training Consortium on or before February 1st of the affected budget year, and the Training Consortium shall reduce respectively the annual financial obligations of the burdened Agency or Agencies for the affected budget year. All such arrangements must be approved by the Administrative Board prior to adoption and implementation.
- 4.6. In the event an Agency provides additional Resources to the Training Consortium above and beyond the adopted budgeted need, such overage shall not be considered or applied to the respective funding formula.
- 4.7. The Administrative Board shall define and approve financial equivalency for equipment dedication.

- 4.8. Funding formulas shall be adopted by the Administrative Board prior to and for each event or activity requiring separate funding not provided for within the General Budget. (example: Recruit Academy, Officer Development Program)
- 4.9. An administrative fee of ___% of Training Chair's FTE assigned costs shall be provided for within the General Budget payable to the Lead Agency to cover the administrative costs in managing the Training Consortiums' fiscal administration duties. The Lead Agency administrative fee may be altered with a Super Majority vote of the Agencies.
- 4.10. In the event the Training Consortium is co-located within an Agency facility or property, an administrative fee of ___% of the total assigned Training Officer's costs shall be provided for within the General Budget payable to said Agency to cover supplies, utilities, office equipment, and other incidentals necessary to maintain administrative operations commonly utilized in an office environment. Said Agency agrees to supply and maintain all such supplies, utilities, office equipment, and other incidentals for the above stated administrative fee. The Facility Agency administration fee may be altered with a Super Majority vote of the Agencies. This fee shall not apply when arrangements between the Training Consortium and an Agency involve a lease, rent, or purchase of a facility from said Agency.
- 4.11. In the event the Administrative Board determines during the course of the year that additional expenditures or contributions from one or more participating Agencies is necessary, the Administrative Board shall be responsible for making the recommendation/request to the appropriate Agencies.
- 4.12. All annual financial obligations invoiced to an Agency shall be paid to the Lead Agency on or before February 1st of the year for which it is due.

5. RESOURCE OWNERSHIP. This Agreement allows for the collaborative acquisition, use, and management of Resources.

- 5.1. Prior to commingling any Resources under this Agreement, all equipment and property with a value of more than \$1,000.00 used in the performance of this Agreement shall be appropriately marked and inventoried by the contributing Agency in accordance with their respective policies. Ownership of equipment and property shall remain with the Agency that purchases or provides the respective Resource. Agency required asset tracking and reporting remains the responsibility of the contributing Agency.
- 5.2. Jointly owned Resources, if any, shall be listed in **EXHIBIT B** to this Agreement "Joint Resources." The ownership and distribution of jointly owned resources shall be governed by the following paragraphs:
- (a) Joint Resources may be purchased through a separate and independent agreement between Agencies. Ownership, identification, asset tracking, maintenance, and cost allocation shall be the responsibility of the owning Agencies.
 - (b) Joint Resources acquired after the execution of this agreement, utilizing Training Consortium funds, shall be documented on **EXHIBIT B**. Such Joint Resources shall be owned by the Agencies to this agreement in proportion to the financial and in-kind contribution of each Agency in the year of acquisition of such Resources, "Ownership Share".
 - (c) If this agreement is terminated as to all Agencies the depreciated value of the Joint Resources acquired under the terms of this agreement shall be divided in accordance with the Ownership Shares.

- (d) In the event an Agency withdraws from this Agreement, such Agency shall be entitled to receive the depreciated value of its Ownership Share in the Joint Resources. The Administrative Board has sole discretion for determining depreciated value.
- (e) Jointly owned Equipment may be incorporated or allocated into the funding model based upon the Ownership Shares of the owning Agencies, at the sole discretion of the Administrative Board.

- 6. PERSONNEL ASSIGNMENT.** Each Agency shall cooperate with the Administrative Board and shall allow its assigned employees and volunteers, "Assigned Personnel", to perform the functions as delegated by the Training Chair exercising authority under this Agreement.
- 6.1. The Training Chair shall have the authority to determine the working location and conditions for Assigned Personnel when assigned to the Training Division.
 - 6.2. Through the joint decision-making process as defined herein, the Agencies may be asked to fill positions or roles not currently staffed within any of the Agencies. Such assignments, if they do not create additional financial responsibilities or litigation impacts for an Agency, shall be controlled by the Administrative Board and shall not require further approval by any Agency.
 - 6.3. Each Agency shall remain as the employer of its own Assigned Personnel and shall be responsible for establishing and paying Assigned Personnel compensation and benefits. The Administrative Board shall make recommendations and shall work with the various Agencies and bargaining units to develop uniformity in wages, benefits and working conditions.
 - 6.4. It is understood by the Agencies that the services provided by Assigned Personnel pursuant to this Agreement will mutually benefit each Agency in proportion to the benefits received by that Agency.
 - 6.5. The Administrative Board shall establish the chain of command for Assigned Personnel under this Agreement. However, the responsibility for hiring, evaluating, firing and disciplining Assigned Personnel shall remain with the employing Agency. An employing Agency may seek input from the Administrative Board in hiring, evaluating, firing or disciplining Assigned Personnel, but such input shall be strictly for informational purposes only, and nonbinding upon any Agency.
 - 6.6. The Training Chair shall provide Assigned Personnel that are filling a shared functional position(s) with an explanation of roles, responsibilities, duties and expectations of the shared position(s).
 - 6.7. To the extent this Agreement would result in any changes that affect the wages, benefits or working conditions of any represented employees, the Training Chair shall assist the governing body of the affected employing Agencies and the affected bargaining units to address such impacts prior to the implementation of the change.
- 7. TRAINING CHAIR.** The Agency employing the Training Chair, "TCC Employer", agrees to employ and staff the Training Chair position as identified and contemplated by this Agreement, with their Training Chief or other such Chief Officer as approved by the Administrative Board. In recognition of this understanding the Agencies agree to work cooperatively in accordance with the following provisions to assist TCC Employer in maintaining its assigned Chief position.
- (a) The TCC Employer shall be the employer of the Training Chair. Accordingly, they shall be solely responsible for all matters related to the Training Chair's employment, including but not limited to; human resource management,

performance appraisals, employee relations, work related practices, performance effectiveness and responsiveness, conformance with Consortium expectations, and discipline.

- (b) The TCC Employer shall be solely responsible for the salary and benefits of its Training Chair and the Training Chair shall be considered “Assigned Personnel” pursuant to Paragraph 6 of this Agreement.

8. INSURANCE. The Agencies shall each provide and maintain suitable commercial general liability and auto liability insurance policies to protect it from casualty losses by reason of the activities contemplated by this Agreement. The limits of liability for each coverage shall be at least \$2,000,000 each occurrence. Each Agency shall provide the other with a Certificate of Liability Insurance or Evidence of Coverage. Any Agency that is self-insured will provide a letter of self-insurance in lieu of the coverage required in this Section.

9. INDEMNIFICATION. Each Agency shall be responsible for the wrongful or negligent actions of its employees while participating in this Agreement as their respective liability shall appear under the laws of the State of Washington and/or Federal Law and this Agreement is not intended to diminish or expand such liability.

9.1. Each Agency’s governing body shall complete and execute the Declaration as provided in Exhibit C of this agreement, regarding the approval or rejection of appointment of the Training Consortium Chief “Training Chair” as its limited attorney in fact with the limited express authority to enter into and bind the Agency to liability waivers, indemnification agreements or other releases required by third parties for the use of any training facilities, training props or private property necessary for the conduct of Training Consortium operations.

9.2. To that end, each Agency promises to indemnify, defend and hold harmless all the other Agencies from any loss, claim or liability arising from or out of the negligent tortious actions or inactions of its employees, officers and officials. Such liability shall be apportioned among the Agencies or other at fault persons or entities in accordance with the laws of the State of Washington. Each agency shall be solely responsible for its own attorney fees and any litigation related costs.

9.3. Nothing herein shall be interpreted to:

- (a) Waive any defense arising out of RCW Title 51, provided; however, each Agency agrees that its obligations under this provision extend to any claim demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of each Agency's immunity under Washington’s Industrial Insurance Act, RCW Title 51, as respects to the other Agencies only, and only to the extent necessary to provide each Agency with a full and complete indemnity of claims made by the other Agency's employees. The Agencies acknowledge that these provisions were specifically negotiated and agreed upon by them.
- (b) Limit the ability of a participant to exercise any right, defense, or remedy which an Agency may have with respect to third party Agencies or the officer(s) whose action or inaction give rise to loss, claim or liability including but not limited to an assertion that the employee was acting beyond the scope of his or her employment.
- (c) Cover or require indemnification or payment of any judgment against any individual or Agency for intentionally wrongful conduct outside the scope of employment of any individual or for any judgment for punitive damages against any individual or Agency. Payment of punitive damage awards, fines or sanctions shall be the sole responsibility of the individual against whom said judgment is rendered and/or his

or her employer, should that employer elect to make said payment voluntarily. This agreement does not require indemnification of any punitive damage awards or for any order imposing fines or sanctions.

10. DISPUTE RESOLUTION. Prior to any other action, the Administrative Board shall meet and attempt to negotiate a resolution to such dispute.

10.1. If the parties are unable to resolve the dispute through negotiation, any party may demand mediation through a process to be mutually agreed to in good faith between the parties within 30 days. The parties shall share equally the costs of mediation and shall be responsible for their own costs in preparation and participation in the mediation, including expert witness fees and reasonable attorney's fees.

10.2. If a mediation process cannot be agreed upon or if the mediation fails to resolve the dispute then, within 30 calendar days, any party may submit the matter to binding arbitration according to the procedures of the Superior Court Rules for Mandatory Arbitration, including the Local Mandatory Arbitration Rules of the Snohomish County Superior Court, Snohomish County, Washington, as amended, unless the parties agree in writing to an alternative dispute resolution process. The arbitration shall be before a disinterested arbitrator with both parties sharing equally in the cost of the arbitrator. The location of the arbitration shall be mutually agreed or established by the assigned Arbitrator, and the laws of Washington will govern its proceedings. Each party shall be responsible for its own costs in preparing for and participating in the arbitration, including expert witness fees and reasonable attorney's fees.

10.3. Unless otherwise agreed in writing, this dispute resolution process shall be the sole, exclusive and final remedy to or for any party for any dispute regarding this Agreement, and its interpretation, application or breach, regardless of whether the dispute is based in contract, tort, any violation of federal law, state statute or local ordinance or for any breach of administrative rule or regulation and regardless of the amount or type of relief demanded.

11. TERM OF AGREEMENT. This agreement shall be effective on _____ and shall continue for a term of _____ years unless earlier terminated as provided below.

11.1. The Snohomish County Regional Training Consortium shall be evaluated by the Administrative Board prior to June 30, 2020 but not prior to March 31, 2020. If the Administrative Board determines that the Snohomish County Regional Training Consortium is not meeting the needs of the Agencies the Administrative Board may; terminate the Snohomish County Regional Training Consortium on terms reasonably established by the Administrative Board, or; recommend modifications to this Agreement to be approved by the Agencies in lieu of termination.

11.2. In the event any Agency shall desire to renegotiate any of the provisions of this agreement, such Agency shall give one-year advance written notice to the other Agencies. The written notice shall specify the provision to be negotiated, the requested change and the reasons therefore. Such requests to renegotiate shall not be considered a notice of termination.

12. TERMINATION/WITHDRAWAL. Any Agency may withdraw from this Agreement at the end of any calendar year by filing with the Administrative Board a notice of termination a minimum of two (2) years prior. Notices of Termination shall only be accepted during the month of December.

12.1. In the event an Agency terminates its participation under this section, but the remaining Agencies continue the Agreement, the Agency that terminated its participation shall be

considered a withdrawing Agency that is not entitled to any refund of its prior contributions, but it shall be entitled to reimbursement of its depreciated share of any Joint Resources.

12.2. This agreement may be terminated by consensus of a majority of the Agencies, effective the end of any calendar year, upon giving written notice thereof to the other Agencies by July 1 of the preceding year. In the event of a termination under this paragraph, any Joint Resources shall be allocated amongst the Agencies in the manner specified in Section 8.

12.3. If an Agency consolidates with another municipal or local government entity through merger, annexation, Regional Fire Protection Authority, contractual agreement, or other Washington State statutory authority, the consolidated entity shall become an Agency to this Agreement and a successor in interest to the Agency's interest on the effective date of the consolidation without any action by the remaining Agencies, unless otherwise required.

13. ADDITIONAL AGENCIES. Additional Agencies may join the Snohomish County Regional Training Consortium when approved by a Full Administrative Board vote and upon approval and execution of this Interlocal Agreement.

13.1. The Administrative Board may authorize "Associate Agency" arrangements with municipal corporations for one (1) year trial participation in the Snohomish County Regional Training Consortium. Such Associate Agencies shall be required to agree to the indemnification, insurance and personnel provisions of this Agreement and to contribute financially in accordance with the financial terms in Paragraph 4 but shall have no interest in Joint Resources, shall not hold position or participation rights within the Administrative Board, and shall have no administrative or decision-making authority.

13.2. The Administrative Board may authorize "Program Participation" arrangements with municipal corporations for participation in specific and limited programs provided by or through the Snohomish County Regional Training Consortium. Such Program Participation agencies shall be required to agree to: tendering remuneration to the Training Consortium in accordance with the funding model or fee adopted by the Administrative Board and; the indemnification, insurance and personnel provisions of this Agreement. "Program Participation" shall encompass training, seminars, educational events, or other similar activities provided by the Snohomish County Regional Training Consortium covering prescribed; course works, activities, or subject matters, etc. (EXAMPLE: Fire Recruit Training Academy). Program Participation agencies shall have no interest in Joint Resources, shall not hold position or participation rights within the Administrative Board, and shall have no administrative or decision-making authority.

14. MISCELLANEOUS.

14.1. **Notices.** All communications regarding this Agreement shall be sent to the parties at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail via the United States Postal Service and shall be deemed sufficiently given if sent to the addressee stated in this Agreement or such other address as may be hereafter specified in writing.

14.2. **Benefits.** This Agreement is entered into for the benefit of the Agencies to this agreement only and shall confer no benefits, direct or implied, on any third persons.

14.3. **Severability.** If any provision of this agreement or its application is held invalid, the remainder of this Agreement shall not be affected.

14.4. **Amendments.** This Agreement represents the entire agreement of the Agencies regarding the subjects addressed herein. Amendments to this Agreement may be proposed by the Administrative Board or by any Agency to the Agreement. Proposed Amendments must be made in writing and approved by a Super Majority vote of the Administrative Board. Such approved Amendments to this Agreement must be executed by each Agency prior to becoming effective and part of this Agreement. If an Agency's governing body does not execute an Amendment previously approved by a Super Majority vote of the Administrative Board within six (6) months from approval by the Administrative Board, then the Amendment is not adopted. Within 90 days of Amendment adoption failure, the Administrative Board may, with a Super Majority vote, adopt the Amendment as written, but such Amendment would not be binding on the Agency not executing the Amendment, however; the Administrative Board may by Super Majority vote require that Agency to submit a Notice of Termination under Section 12 above. In the event that changes in federal or state law or changes in the boundaries of any or all Agencies significantly affect the performance of any Agency, the Agencies agree to enter into good faith negotiations so that continuation of the operations of the Training Consortium are not impaired.

15. Execution.

15.1. This Agreement may be executed in any number of counterparts, each of which shall constitute an original, and all of which will together constitute this one Agreement.

IN WITNESS WHEREFORE, the Agencies by the signatures of their authorized representatives have executed this Agreement effective upon the date of signatures.

SIGNATURE PAGES FOLLOW

Snohomish Co. FPD 7

City of Everett

Authorized Signature

Authorized Signature

Date

Date

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Agency Attorney

Agency Attorney

ATTEST:

ATTEST:

NOTICES:

NOTICES:

Marysville Fire

South County Fire

Authorized Signature

Authorized Signature

Date

Date

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Agency Attorney

Agency Attorney

ATTEST:

ATTEST:

NOTICES:

NOTICES:

16. EXHIBIT A

Funding and Resource Allocation Formula

The primary determinant of funding and resource allocation requirements shall be based upon the percentage of Agency 'Operational FTEs' (all Operational members up to and including Battalion Chiefs), of the combined total of all Agency FTE's.

Operational FTE counts shall be calculated in accordance with the following:

- Full Time Employees "FT" are calculated as 100% of Operational FTE.
- Part Time Employees "PT" are calculated as 70% of Operational FTE.
- Volunteer Employees "VE" are calculated as 70% of Operational FTE.
- Operational FTE Counts shall be as of August 1st of the year preceding the Budget Year.

The Annual Budget shall identify that portion which must be recompensed solely with monies. These identified funds cannot be reduced or eliminated through personnel or equipment allocations.

Once the financial, personnel, property, and equipment needs are identified and approved, the allocation of each shall be calculated based upon the Resource Allocation Formula.

Resource Allocation Formula:

[Agency Calculated Operational FTE / Total Calculated Operational FTE = Weighted FTE Percentage Allocation (WFP)].

Each Agency shall be responsible for their WFP portion of the Budgeted needs.

Balancing Formula

Required Monies (RM) + Assigned Personnel Adjustments (APA) + Equipment Adjustments (EA) = Funds Due or Owed

Assigned Personnel Adjustments

Training Officer Commit value adjustment for each agency shall be determined by applying the WFP to the total T.O. Required and subtracting that from the agency's actual T.O. value committed. Actual Value committed is the product between [rank costs] and [rank quantity committed]. = APA

Equipment Adjustments

Equipment Commit value adjustments for each agency shall be determined by applying the WFP to the total Equipment Commit provided and subtracting from that each Agency's actual Equipment Commit Value. = EA

Example Below

EXAMPLE:

Agency	FTE Equivalencies	WFP
Agency A	35	35%
Agency B	25	25%
Agency C	25	25%
Agency D	15	15%
TOTAL	100	100%

WFP Allocation shall be applied to each of the Budgeted categories.

Required: Monies = \$100,000; Training Officers = 5; Equipment = \$10,000

Agency	Required Monies = \$100,000	Required Personnel = 5	Equipment = \$10,000 Value
Agency A	\$35,000	1.75	\$3,500
Agency B	\$25,000	1.25	\$2,500
Agency C	\$25,000	1.25	\$2,500
Agency D	\$15,000	.75	\$1,500
TOTAL	\$100,000	5	\$10,000

“Balancing Formula” applied must provide the Required Monies; net \$100,000.

T.O.: Value – \$100,000 each, Quantity – 5

Agency	Personnel Supplied	Personnel Share	Supplied Cost	Share Cost	T.O. Adjustment
Agency A	2	1.75	\$200,000	\$175,000	\$-25,000
Agency B	1	1.25	\$100,000	\$125,000	\$25,000
Agency C	1	1.25	\$100,000	\$125,000	\$25,000
Agency D	1	.75	\$100,000	\$75,000	-\$25,000
TOTAL	5	5	\$500,000	\$500,000	0.00

(Simplified Training Officer Adjustment Formula; does not account for rank of each supplied T.O.)

Equipment Value - \$10,000 Required

Agency	Equipment Supplied	Equipment Share	Equipment Adjustment
Agency A	\$2,500	\$3,500	\$1,000
Agency B	0	\$2,500	\$2,500
Agency C	0	\$2,500	\$2,500
Agency D	\$7,500	\$1,500	-\$6,000
TOTAL	\$10,000	\$10,000	0.00

Applied Balancing

Agency	Fiscal Share	T.O. Adjustment	Equipment Adjustment	Adjustment
Agency A	\$35,000	\$-25,000	\$1,000	\$11,000
Agency B	\$25,000	\$25,000	\$2,500	\$52,500

Agency C	\$25,000	\$25,000	\$2,500	\$52,500
Agency D	\$15,000	-\$25,000	-\$6,000	-\$16,000
TOTAL	\$100,000	0.00	0.00	\$100,000

20. EXHIBIT B

Jointly Owned Resources

21. Exhibit C**Declaration of Training Consortium Chief as Limited Attorney in Fact**

APPROVAL

By executing this Declaration, _____ (Agency) hereby expressly appoints the Training Consortium Chief as its limited attorney in fact with the limited express authority to enter into and bind the Agency to liability waivers (but not including waivers for the indemnitee's gross negligence or willful conduct), indemnification agreements (but only to the extent that they are qualified by the phrase "to the extent permitted by law") or other usual and customary liability releases required by third parties for the use of any training facilities, training props or private property necessary for the conduct of Training Consortium operations. This Declaration may be revoked immediately upon submission of the Declaration below to the Lead Agency or modified at any time by the Agency named above through execution of a separate Declaration.

(Agency)

Title

Signature

Date

REJECTION

By executing this Declaration, _____ (Agency) hereby expressly REJECTS appointment of the Training Consortium Chief as its limited attorney in fact with the limited express authority to enter into and bind the Agency to liability waivers, indemnification agreements or other releases required by third parties for the use of any training facilities, training props or private property necessary for the conduct of Training Consortium operations. This Declaration may be modified at any time by the Agency named above through execution of a separate Declaration, as provided herein, accepting such appointment.

(Agency)

Title

Signature

Date

ASSOCIATE AGENCY AGREEMENT

(Associate Agencies)

This Associate Agency Agreement is entered into by and among [REDACTED] (“Associate Agency”) and Snohomish County Regional Training Consortium (the “Training Consortium”).

I. RECITALS

WHEREAS, on [REDACTED], Snohomish County Fire Protection District No. 7, South Snohomish County Fire & Rescue Regional Fire Authority, the City of Everett, and the City of Marysville entered into an Interlocal Agreement to establish the Training Consortium to provide regular and specialty training and educational programs to the member Agencies, and those other Agencies as the Administrative Board may approve, through a collaboration of personnel, equipment, property, and funds, collectively “Resources”, as determined through an adopted funding formula, at a level determined by and for each Agency;

WHEREAS, pursuant to Paragraph 13.1 of the Interlocal Agreement, the Consortium authorized this Associate Agency Agreement with Associate Agency for one (1) year trial participation in the Training Consortium; and

WHEREAS, Associate Agency desires to become an Associate Agency under the Interlocal Agreement.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and terms hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

II. TERMS

Section 1: Authority and Prior Agreements.

The parties to this Associate Agency Agreement, exercising the powers granted to them by statute or by official organizational authority, enter into this Associate Agency Agreement for the purposes identified in Section 2.

Section 2: Purpose.

The purpose of this Associate Agency Agreement is to establish Associate Agency as an Associate Agency under the Interlocal Agreement for one (1) year trial period.

Section 3: Duration of Agreement.

This Associate Agency Agreement shall commence on [REDACTED], 2020 (“Effective Date”) and shall terminate automatically (i) after one (1) year, (ii) upon termination of the Interlocal Agreement, or (iii) upon thirty (30) days’ written notice and opportunity to cure to Associate Agency for default in the payment of the Fee or any part thereof, failure to meet the Insurance Requirement, or failure to comply with the Personnel Requirement, whichever occurs first.

Section 4: Fee.

Associate Agency shall pay those amounts as assessed by the Administrative Board (the “Fee”) according to the terms and conditions set forth in the Interlocal Agreement, which is expressly incorporated herein.

Section 5: Insurance.

Associate Agency shall provide and maintain commercial general liability and auto liability insurance policies (the “Insurance Requirement”) according to the terms and conditions set forth in the Interlocal Agreement, which is expressly incorporated herein. Associate Agency shall provide the Training Consortium with a Certificate of Liability Insurance or other evidence of coverage; provided, however, if Associate Agency is self-insured, it shall provide a letter of self-insurance in lieu of the coverage.

Section 6: Personnel.

Associate Agency shall cooperate with the Training Consortium and allow its assigned employees and volunteers to perform the functions (the “Personnel Requirement”) according to the terms and conditions set forth in the Interlocal Agreement, which is expressly incorporated herein.

Section 7: Limited Rights.

Associate Agency has no interest in Joint Resources under the Interlocal Agreement, shall not hold position or participation rights within the Administrative Board, and shall have no administrative or decision-making authority.

Section 8: Indemnification.

Associate Agency shall defend, indemnify, and hold the Administrative Board, full participating Agencies, other Associate Agencies, Program Participation Agencies, and their agents, employees, and/or officers (collectively “Indemnified Parties”) harmless from, and shall process and defend, at its own expense, any and all claims, demands, suits, penalties, losses, damages, or costs of whatsoever kind or nature brought against them arising out of or caused by the indemnifying party’s negligent acts and/or omissions. Nothing in this Associate Agency Agreement shall be construed to require the Associate Agency to defend, indemnify, and hold harmless any other party against any liability to the extent it arises from or is caused by the negligence or fault of the Training Consortium, its agents, employees, and/or officers.

Associate Agency agrees that its obligations under this provision extend to any claim demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of Associate Agency’s immunity under Washington’s Industrial Insurance Act, RCW Title 51, with respects to the Indemnified Parties only, and only to the extent necessary to provide Indemnified Parties with a full and complete indemnity of claims made by the Associate Agency’s employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

Section 9: Applicable Law.

This Associate Agency Agreement shall be governed by and construed according to the laws of the State of Washington. Nothing in this Associate Agency Agreement shall be construed as altering or diminishing the rights or responsibilities of the parties as granted or imposed by State law. In the event any litigation may be filed between the parties regarding this Associate Agency Agreement, the parties agree that venue shall rest in the Superior Court of Snohomish County, Washington.

Section 10: Disputes.

The parties shall comply with the Dispute Resolution provisions of the Interlocal Agreement to resolve any disputes.

Section 11: No Third-Party Benefit.

It is agreed that this Associate Agency Agreement does not create a partnership or joint venture relationship between the parties and does not benefit or create any rights in any third party.

Section 12: Entire Agreement.

This Associate Agency Agreement, the Interlocal Agreement, and exhibits constitute the entire agreement between the parties and supersedes all prior negotiations, representations, and agreements between the parties relating to the subject matter hereof. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

This Associate Agency Agreement and the Interlocal Agreement shall be interpreted harmoniously to effectuate the intent of the parties. In the event of any conflicts, the agreement that provides greater protection or benefits to the Agencies shall control.

Section 13: Amendment.

This Associate Agency Agreement may be amended or modified only by written instrument signed by the parties hereto.

Section 14: Savings.

Should any provision of this Associate Agency Agreement be deemed invalid or inconsistent with any federal, state, or local law, ordinance or regulation, the remaining provisions shall continue in full force and effect.

Section 15: Recording.

A copy of the Agreement shall be recorded with the Snohomish County Auditor's Office or listed by subject on a public agency's web site as required by RCW 39.34.040 prior to its entry into force.

Section 16: Survivability.

All covenants, promises, and performances that are not fully performed as of the date of termination shall survive termination as binding obligations.

Section 17: No Waiver.

No failure by either party to insist upon the strict performance of any covenant, duty, agreement, or condition of this Associate Agency Agreement, or to exercise any right or remedy for a breach thereof, shall constitute a waiver of any such breach or any other covenant, agreement, term or condition. No waiver shall affect or alter this Associate Agency Agreement, and each and every covenant, agreement, term, and condition of this Associate Agency Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

Section 18. Notices

All communications regarding this Associate Agency Agreement shall be sent to the parties as follows:

Training Consortium: Snohomish County Regional Training Consortium
12425 Meridian Avenue
Everett, WA 98208

Associate Agency: 

Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail via the United States Postal Service and shall be deemed sufficiently given if sent to the addressee stated in this Associate Agency Agreement or such other address as may be hereafter specified in writing.

Section 19. Neutral Authorship.

Each of the provisions of this Associate Agency Agreement has been reviewed and negotiated and represents the combined work product of both parties. No presumption or other rules of construction, which would interpret the provisions of this Associate Agency Agreement in favor of, or against, the district preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Associate Agency Agreement.

Section 20: Counterparts.

This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

IN WITNESS WHEREOF, the parties have executed this Associate Agency Agreement as of the first date written below.

**SNOHOMISH COUNTY REGIONAL
TRAINING CONSORTIUM**

[ASSOCIATE AGENCY]

Title

Title

Date

Date

F:\FIRE DISTRICTS\SOUTH SNOHOMISH FIRE AND RESCUE\Contract Review\Interlocals\Training Academy\Associate Agency Agreement 12.26.19.docx

PROGRAM PARTICIPATION AGREEMENT

(Program Participation Agencies)

This Program Participation Agreement is entered into by and among [redacted] (“Program Participation Agency”) and Snohomish County Regional Training Consortium (the “Training Consortium”).

I. RECITALS

WHEREAS, on [redacted], Snohomish County Fire Protection District No. 7, South Snohomish County Fire & Rescue Regional Fire Authority, the City of Everett, and the City of Marysville entered into an Interlocal Agreement to establish the Training Consortium to provide regular and specialty training and educational programs to the member Agencies, and those other Agencies as the Administrative Board may approve, through a collaboration of personnel, equipment, property, and funds, collectively “Resources”, as determined through an adopted funding formula, at a level determined by and for each Agency.

WHEREAS, pursuant to Paragraph 13.2 of the Interlocal Agreement, the Consortium authorized this Program Participation Agreement with Program Participation Agency for specific and limited programs provided by or through the Training Consortium.

WHEREAS, Program Participation Agency desires to become a Program Participation Agency under the Interlocal Agreement.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and terms hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

II. TERMS

Section 1: Authority and Prior Agreements.

The parties to this Program Participation Agreement, exercising the powers granted to them by statute or by official organizational authority, enter into this Program Participation Agreement for the purposes identified in Section 2.

Section 2: Purpose.

The purpose of this Program Participation Agreement is to establish Program Participation Agency as a Program Participation Agency under the Interlocal Agreement for the following program(s) (the “Program”):

[redacted]

Section 3: Duration of Agreement.

This Program Participation Agreement shall commence on [redacted], 2020 (“Effective Date”) and shall terminate automatically (i) at the end of the Program, (ii) upon termination of the

Interlocal Agreement, or (iii) upon thirty (30) days' written notice and opportunity to cure to Program Participation Agency for default in the payment of the Fee or any part thereof, failure to meet the Insurance Requirement, or failure to comply with the Personnel Requirement, whichever occurs first.

Section 4: Fee.

Program Participation Agency shall pay those amounts as assessed by the Administrative Board (the "Fee") according to the terms and conditions set forth in the Interlocal Agreement which is expressly incorporated herein.

Section 5: Insurance.

Program Participation Agency shall provide and maintain suitable commercial general liability and auto liability insurance policies (the "Insurance Requirement") according to the terms and conditions set forth in the Interlocal Agreement which is expressly incorporated herein. Program Participation Agency shall provide the Training Consortium with a Certificate of Liability Insurance or other evidence of coverage; provided, however, if Program Participation Agency is self-insured, it shall provide a letter of self-insurance in lieu of the coverage.

Section 6: Personnel.

Program Participation Agency shall cooperate with the Training Consortium and allow its assigned employees and volunteers to perform the functions (the "Personnel Requirement") according to the terms and conditions set forth in the Interlocal Agreement, which is expressly incorporated herein.

Section 7: Limited Rights.

Program Participation Agency has no interest in Joint Resources under the Interlocal Agreement, shall not hold position or participation rights within the Administrative Board, and shall have no administrative or decision-making authority.

Section 8: Indemnification.

Program Participation Agency shall defend, indemnify, and hold the Administrative Board, full participating Agencies, Associate Agencies, other Program Participation Agency, and their agents, employees, and/or officers (collectively "Indemnified Parties") harmless from, and shall process and defend, at its own expense, any and all claims, demands, suits, penalties, losses, damages, or costs of whatsoever kind or nature brought against them arising out of or caused by the indemnifying party's negligent acts and/or omissions. Nothing in this Program Participation Agreement shall be construed to require the Program Participation Agency to defend, indemnify, and hold harmless any other party against any liability to the extent it arises from or is caused by the negligence or fault of the Training Consortium, its agents, employees, and/or officers.

Program Participation Agency agrees that its obligations under this provision extend to any claim demand, and/or cause of action brought by or on behalf of any of its employees or agents. The foregoing indemnity is specifically and expressly intended to constitute a waiver of Program Participation Agency's immunity under Washington's Industrial Insurance Act,

RCW Title 51, with respects to the Indemnified Parties only, and only to the extent necessary to provide Indemnified Parties with a full and complete indemnity of claims made by the Program Participation Agency's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

Section 9: Applicable Law.

This Program Participation Agreement shall be governed by and construed according to the laws of the State of Washington. Nothing in this Program Participation Agreement shall be construed as altering or diminishing the rights or responsibilities of the parties as granted or imposed by State law. In the event any litigation may be filed between the parties regarding this Program Participation Agreement, the parties agree that venue shall rest in the Superior Court of Snohomish County, Washington.

Section 10: Disputes.

The parties shall comply with the Dispute Resolution provisions of the Interlocal Agreement to resolve any disputes.

Section 11: No Third-Party Benefit.

It is agreed that this Program Participation Agreement does not create a partnership or joint venture relationship between the parties and does not benefit or create any rights in any third party.

Section 12: Entire Agreement.

This Program Participation Agreement, the Interlocal Agreement, and exhibits constitute the entire agreement between the parties and supersedes all prior negotiations, representations, and agreements between the parties relating to the subject matter hereof. The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

The Program Participation Agreement and the Interlocal Agreement shall be interpreted harmoniously to effectuate the intent of the parties. In the event of any conflicts, the agreement that provides greater protection or benefits to the Agencies shall control.

Section 13: Amendment.

This Program Participation Agreement may be amended or modified only by written instrument signed by the parties hereto.

Section 14: Savings.

Should any provision of this Program Participation Agreement be deemed invalid or inconsistent with any federal, state, or local law, ordinance or regulation, the remaining provisions shall continue in full force and effect.

Section 15: Recording.

A copy of the Agreement shall be recorded with the Snohomish County Auditor's Office or listed by subject on a public agency's web site as required by RCW 39.34.040 prior to its entry into force.

Section 16: Survivability.

All covenants, promises, and performances that are not fully performed as of the date of termination shall survive termination as binding obligations.

Section 17: No Waiver.

No failure by either party to insist upon the strict performance of any covenant, duty, agreement, or condition of this Program Participation Agreement, or to exercise any right or remedy for a breach thereof, shall constitute a waiver of any such breach or any other covenant, agreement, term or condition. No waiver shall affect or alter this Program Participation Agreement, and each and every covenant, agreement, term, and condition of this Program Participation Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

Section 18. Notices

All communications regarding this Program Participation Agreement shall be sent to the parties as follows:

Training Consortium: Snohomish County Regional Training Consortium
12425 Meridian Avenue
Everett, WA 98208

Program Participation Agency: _____

Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail via the United States Postal Service and shall be deemed sufficiently given if sent to the addressee stated in this Program Participation Agreement or such other address as may be hereafter specified in writing.

Section 19. Neutral Authorship.

Each of the provisions of this Program Participation Agreement has been reviewed and negotiated and represents the combined work product of both parties. No presumption or other rules of construction, which would interpret the provisions of this Program Participation Agreement in favor of, or against, the district preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Program Participation Agreement.

Section 20: Counterparts.

This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

IN WITNESS WHEREOF, the parties have executed this Program Participation Agreement as of the first date written below.

**SNOHOMISH COUNTY REGIONAL
TRAINING CONSORTIUM**

[PROGRAM PARTICIPATION AGENCY]

Title

Title

Date

Date

F:\FIRE DISTRICTS\SOUTH SNOHOMISH FIRE AND RESCUE\Contract Review\Interlocals\Training Academy\Program Participation Agreement 12.26.19.docx

SNOHOMISH COUNTY FIRE DISTRICT #7

RESOLUTION #2020-02

A RESOLUTION TO APPOINT AGENT FOR RECEIPT OF CLAIMS FOR DAMAGES

WHEREAS, RCW 4.96.020 requires the governing body of each local governmental entity to appoint an agent to receive any claim for damages made under chapter 4.96 RCW.

WHEREAS, all claims for damages against a local governmental entity, or against any local governmental entity's commissioners, officers, employees, or volunteers, acting in such capacity, shall be presented to the agent within the applicable period of limitations within which an action must be commenced.

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

Appoints the below listed agent to receive any claims made for damages made under chapter 4.96 RCW.

Agent Appointed: Business Administrator
Office Address: 163 Village Court, Monroe, WA 98272
Business Hours: Monday-Friday; 9am-noon and 1pm-4pm

BE IT FURTHER RESOLVED, by the **BOARD OF COMMISSIONERS OF FIRE DISTRICT #7, SNOHOMISH COUNTY, STATE OF WASHINGTON**, that a duplicate original of this Resolution shall be recorded with the Snohomish County Auditor.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS ___th DAY OF _____, 2020.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Randall Woolery, Commissioner

ATTEST:

District Secretary

SNOHOMISH COUNTY FIRE DISTRICT #7

RESOLUTION #2020-04

A RESOLUTION UPDATING EMERGENCY VEHICLE TRANSPORT FEES

WHEREAS, Snohomish County Fire District #7 (the "District") provides both Basic Life Support (BLS) and Advanced Life Support (ALS) emergency medical services to patients during the transport of patients;

WHEREAS, on June 23, 2016, the District updated its fees for emergency medical services provided during the transport of patients through Resolution No. 2016-8 with annual increases according the June Seattle-Tacoma CPI-W;

WHEREAS, the District provides such emergency medical services to patients located both inside and outside the jurisdiction of the District; and

WHEREAS, the District desires to increase the fee for emergency medical services provided to patients at properties outside the jurisdiction of the District that are not covered by a contract between the property owner and the District for service (the "Unprotected Lands") to defray the actual costs of administration, data analysis, invoicing, and accounts receivable that are not otherwise paid for the Unprotected Lands through taxes or contract fees.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Fire Protection District No. 7 that"

1. Except for transports from Unprotected Lands, the base rate for BLS, ALS 1, and ALS 2 shall be \$609.40 per transport, \$900.85 per transport, and \$1,006.84 per transport respectively, plus \$16.96 per mile.
2. For transports from Unprotected Lands, the base rate for BLS, ALS 1, and ALS 2 shall be \$959.40 per transport, \$1,250.85 per transport, and \$1,356.84 per transport respectively, plus \$16.96 per mile.
3. The EMS Transport Fees and Mileage Rates shall be increased annually in accordance with the June Seattle-Tacoma CPI-W, with a minimum adjustment of 0%. Annual adjustments shall become effective once the June Seattle-Tacoma CPI-W has been reported by the US Department of Labor, Bureau of Labor Statistics.

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

By: _____
RICK EDWARDS, Commissioner

By: _____
TROY ELMORE, Commissioner

By: _____
RANDY FAY, Commissioner

By: _____
PAUL GAGNON, Commissioner

By: _____
JEFF SCHAUB, Commissioner

By: _____
WILLIAM SNYDER, Commissioner

By: _____
JIM STEINRUCK, Commissioner

By: _____
ROY WAUGH, Commissioner

By: _____
RANDALL WOOLERY, Commissioner

ATTEST:

By: _____
Leah Schoof, District Secretary

SNOHOMISH COUNTY FIRE DISTRICT #7

RESOLUTION #2020-05

**A RESOLUTION ESTABLISHING ADMINISTRATIVE FEE FOR
NON-TRANSPORT EMERGENCY MEDICAL SERVICES PROVIDED
TO UNPROTECTED LANDS**

WHEREAS, Snohomish County Fire District #7 (the "District") provides both Basic Life Support (BLS) and Advanced Life Support (ALS) emergency medical services to patients at properties outside the jurisdiction of the District that are not covered by a contract between the property owner and the District for service (the "Unprotected Lands");

WHEREAS, under RCW 52.12.131, the District may by resolution establish and collect reasonable charges for emergency medical services in order to reimburse the District for its costs of providing these services in Unprotected Lands;

WHEREAS, the District has adopted fees for emergency medical services provided during the transport of patients; and

WHEREAS, the Board of Fire Commissioners desires to add a \$350 administration fee for emergency medical services provided in Unprotected Lands when there is not a transport of the patient.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of Fire Protection District No. 7 that patients receiving emergency medical services shall be charged for the administrative cost of emergency medical services provided in Unprotected Lands. An administrative fee of \$350 per incident is hereby adopted for dispatched incidents to Unprotected Lands to defray the actual costs of administration, data analysis, invoicing, and accounts receivable. This administrative fee is established for ease of billing and is determined to be less than the actual cost associated with these specific tasks.

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

By: _____
RICK EDWARDS, Commissioner

By: _____
TROY ELMORE, Commissioner

By: _____
RANDY FAY, Commissioner

By: _____
PAUL GAGNON, Commissioner

By: _____
JEFF SCHAUB, Commissioner

By: _____
WILLIAM SNYDER, Commissioner

By: _____
JIM STEINRUCK, Commissioner

By: _____
ROY WAUGH, Commissioner

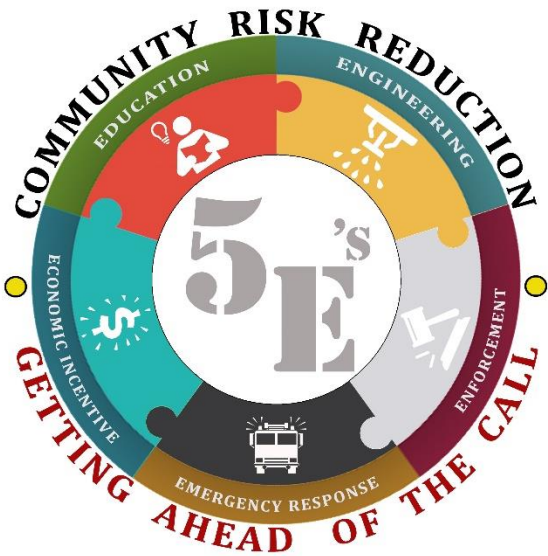
By: _____
RANDALL WOOLERY, Commissioner

ATTEST:

By: _____
Leah Schoof, District Secretary

NEW BUSINESS - ACTION

CRR WEEK FAQs ⁸⁶



What is Community Risk Reduction (CRR)?

CRR is a data-driven process to identify and prioritize local risks, followed by the integrated and strategic investment of resources (emergency response and prevention) to reduce their occurrence and impact.

What is the goal of CRR?

The goal of CRR is to reduce the occurrence and impact of emergency events for both community members and emergency responders.

▶ What is CRR Week?

CRR Week is a grass-roots effort to promote using CRR concepts in any community across the nation.

▶ When is CRR Week?

CRR Week 2020 will take place Monday, January 20, 2020, through Sunday, January 26, 2020. It will kick off on Martin Luther King Day, which is a national day of service.

▶ Who can take part in CRR Week?

Anyone can take part! Any fire department or community, big or small. Rural or metro. Paid or volunteer. CRR applies to any community and is something any community can undertake.

▶ What is the goal of CRR Week?

Our goal for the week is to raise awareness among the fire service. First, share the role of CRR and show how any department, no matter what type or its location, can use CRR concepts to make the community and department safer.

▶ Why should I take part in CRR Week?

CRR Week is a great opportunity to help raise awareness amongst department members about the value of CRR in making the community safer - which also translates into firefighter safety as well.

▶ Who is organizing CRR Week?

The idea for CRR Week originated with individuals from various fire departments from across the country. This small group is serving as the catalyst to move it forward for the first time, but the idea is this effort will be acknowledged across the country.

▶ How do I take part in CRR Week?

CRR Week is locally driven and a grass-roots effort. No one knows the risks in your community better than you. So, you can design your own campaign to meet your local needs. While we are suggesting each day focus on a different "E", it is just that – a suggestion. It also depends upon what resources you have available. For example, volunteer departments may choose to use the weekend since that is when their members may be available, and citizens are home for home safety visits.

How is it organized?

Each day of the week will have a different focus of one of the five “E’s”:

Monday-Education

To kick off CRR Week, since it is Martin Luther King Day and a Community Day of Service, we are suggesting communities use this time to visit homes in their communities and install smoke alarms.

Tuesday-Engineering

This could be an opportunity to have crews visit the community and learn more about the design of buildings or fire protection systems and how they play a role in protecting a building and impact firefighter safety.

Wednesday-Enforcement

This could be an opportunity for crews to accompany a fire inspector and learn more about how inspections make a community safer and are for the benefit of everyone – the fire department, community, and property owner.

Thursday-Economic Incentive

This could be partnering with a local business who is willing to provide a supply of life safety devices (i.e., smoke alarms, car seats, bicycle helmets) to implement in your community.

Friday-Emergency Response

This could be a day to inform your community about data related to emergency response services in your agency. What are the most common emergencies being mitigated? What is the average response time? Look at agency data to determine areas of improvement and discuss with personnel.

Saturday/Sunday

These are days volunteer departments can use in promoting any one of the five E’s in their community.

Where can I find more information?
Visit www.CRRWeek.org for more information. We have compiled links to CRR-related resources to help you. Look for us on Facebook and Twitter @crrweek.

What are some of the specific things I can do for CRR week?
Encourage fire service personnel to take time to take “CRR Essentials” on IFSTA Resource One. Have every member sign a pledge to actively look for opportunities to incorporate CRR into their service delivery and implement interventions.

Can I do a proclamation for CRR week?
Yes, you can! Visit www.CRRWeek.org and you will find model language for a proclamation you can submit to your governor, city, or state office. Proclamations are great ways to get attention on an issue and can help get media attention.



SNOHOMISH COUNTY FIRE DISTRICT #7**RESOLUTION #2020-03****A RESOLUTION DECLARING THE WEEK OF JANUARY 20, 2020
AS COMMUNITY RISK REDUCTION WEEK**

WHEREAS, every 24 seconds, a fire department in the United States responds to a fire somewhere in the nation, a fire occurs in a structure at the rate of one every 63 seconds, and a home fire occurs every 88 seconds; and

WHEREAS, 77% percent of all fire deaths occurred in the home in 2017; and

WHEREAS, home fires were responsible for 10,600 civilian injuries and 72% of all civilian injuries in 2017; and

WHEREAS, an estimated \$23 billion in property damage occurred as a result of fire in 2017; and

WHEREAS, more than 58,000 wildfires burned nearly nine million acres and destroyed 25,000 structures in 2018; and

WHEREAS, the fire service responds to a growing number of medical calls for service, surpassing 80% of total call volume in some jurisdictions; and

WHEREAS, the fire service strives to reduce the impact of anticipated man-made and natural disasters, including fires, emergency medical calls, hurricanes, tornados, earthquakes, floods and other hazardous events that have the potential to cause loss of life and damage to property, community infrastructure, and the environment; and

WHEREAS, the fire service plays an integral role in community preparedness, as the President declared 118 major disasters in 2017 and 2018, which resulted in more than 3,500 deaths, countless injured, and over \$400 billion in property damage; and

WHEREAS, Community Risk Reduction is a data-informed process to identify and prioritize local risks, followed by integrated and strategic investment of resources to reduce their occurrence and impact; and

WHEREAS, the value of community support from local, state, and national partners to address community risks is recognized to meet the demands on paid, combination, and volunteer members of the fire service; and

WHEREAS, the goal of Community Risk Reduction is to reduce the occurrence and impact of emergency events for both community members and emergency responders through

deliberate action in the areas of the five E’s of Education, Engineering, Enforcement, Emergency response, and Economic incentive; and

WHEREAS, most fire-related and many medical calls for service are preventable, with the five E’s performed as part of an integrated Community Risk Reduction program; and

WHEREAS, Monday, January 20, 2020 is Martin Luther King Day and is nationally recognized as a National Day of Service and an opportunity for communities to reduce the risk in their community through a series of educational and other programs.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Board of Fire Commissioners of Snohomish County Fire District #7 declares and directs that the week of January 20, 2020 be designated as CRR Week, a grassroots initiative of fire service professionals across the nation to raise awareness of the importance of CRR in the fire service community and an opportunity to make communities safer.

ADOPTED AT A MEETING OF THE BOARD OF FIRE COMMISSIONERS, SNOHOMISH COUNTY FIRE DISTRICT #7 THIS ___rd DAY OF _____, 2020.

Rick Edwards, Commissioner

Troy Elmore, Commissioner

Randy Fay, Commissioner

Paul Gagnon, Commissioner

Jeff Schaub, Commissioner

William Snyder, Commissioner

Jim Steinruck, Commissioner

Roy Waugh, Commissioner

Randal Woolery, Commissioner

ATTEST:

District Secretary

COMMITTEE REPORTS

OTHER MEETINGS ATTENDED

EXECUTIVE SESSION