



Snohomish County  
**FIRE DISTRICT 7**  
*Earning Trust Through Action*

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# **SEMIMONTHLY ACTIVITY REPORT**

**June 13, 2019**

**3:30 PM**

**Administration Building / Monroe**

**SNOHOMISH COUNTY FIRE DISTRICT #7  
WASHINGTON**

# **AGENDA**



# Snohomish County FIRE DISTRICT 7

Earning Trust Through Action

**BOARD OF FIRE COMMISSIONERS REGULAR MEETING AGENDA**  
**Snohomish County Fire District 7**  
**Administration Building / Monroe, WA**  
**3:30 PM**  
**Thursday, June 13, 2019**

1. **Open the Meeting of June 13, 2019**
2. **Pledge of Allegiance**
3. **General Public Comment**
4. **Union Comment**
  - A. IAFF
  - B. Teamsters
5. **Fire Chief Report**
  - A. As presented
  - B. Employee Self Service Website Training (Denise)
6. **Consent Agenda**
  - A. Approve Vouchers:
    - 1) Benefit Vouchers: #19-01417- #19-01435; (\$407,493.07)
    - 2) AP Vouchers: #19-01436 - #19-01590; (\$374,184.84)
  - B. Approve Payroll:
    - 1) Payroll: June 15, 2019; (\$716,505.11)
  - C. Approval of Minutes
    - 1) Approve Joint Board Meeting Minutes – May 28, 2019
    - 2) Approve Workshop Minutes – May 31, 2019
  - D. Secretary's Report on Correspondence
7. **Discussion Item**
8. **Action Item**
  - A. Approve Budget Amendment #2
  - B. SNOCO911 Tower Lease
9. **Commissioner Committee Reports:**
  - A. Joint Fire Board with Mill Creek (Fay / Woolery / Waugh)
    - 1) TBD
  - B. Finance Committee (Waugh / Wells / Snyder)
    - 1) TBD
  - C. Policy Committee (Wells / Woolery / Schaub)

- 1) TBD / Admin Bldg.
- D. Safety Committee (Fay / Schaub)
  - 1) Monday, June 24, 2019 – 18:00 / Station 71
- E. Risk Management (Schaub)
  - 1) August 27, 2019 – 19:00 / Snohomish Co. FD 22
  - 2) November 5, 2019 – 19:00 / Snohomish Co. FD 22
- F. Labor / Management (Waugh / Wells / Fay)
  - 1) TBD
- G. Shop Committee – (Snyder / Woolery / Fay)
  - 1) TBD
- H. Strategic Plan Committee – (Fay / Schaub / Wells)
- I. Capital Facilities Committee - (Schaub / Snyder / Woolery)
  - 1) Station 33
  - 2) Station 72
  - 3) Station 32
  - 4) Station 76

**10. Other Meetings Attended:**

- A. Snohomish County 911 (Waugh)
- B. Regional Coordination
- C. Leadership Meeting (Fay / Schaub / Wells)
  - 1) Wednesday October 2, 2019 – 09:00 / Station 71 – Training Room
- D. Sno-Isle Commissioner Meeting
  - 1) Thursday, June 20, 2019 – 19:30 / Lake Roesiger

**11. Old Business:**

**12. Call on Commissioners:**

**13. Attendance Check:**

- A. Thursday, June 27, 2019 – 17:00 / Admin Building

**14. Executive Session:**

- A. Discuss Collective Bargaining Contract – RCW 42.30.140(4)(a)

# **FIRE CHIEF REPORT**



# Snohomish County FIRE DISTRICT 7

*Earning Trust Through Action*

To: Board of Fire Commissioners  
 From: Gary A. Meek, Fire Chief  
 Subj: Fire Chief Report for June 13, 2019

## **Fire Chief's Report:**

1. Staff members continue preparing for the upcoming mediation for Station 33. The parties have scheduled July 12<sup>th</sup> – 09:00 – 17:00 for the mediation.
2. Following my meeting with Mill Creek City Manager, Michael Ciaravino, I sent him an email requesting dates for a Joint Fire Board meeting. No response has been received from this request as of this date. When I requested this meeting with Bob Stowe he identified the Council members that would be part of this joint board as Pam Pruitt, Mark Bond and Vince Cavaleri.
3. We had our 5 recruits, Landon Bell, Brandon Huber, John Timmerman, Soren Johnson and Joseph Strong graduate from the Snohomish County Training Consortium on May 31<sup>st</sup>. Landon Bell received the "Top Whip" award and Brandon Huber received the "Truck Award". Congratulations to all of these personnel for their accomplishments.
4. Chief's and Commissioners attended the WFCAs Saturday training seminar in Chelan, including the training by John Murphy. A work shop for the Commissioners was held during this weekend.
5. The Department is conducting another Officer Development class for new and upcoming officers. This is a joint class with members from District 7 and Lake Stevens participating.
6. Zone 11 Chief's held their regular meeting at the D7 Admin Building. We worked with a coordinating team from the County Chief's on developing a strategic plan for the Chief's Association.
7. A Leadership meeting was conducted at Station 31. We had a great attendance at this meeting.
8. I met with SNOCO911 to discuss the tower lease at Station 71. I have placed a copy of the contract extension in the Action Items section of this report. I am requesting approval to sign this contract.
9. Heather coordinated a mock DUI assembly at the new North Creek High School on 35<sup>th</sup> Ave for the graduating seniors. Heather did a great job coordinating this event with participants from North Creek High, SCSO, Bothell Police, Fire District 22 and Airlift NW. Thank you to the high school drama club, all the D7/LSF crews that participated and Whiteside Towing for helping make this a successful event.
10. Final interviews were conducted for the Public Educator position. A job offer is pending for this position.
11. The communications meetings have started with Liz Loomis to campaign and market our upcoming levy lid lift.
12. I am asking to convene the Contract Committee on Staff Contracts to have discussions. Please coordinate a date to meet.
13. Reminder of the County Commissioner / Chief's BBQ at Lake Roesiger on Thursday, June 20<sup>th</sup>. BBQ starts around 6:30 PM and meeting at 7:00 PM.
14. Crews will be participating in the Miracle League baseball games on Saturday June 15<sup>th</sup> starting at 9:00 AM / Rotary Field in Monroe if any of the Commissioners wish to attend.

We are pleased to announce that we have moved over to the new Financial System, Incode 10! See below for details on how to log into our new Employee Self-Service (ESS) website that allows employees to receive important notifications, change contacts, direct deposit information, tax withholdings and more!

**Direct Deposit Notices**

All employees who receive a direct deposit for payroll you will receive an email from Payroll containing a PDF file of your paystub. The email will remind you that you will need to enter the last four digits of your social security number to open the file. Once open you can then print and/or save the file.

If you have questions regarding your paystub, or your pay, please email [payroll@snofire7.org](mailto:payroll@snofire7.org).

**Employee Self Service (ESS) Website:**

Please be sure to log-in and review (and update) all personal information for accuracy on our new ESS! Any updates will create notifications in our new system. If you have trouble logging in, or have questions, please contact Jessica at ext. 2002, or [payroll@snofire7.org](mailto:payroll@snofire7.org).

**Logging In**

**Web address:** <https://ess.tyler-incode.com/snohomishcofdwa/>

**Username:** Employee ID # (Example: AC#### or AF####)

**Password:** Last four digits of your Social Security Number (you may change this once you are logged in)

**Website Highlights**

**“Home” Tab**

Shows notifications, Announcements, and links to valuable resources – more

**Paycheck Calculator:** A fun tool to give you an estimate of a pay check.

**Education & Training:** This area is currently empty – but we hope to use this in the near future.

**“MY INFORMATION” TAB**

**Profile:** Confirm/update your personal information.

**Address/Phones:** View/Update/Add Addresses and Phone numbers.

**Contacts/Dependents:** Report new dependents and add contact information for emergencies.

**Direct Deposits:** Manage direct deposits.

**Tax Information:** View and update/change your current filing status and allowances.

**“History Tab”**

Review Pay, Leave and W-2 History

Review your electronic paystub.

# **CONSENT AGENDA**



# Snohomish County Fire District #7

## Claims Voucher Summary

05/01/2019

Page 1 of 1

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures:

\_\_\_\_\_  
\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01417	KALE GUPTILL		199.50

<b>Page Total</b>	199.50
<b>Cumulative Total</b>	199.50

## Snohomish County Fire District #7

05/29/2019

### Claims Voucher Summary

Page 1 of 1

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01418	AFLAC		303.56
19-01419	DEPARTMENT OF RETIREMENT SYSTEMS		246,781.67
19-01420	DIMARTINO & ASSOCIATES		18,270.35
19-01421	Fire 7 Foundation		245.50
19-01422	FIREPAC		635.74
19-01423	GENERAL TEAMSTERS UNION LOCAL 38		910.00
19-01424	HRA VEBA TRUST		47,059.02
19-01425	IAFF LOCAL 2781		18,059.96
19-01426	LOCAL IAFF 2781 PAC		443.00
19-01427	SNOHOMISH COUNTY FIRE DISTRICT 7		994.00
19-01428	TD AMERITRADE INSTITUTIONAL		388.50
19-01429	TD AMERITRADE TRUST CO		12,102.70
19-01430	VOYA INSTITUTIONAL TRUST CO		46,757.46
19-01431	WSCFF FASTPAC		258.00
19-01432	WSCFF-EMP BENEFIT TRUST		9,675.00

**Page Total** 402,884.46

**Cumulative Total** 402,884.46

# Snohomish County Fire District #7

05/31/2019

## Claims Voucher Summary

Page 1 of 1

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures:

\_\_\_\_\_

\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01433	DEPARTMENT OF RETIREMENT SYSTEMS		3,207.17

**Page Total** 3,207.17

**Cumulative Total** 3,207.17

**Snohomish County Fire District #7**

05/31/2019

**Claims Voucher Summary**

Page 1 of 1

Fund: General Fund #001

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures:

\_\_\_\_\_  
 \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01434	SNOHOMISH COUNTY FIRE DISTRICT 7		1,014.44

**Page Total** 1,014.44  
**Cumulative Total** 1,014.44

# Snohomish County Fire District #7 Claims Voucher Summary

06/03/2019

Page 1 of 1

Fund: Shop #500

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures:

\_\_\_\_\_

\_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01435	HRA VEBA TRUST		187.50

<b>Page Total</b>	187.50
<b>Cumulative Total</b>	187.50

## Snohomish County Fire District #7

### Claims Voucher Summary

06/12/2019

Page 1 of 5

Fund: Shop #500

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: 6-13-19

Voucher

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01436	AAA FIRE EXTINGUISHER CO. INC.		1,757.87
19-01437	ADVANCE TESTING & SERVICE		1,215.00
19-01438	ALDERWOOD AUTO GLASS		319.84
19-01439	ALDERWOOD WATER DISTRICT		86.32
19-01440	ALDERWOOD WATER DISTRICT		14.90
19-01441	ALL BATTERY SALES AND SERVICE		3,686.65
19-01442	ALLSTREAM BUSINESS US, INC		109.55
19-01443	ALLSTREAM BUSINESS US, INC		313.14
19-01444	ALLSTREAM BUSINESS US, INC		123.95
19-01445	AMERIGAS PROPANE LP		478.58
19-01446	ARAMARK UNIFORM SERVICES		169.14
19-01447	BADGLEY'S LANDSCAPE		8,734.87
19-01448	BATES INC		191.26
19-01449	BENJAMIN BLOOMQUIST		210.00
19-01450	BICKFORD MOTORS INC.		1,598.50
19-01451	BLANCHARD ELECTRIC & FLEET SUPPLY		51.51
19-01452	BOUND TREE MEDICAL, LLC		1,470.54
19-01453	BRAD TALLEY		3,000.00
19-01454	BRAKE & CLUTCH SUPPLY INC		128.56
19-01455	BRAUN NORTHWEST INC		1,306.40
19-01456	BRIAN KENDALL		179.80
19-01457	CDW GOVERNMENT LLC		10,436.88
19-01458	CENTRAL WELDING SUPPLY		1,355.65
19-01459	CHMELIK, SITKIN & DAVIS PS		2,490.00
19-01460	CITI CARDS		3,362.00
19-01461	CITY OF MONROE		172.79
19-01462	CITY OF MONROE		383.16
19-01463	CITY OF MONROE		706.91
19-01464	CITY OF MONROE		145.65
19-01465	CLEARFLY COMMUNICATIONS		732.67
19-01466	COMCAST		158.41
19-01467	COMCAST		303.17
19-01468	COMCAST		158.63

**Page Total** 45,552.30

**Cumulative Total** 45,552.30

## Snohomish County Fire District #7

06/12/2019

### Claims Voucher Summary

Page 2 of 5

Fund: Shop #500

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01469	COMCAST		158.41
19-01470	COMCAST		303.43
19-01471	COMCAST		158.61
19-01472	COMCAST		158.43
19-01473	COMCAST		359.19
19-01474	COMDATA NETWORK, INC		2,223.37
19-01475	COURIERWEST, LLC		2,143.50
19-01476	CRAIG FISHER		11.71
19-01477	CREWSENSE LLC		846.87
19-01478	CUMMINS NORTHWEST LLC		125.58
19-01479	CUMMINS, INC		25,326.11
19-01480	CURVATURE, INC		1,024.29
19-01481	DEPARTMENT GRAPHICS		466.23
19-01482	DIRECTV		58.77
19-01483	DRUG FREE BUSINESS		10.00
19-01484	DUCKY'S OFFICE FURNITURE		1,255.16
19-01485	DUNLAP INDUSTRIAL HARDWARE INC		8.93
19-01486	ELITE LOCK & SAFE		316.97
19-01487	EMPLOYMENT SECURITY DEPARTMENT		8,499.29
19-01488	EMS TECHNOLOGY SOLUTIONS, LLC		1,126.00
19-01489	Erik Liddiatt		532.60
19-01490	FREIGHTLINER NORTHWEST		1,134.70
19-01491	GALLS, LLC - DBA BLUMENTHAL UNIFORM		2,075.75
19-01492	GRAINGER		1,719.72
19-01493	HEALTHFORCE OCCUPATIONAL MEDICINE		200.00
19-01494	HIGHWAY AUTO SUPPLY		6.38
19-01495	HILL STREET CLEANERS		176.27
19-01496	IRON MOUNTAIN INC		345.43
19-01497	ISOUTSOURCE		7,817.11
19-01498	JAMAL BECKHAM		124.38
19-01499	JUSTYN SHEVLIN		28.46
19-01500	KEATING, BUCKLIN & MCCORMACK, INC		147.50
19-01501	KEITH B WACHALEC		1,049.28

**Page Total** 59,938.43

**Cumulative Total** 105,490.73

## Snohomish County Fire District #7 Claims Voucher Summary

06/12/2019

Page 3 of 5

Fund: Shop #500

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01502	KEN'S RADIATOR INC		74.65
19-01503	KENT D. BRUCE		6,919.74
19-01504	KOHLER, LOREN		192.57
19-01505	KROESEN'S UNIFORM COMPANY		7,940.28
19-01506	LES SCHWAB WAREHOUSE CENTER		69.91
19-01507	LIFE ASSIST INC		4,270.15
19-01508	LIZ LOOMIS PUBLIC AFFAIRS		4,500.00
19-01509	LN CURTIS & SONS		18,652.16
19-01510	LOCUTION		2,916.12
19-01511	LOWE'S		596.81
19-01512	MACDONALD MILLER FACILITY SOLUTIONS		2,628.66
19-01513	MATTHEW HERETH		15.00
19-01514	MCDANIELS DO-IT-BEST		7.18
19-01515	MICHAEL MCCONNELL		15.00
19-01516	MILL CREEK VIEW		25.00
19-01517	MILNE ELECTRIC INC		1,452.39
19-01518	MOBILE HEALTH RESOURCES		399.50
19-01519	MONROE PARTS HOUSE		3,651.08
19-01520	MUNICIPAL EMERGENCY SERVICES, INC.		13,892.18
19-01521	NORTH COAST ELECTRIC COMPANY		75.08
19-01522	NORTHWEST SAFETY CLEAN		501.07
19-01523	NORWEST BUSINESS SERVICES, INC		750.00
19-01524	OFFICE DEPOT		278.00
19-01525	ORKIN		753.70
19-01526	PACIFIC POWER BATTERIES		17.25
19-01527	PAMELLA HOLTGEERTS		89.00
19-01528	PAYCHEX, INC		60.00
19-01529	PETROCARD SYSTEMS, INC.		1,432.89
19-01530	PR LIFTING LLC		27.43
19-01531	PUGET SOUND ENERGY		208.81
19-01532	PUGET SOUND ENERGY		123.56
19-01533	PUGET SOUND ENERGY		118.44
19-01534	PURCELL TIRE & SERVICE CENTER		1,376.08

Page Total

74,029.69

Cumulative Total

179,520.42



## Snohomish County Fire District #7 Claims Voucher Summary

06/12/2019

Page 4 of 5

Fund: Shop #500

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures: \_\_\_\_\_

Voucher	Payee/Claimant	1099 Default	Amount
19-01535	RANDY FAY		263.16
19-01536	RANDY WOOLERY		286.40
19-01537	REGION 3 FIRE COUNCIL		225.00
19-01538	REPUBLIC SERVICES #197		99.20
19-01539	REPUBLIC SERVICES #197		168.26
19-01540	REPUBLIC SERVICES #197		180.51
19-01541	REPUBLIC SERVICES #197		286.08
19-01542	REPUBLIC SERVICES #197		57.87
19-01543	RICOH		390.89
19-01544	RICOH USA, INC.		669.19
19-01545	RONDA STEINBACH		11.71
19-01546	SILVER LAKE WATER		111.23
19-01547	SILVER LAKE WATER		120.80
19-01548	SILVER LAKE WATER		47.60
19-01549	SILVER LAKE WATER		47.60
19-01550	SNO CO PLANNING & DEV SVC		400.00
19-01551	SNOHOMISH AQUATIC CENTER		146.25
19-01552	SNOHOMISH COUNTY 911		64,927.37
19-01553	Snohomish County Fire District 26		500.00
19-01554	SNOHOMISH COUNTY FIRE DISTRICT 7		42,558.90
19-01555	SNOHOMISH COUNTY FIRE DISTRICT 7		5,558.04
19-01556	SNOHOMISH COUNTY FIRE DISTRICT 7		4,598.99
19-01557	SNOHOMISH COUNTY PUD		950.89
19-01558	SNOHOMISH COUNTY PUD		1,778.44
19-01559	SNOHOMISH COUNTY PUD		763.97
19-01560	SNOHOMISH COUNTY PUD		1,659.55
19-01561	SNOHOMISH COUNTY PUD		201.06
19-01562	STEVE GUPTILL		1,141.71
19-01563	THYSSENKRUPP ELEVATOR CORPORATION		871.55
19-01564	TOWN & COUNTRY TRACTOR INC.		10.31
19-01565	TRUE NORTH EMERGENCY EQUIPMENT INC		4,991.22
19-01566	TYLER TECHNOLOGIES INC		7,460.43
19-01567	UNIFIRE, INC		114.17

Page Total

141,598.35

Cumulative Total

321,118.77

## Snohomish County Fire District #7

06/12/2019

### Claims Voucher Summary

Page 5 of 5

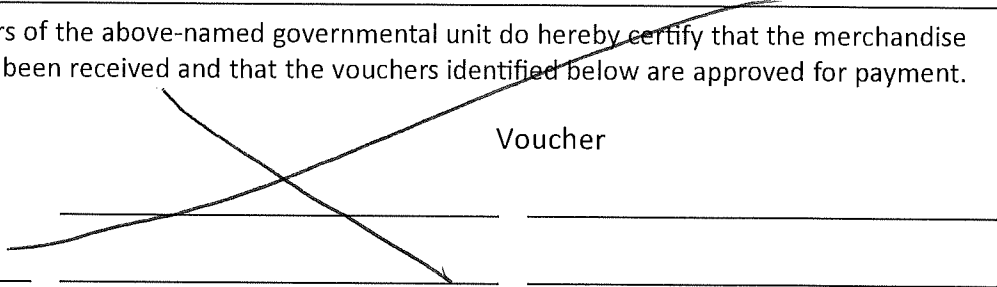
Fund: Shop #500

We the undersigned Board of Directors of the above-named governmental unit do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers identified below are approved for payment.

Date: \_\_\_\_\_

Voucher

Signatures: \_\_\_\_\_



Voucher	Payee/Claimant	1099 Default	Amount
19-01568	UNITED PARCEL SERVICE		48.77
19-01569	US BANK		35,774.21
19-01570	US BANK VOYAGER		9,195.10
19-01571	VERIZON WIRELESS		14.95
19-01572	VERIZON WIRELESS		1,793.23
19-01573	VERIZON WIRELESS		2,178.63
19-01574	WASTE MANAGEMENT NORTHWEST		249.89
19-01575	WASTE MANAGEMENT NORTHWEST		188.47
19-01576	WASTE MANAGEMENT NORTHWEST		144.49
19-01577	WASTE MANAGEMENT NORTHWEST		262.84
19-01578	WASTE MANAGEMENT NORTHWEST		101.12
19-01579	WASTE MANAGEMENT NORTHWEST		242.02
19-01580	WASTE MANAGEMENT NORTHWEST		118.44
19-01581	WASTE MANAGEMENT NORTHWEST		118.54
19-01582	WASTE MANAGEMENT NORTHWEST		207.94
19-01583	WASTE MANAGEMENT NORTHWEST		194.76
19-01584	WASTE MANAGEMENT NORTHWEST		153.74
19-01585	WASTE MANAGEMENT NORTHWEST		244.06
19-01586	WAVE BUSINESS		540.83
19-01587	WAVE BUSINESS		664.05
19-01588	WAVE BUSINESS		144.93
19-01589	WELLSPRING FAMILY SERVICES EAP		316.20
19-01590	ZEP SALES & SERVICE		168.86

<b>Page Total</b>	53,066.07
<b>Cumulative Total</b>	374,184.84



Snohomish County  
**FIRE DISTRICT 7**

*Earning Trust Through Action*

## Payroll Summary

## 6/15/2019

CHECK DATE	6/14/2019
PERIOD BEGIN	5/16/2019
PERIOD END	5/31/2019

Direct Deposits	\$ 589,515.34
Paper Checks	\$ 6,832.29
Taxes	\$ 140,157.48
<b>Total</b>	<b>\$ 716,505.11</b>

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 JOINT MEETING MINUTES DRAFT LAKE STEVENS FIRE / FIRE DISTRICT 7**

Fire District 7 Station 31 Training Room  
163 Village Court, Monroe, WA 98272

May 28, 2019

1700 hours

### **CALL TO ORDER**

Chairman Elmore and Vice Chair Snyder called the meeting to order at 1700 hours.

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

LSF: Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Director of Finance & Administration Leah Schoof, Legal Counsel Brian Snure, and Communications Director/District Secretary Laana Larson.

Fire District 7: Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, Chief Meek, and various members from the District.

Chairman Waugh is an excused absence.

## **FIRE DISTRICT 7 REGULAR BUSINESS**

### **UNION COMMENT**

IAFF – The locals from Lake Stevens Fire and Fire District 7 have decided to merge into one local – Local 2781. They will be submitting a resolution to the IAFF to make it official; and hoping this will assist with the passing of both the levy and the merger.

Teamsters – No additional comment.

### **FIRE CHIEF REPORT**

Chief Meek reviewed the Fire Chief Report including Fire Chief's Report, Finance Officer's Report, and Public Information/Public Education Officer's Report as submitted.

CFO Camille Tabor explained the copay for GEMT, and commented we received notice last week for the amount and we have 30 days to pay. The voucher has been prepared and is included in the packet. We expect to receive a net of \$3,522, 420.45 and we expect to receive payment late July or early August. This net amount will not be an annual expectation, and in the future we can expect closer to 1.4 million.

### **CONSENT AGENDA**

Approve Vouchers:

Vouchers: #19-01293- #19-01300; (\$399,854.49) – Benefit Checks

Vouchers: #19-01305 - #19-01416 (\$1,404,375.06)

Approve Payroll:

Payroll: May 15, 2019; (\$712,149.55)

Payroll: May 31, 2019; Amount will be provided at the meeting, \$751,114.00

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**Approval of Minutes:**

Approve Joint Board Meeting Minutes – March 28, 2019

Approve Board Meeting Minutes – May 9, 2019

Secretary's Report on Correspondence

Graduation Notice – Recruit School Class 2019-01

Motion to approve the Consent Agenda as submitted.  
Motion by Commissioner Wells and 2<sup>nd</sup> by Commissioner Schaub.  
Vote Unanimous.

**DISCUSSION ITEM**

**Budget Amendment #2**

CFO Camille Tabor commented both the GEMT revenue and expenditure amount are included in this amendment.

**ACTION ITEMS**

**Fireworks Ban letter to County Council**

Chief Meek commented he submitted a draft letter for review at the last Commissioner Meeting, and he is now asking for authorization to send the letter to County Council.

Vice Chair Snyder confirmed the Commissioners are in agreement to authorize Chief Meek to send the letter to our County Council.

**Letter to Fire District 5 Commissioners - ALS Agreement**

Chief Meek distributed copies of a draft letter to Fire District 5.

Motion to send letter to Fire District 5 as submitted.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Woolery.  
Vote Unanimous.

**Termination Letter for ILA with Mill Creek for Fire Mitigation**

Chief Meek reviewed letter to cease and desist the interlocal agreement with Mill Creek for Fire Mitigation.

Motion to authorize Chief Meek to sign the termination letter for ILA with Mill Creek for fire mitigation as submitted.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Schaub.  
Vote Unanimous.

Motion to adopt Resolution 2019-11 Termination of Interlocal Agreement with City of Mill Creek as submitted.  
Motion by Commissioner Woolery and 2<sup>nd</sup> by Commissioner Wells.  
Vote Unanimous.

**Liz Loomis Contract for Marketing Services**

Chief Meek reviewed the Liz Loomis Contract for Marketing Services. The project cost is \$18,000 plus expenses, and the duration of the contract is 4 months.

Motion to authorize Chief Meek to sign contract with Liz Loomis Public Affairs as submitted.  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Schaub.  
Vote Unanimous.

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**Approve First Quarter Financial Report:**

- First Quarter Report Highlights
- First Quarter Budget Actual

Motion to approve First Quarter Financial Report as submitted.  
 Motion by Commissioner Wells and 2<sup>nd</sup> by Commissioner Woolery.  
 Vote Unanimous.

- Review Mechanical Services Division Finances

Motion to approve Mechanical Services Division Financial Report as submitted.  
 Motion by Commissioner Wells and 2<sup>nd</sup> by Commissioner Fay.  
 Vote Unanimous.

**COMMISSIONER COMMITTEE REPORTS**

Joint Fire Board with Mill Creek (Fay, Woolery, Waugh): TBD  
 Finance Committee (Waugh, Wells, Snyder): TBD  
 Policy Committee (Wells, Woolery, Schaub): TBD / Admin Bldg.  
 Safety Committee (Fay, Schaub): Monday, June 24, 2019 – 18:00 / Station 71  
 Risk Management (Schaub)  
     August 27, 2019 – 19:00 / Snohomish Co. FD 22  
     November 5, 2019 – 19:00 / Snohomish Co. FD 22  
 Labor / Management (Waugh, Wells, Fay): TBD  
 Shop Committee – (Snyder, Woolery, Fay): TBD  
 Strategic Plan Committee – (Fay, Schaub, Wells)  
 Capital Facilities Committee - (Schaub, Snyder, Woolery)  
     Station 33, Station 72, Station 32, Station 76

**OTHER MEETINGS ATTENDED**

Snohomish County 911 (Waugh)  
 Regional Coordination  
 Leadership Meeting (Fay, Schaub, Wells): Wednesday June 5, 2019 – 09:00 / Station 31 – Training Room  
 Sno-Isle Commissioner Meeting: Thursday, May 2, 2019 – 19:30 / Snohomish Fire – HQ. The next meeting is scheduled for June 20 at Lake Rosieger.

**OLD BUSINESS**

None

**CALL ON COMMISSIONERS**

None

**ATTENDANCE CHECK**

Thursday, June 13, 2019 – 15:30 / Admin Building

**EXECUTIVE SESSION**

Discuss Collective Bargaining Contract – RCW 42.30.140(4)(a)  
 Vice Chair Snyder postponed the executive session until the end of the Joint Commissioner Meeting.

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## LAKE STEVENS FIRE REGULAR BUSINESS

### **ADDITIONAL AGENDA ITEMS**

None

### **MINUTES**

#### **Minutes 19-05-02**

Motion to approve the May 2, 2019 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Chairman Elmore.  
Vote Passed, Vice Chair Steinruck abstained as he was not present at the May 2 meeting.

### **FINANCIAL REPORT**

#### **Investment Report**

#### **Vouchers**

Motion to approve Expense Vouchers dated May 8, 2019 in the total amount of \$100,571.43 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to approve Expense Vouchers dated May 23, 2019 in the total amount of \$47,907.36 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated May 23, 2019 in the total amount of \$424,044.56 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated May 8, 2019 in the total amount of \$5,593.70 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Chairman Elmore.  
Vote Unanimous.

#### **Payroll**

Motion to approve the May 2019 Payroll in the total amount of \$594,304.88 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

#### **Expense Line Item Review Summary & Reports**

Director of Finance & Administration Leah Schoof commented we have added one additional item for operating supplies.

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## **CORRESPONDENCE**

Thank You from Lake Stevens Kiwanis  
Thank You from Constitutional Park Housing  
Thank You from Lake Stevens Police Department

## **OLD BUSINESS**

### **Discussion**

#### **Merger with Fire District 7**

Chief O'Brien commented on May 20 we received our letter from the Boundary Review Board. We have successfully navigated the BRB 45-day waiting period and there were no requests to invoke jurisdiction. He thanked Chief Silva and Deputy Chief/Fire Marshal Messer for putting together a great packet, and everyone who worked so hard on this. We are looking forward to the August 6 vote in Lake Stevens.

Chief O'Brien commented we have drafted our FAQ card for the community and it will be going to print soon. We are busy connecting with our community about the merger, and so far the comments have been very positive.

#### **Fire Station 84**

Chief O'Brien commented on May 17 the Petersen property officially became property of the new district for Station 84.

#### **Purchase & Sale Agreement for LSF Admin Campus to City of Lake Stevens**

Chief O'Brien commented the City's Feasibility study will end June 22. We are looking at a temporary structure across from Station 82, so we still continue to have a presence in Lake Stevens.

#### **Lexipol Policy for Electronic Signature**

Chief O'Brien commented we are still working on a Lexipol Policy for Electronic Signatures.

## **Action**

### **GEMT**

Chief O'Brien commented we have received our first GEMT reimbursement of \$34,745.02. We expect to receive an additional \$1,052,499.19 by the end of the year for the combined Fiscal Years 2017 and 2018.

The cost-share letter outlines the program, and includes an invoice for Districts who are now benefitting from the program, to reimburse the original agencies a portion of the original costs. To date, 55 other agencies have provided a proportional reimbursement. The total cost of initiating the program was \$560,000 and the proportional cost for Lake Stevens Fire is \$7,063.98.

The cost request has been reviewed by legal counsel Brian Snure, and he notes that he believes we are able to legally contribute, but that we have no contractual obligation to contribute. If we choose to contribute, we have funding available in the strategic fund specifically reserved for consultants, which this program and invoice would fall under.

Chief O'Brien commented he has been in touch with BC Keith Wright who spearheaded to program and appreciates his great work and the financial investment of his agency and seven others to get the GEMT started for Washington State. In the spirit of partnership and fairness, it would be good for LSF to reimburse Central Pierce the proportional cost of \$7,063.98.

Director of Finance & Administration Leah Schoof commented they were willing to front the funding to bring this program to Washington.



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Motion to authorize Chief to reimburse Central Pierce Fire & Rescue for GEMT initial program start expenses for the amount of \$7,063.98 as requested.  
 Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Gagnon.  
 Vote Unanimous.

## **NEW BUSINESS**

### **Discussion**

None

### **Action**

None

## **CHIEF'S REPORT**

Chief O'Brien commented it was great to attend the opening of Fire Station 33 and he enjoyed participating with the North County Fire Recruit Academy Graduation.

### **New Hires Update**

All seven of our new hires have been cleared for their June 1, 2019 start date. Chief O'Brien is looking forward to a pre-recruit academy run on Monday, June 3.

### **Academy Company Officer Position**

We will be interviewing for company officer position later this week.

### **Captain Testing Update**

Six interviews with the Chief have been scheduled for next week, and we are looking to fill four positions. Thank you to all who helped with the Captain testing process.

### **Paramedic Update**

Chief O'Brien thanked the EMS Division for securing an apartment for our three medics. Paramedic student Nadia Kukhotskaya has been working hard and she will be graduating in July.

### **WFC Conference Update**

Chief O'Brien commented he has been appointed to Position 5 with the WFC Association. He also congratulated Chief Guphill on being recognized at the WFC Conference.

The next Regular LSF Commissioner Meeting is scheduled for 5:30pm Thursday, June 6 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

## **GOOD OF THE ORDER**

Vice Chair Steinruck thanked everyone for the collaboration going on between our districts.

Commissioner Gagnon thanked everyone for their efforts.

Chairman Elmore thanked everyone for their hard work.

## **EXECUTIVE SESSION**

None

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## JOINT MEETING BUSINESS

### **Draft Board Rules and Policies**

Chief O'Brien thanked Brian Snure for joining us this evening and for his work on this draft document. Both Boards received a draft in their agenda packets.

Chairman Elmore commented it is a good thorough document; a good blend of our policies. He asked if anyone has any concerns.

Brian Snure explained the yellow highlights are where the Commissioners would need to confirm the details. This policy has worked well for other districts.

Commissioner Wells asked about section 10 regarding Board Committees.

Brian Snure explained if you decide to continue with committees, you would need to include that information in this area.

Chief O'Brien commented we will finalize the draft and we welcome any feedback prior to adopting it in the near future.

Chairman Elmore asked about Board compensation. If we do work at home it should be considered an option for the timesheet.

Brian Snure commented the key is that it is up to the Board to approve anything outside of the statute. Meeting preparation is reasonable, it simply needs to be approved by the Board.

### **Operational Policy**

Chief O'Brien commented after a discussion with Chairman Elmore; we have established an internal team to look at operational policies and procedures; to see which need to be modified or removed. This team will provide recommendations. Along the same lines, Chief Silva and Director of Finance & Administration Leah Schoof will look at administrative policies.

Chairman Elmore commented it is a mountain of policies; and as Commissioners we should keep our focus on governance.

Chief O'Brien commented we want to be a resource to the Commissioners.

Commissioner Schaub commented we are planning to look at the policies side by side.

### **Merger Management Plan**

Chief O'Brien commented we are working along this path with the Merger Management Plan. We are developing an assessment center process with Chief Meek and Pamella Holtgeerts, and planning for a September date for the assessment center. Additionally Chief Silva and Director of Finance & Administration Leah Schoof have put together a Post-Merger Planning Team.

Director of Finance & Administration Leah Schoof commented we have representation from both admin staffs. We are unable to job shadow as this group has to keep performing their jobs until the merger; so we are looking at what we can do. The goal of this team is to build a thriving administration and we appreciate the feedback from our

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members. Thank you to our team members: Summer Young, Jen Pardee, Mel Claiborne, Brandie Reece, Jessica Ober, Sonya Dudder, Denise Mattern and Brandon Vargas.

### **Sharing Technology between Lake Stevens Fire and Fire District 7**

Chief O'Brien commented we are doing what we can to bring our systems together.

Chief Meek commented we are working on integrating Outlook, it is just taking some time.

### **Cultural Integration Team**

Chief O'Brien commented we have 28 members on our Cultural Integration Team, and we have had a brief orientation. We will be meeting with Dr. Pat Sikora for a retreat over the next three days, it is a good mix of our members from both districts. Their mission is our mission. Their vision is to create a new district with a high functioning culture working together to support our mission. They will create guiding values; recommend a new District name and a new logo; and develop a meeting plan. It will be an ongoing process and Dr. Pat Sikora is on retainer until the fall. She will consult with the team.

### **Draft Training Consortium ILA**

Chief O'Brien commented we will continue to discuss the draft Training Consortium Interlocal Agreement.

### **WFCA Chelan Conference & Executive Session**

Chief Meek commented we are suggesting that we strike the executive session; and meet with the Chiefs to discuss the impacts of the merger, giving a clear direction on where we are going.

Friday, May 31 following the training session, we will plan for a Commissioner Workshop starting at 7pm following dinner.

### **Next Joint Commissioner Meeting – June 27**

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, June 27 at the Fire District 7 Station 31 Training Room.

Commissioner Wells commented she will be unable to attend the June 27 Joint Commissioner Meeting.

## **FIRE DISTRICT 7 REGULAR BUSINESS CONTINUED**

### **ADDITIONAL AGENDA ITEM FOR FIRE DISTRICT 7 REGULAR BUSINESS**

At 1805 hours Vice Chair Snyder moved the meeting back into Fire District 7 Regular Business.

### **Contract with Department of Corrections**

Chief Meek explained we need another contract with the Department of Corrections. It is the same contract language, just a change in the dates; as our current contract ends June 30.

Motion to authorize the Chief Meek to sign contract K9362 Amendment #5 between Fire District 7 and the Department of Corrections.

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

Vote Unanimous.

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### **ADJOURNMENT FOR LAKE STEVENS FIRE COMMISSIONER MEETING**

Motion to adjourn the Lake Stevens Fire Commissioner Meeting at 1808 hours.  
 Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
 Vote Unanimous.

### **EXECUTIVE SESSION FOR FIRE DISTRICT 7**

At 1810 hours Vice Chair Snyder requested an executive session to discuss the collective bargaining contract pursuant to RCW 42.30.140 (4) (a) for 15 minutes with possible action to follow. Executive session included Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, and Chief Meek, CFO Camille Tabor, Deputy Chief Dorsey, Deputy Chief Fitzgerald and Assistant Chief Guptill from Fire District 7; and Chief O'Brien and Director of Finance & Administration Leah Schoof from Lake Stevens Fire. At 1825 hours Vice Chair Snyder announced to the public that the executive session would be continued for an additional 5 minutes.

Vice Chair Snyder reconvened the open public meeting at 1830 hours and the meeting moved forward with the following motion.

Motion to authorize Chief Meek to sign MOU-FF 2019-02 between Fire District 7 and Local 2781 as submitted.  
 Motion by Commissioner Wells and 2<sup>nd</sup> by Commissioner Schaub.  
 Vote Unanimous.

Chief Meek commented MOU FF 2019-02 is regarding the fire inspector position for our fire reduction division.

### **ADJOURNMENT FOR FIRE DISTRICT 7 COMMISSIONER MEETING**

Vice Chair Snyder adjourned the Fire District 7 meeting at 1832 hours.

*Minutes respectfully submitted by Laana Larson, LSF Communications Director/District Secretary.*

**Summary Minutes of the Special Joint Board Workshop  
May 31, 2019**

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The Board of Fire Commissioners for SCFPD #7 and Lake Stevens Fire met in special session on May 31, 2019 in Chelan WA to conduct a workshop for the merging boards. The workshop was called to order at 7:00 PM by Commissioners Waugh and Elmore. Due to several Commissioners being unable to attend, the workshop was recessed until 13:30 on June 1 at Campbell’s Resort.

The workshop reconvened at 13:30 at Campbell’s Resort.

All Commissioners, Chief’s O’Brien and Meek conducted some exercises in team building and communications. No other business was conducted and no decisions were made.

The workshop concluded at 5:00 PM by Commissioner’s Waugh and Elmore.

**Snohomish County Fire District #7**

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Gary A. Meek  
Fire Chief

# **DISCUSSION ITEMS**

# **ACTION ITEMS**

## SCFD 7 Budget Amendment #2

GENERAL FUND:				
REVENUE ITEMS:		new revenue amt.	original budgeted	\$ change
GEMT	\$	4,753,977	\$ 1,400,000	\$ 3,353,976.97
Total Revenue Increases ( Decreases)			\$ -	\$ 3,353,976.97
EXPENDITURE CHANGES:				
EXPENDITURE ITEMS:		new expenditure amt.	original budgeted	\$ change
Amount to be paid of the Healthcare Authority for Inter-governmental Transfer	\$	1,231,556.52		\$ 1,231,556.52
Consulting Services - Liz Loomis	\$	45,000		\$ 45,000.00
Transfer to Retirement Reserve (LaSalle)	\$	665,564.00	\$ 518,564	\$ 147,000.00
total expenditure increases (decreases)				\$ 1,423,556.52
<b>Net increase (decrease) in fund balance</b>				<b>\$ 1,930,420.45</b>

RETIREMENT RESERVE FUND:				
REVENUE ITEMS:		new revenue amt.	original budgeted	\$ change
Transfer from General Fund	\$	665,564	\$ 518,564	\$ 147,000.00
Total Revenue Increases ( Decreases)			\$ -	\$ 147,000.00
EXPENDITURE ITEMS:		new expenditure amt.	original budgeted	\$ change
Retirement Medical	\$	117,300	\$ 107,000	\$ 10,300.00
Retirement Leave Buy Outs			\$ -	\$ -
Total Expenditure Increases ( Decreases)				\$ -
<b>Net increase (decrease) in fund balance</b>				<b>\$ 147,000.00</b>

MOTION:

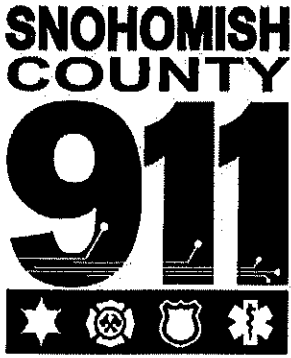
dated 6/13/2019

Motion to approve budget amendment #2 as presented above :

\_\_\_\_\_  
Randy Fay\_\_\_\_\_  
Jeff Schaub\_\_\_\_\_  
William Snyder\_\_\_\_\_  
Roy Waugh, Chairman\_\_\_\_\_  
Leslie Jo Wells\_\_\_\_\_  
Randall Woolery

Secretary to the Board





1121 SE Everett Mall Way, #200  
Everett, WA 98208

June 11<sup>th</sup>, 2019

*Via Email Only*

Chief Gary Meek  
163 Village Court  
Monroe, WA 98272

Dear Chief Meek:

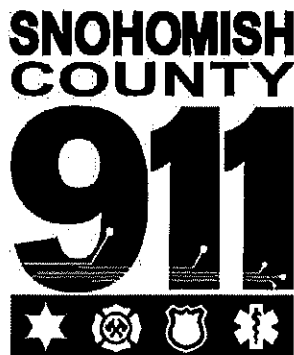
Thank you once again for your time spent working with SNO911 in renewing our existing lease agreement with your organization. Based upon our meeting last week, we have drafted this letter to provide the additional detail you requested with regards to our interpretation of specific provisions. In addition to this letter, I have attached a letter from our attorney providing his opinion that while the negotiations have taken longer than intended by both parties, our existing agreement is still in effect and should you determine to sign this letter, it will act as your agreement to our extension request as allowed by the agreement and subsequent correspondence.

#### **Lease Term Clarification**

The agreement had an original term of 15 years, and provides for renewal of up to four additional terms, each lasting five years. This means that the agreement could have a total term of up to 35 years. However, by renewing the agreement for this next period, FD 7 is only agreeing to renew the term for another five-year period, not the full 20. In another 5 years SNO911 would likely be making another renewal request which at that time FD 7 can entertain renegotiations of terms and conditions.

#### **Termination Understanding**

Based on our conversation, I believe that both organizations understand the value that the site located on your property provides. That being said, we also understand that change is inevitable and can occur at any time for a variety of reasons outside of either party's control such as the need for FD7 to close the fire station. While the agreement does not provide a clear definition of how an early termination can be accomplished, SNO911 is committed to partnering with FD 7 should it need to terminate this agreement early in a mutually agreeable manner. We would respectfully ask for as much notification as possible so that we can identify and design an alternate location, but do understand that the property may change ownership prior to the agreement and all of its renewal options expiring.



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Everett, WA 98208

### Fees

We hope that you found the financial comparison between your agreement and the other SNO911 member organizations beneficial. As we discussed, the rent being charged for the Clearview site is the same as that of the other SNO911 member leases, and there is potential for all of our SNO911 member leases to increase should FD 7 raise our rent at Clearview. We greatly appreciate your consideration of this.

Both parties wish to leave the existing agreement language intact to ease the renewal process, however SNO911 commits to FD 7 that at any time all of our site lease information is available to you, and we will inform you should any of our other member agencies increase their rent. We hope that all member agencies will understand the implications to all of their partners should this ever happen, but this information will be made available quickly to FD 7 should this ever occur during the term of our agreement.

We hope that the above information and commitments help assure FD 7 of our commitment to our business partnership and will aid in your consideration to renew our lease for the additional 5-year term. Please let me know if you have any questions or concern and I will address them promptly, otherwise I will look forward to receiving your response.

Kurt Mills

Executive Director, Snohomish County 911

By signing below, I agree to extend the existing and in effect Communication Site Lease for an additional 5 years per the original agreement schedule.

Gary Meek

Chief, Fire District 7

# COMMITTEE REPORTS

## **OTHER MEETINGS ATTENDED**

# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**

# **EXECUTIVE SESSION**