

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 MINUTES SNOHOMISH COUNTY FIRE DISTRICT 7

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

February 27, 2020

1730 hours

CALL TO ORDER

Vice-Chairman Snyder called the meeting to order at 1730 hours.

Chairman Waugh, Commissioner Gagnon, and Commissioner Elmore were absent with prior notice.

AGENDA CHANGES

Consent Agenda addition: AP Vouchers #20-00456 - #20-00580 (\$234,286.70)

Consent Agenda addition: February 28, 2020 payroll; \$1,035,614.35

UNION COMMENT

IAFF President Michael McConnell reported that things are going well and appreciates the joint effort and working as a team.

CHIEFS REPORT

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

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: #20-00448 - #20-00455 (\$645,115.49)

AP Vouchers: #20-00456 - #20-00580 (\$234,286.70)

Approve Payroll

February 28, 2020; \$1,035,614.35

Approval of Minutes

Approve Regular Board Meeting Minutes – February 13, 2020

Correspondence

Motion to approve the Consent Agenda as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Woolery
On Vote, **Motion Carried 6/o**

OLD BUSINESS

Discussion

Capital Facility Plan

Dave Fergus presented the example proposal for the development of a comprehensive Capital Facility Plan that he had previously been reviewed with AC Silva and Chief O'Brien. This approach looks at the entire picture of all the station and looking to the future. He explained the trend towards large district wide improvement plans rather than one improvement at a time.

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Commissioner Fay inquired if the Fitch data had been provided to help drive the improvement plan. Mr Fergus noted that yes some of it is, but that it really comes back to the District and the Board to direct that.

Commissioner Steinruck questioned what the timeline typically is for such a project. Mr. Fergus noted that it is more organic, looking at Administration size, where vehicle maintenance will operate out of, etc. but estimated 6-7 months with no issues or setbacks at all. Prioritization comes down to cost and how much will be spent in each area of the district.

It was noted that this project still falls within scope of an existing project with Rice, Fergus Miller for bid requirements.

Chief believes this project to be a smart move with architectural credibility, costs, and helps set priority. The District plans to seek Board approval of the Capital Plan Development by Rice, Fergus, Miller at the March 12 Board Meeting.

Fire District Name

Snohomish County leadership has requested the District adopt a different name other than Snohomish County Fire and Rescue (SCF&R). The County leadership believed the name could lead people to believe that SCF&R is a branch of the County government. County leadership recommended a name that was less broad in scope. The district will convene the Name Team to develop a solution to present to the Board. The patch development contest and domain name selection is suspended until the name situation is resolved. Brief discussion took place surrounding options and what the County would allow.

ALS Service Agreement with District 5 Sultan

On February 4, the district met with Chief Halvorsen to move forward with negotiating an updated ALS Service Agreement. We met again on February 19 to present an ALS Service Agreement proposal and met again on Wednesday, February 26 to receive a reply to the District proposal. They looked at a similar cost model that is used with Granite Falls which is 29% of their EMS levy that builds a plan to pay by call. AC Huff will be meeting with their administrative chief to go over the numbers. The plan is just a one-year plan and retroactively pay for 2019 as well. The goal would be to develop a new inter-local agreement with SCFD #5, Granite Falls and SCFD #22 that's fair to the taxpayers and all involved. The District hopes to have more information at the next board meeting.

Commissioner Snyder inquired what the comparison was with what the District was asking and what the proposed agreement pays. It was noted that it is significantly lower.

The Board request AC Huff to run a deficit comparison based on the Districts actual cost compared with what is being proposed in order to make a good informed decision. Possibly that deficit would play into the customers. Chief O'Brien explained that part of the difficulty has been coming to an understanding of what the value of the paramedic unit is. AC Huff briefly explained the cost breakdown of King County's paramedic unit value and noted it is in the ballpark comparatively to what King County 911 has. Commissioner Fay believes the District will pay a political price if this moves forward at less than an equitable solution at this time. O'Brien commented that the District will put together a proposal for the next board meeting. Commissioner Fay commented that if collectively the District makes a decision to move forward with the agreement, he wants it to be very very clear in both negotiations and in the documentation that this is a one-year deal and on a specific date it is no longer an equitable solution in place. It is unsure what administratively is involved with billing District 5 customers directly. Admin Director Leah Schoof noted that Systems Design would aid in the process but there would be additional admin project work towards that.

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Standards of Cover Revision

The district plans to work with Fitch and Associates to update our Standards of Cover to include the North Battalion.

Allied Construction Settlement

Still working on this settlement.

North Battalion Landscaping RFP

Currently working on some requests for proposal.

Action

Strategic Planning Facilitator Kendall Hodson has issued a scope of work proposal to help the District develop a new strategic plan. The process would begin in March and end in June of 2020. The cost of her proposal is \$2,730. There will be a "Strategic Planning Working Group" that will be working with Kendall and the District would like two Commissioners to serve on the work group. The district plans to seek approval for the Board to authorize the Chief to enter into agreement with Kendall Hodson not to exceed \$3,000 for strategic planning consulting services.

Motion to approve the Strategic Plan Proposal with Kendall Hodson not to exceed \$3,000.
Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

Commissioner Fay inquired if this process was to update the process starting from scratch. Lake Stevens Fire and SCFD 7's plans almost mirror each other and it was agreed that it was a great value for her services.

On Vote, **Motion Carried 6/0**

NEW BUSINESS

Discussion

Skyview Estates

District 7 Commissioners and leadership participated in a tour and community meeting at the Skyview Estates with U.S. Representative Susan Del Bene, Councilmember Sam Low, and representatives from Snohomish County DEM and the Sheriff's Office. The District is working with the neighborhood and our response partners, the SCSO and DEM, to develop contingency planning for fire, rescue, and EMS responses. Commissioner Schaub noted that once the alternate road is built it would be nice to get a brush truck or something up there. Brief discussion took place surrounding all the reasonable options being explored for bringing water in the event of a fire to the community. Commissioner Fay wanted to note that he supports everything they're doing up there and building this road will take 18 months to 2 years. He feels the PIO's need to be protected in this in not getting worn down and to be careful in getting caught between groups and communities.

HGAC Agreement and Resolution 2020-07

HGAC is a nationwide government-purchasing cooperative that helps fire districts to secure fiscally responsible costs for purchasing equipment. District 7 has used the HGAC program to purchase the technical rescue apparatus and District 3 used the HGAC to purchase two fire engines. This agreement and resolution opens the ability to purchase any equipment/items covered by HGAC. AC Guptill explained that the cooperative allows the District to receive the discounted rates. There are some fees but has far outweighed the savings in the rate in the past.

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The district plans to seek the Board's approval of the HGAC Interlocal Agreement and Resolution 2020-07 at the March 12 Board meeting.

Motion to move this discussion to an action item and approve the HGAC Interlocal Agreement and Resolution 2020-07.

Motion by Commissioner Woolery and 2nd by Commissioner Steinruck

On Vote, **Motion Carried 6/0**

Budgeted SCBA Compressor Purchase

A new SCBA fill station for Station 81 has been budgeted for 2020 out of the Equipment Replacement Fund. Once the HGAC Agreement is approved, the Board may authorize the purchase of the SCBA Compressor. This is a time sensitive purchase because the current Compressor at Station 81 will not fill our new SCBAs to the proper pressure of 5,500 PSI. We plan to seek the Board's approval of this purchase not to exceed \$87,000 at the March 12 Board meeting.

Motion to move this discussion to an action item and approved the purchase of the SCBA Compressor in the amount of \$86,745.58 not to exceed \$87,000.

Motion by Commissioner Steinruck and 2nd by Commissioner Schaub

On Vote, **Motion Carried 6/0**

Mobile Radio Purchase

The purchase request is for 11 Motorola APX8500 mobile radios and associated equipment to replace the 800mhz system, which will equip the apparatus the District has on order. The purchase price will be \$68,627.31 and will come from the Suppression Radio Budget. While this expense was not specifically budgeted for, it will be revenue neutral, as Sno911 will reimburse the district this year. In order to facilitate that order, the District needs to enter into an Interlocal agreement with Sno911 in order to piggyback off their publicly bid contract with Motorola. The District plans to seek the Board's approval of the Interlocal agreement and the radio purchase not to exceed \$70,000 at the March 12 Board meeting. It was noted there was really only one sole provider, Motorola, for these radios.

Snohomish County 911 RAADAR Program

The District would like to enter into a data sharing agreement with Snohomish County 911 that will allow us to have access to a web-based viewer of our CAD system called RAADAR. RAADAR is a program designed & developed by our neighboring dispatch center NORCOM. There is no cost for the software nor is there any access fees associated with using the system. The district plans to seek board approval at the March 12 board meeting. The RAADAR system is much more intuitive and has many more features that what the district currently has.

Motion to move this discussion to an action item and approve the Authorized User Agreement with Snohomish County 911 allowing access to RAADAR.

Motion by Commissioner Woolery and 2nd by Commissioner Edwards

On Vote, **Motion Carried 6/0**

Action None

COMMISSIONER COMMITTEE REPORTS

Mill Creek: In the next couple months, Commissioner Fay would like to get the board together to discuss the parameters of the Mill Creek contract and what that's going to look like.

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OTHER MEETINGS ATTENDED

Leadership Meeting (Fay / Schaub / Wells): Next meeting will occur April 1; 0900-1200 at Station 31.
Sno-Isle Commissioner Meeting: The Next meeting is March 5, 2020 at South County Fire. It was noted that many commissioners will be attending the Leadership conference and will not be able to attend the next Sno-Isle Meeting.

GOOD OF THE ORDER

Commissioner Fay noted towards Ron Rassmussen that with the push of the media regarding the COVID-19, there will be a discussion at the Sno-Isle Meeting with other districts to coordinate messaging and what actions are being taken. He advised to spread the word to the PIO etc. to attend.

ATTENDANCE CHECK

All commissioners in attendance will be at the next Regular Commissioner Meeting, Thursday March 12 at 1730 - Station 31 Training Room.


ADJOURNMENT Vice-Chairman Snyder adjourned the meeting at 1833.

Snohomish County Fire District #7

District Secretary
to sign on behalf
of Commissioners
Schaub, Elmore +
Steinruck

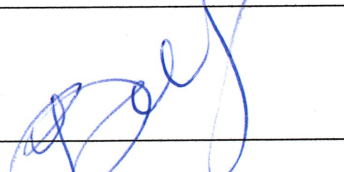


Commissioner Randy Fay




Commissioner Rick Edwards

Vice Chairman Troy Elmore




Commissioner Paul Gagnon

Commissioner Jeff Schaub



Commissioner William Snyder



Commissioner Jim Steinruck

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A handwritten signature in black ink, appearing to read "Roy Waugh".

Chairman Roy Waugh

A handwritten signature in blue ink, appearing to read "Randal Woolery".

Commissioner Randal Woolery

A handwritten signature in blue ink, appearing to read "Kevin K. O'Brien".

Chief Kevin K. O'Brien