

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

March 12, 2020

1730 hours

### **CALL TO ORDER**

Chairman Waugh called the meeting to order at 1730 hours. Commissioner Elmore, Schaub and Steinruck attended via video conference. Commissioner Fay arrived after the motion of the Correspondance.

### **NEW AGENDA ITEMS**

Consent Agenda Addition: Benefit Vouchers #20-00717 - #20-00724 (\$566,247.27)

Consent Agenda Addition: Payroll March 13, 2020; \$1,057,399.49

Discussion Items Moved to Action: Mobile Radio Purchase and North Battalion Landscape RFP

### **UNION COMMENT**

IAFF: Secretary Fisher commented to the board that there would be some items in the meeting that the union, district and senior staff have worked on together. He noted the union supports these items and would like the Board to also consider their support.

### **CHIEFS REPORT**

Chief O'Brien discussed items from the Chief's Report. Chief O'Brien commented that Heather Chadwick is collecting information from employees for childcare needs per the request of Governor Inslee to provide childcare to healthcare workers.

### **CONSENT AGENDA**

#### **Approve Vouchers**

Benefit Vouchers: #20-00581-#20-00595 (\$540,008.02)

Benefit Vouchers: #20-00596-#20-00597 (\$20,658.58)

Benefit Voucher: #20-00598 (\$972.50)

AP Vouchers: #20-00599 - #20-00715 (\$622,613.91)

Benefit Vouchers: #20-00717 - #20-00724 (\$566,247.27)

#### **Approve Payroll**

March 13, 2020; \$1,057,399.49

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes – February 27, 2020

### **Correspondence**

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Steinruck

On Vote, **Motion Carried 6/0/2**. Gagnon and Elmore abstained on the minutes due to absence for that meeting



Commissioner Fay arrived at this time.

## **OLD BUSINESS**

### **Discussion**

#### **COVID-19**

District 7 has been working collaboratively with our team, regional partners, DEM, Snohomish County Health District, to work through the COVID-19 outbreak. Our leadership has been working to develop and update a District 7 Incident Action Plan. The District has provided information, training, and resources to assist our team in responding to possible COVID-19 patients.

The following was discussed at the District 7 COVID-19 Planning meeting:

- Sick Leave has been tracking normally.
- Call volume is trending normal to low.
- Transports are trending normal.
- Hospital turn-around time has been good.
- An internal informational flyer was sent to District 7 families that highlighted prevention and response for our team members and their families.
- Contingency planning for staffing adjustments is ongoing.
- Community messaging on "Next Door" has been positive regarding District 7 operations.
- Continuous communication and coordination with our regional response partners is ongoing.
- We are tracking the Personal Protective Equipment (PPE) usage and potential exposures of our personnel.

Chief Rasmussen noted that the MSO's have been doing a great job fielding questions from the crews and keeping up on necessary supplies.

#### ***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 believes the name could lead people to believe that SCF&R is a branch of the County government. County leadership recommends a name that is less broad in scope. We plan to convene the Name Team on 3/17/20 to develop a solution to present to the Board. The patch development contest and domain name selection have been temporarily suspended until such time as the name situation is resolved.

#### ***ALS Service Agreement with District 5 Sultan***

February 4, the District met with Chief Halvorsen to move forward with negotiating an updated ALS Service Agreement. The district met again on February 19 to present an ALS Service Agreement proposal and again on February 26 and received a favorable response to our proposal to create an interim agreement that would expire on 12/31/20. The proposal is based on the agreement with District 17 (Granite Falls). The District is planning a work session with District 5 to review the fine details of the proposal. Should discussions decline, we are preparing an updated letter from the Dist. 7 Board to Dist. 5 that gives notice of the District's intent to bill District 5 patients directly.

Chief Huff explained to the board and handed out of a draft agreement that's based on the contract that we currently have with Granite Falls. There have been five meetings with Sultan Fire. District 17's contract is 29% of the revenues they collect from their EMS levy. They did agree to take District 17's 29% and come up with an equivalent levy rate that came out to about .12 per \$2,000 assessed value and applied that to the assessed value of Sultn. They also agreed on the retro pay back to January 2019 with the contract expiring the end of 2020. The other challenge is that they have two ALS providers, District 7 and 26, that the levy rate would have to be split between. The split options were the percentage of calls each district provided to them or out of service time per unit hour



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utilization. It was decided that the fairest way would be unit hours of utilization. For District 7 that would equate to \$50,369 and for 2019 and modeling 2020 after 2019's formula to be about \$55,000. This also included District 7 retaining the revenues from ambulance billing and GEMT. The District believes this is a fair agreement. Commissioner Waugh noted that they discussed this in today's finance meeting that in looking forward, the Finance Committee from a revenue and utilization standpoint, they would like to recommend moving forward this. Commissioner Snyder also noted that he feels comfortable moving forward with this. The Board thanked Chief Huff for all his hard work on this. Commissioner Fay inquired what the objectives would be in the next contract. Chief O'Brien explained that a standard contract is desired for all involved. The first focus will be to come to an agreement on what a standard Paramedic Unit costs.

#### *Allied Construction Settlement*

We are working toward fulfilling the terms of the Settlement Agreement with Allied. AC Guptill updated the Board that all the conditions have been met except for a form that needs to be submitted to 3 state agencies to get clearance to release the retainage. Received a release from Department of Commerce, one follow up question from Department of Revenue, and kick back from Labor & Industries because Allied had not received final approval regarding a prevailing wage affidavit. So until then we will be holding their retainage per the recommendation of the Districts legal counsel.

#### *Capital Facility Plan*

Dave Fergus of Rice, Fergus, Miller visited the Board Meeting on 2/27 to present the proposal for the development of a comprehensive Capital Facility Plan that addresses all the District 7 Fire Stations. The fee for the plan will not exceed \$208,192. Funding for this project will come from the Construction Fund pending the Board's approval of a Budget Amendment request targeted for April. Commissioner Snyder commented that the Finance Committee also reviewed this cost today as it is a lot of money. He noted that when you break it down by station to station it all seems necessary.

#### *Standards of Cover*

The district is working with Fitch and Associates to develop an agreement to update the District's Standards of Cover and will include the North Battalion. The initial cost estimate for this project is \$50,000. Funding for the project would be contingent on the Board's approval of a budget amendment targeted for April.

#### *Mobile radio purchase*

The purchase request is for 11 Motorola APX8500, Mobile Radios with associated equipment 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 the district will be reimbursed by Sno911 this year. In order to facilitate that order, we need to enter into an Interlocal agreement with Sno911. We plan to seek the Board's approval of the Interlocal agreement and the radio purchase not to exceed \$70,000 contingent on the Board's approval of a Budget Amendment request targeted for April. AC Guptill noted that the need is more urgent

Motion to move this from Discussion to Action  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Fay  
On Vote, **Motion Carried 9/0**

Motion to approve the Interlocal Cooperative Purchase Agreement with Snohomish County 911 as submitted.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Steinruck  
On Vote, **Motion Carried 9/0**





#### *2019 Lake Stevens Fire Audit*

The Washington State Auditor's Office will be on site this week closing out the 2019 audit for Lake Stevens Fire. This will be the accountability audit and the end of year financial audit for 2019.

#### *North Battalion Landscaping RFP*

Following a competitive RFP process, the District received the following quotes for North Battalion ground maintenance:

Groundworks - \$26,130.06 annually (including tax)

AJ's - \$27,066.25 annually (including tax)

Badgley's - \$31,664.50 annually (including tax)

This contract is budgeted for and may be terminated with three days' notice. Per District policy, the Chief plans to execute the agreement with the lowest responsive bidder, Groundworks, for \$26,130.06.

Chief O'Brien complimented Chief Silva on his hard work on this project. It was explained that the contracts put together by the districts lawyer that can be terminated with three days notice and is for all the stations in the North Battalion. East and West Battalions are currently maintained by Badgley's for \$209,000

Motion to move this from Discussion to Action

Motion by Commissioner Snyder and 2<sup>nd</sup> by Commissioner Woolery

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

Motion to approve the grounds maintenance contract with Groundworks for \$256,130.

Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Steinruck

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

#### **Action**

None

#### **NEW BUSINESS**

##### **Discussion**

##### *Station 71 Station Alerting Upgrade*

This project will help us update the Station 71 alerting system to prevent system failure and align the system with current standards. The following are some highlights:

- We began preparation for this project in 2019.
- Total budget not to exceed \$45,000.
- Locution is the sole source provider for alerting systems for Snohomish County 911.
- Funding for this project is contingent on the Board's approval of a Budget Amendment request targeted for April.

AC Guptill noted to the Board that the system needs to be updated to current standards. Locution Zoned alerting for the 10 separate sleeping quarters is needed for Station 71.

##### *Paramedic Recruitment*

There were no applicants for Probationary Paramedic Trainee following the announcement and deadline for the position last month. Several candidates stated interest, however; they did not meet the minimum qualifications. The Union and staff have developed an interim, temporary, agreement that adjusts the experience requirement from Firefighter 3 to Firefighter 1. This agreement will be a one-time, non-precedent setting adjustment. Staff plans



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to seek the Board's approval of the temporary agreement at the March 26 Board meeting to support the recruitment of paramedic candidates.

Commissioner Fay asked what experience is being lost by dropping from a FF3 to a FF1. AC Huff felt that no skills would be lost and that it was common of other districts to take FF1. The Union present also agreed with the language and supports the decision. Commissioner Gagnon commented that they just went through the exact same situation at Everett Fire.

#### *Budget Amendment*

Staff is working with the Finance Committee and will soon present a plan to the Board to recommend a Budget Amendment targeted for April that includes the following items:

- Revenue from the sale of the Lake Stevens Fire HQ
- Capital Facility Master Plan Development by Rice, Fergus, Miller
- Station 71 Alerting System Upgrade
- Standards of Cover update
- Mobile Radio Purchase (Reimbursed by Sno 911)
- Transport vehicle for Logistics
- Reinstatement of projected Overtime Expenditures
- Reconcile 2019 Expenditures
- Retroactive compensation for all impact bargaining

Leah Schoof noted that CFO Tabor did a good job putting together the 4<sup>th</sup> quarter report and budget amendment. She then briefly touched on some of the key budget amendment items.

#### *Driver License Regulations for Logistics Technicians*

It has come to the District's attention that Washington State Law requires our three Logistics Technicians to attain a Commercial Driver's License. The Logistics Technicians commonly shuttle fire engines and other apparatus between stations, the shop, and other locations. We are working with the Teamsters to bargain the impacts of the addition of this requirement.

The District is planning for impact bargaining meetings on 3/18 and 3/21, and will be seeking involvement from the Board's Labor Management Committee. An email will be sent to the Commissioners that will check availability of these dates.

#### **Action**

##### *Acting Medical Services Officer (MSO) MOU 2019-05*

This is an interim MOU that may be terminated by the District at any time and has been reviewed by legal. Due to the increased demand for support of EMS operations given the COVID-19 outbreak, the District has a need for continuous EMS supervision at the MSO position. Currently, the District is staffed with four Medical Service Officers. The District is considering annual leave and other types of leave, there are instances where the shift MSO position goes unfilled and an Acting MSO is required. This MOU formally structures an Acting MSO position and provides a compensation structure for Acting MSOs. This is an interim MOU that may be terminated by the District at any time that helps keeps the MSO's in service.



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Motion to approve the Medical Service Officer MOU #2019-05 with Union 2781 as submitted.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Snyder  
On Vote, **Motion Carried 9/0**

### **COMMISSIONER COMMITTEE REPORTS**

Finance Committee (Elmore / Snyder / Waugh / Woolery): Was held Thursday, March 12, 2020, at 9:00 a.m. in the Admin Building POD.

Shop Committee (Edwards / Gagnon / Snyder / Woolery):

Strategic Plan Committee (Fay / Schaub / Snyder / Steinruck): Chief O'Brien inquired of Commissioners who would like to be a part of the work group that will attend during the work day with staff, FF Union etc to bring forward the Strategic Plan draft.

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**

Leadership Meeting (Fay / Schaub / Wells): Next meeting will occur April 1; 0900-1200 at Station 31. There is a high probability that this meeting will be postponed or possibly virtually.

Sno-Isle Commissioner Meeting: The meeting was March 5 2020 at South County Fire. Sean Fredericks attended to update members on the COVID-19. The next meeting to TBD.

### **GOOD OF THE ORDER**

Commissioner Schaub complimented on the COVID-19 flyer that was sent home.

Commissioner Fay is happy to hear the District is receiving PPE including masks and gowns as he is aware of a large backorder of these supplies.

Commissioners in general wanted to thank staff overall for their hard work during this time for taking the extra measures and keeping everyone safe.

### **ATTENDANCE CHECK**

All commissioners in attendance will be at the next Regular Commissioner Meeting, Thursday March 26 at 1730 - Station 31 Training Room.

### **EXECUTIVE SESSION**

At 1825 hours Chairman Waugh called for an executive session to discuss staff contracts per RCW 42.30.110(1)(g) for ten (10) minutes. Chief O'Brien, Business Administrator Leah Schoof, HR Director Pamela Holtgeerts, and District Attorney Brian Snure also attended the executive session.

Chairman Waugh reconvened the open public meeting at 1835 hours with the following action:

**ADJOURNMENT** Chairman Waugh adjourned the meeting at 1836.



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## Snohomish County Fire District #7

Virtual Attendance

Commissioner Randy Fay

Virtual Attendance

Commissioner Rick Edwards

Virtual Attendance

Vice Chairman Troy Elmore

Virtual Attendance

Commissioner Paul Gagnon

Virtual Attendance

Commissioner Jeff Schaub

Virtual Attendance

Commissioner William Snyder

Virtual Attendance

Commissioner Jim Steinruck

Virtual Attendance

Chairman Roy Waugh

Virtual Attendance

Commissioner Randal Woolery

Chief Kevin K. O'Brien