

**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 26, 2020

1730 hours

### **CALL TO ORDER**

Chairman Waugh called the meeting to order via Blue Jeans at 1740 hours. All Commissioners attended via Video Conference due to the COVID-19 ban on meeting gatherings. Commissioner Edwards and Commissioner Snyder participated by phone.

### **NEW AGENDA ITEMS**

Consent Agenda Addition: Payroll March 31, 2020; \$1,166,553.58

New Business Action: Resolution #2020-09 Authorizing the Payment of Claims Prior to Board Approval of Vouchers

New Business Action: Resolution #2020-13 Emergency Declaration

### **UNION COMMENT**

IAFF

Teamsters

### **CHIEFS REPORT**

As presented in the packet.

### **CONSENT AGENDA**

#### **Approve Vouchers**

AP Vouchers: #20-00725 – #20-00844 (\$375,815.65)

#### **Approve Payroll**

March 31, 2020; \$1,166,553.58

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes – March 13, 2020

### **Correspondence**

Motion to approve the Consent Agenda as submitted.

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

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

### **OLD BUSINESS**

#### **Discussion**

##### **COVID-19**

Chief O'Brien noted the information was contained in the chief's report with all hands on-deck. There will be more discussion on this in the New Business.



#### *Fire District Name*

Commissioner Waugh noted that the survey for naming the combined district opened today March 26, 2020 to everyone in the District.

Commissioner Elmore commented that there is importance to continue with the new name process.

#### *Allied Construction Settlement*

No comments made.

#### *Capital Facility Plan*

Still working with Dave Fergus on the plan and will have an update at the next meeting.

#### *2020 Budget Amendment #1 (4<sup>th</sup> quarter highlights/budget & actual)*

Included in the packet with a very detailed report by CFO Tabor. At this time, there were no questions or comments.

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

There is a tentative agreement with District 5 to recover transport costs from 2019-2020 that expires at the end of 2020. It opens up discussion to work together to update this for 2021. They sent a copy of this to their legal for review but do not anticipate any issues on their end.

#### *Driver License Requirements for Logistics Technicians – Executive Session*

### **Action**

#### *Paramedic Test Standard Adjustment MOU 2019-06*

Motion to approve the Consent Paramedic Test Standard Adjustment MOU 2019-06 as submitted.

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

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

#### *Station 71 Station Alerting Upgrade*

Motion to approve the Station 71 Station Alerting Upgrade as submitted not to exceed \$45,000.

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

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

#### *Logistics Cargo Trailer Purchase*

Motion to approve the Logistics Cargo Trailer & E-Track from Trailer Boss as submitted not to exceed \$11,500.

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

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

### **NEW BUSINESS**

#### **Discussion**

#### *COVID-19 Employee Sharing*

Chief O'Brien noted that the District is in the process of working with the Union as well as neighboring Districts in an employee sharing resolution to be able to help each other in anticipation of a larger wave of patients to come; a regional MOU is in the process of being drafted. At the next meeting, you will see the MOU put together as a final draft after legal review.



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*COVID-19 Leave*

No comments

*Resolution 2020-10 Adopting Annexations*

No comments

*Resolution 2020-11 AED Surplus*

No Comments

*Resolution 2020-12 Fire Helmet Surplus*

No comments

*Snohomish County Department of Emergency Management ECC Purchase Agreement*

Commissioner Elmore inquired if this was particularly urgent. Chief O'Brien commented the agreement had been signed and put in to action. District Participants in an emergency measure have ordered the PPE to ensure we have the supplies needed.

**Action**

*Post-Retirement Medical Contracts*

Motion to approve the Post-Retirement Contracts for Duane Stai and Steve Withrow as submitted.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Schaub  
On Vote, **Motion Carried 9/0.**

*Resolution #2020-09 Authorizing the Payment of Claims Prior to Board Approval of Vouchers*

Leah Schoof noted this was a draft by Rich Davis as standard practice, not relating to the COVID-19 outbreak. You will notice the \$50,000 Bond and it was noted the Districts insurance more than covers this.

Motion to approve Resolution #2020-09 Authorizing the Payment of Claims Prior to Board Approval of Vouchers.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Elmore  
On Vote, **Motion Carried 9/0.**

*Resolution #2020-13 Emergency Declaration*

Motion to approve Resolution #2020-13 COVID-19 Emergency Declaration.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Woolery  
On Vote, **Motion Carried 9/0.**

**COMMISSIONER COMMITTEE REPORTS**

Finance Committee (Elmore / Snyder / Waugh / Woolery): Commissioner Elmore noted that the finance meeting went smoothly and was put together well.

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):

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Mill Creek (Elmore / Fay / Waugh):  
Legislative (Elmore / Schaub)

#### **OTHER MEETINGS ATTENDED**

DEM: Commissioner Fay noted they have a stockpile of safety equipment ready to be distributed. Chief O'Brien thanked him for all their hard work to get those supplies in.

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

Sno-Isle Commissioner Meeting:

#### **GOOD OF THE ORDER**

#### **ATTENDANCE CHECK**

All commissioners in attendance will be at the next Regular Commissioner Meeting, Thursday April 9 at 1730 – via Blue Jeans video.

#### **EXECUTIVE SESSION**

At 1810 hours Chairman Waugh called for an executive session to discuss Union 38 CDL Impact Bargaining per RCW 42.30.140(4)(a) and to discuss executive contracts per RCW 42.30.110(1)(g) for fifteen (15) minutes.


Chief O'Brien, AC Guptill, 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 1825 hours with the following action:


Motion to approve the LOU 2020-02 with the General Teamsters Union.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Gagnon  
On Vote, **Motion Carried 9/0.**

**ADJOURNMENT** Chairman Waugh adjourned the meeting at 1825 pm.


**Snohomish County Fire District #7**

*By virtual attendance* 

Commissioner Randy Fay


*By virtual attendance* 

Commissioner Rick Edwards

*By virtual attendance* 

Vice Chairman Troy Elmore



By virtual attendance   
Commissioner Paul Gagnon


By virtual attendance ☒ Commissioner Jeff Schaub

By virtual attendance D  
Commissioner William Snyder

By virtual attendance ☒

Commissioner Jim Steinruck

By virtual attendance D  
Chairman Roy Waugh

By virtual attendance   
Commissioner Randal Woolery

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