

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



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

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

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

October 10, 2019

1730 hours

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ATTENDANCE

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

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

Excused absences: Chairman Elmore and Vice Chair Snyder.

FIRE DISTRICT 7 REGULAR BUSINESS

BADGE PINNING CEREMONY

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

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

UNION COMMENT

IAFF
Teamsters
No additional comment.

FIRE CHIEF REPORT

As presented.

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

CONSENT AGENDA

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



C. Approval of Minutes

- 1) Approve Regular Board Meeting Minutes – September 26, 2019
- 2) Approve Joint Commissioner Retreat Minutes – September 28-30, 2019

D. Secretary's Report on Correspondence

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

DISCUSSION ITEM

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

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

No additional questions.

ACTION ITEM

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

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

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

B. Policy 60 – Department Awards Program

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

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

COMMISSIONER COMMITTEE REPORTS

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

- 1) TBD

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

Chairman Waugh commented he suggested that they discuss reverse annexation.

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

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



B. Finance Committee (Waugh / Wells / Snyder)

- 1) TBD

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

C. Policy Committee (Wells / Woolery / Schaub)

- 1) TBD / Admin Bldg.

D. Risk Management (Schaub)

- 1) November 5, 2019 – 19:00 / Snohomish Co. FD 22

F. Labor / Management (Waugh / Wells / Fay)

- 1) TBD

G. Impact Bargaining – IAFF Local 2781 (Waugh / Wells / Fay)

- 1) Thursday, October 17, 2019 – 13:30 / Admin Bldg

H. Impact Bargaining – Teamsters (Wells)

- 1) TBD

I. Shop Committee – (Snyder / Woolery / Fay)

- 1) TBD

J. Strategic Plan Committee – (Fay / Schaub / Wells)

K. Capital Facilities Committee - (Schaub / Snyder / Woolery)

- 1) Station 33
- 2) Station 72
- 3) Station 32
- 4) Station 76

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

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

OTHER MEETINGS ATTENDED

A. Snohomish County 911 (Waugh)

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

B. Regional Coordination

C. Leadership Meeting (Fay / Schaub / Wells)

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

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

D. Sno-Isle Commissioner Meeting

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

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

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E. REMINDER - Washington Fire Commissioners Conference

1) October 23 – 26, 2019 / Tulalip Casino

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

OLD BUSINESS

None

CALL ON COMMISSIONERS

EXECUTIVE SESSION

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

LAKE STEVENS FIRE REGULAR BUSINESS

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-09-26

Minutes 19-09-28

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

FINANCIAL REPORT

Vouchers

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

Expense Line Item Review Summary & Reports

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

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Merger with Fire District 7

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

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

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Fire Station 84

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

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

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

Temporary Lake Stevens Fire Office

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

Action

Resolution 2019-10 Changing Regular Meeting Schedule

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

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

NEW BUSINESS

Discussion

None

Action

Resolution 2019-11 Declaring Property Surplus

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

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

CHIEF'S REPORT

Chief O'Brien presented the following report:

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

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

GOOD OF THE ORDER

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

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

EXECUTIVE SESSION

None

JOINT MEETING BUSINESS

DRAFT BOARD RULES AND POLICIES

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

MEETING RULES OF ENGAGEMENT

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

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

Commissioner Fay suggested we strive for engagement.

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

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

MERGER MANAGEMENT PLAN

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

COMMISSIONER RETREAT REVIEW

No additional comment.

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FUTURE BOARD SIZE

Legal Counsel Brian Snure recommended since the merged District will have, unless vacancies occur, nine members until the 2021 election, the best initial approach is to attempt to obtain a legislative fix in the 2020 legislative session. He does not believe the fix would be controversial but, even if it took until the 2021 legislative session, the Board would be able to run a ballot measure prior to or simultaneous with the 2021 general election. He would be happy to draft the basic change needed. If it doesn't appear to go anywhere, we could look at other alternatives at that time.

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

CULTURAL INTEGRATION TEAM

No additional comment.

NAME WORK GROUP

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

NEXT JOINT COMMISSIONER MEETING

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

EXECUTIVE SESSION

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

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

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

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

Motion by Commissioner Wells and 2nd by Commissioner Gagnon.

Vote Passed.

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

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

Vice Chair Snyder is an excused absence.

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

Motion by Commissioner Woolery and 2nd by Commissioner Wells.

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

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Commissioner Wells asked about the cost for the Commissioner Retreat.

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

ADJOURNMENT

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

Snohomish County Fire District #7

Jamie Silva
Secretary of the Board