



COMMISSIONER BOARD MEETING

**February 13, 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

February 13, 2020

1730 hours

CALL TO ORDER

UNION COMMENT

IAFF
Teamsters

CHIEFS REPORT

CONSENT AGENDA

Approve Vouchers

AP Vouchers: #20-00229 - #20-00426; (\$633,285.97)
Benefit Vouchers: #20-00427 - #20-00444; (\$821,869.41)

Approve Payroll

January 31, 2020; \$1,093,509.95

Approval of Minutes

Approve Regular Board Meeting Minutes – January 23, 2020

Correspondence

Thank you from Hungry Hearts Foundation

OLD BUSINESS

Discussion

New District Launch
ALS Service Agreement with District 5 Sultan
Commercial Driver License Requirement
Capital Facility Plan
Allied Construction Settlement
2020 Saturday Seminar Series
Washington State Risk Management PTSD & Lawsuits Management Class

Action

Training Consortium ILA

NEW BUSINESS

Discussion

Resolution 2020-06 Changing the District Name

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Strategic Plan Draft Proposal
North Battalion Landscaping RFP
Draft Standards of Cover
Patch & Domain Name
Freedom Foundation Litigation

Action

Teamsters Merger Impact Agreement

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Elmore / Fay / Waugh)
Finance Committee (Elmore / Snyder / Waugh / Woolery)
Policy Committee (Elmore / Edwards / Schaub / Woolery)
Labor/Management (Waugh / Fay)
Contract Bargaining – IAFF Local 2781 (Waugh / Fay)
Impact Bargaining – Teamsters (Waugh)
Shop Committee (Edwards / Gagnon / Snyder / Woolery)
Strategic Plan Committee (Fay / Schaub / Snyder / Steinruck)
Capital Facilities Committee (Gagnon / Schaub / Snyder / Woolery)
Government Liaisons:
 Lake Stevens (Gagnon / Steinruck)
 Monroe (Edwards / Snyder / Woolery)
 Mill Creek (Elmore / Fay / Waugh)
 Legislative (Elmore / Schaub)

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 27 at 1730 - Station 31 Training Room

EXECUTIVE SESSION

Collective Bargaining Merger Impact negotiations per RCW 42.30.140(4)(a)

ADJOURNMENT

FIRE CHIEF REPORT



Chief's Report 2.13.20

Congratulations to Assistant Chief Eric Andrews on his 44 years of service with Fire District 7! AC Andrews was honored with a Flag Lowering Ceremony on 1.31.20. Thanks to all who attended, planned, helped, and participated in the ceremony.

North Battalion Chaplain Pat Ward submitted her notice of resignation as she is moving to Ellensburg, WA. Chaplain Ward has been a great team member and a trusted chaplain for many years. We wish her good luck in her next chapter.

1/24/20 AC Huff met with the North Battalion Chaplains at their monthly meeting to discuss responses, District news, events, and alarm responses.

1/24/20 Chief O'Brien and AC Dorsey met with Strategic Planning Consultant Kendall Hodson to develop a course of action to update the New District's strategic plan.

Thanks to Denise Mattern, Leah Schoof, and Staff for presenting an orientation for Commissioner Edwards on 1/24/20.

1/27/20, Chief O'Brien attended the Washington Fire Chief's Association Board meeting in Olympia.

1/28/20, Commissioner Waugh, Commissioner Schaub, AC Silva, Business Administrator Schoof, and Chief O'Brien attended the WFC/WAFC Legislative Day event and visited with Senator Hobbs, Senator Wagoner, Senator Stanford, Representative Eslick, Representative Lovick, and Representative Mead to discuss legislative issues affecting fire district operations. The team had an opportunity to testify in the Senate Local Government Committee in support of Senate Bill 6582 which provides for the ability of a five-person fire commission to seek voter approval to become a seven person fire commission. On 1/29 the bill was unanimously passed in the Local Government Committee and sent to the Rules Committee.

Staff continues to collaborate with surrounding emergency response partners, hospitals, and providers in response to the corona virus outbreak. District operations continue to go well and have not been adversely affected by this situation.

During the Swedish Hospital Work Stoppage, staff coordinated with our surrounding emergency response partners and others hospitals to assure positive patient transport and care.

Many thanks to the Administrative Staff who continue to blend the services of the District into one system.

2/3/20 leadership from the Firefighter's Union Local 2781 and District staff held the first Labor/Management meeting in 2020.

2/4/20 District leadership met with Dist. 5 leadership to resume negotiations to update the Advanced Life Support Agreement.

2.5.20 we conducted the District's bi-monthly Leadership Meeting at Station 71. The workshop included Blanchard and Johnson's "New One Minute Manager," the New District internet domain name, the chain of command, and other topics.

2.6.20 Chief O'Brien and AC Silva met with Dave Fergus of Rice, Fergus, Miller to discuss a comprehensive capital facilities plan for the District.

2.6.20 Staff met with District Shop Mechanic representatives to begin negotiations regarding an updated employment agreement for the Mechanics.

The Logistics section is in the process of researching the costs of a utility trailer to help them serve the 13 facilities in the District.

2.7.20 District 7 responded to a significant land slide on Ben Howard Road and 260th Ave SE that has significantly limited access to the Skyview Estates neighborhood. District 7 Leadership have been working with the neighborhood and Snohomish County to develop contingency planning in the event of an emergency.

Planning

Established itinerant workstations at all city halls.

Preparing for code amendment standardization to provide consistency for Prevention Services personnel.

Building decision making plans and will be soliciting committee assignment for pre-incident planning.

Began transition of Health and Safety program from B.C. Wirtz. B.C. Wirtz has a robust program in place so D.C. Messer will work closely with B.C. Wirtz to assure a smooth transition. Goal is for full transition to occur by 7/1/2020.

All National Fire Incident Reporting System data has been uploaded to the State of Washington for both Lake Stevens Fire and District 7 by the January 31, 2020 deadline.

Policy and procedure analysis has started and we will plan a future meeting with the Board of Fire Commissioners' Policy Committee.

We are in the process of updating the District Communication Plan and have established weekly communication meetings with Senior Staff to make this happen.

We are beginning the process of updating the District's annual report.

Technical Services

Door Security Project: The door security installation has been completed at Stations 32 and 72. These two stations will be the first on the new control software platform and the vendor is working with our IT staff to finish configuration. Once these systems are on line, we will begin moving the other east and west facilities over to the new system. We are researching the cost to add the control systems to the Lake Stevens facilities now.

Station 33: We continue to work on the wrap up of the settlement agreement with TCA and Allied. We are also working through the final warranty checklist as the warranty expired at the end of January.

Other Facilities Projects: The roof and gutter project at the admin building has been completed and we are working on finalizing the payments and close out documents. The parking lot project at Station 31 has been mostly completed. We conducted the final walk through last week and established a small list of items that need to be resolved.

Apparatus MDC's: We have been working on upgrading the department MDC's to Windows 10 operating system as the Win 7 system is no longer supported by Microsoft. This process is nearly completed. Once it has been completed, we will be adding MDC's to primary reserve apparatus so crews will not need to swap MDC's when moving between apparatus. We will also be assigning additional MDC's to staff and support apparatus. The shop is getting geared up for these installs now.

Apparatus Cellular Modems: We are also continuing to replace and update all district Cellular modems. The focus of this is to improve reliability and up-time for the primary use of the devices which is mobile CAD. This includes the upgrade of all of the North Battalion apparatus. 100% uptime is the ONLY acceptable outcome!

Domain Name: the process of determining our new domain name is nearly complete. The naming committee will forward recommendations to the Board for final action. This will then allow us to license the Domain name and all of the variants and begin working on the many updates that need to happen for web-site, email, SharePoint etc.

Phone Systems: The merger and update of our department's phone systems is progressing. We are actively working on routing, auto-attendant recordings, extensions etc. This work will be ongoing.

Ambulances: We are finalizing the specifications for the remount of the North Battalion ambulance that was involved in a collision. Initially the insurance company (Enduris) proposed a complete replacement of the chassis frame. We found this to be an unacceptable plan to return our ambulance to service as that level of repair would be beyond what we would consider for an emergency vehicle that we operate with our personnel and the public. This process is ongoing and we expect the unit to be completed by early summer.

Technical Rescue Unit: We completed the Chassis inspection the week of November 4th at the Spartan Chassis factory. The inspection went very well with only a few minor issues to resolve. We had been originally told that the body would begin construction in December some time with an estimated completion sometime in January or February. Recently, we have been informed that SVI (Specialty Vehicles Incorporated) is running behind in their production schedule due to several factors such as order quantity, chassis availability for previous orders, as well as weather and staffing challenges. We are now being advised that the delivery may be as late as May. We are working with the executives at SVI to improve the situation.

Support Vehicle: The facilities support vehicle is on order and should arrive soon. The factory production date is February 16th. This vehicle will help the Logistics Division by increasing its fleet effectiveness. In addition to an additional utility body, this truck will also be equipped with a hydraulic lift gate and a snow plow.

Battalion Vehicles: The two new pick-ups to replace Battalions 31 and 71 had a production date of January 9th. These vehicles should be in transit. The shop will begin the up-fitting process as soon as they arrive.

Staff Vehicles: The order for the 2 Chevrolet Tahoe's for replacement staff vehicles was cancelled by Chevrolet as they terminated production on the 2020 Tahoe's early to accommodate the line upgrade to the new 2021 Tahoe which is a new model. I will be working with staff to determine what we will re-order to complete the purchase.

Regional Shop: The regional shop program continues to thrive. We had another great year in 2019 ending the year with a positive revenue report in the amount of \$11,941.92. Jack Sharpe the Lake Stevens mechanic has been fully integrated and is fitting in nicely. The current workload is strong. We are also looking into doing all of the installations of the new 800 MHz radios in our apparatus rather than have Motorola contact with Day Wireless to do the work. We are much more comfortable with the work quality of our mechanics. Some of our associate agency customers are also interested in having us do their installations.

CONSENT AGENDA

Snohomish County Fire District #7

02/10/2020

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: 2/13/20

Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
20-00229	AARON'S OLYMPIC 4X4 SUPPLY		72.07
20-00230	ACE HARWARE		167.37
20-00231	ACROSS THE STREET PRODUCTIONS		346.50
20-00232	ALDERWOOD AUTO GLASS		952.26
20-00233	ALDERWOOD WATER DISTRICT		14.91
20-00234	ALDERWOOD WATER DISTRICT		86.40
20-00235	ALL BATTERY SALES AND SERVICE		1,238.20
20-00236	ALLSTREAM BUSINESS US, INC		124.86
20-00237	ALLSTREAM BUSINESS US, INC		314.37
20-00238	ALLSTREAM BUSINESS US, INC		110.43
20-00239	AMERIGAS PROPANE LP		1,151.73
20-00240	ANACONDA NETWORKS INC		2,155.67
20-00241	ANDGAR CORPORATION		896.26
20-00242	APPLIANCE REPAIR ASAP		92.66
20-00243	ARAMARK UNIFORM SERVICES		187.96
20-00244	AT&T MOBILITY		46.93
20-00245	AXIS ROOF AND GUTTER INC		66,595.55
20-00246	BADGLEY'S LANDSCAPE		8,734.87
20-00247	BIAS ACCOUNTING INC		2,919.84
20-00248	BICKFORD MOTORS INC.		266.60
20-00249	BOUND TREE MEDICAL, LLC		4,289.89
20-00250	BRAD TALLEY		3,000.00
20-00251	BRAKE & CLUTCH SUPPLY INC		1,009.96
20-00252	CATHARINE RYAN KEAY		3,000.00
20-00253	CDW GOVERNMENT LLC		10,883.80
20-00254	CENTRAL SUPPLY INTERNATIONAL		727.27
20-00255	CENTRAL WELDING SUPPLY		1,194.19
20-00256	CHAMPION BOLT & SUPPLY		56.67
20-00257	CHMELIK, SITKIN & DAVIS PS		3,707.00
20-00258	CHRISTENSEN, INC		5,066.21
20-00259	CITY OF SNOHOMISH		142.58
20-00260	CLEARFLY COMMUNICATIONS		416.43
20-00261	CLEARFLY COMMUNICATIONS		726.51

Page Total	120,695.95
Cumulative Total	120,695.95

Snohomish County Fire District #7

02/10/2020

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
20-00262	CLOTH TATOO		497.02
20-00263	COGDILL, NICHOLS, REIN		7,399.24
20-00264	COMCAST		1.44
20-00265	COMCAST		374.44
20-00266	COMCAST		150.05
20-00267	COMCAST		150.07
20-00268	COMCAST		308.88
20-00269	COMCAST		150.29
20-00270	COMCAST		304.79
20-00271	COMCAST		295.07
20-00272	COMDATA NETWORK, INC		2,833.31
20-00273	COMDATA NETWORK, INC		212.01
20-00274	COURIERWEST, LLC		2,232.00
20-00275	CREWSENSE LLC		1,736.53
20-00276	DAVE JONKER		212.72
20-00277	DICK'S TOWING INC		245.93
20-00278	DRUG FREE BUSINESS		59.00
20-00279	DUCKY'S OFFICE FURNITURE		1,231.70
20-00280	DUVALL AUTO PARTS		938.22
20-00281	ELECTRONIC BUSINESS MACHINES		631.04
20-00282	EMERGENT RESPIRATORY		860.00
20-00283	EMS TECHNOLOGY SOLUTIONS, LLC		4,452.00
20-00284	EVERGREEN POWER SYSTEMS, INC		6,759.84
20-00285	FASTENAL COMPANY		2.97
20-00286	FITNESS EXPERTS		110.00
20-00287	FOSTER PRESS LLC		261.60
20-00288	FRONTIER COMMUNICATIONS NORTHWEST INC		1,581.71
20-00289	GALLS, LLC - DBA BLUMENTHAL UNIFORM		2,123.23
20-00290	GARY MEEK		120,000.00
20-00291	GENERAL FIRE APPARATUS		1,905.10
20-00292	GRAINGER		3,708.91
20-00293	HARBORVIEW INVESTMENT LTD		2,745.00
20-00294	HARMSSEN & ASSOCIATES, INC		700.00

Page Total	165,174.11
Cumulative Total	285,870.06

Snohomish County Fire District #7

02/10/2020

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Date: _____ Signatures: _____

Voucher	Payee/Claimant	1099 Default	Amount
20-00295	HIGHWAY AUTO SUPPLY		154.40
20-00296	HILL STREET CLEANERS		25.03
20-00297	HOME DEPOT CREDIT SERVICES		34.33
20-00298	IMS ALLIANCE		266.04
20-00299	INTERNATIONAL ASSN OF FIRE CHIEFS, INC		5,216.00
20-00300	IRON MOUNTAIN INC		413.27
20-00301	ISOUTSOURCE		15,431.77
20-00302	JEFF SCHAUB		18.79
20-00303	JENNIFER PARDEE		1,577.41
20-00304	JONATHON THOMPSON		41.31
20-00305	KAISER FOUNDATION HEALTH PLAN OF WASHINGTON		880.00
20-00306	KENT D. BRUCE		9,098.03
20-00307	LAERDAL MEDICAL CORPORTATION		10,762.84
20-00308	LAKE STEVENS SEWER DISTRICT		172.00
20-00309	LIFE ASSIST INC		125.42
20-00310	LN CURTIS & SONS		675.42
20-00311	LOCUTION		4,052.84
20-00312	LOREN KOHLER		184.35
20-00313	LOWE'S		653.94
20-00314	MACDONALD MILLER FACILITY SOLUTIONS		283.04
20-00315	MICHAEL MCCONNELL		194.05
20-00316	MOBILE HEALTH RESOURCES		1,205.30
20-00317	MONROE PARTS HOUSE		10,895.53
20-00318	MONROE UPHOLSTERY		81.98
20-00319	MOTOR TRUCKS INC		177.92
20-00320	MUNICIPAL EMERGENCY SERVICES, INC.		9,307.30
20-00321	NORTHWEST RIVER SUPPLIES, INC		668.37
20-00322	NORWEST BUSINESS SERVICES, INC		2,206.80
20-00323	OFFICE DEPOT		1,035.69
20-00324	O'REILLY AUTOMOTIVE, INC		46.16
20-00325	ORKIN		766.29
20-00326	PATRICK COOK		352.00
20-00327	PEDIATRIC EMERGENCY STANDARDS		2,575.00

Page Total	79,578.62
Cumulative Total	365,448.68

Snohomish County Fire District #7

02/10/2020

Claims Voucher Summary

Fund: Shop #500

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Date: _____

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
20-00328	PERRY PUTNAM		102.32
20-00329	PETROCARD SYSTEMS, INC.		1,283.48
20-00330	PLATT ELECTRIC		206.53
20-00331	PR LIFTING LLC		610.66
20-00332	PRO COMM		301.48
20-00333	PUGET SOUND ENERGY		543.76
20-00334	PUGET SOUND ENERGY		396.19
20-00335	PUGET SOUND ENERGY		646.62
20-00336	PUGET SOUND ENERGY		400.31
20-00337	PUGET SOUND ENERGY		404.28
20-00338	PUGET SOUND ENERGY		321.50
20-00339	PUGET SOUND ENERGY		297.71
20-00340	PUGET SOUND HARDWARE, INC		1,036.90
20-00341	PURCELL TIRE & SERVICE CENTER		3,658.92
20-00342	REPUBLIC SERVICES #197		61.19
20-00343	REPUBLIC SERVICES #197		167.26
20-00344	REPUBLIC SERVICES #197		286.08
20-00345	REPUBLIC SERVICES #197		204.00
20-00346	REPUBLIC SERVICES #197		98.10
20-00347	REPUBLIC SERVICES #197		395.60
20-00348	RICOH USA, INC.		463.55
20-00349	RICOH USA, INC.		568.93
20-00350	RYAN ROZELLE		224.74
20-00351	S&P DESIGN		665.03
20-00352	SEATTLE KING COUNTY DEPARTMENT OF PUBLIC HEALTH		12,980.00
20-00353	SECURE PACIFIC CORPORATION		492.00
20-00354	SIKORA ASSOCIATES LLC		2,805.00
20-00355	SILVER LAKE WATER		135.55
20-00356	SILVER LAKE WATER		96.82
20-00357	SILVER LAKE WATER		47.60
20-00358	SILVER LAKE WATER		47.60
20-00359	SMARSH INC		286.57
20-00360	SNOHOMISH AND ISLAND COUNTY FIRE COMMISSIONERS ASS		150.00

Page Total	30,386.28
Cumulative Total	395,834.96

Snohomish County Fire District #7

02/10/2020

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
20-00361	SNOHOMISH AQUATIC CENTER		168.00
20-00362	SNOHOMISH COUNTY		810.47
20-00363	SNOHOMISH COUNTY 911		100,268.68
20-00364	SNOHOMISH COUNTY FIRE CHIEFS ASSN		814.12
20-00365	SNOHOMISH COUNTY FIRE DISTRICT 7		574.51
20-00366	SNOHOMISH COUNTY FIRE DISTRICT 7		72.87
20-00367	SNOHOMISH COUNTY FIRE DISTRICT 7		767.00
20-00368	SNOHOMISH COUNTY FIRE DISTRICT 7		15,706.58
20-00369	SNOHOMISH COUNTY PLANNING AND DEVELOPMENT		875.00
20-00370	SNOHOMISH COUNTY PUD		17.42
20-00371	SNOHOMISH COUNTY PUD		268.12
20-00372	SNOHOMISH COUNTY PUD		2,152.14
20-00373	SNOHOMISH COUNTY PUD		218.88
20-00374	SNOHOMISH COUNTY PUD		788.09
20-00375	SNOHOMISH COUNTY PUD		1,467.90
20-00376	SNOHOMISH COUNTY PUD		612.10
20-00377	SNOHOMISH COUNTY PUD		297.07
20-00378	SNOHOMISH COUNTY PUD		1,431.24
20-00379	SNOHOMISH COUNTY PUD		362.46
20-00380	SNOHOMISH COUNTY PUD		300.75
20-00381	SNOHOMISH COUNTY PUD		1,183.42
20-00382	SNOHOMISH COUNTY PUD		2,112.96
20-00383	SNOHOMISH FURNACE & AIR LLC		3,389.90
20-00384	SNURE SEMINARS		6,453.50
20-00385	SOUND PUBLISHING, INC		6,752.42
20-00386	SPEEDWAY CHEVROLET		252.77
20-00387	STATE OF WA DEPARTMENT OF REVENUE		72.87
20-00388	SUBURBAN PROPANE LP		1,758.68
20-00389	SYSTEMS DESIGN WEST LLC		4,641.45
20-00390	TELEFLEX, LLC		6,709.00
20-00391	TOWN & COUNTRY TRACTOR INC.		2,981.76
20-00392	TRUE NORTH EMERGENCY EQUIPMENT INC		434.84
20-00393	TURNOUTRENTAL, LLC		300.00

Page Total 165,016.97

Cumulative Total 560,851.93

Snohomish County Fire District #7

02/10/2020

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
20-00394	TYLER TECHNOLOGIES INC		7,896.39
20-00395	UNDERWATER SPORTS INC		33.03
20-00396	US BANK		57.49
20-00397	US BANK		34,303.65
20-00398	US BANK VOYAGER		15,539.93
20-00399	VERIZON WIRELESS		2,968.58
20-00400	VERIZON WIRELESS		14.69
20-00401	VERIZON WIRELESS		1,910.55
20-00402	VERIZON WIRELESS		1,756.53
20-00403	WASHINGTON FIRE COMMISSIONERS ASSOCIATION		665.00
20-00404	WASHINGTON STATE ASSOCIATION OF FIRE MARSHALS		100.00
20-00405	WASTE MANAGEMENT NORTHWEST		117.37
20-00406	WASTE MANAGEMENT NORTHWEST		354.44
20-00407	WASTE MANAGEMENT NORTHWEST		112.93
20-00408	WASTE MANAGEMENT NORTHWEST		169.78
20-00409	WASTE MANAGEMENT NORTHWEST		117.27
20-00410	WASTE MANAGEMENT NORTHWEST		382.27
20-00411	WASTE MANAGEMENT NORTHWEST		160.02
20-00412	WASTE MANAGEMENT NORTHWEST		258.08
20-00413	WASTE MANAGEMENT NORTHWEST		207.21
20-00414	WASTE MANAGEMENT NORTHWEST		281.87
20-00415	WASTE MANAGEMENT NORTHWEST		206.94
20-00416	WASTE MANAGEMENT NORTHWEST		213.06
20-00417	WASTE MANAGEMENT NORTHWEST		183.84
20-00418	WASTE MANAGEMENT NORTHWEST		186.60
20-00419	WAVE BUSINESS		1,535.49
20-00420	WAVE BUSINESS		640.11
20-00421	WAVE BUSINESS		144.54
20-00422	WAVE BUSINESS		640.11
20-00423	WAVE BUSINESS		145.62
20-00424	WAVE BUSINESS		550.23
20-00425	WELLSPRING FAMILY SERVICES EAP		470.90
20-00426	WHELEN ENGINEERING COMPANY		109.52

Page Total	72,434.04
Cumulative Total	633,285.97

Snohomish County Fire District #7 Claims Voucher Summary

02/11/2020

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
20-00427	IAFF LOCAL 2781		980.00

	Page Total	980.00
	Cumulative Total	980.00

Snohomish County Fire District #7 Claims Voucher Summary

02/11/2020

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
20-00428	DEPARTMENT OF RETIREMENT SYSTEMS		21,273.42
20-00429	IAFF LOCAL 2781		997.50

Page Total	22,270.92
Cumulative Total	22,270.92

Snohomish County Fire District #7

02/11/2020

Claims Voucher Summary

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
20-00430	AFLAC		673.32
20-00431	DEPARTMENT OF RETIREMENT SYSTEMS		351,391.72
20-00432	DIMARTINO & ASSOCIATES		21,328.57
20-00433	FIRE 7 FOUNDATION		287.50
20-00434	FIREPAC		903.82
20-00435	GENERAL TEAMSTERS UNION LOCAL 38		1,314.50
20-00436	HRA VEBA TRUST		187,634.13
20-00437	IAFF LOCAL 2781		25,066.40
20-00438	LOCAL IAFF 2781 PAC		443.00
20-00439	SNOHOMISH COUNTY FIRE DISTRICT 7		7,644.56
20-00440	TD AMERITRADE INSTITUTIONAL		388.50
20-00441	TD AMERITRADE TRUST CO		32,768.62
20-00442	VOYA INSTITUTIONAL TRUST CO		156,127.10
20-00443	WSCFF FASTPAC		571.75
20-00444	WSCFF-EMP BENEFIT TRUST		12,075.00

Page Total 798,618.49

Cumulative Total 798,618.49



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 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.

PUBLIC:

Shawn Frederick from Lake Stevens Council attended the meeting.

UNION COMMENT

IAFF: Union President Michael McConnell congratulated the board on the New Year and the exciting new adventure ahead. They congratulate the retiring of the tenured Chiefs' Meek and Andrews. He thanked the Administration and board for the collaborative effort toward the merger impact process, looks forward to wrapping this process up, and moving onto the next chapter.

CHIEFS REPORT

Chief O'Brien introduced and welcomed new staff member, Zach Lewis, the District's new Logistics Technician. He noted that the District has incorporated a great plan for dealing with the Coronavirus. Chief O'Brien discussed items from the Chief's Report.

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

Motion to approve the Consent Agenda as submitted.
Motion by Commissioner Snyder and 2nd by Commissioner Steinruck
On Vote, **Motion Carried 9/0**

OLD BUSINESS

Discussion

New District Name

Chief O'Brien thanked the naming team for all their hard work in the past couple months to pick a name. They presented three names: Snohomish County Fire Department, Snohomish County Fire, and Snohomish Fire & Rescue.

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They discussed the FDSC was not chosen. Even with its popular nature, it was the most polarized being #2 of the most liked but also had the highest number disliked. Going forward as a new district, the team decided to remove this name to prevent internal conflict. The top two name endings were Fire & Rescue, and Fire.

Commissioner Fay inquired into whether the Snohomish County term being in the name was still a concern with citizen funding confusion. Dr. Sikora and the team felt it was more an automatic reaction to the recent vote and should not affect the choice in the District name.

Chief O'Brien noted that it felt that people were passionate about Snohomish County being the name.

Motion to move the District naming to an action item and approve Snohomish County Fire & Rescue as the new District name.

Motion by Commissioner Fay and 2nd by Commissioner Gagnon

On Vote, **Motion Carried 9/0**

New District Launch

Chief O'Brien informed the board of the new district launch plan to develop systems, processes, and values. The district will begin meeting with Kendall Hodson to develop a new strategic plan but explained that this document is to help create a bridge to that plan.

Action

Approval of impact bargaining agreement with local 2781

Move to follow the executive session.

NEW BUSINESS

Discussion

Snohomish County Fire District 7 Public Affairs Education Programs

Heather Chadwick and Kaitlin King presented the 2019 Education Recap and 2020 Projections.

Training Consortium ILA

Chief O'Brien explained that the build team had been working on the training consortium ILA for the past couple years to improve firefighter safety and performance by enhancing interoperability, working together and creating partnerships. This ILA creates a formal partnership with Everett Fire, South County Fire and Marysville Fire, creates a financial system for sharing costs and does not require the District to engage in the expenses right away with separate agreements for the Fire Academy that the Board would be requested to approve. The plan is flexible with being one of the owners of it. This is a first look at the ILA for the board to formalize the partnership with the other districts. The District believes it is a good agreement and good for the District and appreciates all the work the build team has put into it.

The next step is to evaluate it and seek approval for it at the next meeting. The other districts are doing the same with their attorneys having looked at it as well.

Resolution 2020-02 Appoint Claims for Damages Agent

Business Administrator Leah Schoof noted the governing board must assign an agent to receive claims for injury or damages that come against the District. This resolution is a housekeeping issue to be able to post to the public that should someone decide to submit a claim it will explain who, where, and how to do that. This was a fresh view of the

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resolution with an action at the next meeting.

Motion to move this Resolution to an action item and to approve Resolution 2020-02 to Appoint Claims for Damages Agent as proposed.
Motion by Commissioner Elmore and 2nd by Commissioner Gagnon
On Vote, **Motion Carried 9/0**

Resolutions regarding Unprotected Land Billing

Assistant Chief Silva explained that November 2018 the Fire District 7 board authorized a resolution to bill unprotected areas. After a response to unprotected land, an invoice would be sent with a \$350 admin fee and sent to collections if not paid. A letter followed that was sent to about 400 unprotected parcels that explained three options: 1) do nothing and receive an invoice if there was a response, 2) contract for service, or 3) annex into the District. 17 properties are in the process to be annexed. Majority of the calls to these properties are EMS calls and the 2018 resolution states that the property owner was to be billed. This was not effective if the patient was not the property owner. Discussions with the district lawyer, Rich Davis, resulted in the improved resolutions. Resolution 2020-04 updates the EMS billing transport fees that allows for building the \$350 admin fee into the transport fee. The second resolution 2020-05 allows for billing the \$350 admin fee if there is a response with no transport.

Motion to move the two resolutions to an action item and approve Resolution 2020-04 and Resolution 2020-05.
Motion by Commissioner Schaub and 2nd by Commissioner Steinruck
On Vote, **Motion Carried 9/0**

Action

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

DC Dorsey presented and read the resolution proposing the declaration of the week of January 20 Community Risk Reduction Week.

Motion to approve the Resolution 2020-03 Declaring the Week of January 20 Community Risk Reduction Week.
Motion by Commissioner Elmore and 2nd by Commissioner Steinruck
On Vote, **Motion Carried 9/0**

COMMISSIONER COMMITTEE REPORTS

The final list for the committee members was presented at the meeting.

Joint Fire Board with Mill Creek: Commissioner Waugh asked if the members could stay a couple minutes afterwards. The Police Chief of Mill Creek suggested the district be more active in their participation with the Mill Creek Board. The meetings are held the 1st, 2nd and 4th Tuesdays of the month at 6pm.

Shop Committee: The meeting was cancelled and will need to be rescheduled.

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh): The biggest discussion continues to be who will own the radios. Ownership also involves who performs the installation. District 7 has requested to install the radios themselves. The wave implementation program will be initiated and a facilities report will be coming as soon as Everett decides what they would like to do with the building.

Leadership Meeting: February 5, 2020

Sno-Isle Commissioner Meeting: Banquet February 1, 2020

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GOOD OF THE ORDER

Commissioner Snyder commented that the official use of the Districts new name will need to wait for the formalities to occur first. Attorney Brian Snure noted there were options. A formal name change would need to be approved by the County Counsel with a DBA of Snohomish County Fire & Rescue that keeps the legal name Snohomish County Fire District 7 and that there is a procedure under the statute to formally change the name. He deferred to admin staff as to what makes the most sense for the District. The only time it would really make a difference is bonding where it would still show the full legal name.

Reminder of Chief Andrews' flag lowering ceremony for 44 years of service on January 31 at 10am.

There was a ceremony the night of the Board Meeting for the passing of Dick Schrock. He did a lot for the fire district in regards to the 911 consolidation and the levy for the radio service, and legislation. Commissioner Waugh respectfully stated that he will be greatly missed in the fire service and apologizes for not being able to attend.

Legislative Day is next Tuesday January 28, 2020.

Chief O'Brien announced that a long time citizen and supporter of Fire District 7, Betty Wockner passed away. Her service will be Sunday January 26, 2020 11am at Purdy & Walters at Floral Hills, 409 Filbert Road, Lynnwood.

Assistant Chief Guptill informed the Board that Ronnie Reid, past volunteer firefighter and Assistant Chief for 28 years, passed away Friday January 17, 2020.

ATTENDANCE CHECK

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

EXECUTIVE SESSION

At 1835 hours Chairman Waugh called for an executive session to discuss Union 2781 collective bargaining negotiations per RCW 42.30.140(4)(a) and Staff Contracts per RCW 42.30.110(1)(g) for fifteen (15) minutes. Chief O'Brien, Business Administrator Leah Schoof, HR Director Pamella Holtgeerts, and District Attorney Brian Snure also attended the executive session.

Chairman Waugh reconvened the open public meeting at 1850 hours with the following action:

Motion to approve the MOU with Union 2781 regarding the merger impacts.
Motion by Commissioner Elmore and 2nd by Commissioner Steinruck.
On Vote, **Motion Carried 9/0**

ADJOURNMENT Chairman Waugh adjourned the meeting at 1851.

Snohomish County Fire District #7

Commissioner Randy Fay

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Commissioner Rick Edwards

Vice Chairman Troy Elmore

Commissioner Paul Gagnon

Commissioner Jeff Schaub

Commissioner William Snyder

Commissioner Jim Steinruck

Chairman Roy Waugh

Commissioner Randal Woolery

Chief Kevin K. O'Brien



Hungry Hearts
Foundation

Hungry Hearts Foundation

9623 32nd St SE, Suite A-104

Lake Stevens, WA 98258

(425) 350-3180

501(c)3# 47-4268172

**Lake Stevens Fire Dept
1825 S Lake Stevens Rd
Lake Stevens, WA 98258**

Dear **Laana Larson**:

On behalf of Hungry Hearts Foundation, we would like to thank you for your generous donation of (Lake Stevens Fire Dept Ride to school) for our **Friday Night ~ Take a Bite Out of Childhood Hunger** Fundraiser Event.* Your generous donation to our fundraiser event helped to provide supplemental kid-friendly food for the weekends and school holiday meals to hungry children at risk attending the Lake Stevens School District. Together we are making a difference in helping our community's children succeed!

Hungry Hearts Foundation is a non-profit organization registered with the State of Washington and designated by the Internal Revenue Service as tax-exempt as defined in section 501(c)(3) of the Internal Revenue Code, and as such, your contribution (fair market value of the donation) may be tax deductible. Please keep this written acknowledgement of your donation for your tax record.

We would like to invite you to learn more about our mission and view our current updates and events on our website at www.hungryheartsfoundation.com and our Facebook page at www.facebook.com/Hungry-Hearts-Foundation-1056376001074418/.

Sincerely,

Anita Caffee
Vice President
Board of Directors Hungry Hearts Foundation

*No goods or services were provided in exchange for this donation.

Taking a Bite Out of Childhood Hunger! ~ No Child is Left Hungry!

OLD BUSINESS - DISCUSSION



Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

Date

Attn: Board of Fire Commissioners and Fire Chief, Fire District 5

Fire District 7 (previously Monroe Fire District 3) and Sultan Fire District 5 have enjoyed a long, positive partnership of delivering service to our communities. It is our desire to continue this partnership and ensure the dialog remains open between our agencies.

The Advanced Life Support (ALS) service contract between our fire districts expired on December 31, 2018. Negotiations to renew this contract have been ongoing for over 18 months. District 7 has continued to provide these services (without compensation) while this contract has been under negotiation. We have had several meetings where dialog has taken place, but no progress has been seen by Fire District 7. District 7 has provided several proposals with no counter being provided by Fire District 5.

Fire District 7 considers the delivery of ALS service between ALS and non-ALS agencies, without a contract, separate from mutual aid. We recognize and encourage cooperation between fire districts at all levels. The provision of ALS services to neighboring agencies that do not have ALS service, is a regional issue that requires cooperation by all providers. In the spirit of cooperation between fire districts, we currently provide the following services without reciprocity: aerial apparatus, technical rescue, hazardous materials, and rescue boat as well as other services.

As of January 1, 2020, Fire District 7 provides ALS service to all or portions of Fire District 16, Fire District 17, Fire District 22 and Fire District 23 in addition to your district. Our District must work towards comparable compensation from each agency to which it provides ALS services. The district will honor current contracts until their expiration with the end goal of equal ALS service compensation by all user agencies. Agreement with your agency must be reached by [REDACTED] or Fire District 7 will initiate the following process for cost recovery of ALS responses to Fire District #5:

1. Any District 7 Medic Unit response to District 5 that results in patient contact shall be charged a response fee of \$[REDACTED]. If the patient is transported then standard District 7 transport fees shall also apply. In addition there will be a \$350 administrative fee charged.
2. These fees shall be charged directly to the patient, and any such fees not paid shall be sent to collection for full reimbursement by the patient except where prohibited by law (i.e. Medicare).
3. All fees shall be retroactive to January 1, 2019, when the contract with your district expired.

The charges sent to the patient will include an explanation that Fire District 7 Advanced Life Support services were used in evaluation and/or care as requested by your fire district. Attempts with your fire district to renew an expired contract for this service have been unsuccessful. Fire District 7 regrets having to charge you these fees but must take this action to ensure Fire District 7 tax payers are not subsidizing another fire district. Fire District 7 will continue to negotiate with Fire District 5 in hopes of reaching an agreement. You are encouraged to contact your fire district if you have any questions.

We hope to resolve this issue prior to the deadline of .

Yours in the spirit of cooperation,

Chairman, Board of Fire Commissioners
Snohomish County Fire District 7



2020 Saturday Seminar Series³⁰

The Washington Fire Commissioners Association is pleased to offer the 2020 Saturday Seminar Series. Class descriptions are outlined below; see reverse for dates, times and locations. You may register online or use the form provided. If you have questions concerning the seminars, please contact the WFCOA office at 800.491.9322.

SEMINAR FOR NEWLY ELECTED/APPOINTED and EXPERIENCED COMMISSIONERS, CHIEFS & SECRETARIES

Offered in Spokane on February 22nd and Suquamish on April 4th

This seminar meets the statutory Open Public Records and Open Public Meetings training requirements which are required EVERY 4 YEARS for elected officials.

Attorney Brian Snure will present this seminar for new and experienced commissioners, chiefs, secretaries and other management personnel. The class will provide the knowledge and background needed to understand and address the challenges involved in governing, leading and operating fire districts and regional fire authorities. Topics for this full-day program, which is being held in Spokane and Suquamish, include the following:

- ◆ The relationships between fire commissioners and personnel.
- ◆ Powers, authority, duties and responsibilities of commissioners, chiefs and secretaries.
- ◆ Relationships with state and county offices.
- ◆ Risk management and insurance.
- ◆ Open Public Meetings and executive sessions compliance.
- ◆ Open Public Records Act and records retention compliance.
- ◆ Ethics — conflicts of interest.
- ◆ Compensation to commissioners, paid and volunteer personnel.
- ◆ Volunteer firefighter associations.
- ◆ Finances — revenue sources, tax levies, budgets, lid lifts, debt limitations, elections.
- ◆ Bid law requirements.



Other areas of law will also be addressed with an opportunity for class participants to ask questions. Attendees will receive a certificate of participation that documents compliance with the Open Public Records and Open Public Meetings training requirements.

MANAGING YOUR RISK EXPOSURE TO AVOID THE WITNESS STAND

Offered in Chelan on June 6th



One of the most important aspects of a fire commissioner's duties is to manage your district/RFA's exposure to legal proceedings and protect your organization from litigation. As a follow-up to the class at conference, this seminar will examine some of the leading issues in risk management, such as:

- ◆ How to ensure legal compliance with hiring and termination practices
- ◆ Sexual harassment issues
- ◆ Discrimination/inappropriate conduct
- ◆ Employee discipline
- ◆ Social media

Many other issues will be outlined and discussed with risk management experts providing advice on how to avoid costly litigation. There will be interactive role-play exercises to illustrate ways to manage your risks.



WFCOA SELF-FUNDED HEALTH CARE PROGRAM UPDATE

Offered in Suquamish on April 4th and Chelan on June 6th

Please join Health Care Manager Anne Marvin for a presentation about the WFCOA-sponsored Health Care Program. In addition to a general overview of the program and resources, Anne will share how the program is running and what you can do to make wise use of our health care dollars. Members are encouraged to take advantage of this opportunity to learn about the program and share any thoughts and questions.

FEBRUARY 22, 2020

SPOKANE—HISTORIC DAVENPORT HOTEL

10 S Post Street, Spokane, WA 99201

AGENDA

- 8:00 am Registration & Coffee
- 9:00 am **Newly Elected, Appointed and Experienced Commissioners, Chiefs & Secretaries Seminar**
- 12:00 pm Lunch
- 1:00 pm **Seminar continues**
- 4:00 pm Program concludes

HOTEL INFORMATION

For room reservations, call 509.455.8888 or visit www.davenporthotelcollection.com
Book early for best available rate

APRIL 4, 2020

SUQUAMISH—CLEARWATER RESORT

15347 Suquamish Way NE, Suquamish, WA 98392

AGENDA

- 8:00 am Registration & Coffee
- 9:00 am **Newly Elected, Appointed and Experienced Commissioners, Chiefs & Secretaries Seminar**
- 12:00 pm Lunch
- 1:00 pm **Seminar continues**
- 4:00 pm Program concludes

HOTEL INFORMATION

For room reservations, call 866.609.8700 or log onto <https://reserve.clearwatercasino.com/suquamish#groupSignIn> and use **Group Code 17030** prior to March 9th

JUNE 6, 2020

CHELAN—CAMPBELL'S RESORT

AGENDA

- 7:30 am Registration & Continental Breakfast
- 9:00 am **Managing Risk to Avoid the Witness Stand**
- 12:00 pm Lunch
- 1:00 pm **Seminar continues**
- 4:00 pm Program concludes

LOCATION & HOTELS

Campbell's - 104 W Woodin Ave, Chelan, WA 98816
800.553.8225, 509.682.2561, www.campbellsresort.com
Room rates vary depending on the type requested.
Other reservation options: Grandview (800.962.8723), Darnell's (800.967.8149), Lakeside Lodge (800.468.2781)

The WFCA would like to thank the companies whose logos appear below for their generous sponsorships during the Saturday Seminars. Their financial contributions fund the association's educational grant program which makes it possible for members with budget limitations to attend WFCA seminars and conferences.



REGISTRATION FORM

Visit www.wfca.wa.gov or click [here](#) to register online. You may also return the completed registration to: WFCA, P.O. Box 134, Olympia, WA 98507, fax 360.664.0415 or email wfca@wfca.wa.gov. Registration fee listed below is per person, per seminar. Fee includes lunch at the seminar for which you register and a continental breakfast in Chelan. 48 hours notice is required for registration refunds from the WFCA. Please include information on any special dietary needs with your registration. If you have any questions, contact the WFCA office at 800.491.9322 or wfca@wfca.wa.gov.

MEMBER RATES: \$180, at the door \$230

NON-MEMBER RATES: \$450, at the door \$500

SIGN ME UP FOR THE SEMINAR I'VE CHECKED:

- Spokane - February 22nd
- Suquamish - April 4th
- Chelan - June 6th

Representing: _____

Name & Title (as to appear on name badge)

Name & Title (as to appear on name badge)

Amount Enclosed \$ _____

Bill the District/RFA—please provide an email address for invoicing: _____

CHELAN CLASS AND HOSPITALITY ANNOUNCEMENT

JOHN K. & BETH MURPHY

"PTSD & Current Lawsuits"

AND

**STRATEGIC EMERGENCY
EDUCATION**

Krista Madlung & Heather Jones

See Attached Overview

Friday, June 5, 2020

10 AM – 4 PM

(Held 1 day before Conference)

Lakeside Lodge Motel

2312 W Woodin Ave, Chelan

***800-468-2781 or 509-682-4396**

***Sleeping Rooms Still Available**

Sponsored by

**Washington State Risk Management
Group**

\$125 Includes Class, Breaks and Lunch

Followed by Hospitality 5 - 8 PM

at

Campbell's Resort

Lodge #5

ON THE BEACH

For Commissioners & a Guest

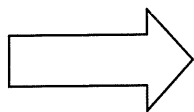
Overview & Sign Up On Next Page

Sponsored by Washington Risk Management Group

**No Class Cancellations after May 15, 2020
Transfers with Approval**

**CLASS SIGN UP: Chelan June 5, 2020 (Friday) 10AM-4PM
Sponsored by Washington Risk Management Group**

Sign up with this form; we will bill your department for the class



Sign Up for Class Must Be Received by May 15, 2020

Members of:

Fire District Name, Department, Company, City

_____ Attendees X \$125 = \$ _____

BillingAddress: _____

Phone: _____ Fax: _____

Email: _____

Attendees: (Please print)

Name/Title: _____

Name/Title: _____

Name/Title: _____

(no limit to # of attendees, add another sheet if needed)

Email: mailc@nichinsure.com, Fax: 360-623-1054, Or Mail:

118 W Pine St., Centralia, WA 98531

If sending a check, please make checks payable to:

Nicholson & Associates, LLC

Questions: (360)736-7601



Firefighter Behavioral Health: There has been an increase awareness of firefighter behavioral health, suicides and other mental health issues and the need to address it. This class is designed to recognize the signs and symptoms of firefighters in distress and what to do with it. Dr. Murphy discusses the biopsychosocial model of stress and mental illness, signs and symptoms of several mental health problems, including suicide. She will discuss interventions and resources, including Psychological First Aid, EAP, peer support and other resources for fire department personnel and their families.

Avoiding High Risk Legal Issues - Fire departments face myriad liability concerns. Employment-related cases focus on issues such as due process violations, wrongful termination, age discrimination and violation of First Amendment rights. Criminal cases include theft (including theft of prescription drugs and theft of organizational funds) and arson. Operations-related cases include areas where Good Samaritan or immunity statutes don't provide total protection to personnel who are accused of negligent injury or malicious conduct. Although liability presents a challenge to fire departments, it can be effectively managed through policies and procedures. This session will explore the most common sources of fire department liability and how policy and procedure reduce risk and create a defense against claims.

John K. Murphy, J.D. M.S, PA-C, EFO, is a career firefighter beginning his fire service career as a Firefighter/Paramedic and retiring as a Deputy Fire Chief after 32 years of service. Mr. Murphy is an attorney whose focus is on firefighter health & safety, firefighter risk management, employment practices liability, employment policy, internal investigations, expert witness and litigation support and consulting on risk management for fire departments.

Dr. Beth Murphy Psy.D, is a clinical psychologist and retired firefighter. She has a private practice with a focus on traumatic stress, PTSD, mood disorders and other chronic illnesses and pain. Dr. Murphy sees police personnel and Firefighters as well as their families. She is also the overseeing psychologist for several fire departments and dispatching agencies Peer Support Programs. She is an author and frequent speaker of psychological issues at local, state and national fire service conferences.

Social Media Pitfalls & Public Information Officer (PIO) Training for Fire Personnel

Provided by Strategic Emergency Education

This training is broken up into two sections; Social media pitfalls, and PIO training

Social Media Pitfalls Training: This training is an overview of different types of social media, how it can help or hinder you during every day activities, and during emergencies. This section will be comprised of a PowerPoint presentation and participant activities.

Public Information Officer (PIO) Training: This Training is an overview of the how, why and when of getting information out before, during and after an incident, with a heavy emphasis on emergency communications. This training will be comprised of a PowerPoint presentation and participant activities.

BIO's

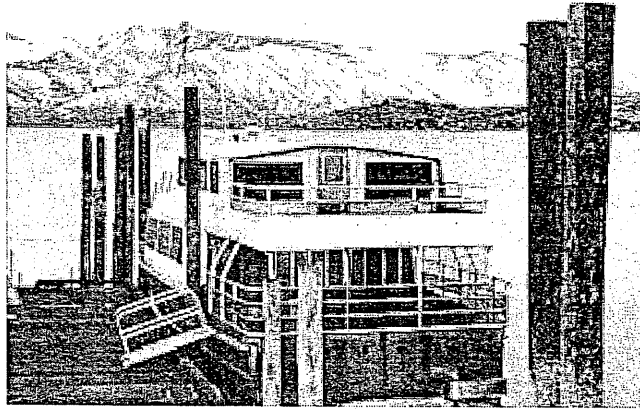
Krista Madlung (Salinas)

Krista Madlung (Salinas) is the founder and owner of Strategic Emergency Education. Krista has written Emergency Operations Plans for school districts and municipalities including planning, designing and facilitating tabletop exercises and large-scale drills to test those plans. She works with local response agencies to assist them in preparing, applying and managing various grants. Krista worked for Skagit County Emergency Management from 2005-2016. While there she gained a multitude of training, education and real-world experiences that she has brought to SEE to best serve clients. She worked for over 15 years as the Secretary to the Commissioners for Skagit County Fire District #2 and over 8 years at Skagit County Fire District #3. In her spare time, Krista volunteers with Skagit County Search and Rescue and the Critical Incident Stress Management (CISM) team (which provides psychological first aid to first responders).

Heather Jones

Heather Jones is the owner and instructor coordinator of Strategic Emergency Education. Her experience ranges from working with clients on planning, assessing threats, development of training, and facilitating tabletop exercises and large-scale drills. Trainings consists of preparation, response to the event, accountability, reunification and continuation post event. Heather has worked over 20 years in hospitals with most of that time in the Emergency Department. She also has 14 years as an Emergency Medical Technician; three years in emergency preparation, training and management; over eight years as a CPR/First Aid Instructor and 12 years as a Reiki Master (energy work) and hypnotherapist. Heather combines her passion for education and training, skills in emergency response field and compassion as an energy practitioner together to form a caring and empathetic environment to learn and grow in. She strives to Educate Past Fear and empower clients to be able to take action.

RSVP (360) 736-7601 for Commissioner & Guest



Be our Guest

FREE

Cruise Lake Chelan on
Lady of the Lake Express

June 5th, 6 PM – 8 PM

Beverages & Snacks

Provided

Line Up 5:45 PM

1418 W Woodin Ave

Chelan

Hosted by

Nicholson & Associates

OLD BUSINESS - ACTION

NEW BUSINESS - DISCUSSION

SNOHOMISH COUNTY FIRE DISTRICT #7

RESOLUTION #2020-06

A RESOLUTION CHANGING THE DISTRICT NAME

WHEREAS, Snohomish County Fire District 7 and Lake Stevens Fire merged as of January 1st, 2020; and

WHEREAS, Snohomish County Fire District 7 through a comprehensive process has developed a new name for the combined District; and

WHEREAS, RCW 52.30.060 requires the name of a fire protection district shall be changed, as proposed by resolution of the board of fire commissioners of the district, upon the adoption of a resolution approving the change by the county legislative authority of the county in which all, or the largest portion, of a fire protection district is located.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Board of Fire Commissioners of Snohomish County Fire District 7 propose, to the Snohomish County Council, to change the name of Snohomish County Fire District 7 to:

Snohomish County Fire and Rescue

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 & Rescue Strategic Plan Update Process Proposal | DRAFT February 4, 2020

Purpose

Having recently completed a merger on January 1, 2020, Snohomish County Fire and Rescue is seeking to merge and update the department's strategic plan. Objectives for the planning process include:

- Development of a single, strategic plan document that reflects the shared vision, mission, values and goals of the newly-formed department;
- A process and plan that meets the criteria for Center for Public Safety Excellence (CPSE) accreditation;
- A process that includes broad community, stakeholder and employee input; and,
- A plan that will provide strategic guidance on other key department initiatives, including rebranding, accreditation, capital facilities planning and levy development processes.

The planning process will span several months and incorporate a variety of data sources. Ultimately, the department will come away with a living document that will guide organizational decision-making, keep the team grounded in purpose, and serve as a key communication tool for stakeholders and the public.

Proposed Scope of Work

Core Planning Team

The strategic plan will articulate a vision for the organization for the next three-five years; identify top-level priorities or objectives; define clear action items such that the organization is able to achieve its priorities; and, specifically assign internal accountability and timelines for achieving the goals contained within the plan.

The driving force behind the new strategic plan will be an internal workgroup made up of representatives across and from all levels of the organization.

The Core Planning Team's work will be roughly organized as follows:

Meeting	Date	Topic
#1	Late March	Kick-off, Process Overview and Context Setting

		<p>This will be the core planning team's opportunity to provide input into the proposed planning process, discuss any additional information they may want to gather, and share hopes or concerns for the process.</p> <p>Depending on the amount of work needed to be done, this work session could also include a review of the mission and core values.</p>
#2	Early April	<p>Mission, Vision and Core Values</p> <p>Because the recently merged organizations already have established mission and vision statements, and core values, the focus of this session will be to set a new, 3-5 year vision for the organization, develop a shared mission statement, and agree to 3-5 core values that truly reflect the merged organization.</p>
#3	Late April	<p>SWOT Analysis</p> <p>This will be the opportunity for the core planning team to bring together their own experience and perspectives on the organization, as well as incorporate data from other strategic planning process elements, such as the organizational cultural assessment and stakeholder/community leader input. This process will also include the development of critical issue and service gaps per CPSE guidelines.</p>
#4	May	<p>Goals and Strategies</p> <p>During this focused session the core planning team will work in groups to develop the 3-5 top priorities or goals for the organization over the lifespan of the strategic plan. The team will identify the most important concrete action items to advance each priority.</p>
#5	June	<p>Review and Implementation</p> <p>This final core team planning session will be focused on reviewing the draft goals and strategies, as well as defining key owners for each within the organization, and timelines as appropriate.</p>

Each work session will be scheduled for 1.5 – 2 hours and may include a small prep assignment (for example reviewing survey data or coming up with responses to specific prompts).

Community Leader/Stakeholder Engagement Process

As part of the strategic plan process the department will convene a Community Leader Advisory Committee that will consist of key stakeholders, customers and community representatives. This advisory committees' role will be to share their perspective on the department priorities, potential gaps in service, and possible opportunities.

Membership of the Community Leader Advisory Committee will be determined by the Chief in collaboration with the Core Planning Team. The Community Leader Advisory Committee will meet several times throughout the strategic planning process and will ideally remain engaged in an advisory role throughout the duration of the department's strategic plan. Members of the

Committee may also be asked to participate in 1:1 stakeholder interviews to solicit additional insight into the department's new vision and priorities.

Integration of Survey Data and Internal Cultural Assessment

There are two other key components to the strategic planning process – a statistically significant community survey and an internal assessment/culture review that will be performed by external consultants. The data – both quantitative and qualitative – from these assessments will be critical to the Core Planning Team's work and the development of the strategic plan.

Estimated Cost for Process Facilitation

	HOURS	COST
Core Planning Team Facilitation	10	\$1,300
Meeting Prep and Follow-up	5	\$650
Stakeholder Meeting Prep, Facilitation and Follow-up	6	\$780
Other Consulting as Desired	TBD	TBD
Total	21	\$2,730

ADVERTISEMENT FOR BIDS

NOTICE IS HEREBY GIVEN that sealed bids for ground maintenance services for a minimum of three (3) years will be received by Snohomish County Fire Protection District #7 by at its headquarters located at 163 Village Court, Monroe, WA 98272 up to the hour of 2:00 PM on February 20, 2020. Bids will be publicly opened and read aloud at 2:30 PM at the District's headquarters.

The District hereby notifies all bidders that it will affirmatively ensure that in any contracts entered into pursuant to this advertisement, minority, women, and veteran owned business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against in consideration for an award.

The award of the contract will be to the qualified bidder submitting the lowest responsive and responsible bid. The District reserves the right to reject any and all bids or waive any immaterial irregularities in the bidding.

Contractors should obtain the bidding documents from our website at www.snofire7.org or by calling 360-794-7666 (business hours: 0900-1200 and 1300-1600 M-F). Direct all questions to Project Manager Jamie Silva via email at jsilva@snofire7.org or by calling (360) 794-7666.



April 8, 2019

Via email: gmeek@snofire7.org

Fire Chief Gary Meek
Snohomish Fire District #7
163 Village Court
Monroe, WA 98272

Dear Chief Meek:

Thank you for your inquiry and considering Fitch & Associates (*FITCH*) to continue our relationship with the Snohomish Fire District #7. We are pleased to be able to provide information for your consideration.

Per my Discussion with Chief Clinton and Battalion Chief Lundquist, we offer the following scope of work for your project:

Update the current Standards of Cover document with the most recent calendar year of data (2018) or the most recent 12-month period. This will include a full comprehensive data report and GIS report based on the newly formed entity.

The full standards of cover report will be wholly integrated with the changing organization. Therefore, the following deliverables will be provided:

- Quantitative Data Analysis Report
- GIS Report
- Standards of Cover Report

Price: As proposed, a fixed price of \$49,995 is offered that is inclusive of all reasonable and customary travel and expenses.

Please contact me if we can answer any questions or offer additional information about scheduling next steps. Thank you again for allowing us to present this proposal for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Steven Knight".

Steven Knight, PhD
Partner

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

Background

- Fitch and Associates completed a Standards of Cover (SOC) for Fire District 7
- When Fire District 7 merged with Monroe Fire, Fitch updated the SOC to reflect the new agency
- Chief Meek had directed Chiefs Clinton and Lundquist to reach back out to Fitch to get a proposal to update the SOC to include Lake Stevens Fire
- SOC is a component of accreditation, which is a goal of our new agency

Current Status

- We have the proposal from Fitch to update the SOC to include Lake Stevens Fire
 - We need to fine tune to the proposal to assure that it is compliant with our goals of accreditation
 - Bottom line is the current proposal is good. We need to have some clarifying conversation with Fitch to assure that the final product meets our needs not only for adding the Lake Stevens Fire area but to assure compliance with accreditation standards. This may alter the body of work slightly which may impact the price of the current proposal
 - The good news is that we have much better data than we ever have. We also have in house talent that can provide work that we were not able to provide in the past. This should offset some of the increased price potential
 - We would like to have conversation with Fitch to clarify where we stand on the proposal. We are working on how best to connect with Steve from Fitch. We have options for a phone conference or an in person meeting. We are working through those details now
 - We will bring the finalized package to the board for approval and move forward with the SOC
-

NEW BUSINESS - ACTION

COMMITTEE REPORTS

OTHER MEETINGS ATTENDED

EXECUTIVE SESSION