

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

**SNOHOMISH COUNTY FIRE DISTRICT 7**  
Fire District 7 Station 31 Training Room/ Via Blue Jeans  
163 Village Court, Monroe, WA 98272

May 14, 2020

1730 hours

**CALL TO ORDER**

Chairman Waugh called the meeting to order via BlueJeans at 1730 hours. All Commissioners attended via Video Conference or in person.

**UNION COMMENT**

IAFF: Union President McConnell briefed the district on department morale that he noted was good. All members of IAFF are healthy and noted appreciation of support from the board of Commissioners and the District.  
Teamsters: None

**CHIEFS REPORT**

As Presented

**CONSENT AGENDA**

**Approve Vouchers**

Benefit Voucher: #20-01136 (\$962.50)

Benefit Vouchers: #20-01137 – 20-01138 (\$21,024.12)

Benefit Vouchers: #20-01139 – 20-01153 (\$533,576.45)

AP Vouchers: #20-01155 – #20-01325 (\$668,756.01)

**Approve Payroll**

April 30, 2020; \$1,009,927.08

May 15, 2020: \$938,450.82

**Approval of Minutes**

Approve Regular Board Meeting Minutes – April 23, 2020

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Snyder.

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

**Correspondence**

**OLD BUSINESS**

**Discussion**

*COVID-19 Update*

*Fire District Name:* Commissioner Elmore noted there should be more information on the name at the next board meeting.

*Allied Construction Settlement*



### *Executive Contracts*

*Negotiations Committee:* Commissioner Waugh noted a nice meeting was held with the Union.

*Lake Stevens Fire Audit:* Leah Schoof noted the Washington State Auditor was scheduled for the next board meeting for an exit interview update. Leah Schoof noted due to the hard work by Rosie Richmond and Camille Tabor the Lake Stevens 2019 final report has been completed. The Washington State Auditors have decided to include the report in their next meeting and close out Lake Stevens completely. This should happen within four weeks.

### **Action**

#### *Paid Family Medical Leave MOU*

Motion to approve the Paid Family Medical Leave MOU as submitted.  
Motion by Commissioner Elmore and by 2<sup>nd</sup> Commissioner Woolery.  
On Vote, **Motion Carried 9/0.**

#### *Surplus Bauer SCBA fill station and Compressor S81*

Motion to approve Resolution 2020-17 Bauer SCBA fill station and Compressor S81 as submitted.  
Motion by Commissioner Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
On Vote, **Motion Carried 9/0.**

### **NEW BUSINESS**

#### **Discussion**

#### *Surplus of Apparatus/Equipment Resolution 2020-18:*

*Snohomish 911 Tower Agreements:* Sno 911 is looking at expanding the District's contract. As we move forward, we expect to have more presentations from Sno 911. Chief O'Brien noted the importance as a new district of our policy for our lease arrangements and establishing them on our property. Assistant Chief Guptill noted the value and benefits of allowing these communication leases to occur on district sites. Commissioner Waugh briefed on the environmental impact and studies this project could hold for us and for concerned citizens neighboring the sites. Commissioner Schaub clarified intent as to not subsidize Sno 911. Commissioner Waugh noted there would be more discussion in the future.

*Donation for budgeted adult and infant CPR manikins/7 EMS Doppler units:* Assistant Chief Huff briefed on the \$20,000 donation from a generous private citizen.

*City of Mill Creek Fire and Emergency EMS Agreement:* Chief O'Brien noted as a District we are in the beginning process of negotiating this agreement. Commissioner Schaub inquired on collection rates in the current contract. Commissioner Fay gave a brief explanation on how those rates were determined.

*Grants: Health and Human Services Relief Fund payment (see action section below):* Leah Schoof explained FEMA has offered a COVID response grant to all districts in the county. The initial distribution of funds have already been deposited into our account. A formula based on transports was used to determine the initial funding. There will be four different phases meant to support health care related expenses and loss revenue due to COVID-19.



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## Action

Motion to move to action item & approve Health and Human Services Relief Fund Payment and associated terms and conditions.

Motion to approve by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Schaub.

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

## COMMISSIONER COMMITTEE REPORTS None

### OTHER MEETINGS ATTENDED

*Snohomish County 911 (Waugh)*

*Regional Coordination*

*Leadership Meeting (Fay / Schaub)*

*Sno-Isle Commissioner Meeting:* Fay noted the continuation of meetings as scheduled.

### GOOD OF THE ORDER

Commissioner Elmore complimented the District on their impressive work during challenging times.

Commissioner Schaub thanked the troops on the handling of two fires in the district and the procession for Andrew Anderson.

Commissioner Waugh kudos to PIO Chadwick and her team for the online educational program.

### ATTENDANCE CHECK

Regular Commissioner Meeting, Thursday May 28 at 1730 - Station 31 Training Room/BlueJeans

### EXECUTIVE SESSION

At 1802 hours Chairman Waugh called for an executive session to discuss staff contracts per RCW 42.30.110(1)(g) for thirty (30) minutes. Chief O'Brien and District Attorney Brian Snure also attended the executive session. An extension of fifteen (15) minutes was requested at 1832 hours.

Chairman Waugh reconvened the open public meeting at 1847 hours.

Motion to authorize Chief O'Brien to move forward with amended executive benefits as submitted.

Motion by Commissioner Faye and 2<sup>nd</sup> by Commissioner Elmore.

On Vote, **Motion Carried 8/o; 1 Abstention.**

Motion to authorize Chief O'Brien to move forward with executive contracts as submitted.

Motion by Commissioner Faye and 2<sup>nd</sup> by Commissioner Elmore.

On Vote, **Motion Carried 8/o; 1 Abstention.**

### ADJOURNMENT

Chairman Waugh adjourned the meeting at 1850 hours.



Lake Stevens Fire &  
Snohomish County Fire District 7  
*Improving Service Together*



## **Chief's Report 5.14.20**

### **Andrew Anderson**

Snohomish County Fire District 7 mourns the passage of Andrew Anderson. On Monday, May 11, District 7 personnel including the Honor Guard, Pipes and Drums, and Ladder 33 assisted Sky Valley Fire with a processional to help his family receive his ashes. Our thoughts and prayers are with the Anderson family.

### **COVID-19**

District personnel remain focused on the District's mission of saving lives, protecting property, safeguarding the environment in a fiscally responsible manner. Given the current COVID-19 outbreak, extra attention has been given to the safety of our personnel and the District's response to care for our communities. We have been working closely with our Snohomish County regional partners including the other fire/EMS agencies, Snohomish County EMS, DEM, Dept. of Health, hospitals the cities we serve, the school districts we serve, and others.

- There are no employees in isolation or quarantine
- Labor disruption is stable
- Call volume has begun to normalize.
- County call volume has begun to normalize
- Daily training is ongoing for all responders regarding personal protective equipment (PPE), decontamination, and response protocols
- An infectious control task force has been established with the Safety Committee and DC Messer as the lead
- We are promoting social distancing in all District facilities and keep our people safe
- Preparation for the Alternative Response Units (ARUs) has been completed
- We have engaged the PEER Support Team and provided informational resources to assist employees mental health needs
- The regional Fire Coordination Center at South County Fire HQ has been suspended
- We continue to update the IAP

### **Shop Mechanic's Employment Agreement**

Staff continues to work with mechanics representatives from the shop to develop an updated employment agreement.

### **Communications**

The weekly Face Book Live educational series continues to be successful with widespread attendance. Recent topics included "How the Heart Works" and "Fire Safety Super Hero."

### **Regional Leadership Training**

Staff is working with our regional fire agency partners to research the benefits of participation in a regional leadership training program provided by the firm "All American Leadership."

### **Operations Section Relocation**

Following recommendations from our Infections Disease Task Force (IDTF), the Operations Section including AC Huff, DC Clinton, DC Rasmussen, and DC Lundquist has relocated their office to the Station 82 Training room in Frontier Village. The IDTF identified the need for more dormitory space for our responders at Station 31 to provide improved social distancing. Dormitories require access to

immediate exiting outside the building. The optimal location for additional dormitory space is the office the Operations Section was using at Station 31.

Operations is in the process of interviewing potential candidates for full time firefighter. An eligibility list should be completed within the coming weeks.

We are considering this move a temporary fix and will look at other options in the future.

### **EMS**

The EMS Division is working on a plan to replace and upgrade the District's electronic patient care report tablets (EPCR). This includes the replacement of the electronic tablets our personnel use to document medical calls.

### **Snohomish County Emergency Medical Services**

The office for Snohomish County Emergency Services is in the process of relocating from South County Fire to a new home with Snohomish County Fire District 4. The relocation should be complete by June 1, 2020.

### **Paramedic Training 2020**

Currently District 7 has three paramedic students enrolled in the Harborview Paramedic Training Program. Each are doing well and are scheduled to graduate in July, 2020.

Two candidates have completed the application process for the fall 2020 Paramedic Training Program at Harborview Hospital. The assessment center and written test will be completed on 5.14.20. However, to date, the Harborview Training Program currently has no open positions for the fall 2020 training session.

### **Logistics**

The Logistics Section has been developing an updated capital facility plan to provide for the long term maintenance and replacement of all district facilities.

The Logistics Section is working to manage programs such as SCBA maintenance, PPE, uniforms, extinguishers, and other items.

All septic systems in the District have pumped and inspected by Evergreen Sanitation.

Coca Cola Company donated 8 pallets of Poweraid to help responders.



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Commissioner Randy Fay

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Commissioner Rick Edwards

  
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Vice Chairman Troy Elmore


  
\_\_\_\_\_  
Commissioner Paul Gagnon

*by virtual attendance*  
\_\_\_\_\_  
Commissioner Jeff Schaub

*by virtual attendance*  
\_\_\_\_\_  
Commissioner William Snyder

*by virtual attendance*  
\_\_\_\_\_  
Commissioner Jim Steinruck

*by virtual attendance*  
\_\_\_\_\_  
Chairman Roy Waugh

  
\_\_\_\_\_  
Commissioner Randal Woolery

  
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Chief Kevin K. O'Brien