

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

June 25, 2020

1730 hours

CALL TO ORDER

Chairman Waugh called the meeting to order via BlueJeans at 1738 hours. In attendance Chairman Waugh, Commissioner Fay and Commissioner Elmore. Via BlueJeans Commissioner Edwards, Commissioner Gagnon, Commissioner Schaub, Commissioner Snyder, Commissioner Steinruck, and Commissioner Woolery.

UNION COMMENT

None

CHIEFS REPORT

As presented

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: #20-1578 – 20-01585 (\$566,663.09))

AP Vouchers: #20-01586 – 20-01692 (\$222,379.56)

Approval Payroll

June 15, 2020 (\$985,455.41)

Approval of Minutes

Approve Regular Board Meeting Minutes – June 11, 2020

Approve Special Board Meeting Minutes – June 17, 2020

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Fay and 2nd by Commissioner Schaub.

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

Correspondence

Letter from Mayor Franklin expressing interest in becoming a partner with a Regional Fire Authority.

Chairman Waugh noted the letter and suggested a review with discussion at the next Board Meeting on July 9.

Thank You cards

Condolences

OLD BUSINESS

Discussion

COVID-19 Update

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Allied Construction

Assistant Chief Guptill updated on the receipt of notification from Labor and Industries that Allied has received release of the Notice of Completion requirements. We are now under advisement on the release of retainage.

Strategic Planning

Chief O' Brien explained after completion of our first Strategic Planning meeting that including more Line Firefighters in the group would benefit the process. We are actively recruiting and will be continuing with the Strategic Plan Build process in the near future.

Lake Stevens Fire Audit Entrance Conference Update

Business Administrator Schoof gave an update on the Lake Stevens Financial and Accountability 2019 audit. Technically this is considered a new audit, requiring the Auditors to offer an entrance conference to the Board of Commissioners. The auditors gave notice to the fact that since Lake Stevens Fire did have an audit in 2019 that the Board has the option of waiving the entrance conference. The auditors request a letter or email outlining the direction to waive.

District Policies and Procedures

Chief Messer gave a presentation on the process of combining District #7 and District #8 policies and procedures. There are policies that are overlapping and some needing updates that has created confusion for staff. The goal is to provide a contemporary method to create, review, adopt and implement district policies and procedures going forward. The proposed platform to help us achieve this goal is Lexipol. DC Messer provided a detailed outline on Lexipol along with a timeline of events leading to the completion of Snohomish Regional Fire and Rescue Policy and Procedure Manual.

Commissioner Schaub had concerns regarding Lexipol from his previous experience as a user. There were many comments as to the improvements Lexipol has made over the past few years regarding those concerns.

Commissioner Woolery asked for a demonstration of the product to the committee.

Chief O'Brien commented on the process we are utilizing concerning immediate needs. He stressed the importance of communication with our Leadership Staff and Chain of Command.

Standards of Cover

Motion to approve Fitch Standard of Coverage Contract as submitted.

Motion Postpone to a later date.

Action

Contract for ESO Tablets

Motion to approve ESO Dell Tablet Purchase as submitted.

Motion by Commissioner Elmore and 2nd by Commissioner Schaub.

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

Surplus Resolution (2020-18)

Motion to approve Authorizing Staff to correct the VIN numbers on Resolution 2020-18 Surplus Apparatus/Equipment as submitted.

Motion by Commissioner Fay and 2nd by Commissioner Elmore.

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

COVID-19 Grant Application and Supplemental Contract Letter

Motion to approve COVID-19 FEMA Grant Application and Supplemental Contract as submitted.

Motion by Commissioner Elmore and 2nd by Commissioner Steinruck.

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

NEW BUSINESS

Discussion

1st Quarter Financial Report Highlights and budget report.

The Financial Committee has reviewed the 1st quarter financial report.

Action

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Elmore / Fay / Waugh):
Finance Committee (Elmore / Snyder / Waugh / Woolery):
Policy Committee (Elmore / Edwards / Schaub / Woolery):
Labor/Management (Waugh / Fay):
Contract Bargaining (Waugh / Fay): TBD
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):
Mill Creek (Elmore / Fay / Waugh):
Legislative (Elmore / Schaub)

OTHER MEETINGS ATTENDED

Snohomish County 911 (Waugh): Chairman Waugh noted the discussion on a COLA based raise for the agency regarding their upcoming contract at Sno911's last meeting.

GOOD OF THE ORDER

ATTENDANCE CHECK

All board members noted they would be available 1730 hours for the July 9, 2020 Regular Commissioner Meeting at - Station 31 Training Room/BlueJeans.

EXECUTIVE SESSION

At 1810 hours Chairman Waugh called for an executive session to discuss IAFF Negotiations per RCW 42.31.040(4) and Mill Creek Fire and Emergency Medical Services Agreement RCW 42.30.110(1)(i) for thirty (30) minutes.

Chairman Waugh reconvened the open public meeting at 1940 hours.

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ADJOURNMENT

Chairman Waugh adjourned the meeting at 1941 hours.

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

Commissioner William Snyder

by Virtual Attendance

Commissioner Jim Steinruck

by Virtual Attendance

Chairman Roy Waugh

Randal Woolery

Commissioner Randal Woolery

Kevin K. O'Brien

Chief Kevin K. O'Brien



Lake Stevens Fire &
Snohomish County Fire District 7

Improving Service Together



Chief's Report 6.25.20

Honoring Future Retirements

District 7 honors the service of three dedicated team members who have announced their retirements:

- Driver/Operator Paramedic Kurt Schneider will retire on July 1, 2020
- Lieutenant Paramedic Jeff Chittenden will retire on July 1, 2020
- Battalion Chief Bill Wirtz will retire on May 1, 2021

A hearty congratulations to all three future retirees!

Paramedic Matt James Promoted to Driver-Operator

Congratulations to recently promoted Driver-Operator Matt James.

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 is normalizing.
- County call volume is normalizing
- Daily training is ongoing for all responders regarding personal protective equipment (PPE), decontamination, and response protocols
- The Infectious Control Task Force (ICTF) continues to work with the Safety Committee, Operations, Logistics, Technical Services, and Administration to monitor and develop best practices with the goal of maintaining a healthy environment for all employees and citizens.

Training

With the recommendation of the Infectious Control Task Force. Multi Company Training has resumed.

On 6/24 and 6/25 the Training Division is leading live fire training in Gold Bar. The training is primarily focused on the new Part Time Firefighters.

Demonstrations and Civil Unrest

District 7 personnel continue to monitor and prepare for responses to demonstrations and potential civil unrest.

Snohomish County Isolation and Quarantine Site Relocation

The District has been notified that the Snohomish County Isolation and Quarantine site for COVID-19 will be relocated from Everett to the Evergreen State Fair Grounds in Monroe. The County will have security and medical staff on site. Medical staff would be able to assist with any medical emergency; if the situation warrants additional assistance, on site staff would use the county's 911 system to request an ambulance.

Communications

The weekly Face Book Live educational series continues to be successful with widespread attendance.

Regional Leadership Training

Staff has engaged with our regional fire agency partners to participate in a regional leadership training program provided by the firm "All American Leadership."

Entry Level Career Firefighter

Following an extensive testing and interview process, an eligibility list has been established for Entry Level Firefighter. The District plans on replacing eight career firefighter FTEs. Six candidates successfully passed the Chief's interview administered June 15 through 17. The anticipated hire date of July 15. Background checks are under way.

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.

Following an assessment center and written test, District 7 currently has one candidate for paramedic training. However, to date, the Harborview Training Program currently has no open positions for the fall 2020 training session.

Stations 77 and 13

Senior Administrative and Union leadership from District 7 and South County Fire are working to evaluate the possibility of co-staffing to ultimately improve service for both fire districts.

Bothell Fire Department Assistance

Bothell Fire Department has reached out to our staff regarding the possibility of housing Bothell Fire personnel at Station 73 for up to 1 year during the Station 45 demolition and rebuild. We are evaluating the feasibility of providing this assistance.

IAFF Local 2781 Contract Negotiations

On 6/9/20 formal collective bargaining negotiations began with leadership from Local 2781, Commissioners, and senior staff.

Logistics Center

The Logistics Division has been successfully working toward the development of a centralized Logistics Center located at the location of Station 74. Equipment and supplies are stored in large quantities. Chief Silva and his team are developing a security plan to safeguard the Center and limit the risk of theft.

New District Name – Snohomish Regional Fire and Rescue

Monday, June 22, the Snohomish County Council approved the District's name change from Snohomish County Fire District 7 to Snohomish Regional Fire and Rescue. The District plans a "slow roll out" name change process with a "go live" date of January 1, 2021.

Fireworks Presentation to the County Council

Wednesday, June 24, leadership from South County Fire, Bothell Fire, and Dist. 7 made a joint presentation to the Snohomish County Council in support of the County Fire Works ordinance that takes effect January 1, 2021.