



**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  
August 13, 2020 1730 hours

**CALL TO ORDER**

Chairman Waugh called the meeting to order at 1730 hours. In attendance Commissioner Fay. In attendance via BlueJeans Chairman Waugh, Commissioner Edwards, Commissioner Elmore, Commissioner Gagnon, Commissioner Schaub, Commissioner Steinruck and Commissioner Woolery. Commissioner Snyder was absent with prior notice.

**UNION COMMENT**

None

**CHIEFS REPORT**

Assistant Chief Silva gave an overview of the submitted Chief's Report in addition he commented on the upcoming retirement ceremony of Lieutenant Rick Peters. This will be held on August 31, 2020 at 0900 hours at Station 71.

**CONSENT AGENDA**

**Approve Vouchers**

Benefit Vouchers: 20-01948 – 20-01972; (\$695,079.34)

AP Vouchers: 20-01973 - 20-02144; (\$677,391.51)

**Approval of Payroll**

July 31, 2020: \$1,090,836.85

**Approval of Minutes**

Approve Regular Board Meeting Minutes – July 23, 2020

**Motion to approve the Consent Agenda as submitted.**

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

On Vote, **Motion Carried 8/0.**

**CORRESPONDENCE**

Retirement Recognition

**OLD BUSINESS**

**Discussion**

*Sno911 Lease Agreement Station 83*

Assistant Chief Guptill gave a briefing on the status of the contract. He has been working with legal counsel on some language changes. There is also an effort to bring in revenue with the tower along with the possibility of a shared generator.

*Station 83-bedroom addition (Rice Fergus Miller)*



Assistant Chief Silva gave an overview of the process in place to get the best value for the money spent on remodeling.

*Delivery of SRFR Technical Rescue Vehicle*

Assistant Chief Guptill noted the vehicle would be picked up before the next board meeting.

*Standards of Coverage (Fitch)*

Deputy Chief Dorsey noted the proposal has been vetted through legal counsel and is ready to move forward.

**Motion to move Standards of Coverage with Fitch and Associates Service Agreement to an action item.**

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

On Vote, **Motion Carried 8/0**

*City of Mill Creek Fire and EMS Agreement*

Chairman Waugh noted Chief O'Brien will meet with Mill Creek City Manager regarding the contract as negotiations progress.

**Action**

*Standard of Coverage (Fitch and Associates)*

**Motion to approve Standards of Coverage with Fitch and Associates Service Agreement to an action item.**

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

On Vote, **Motion Carried 7/1**

*Lexipol District Policy Program*

**Motion to approve the Lexipol/PowerDMS Agreement as submitted.**

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

On Vote, **Motion Carried 8/0**

*Capital Facilities Comprehensive Plan (Rice Fergus Miller)*

**Motion to accept the Capital Facilities Comprehensive Plan with Rice Fergus Miller as submitted.**

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

On Vote, **Motion Carried 8/0**

*Strategic Planning Scope of Work update*

**Motion to approve the Scope of Work Agreement with Agatha Consulting for our Strategic Planning as submitted.**

Motion by Commissioner Schaub and 2<sup>nd</sup> by Commissioner Gagnon.

On Vote, **Motion Carried 8/0**

**NEW BUSINESS**

**Discussion**

*Surplus Resolution*

**Motion to move Surplus Resolution 2020-19 to an action item.**

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

On Vote, **Motion Carried 8/0**



## Action

### **Motion to approve Surplus Resolution 2020-19.**

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

On Vote, **Motion Carried 8/0**

## **COMMISSIONER COMMITTEE REPORTS**

*Joint Fire Board with Mill Creek* (Elmore / Fay / Waugh):

*Finance Committee* (Elmore / Fay / Snyder / Waugh / Woolery):

*Policy Committee* (Elmore / Edwards / Schaub / Woolery):

*Labor/Management* (Waugh / Fay):

*Contract Bargaining* (Waugh / Fay):

*Shop Committee* (Edwards / Gagnon / Snyder / Woolery): Commissioner Woolery briefed the board on the Recent Shop Committee meeting.

*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)

*Regional Coordination*

*Leadership Meeting* (Fay / Schaub)

*Sno-Isle Commissioner Meeting:* Commissioner Fay briefed the board that future Sno-Isle Commissioner meetings will be held virtually by Blue Jeans for the remainder of the year.

## **GOOD OF THE ORDER**

Commissioner Fay noted the First Air Field in Monroe is being put up for sale.

## **ATTENDANCE CHECK**

All board members noted they would be available August 27, 2020 at 1730 for the regular Commissioner Meeting, - Station 31 Training Room/BlueJeans

## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

Chairman Waugh adjourned the meeting at 1815 hours.

  
\_\_\_\_\_  
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

A handwritten signature in blue ink, appearing to read "R. Woolery", written over a horizontal line.

Commissioner Randal Woolery

A handwritten signature in blue ink, appearing to read "Kevin K. O'Brien", written over a horizontal line.

Chief Kevin K. O'Brien



Lake Stevens Fire &  
Snohomish County Fire District 7

Improving Service Together



## Chief's Report 8.27.20

### 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 is one employee with no symptoms in quarantine due to an off duty exposure.
- Labor disruption is stable
- 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.
- COVID 19 testing is now being performed by Everett Fire for all Snohomish County Fire/EMS Responders.

### Final Audit for Lake Stevens Fire

The Washington State Auditor's Office completed the exit conference for the final financial and accountability audits for Lake Stevens Fire this morning. We are pleased to have successfully concluded the audits with clean audit opinions for January 1, 2017 through December 31, 2019.

The auditor's office was able to combine our final three years of audits to both save time and reduce costs. The District recognizes the outstanding performance of Rosie Richmond and Deputy Chief Mike Messer for their exceptional work with the auditor's office and the professional leadership of Leah Schoof for assuring a clean audit for the District.

### SRFR Re-Branding/Logo

During the first week of September, staff will present a rebranding proposal and budget to Senior Staff and the Logo Committee will unveil the new logo to the Fire Chief. Both Logo and rebranding proposals will be ready for the first Board meeting in September.

### Formal Chief's Drill and Inspection

The Operations and Training Division are finalizing a "Formal Chief's Drill/Inspection" to begin in 2021. The goal of the drills and inspections will be to evaluate and support the readiness and performance of our responders. A calendar was established so that all 44 companies will go through this process next year. This will be laid out in the Ops and Leadership meeting this fall. February 2021 start date.

### Fire Alarm Training Prop

Prevention Services and Training are finalizing a mobile fire alarm training prop that will be brought from station to station to help officers and firefighters understand fire alarms and how to operate them on emergency responses.



### **Planning for CPSE-CFAI Accreditation**

The Accreditation Initial Planning Team is attending weekly training in preparation for the accreditation process. August of 2022 projected start date.

### **Standards of Cover**

The Standards of Cover development processes is set to begin September 1, 2020 and is targeted to be completed by March 31, 2021.

### **77/13 Report**

The Planning and Operations Division have completed an initial draft of a 77/13 analysis and will be working on adding additional detail for the initial report over the next 2-3 months.

### **Wildland Mobilizations**

A SRFR Type 6 Engine with three firefighters were deployed to the Badger Lake Fire on 8/16/2020 and returned on 8/23/20.

08/18/2020, two firefighters were deployed to the Warm Spring Oregon Fire for medical duties

08/20/2020, five SRFR firefighters were deployed to Northern California to staff a Task Force Leader position and a Type One Engine for structural protection

### **Policy**

Today, the District will begin to solicit interest in participation for the Policy and Procedure Task Force. The hope is that the task force will be comprised similarly to that of the safety committee with representation from each rank and perspective within the organization.

### **MSDS**

Station/Building MSDS books will be replaced with the online versions. The online version is in the process of being finalized with an anticipated October 1<sup>st</sup> launch date.

### **New Career Firefighters**

Five new career firefighters will start the academy on Monday 8/31 and will be completed by Thanksgiving.

A Family Orientation was held on 8.27.20 to welcome the family members of the new firefighters to the SRFR family and to provide information about mental health, wellness, and other important topics about the District and our family.

### **Future Hiring**

The District currently projects a need for eight replacement firefighters for 2021. More analysis will be completed regarding hiring replacement firefighters. Additionally, the District is currently evaluating the current hiring processes and may seek a new process.

### **UW-Harborview Paramedic Training**

The District received notice that a "last minute" slot opened in the UW-Harborview Paramedic Training Program. The District will send one student. The program officially begins on September 28, 2020.

### **Asset Inventory**

Logistics has been working diligently to build our inventory process in Operative IQ. They have finished the process of visiting all District facilities to inventory assets over \$5,000 and the small and attractive assets.

### **Commercial Driver's License Training**

Two personnel from Logistics and the Shop began CDL training on August 17.

### **Annual Hose and Ladder NFPA Compliant Testing**

Hose and ladder testing for the District has been completed. This testing is in compliance with National Fire Protection Association Standards.

### **Fire Alarm and Sprinkler System Testing**

All fire alarms and sprinkler systems in District facilities have had the annual testing completed.

### **Updated Security for the Logistics Facility**

The Logistics Division plans to have a proposal to install a security fence and security alarm/camera system at the logistics building at the September 10 Commissioner meeting.

### **District Physicals**

District physicals will begin in September and span a three-week period.

### **Strategic Planning**

The District has recruited five additional response personnel to join the Strategic Plan Development Team. Meetings resumed on 8/19/20.

### **CRP Update**

The CRP position is currently vacant. The District is in the process of recruiting and reviewing possible candidates.

The EMS Division is evaluating the CRP program and a potential partnership with a neighboring fire district.