

**Summary Minutes of the Special Joint Commissioner Workshop  
March 4, 2019**

The Board of Fire Commissioners for SCFPD #7 and Lake Stevens Fire met in special session on March 4, 2019 at the Lake Stevens Fire Conference Center located at 10518 18<sup>th</sup> Street SE, Lake Stevens, WA 98258.

Commissioner Elmore called the meeting of the Joint Board of Fire Commissioners to order at 1801 hours. Commissioners Fay, Snyder, Waugh, Wells and Woolery with Snohomish County Fire District 7 and Commissioners Elmore, and Steinruck with Lake Stevens Fire were present. Commissioner Gagnon was absent with prior notice.

**LEADERSHIP RETREAT REVIEW**

Chief O'Brien commented on the recent leadership retreat. It was a very productive three days of working together and learning more about each other's organizations. Pat Sikora spoke with the group on an overview of the report; spoke on the importance of culture, perceptions, & communications; and engaged in team building exercises. The second day with Pat Sikora dug deeper into the culture of the two districts and what a merged districts culture would look like. Got us thinking about who we are a separate organization and who want to be. We talked about fears, challenges and hurdles. We also discussed our objectives and goals. It got us thinking "We", to put the past in the rear-view mirror and move forward, to transform our organizations into one new organization, and face-to-face communications etc.

Some conclusions that the team came to was that both organizations have great people and have outstanding service. Pat Sikora's model showed that the districts would work well together. The bottom line was to always continually seek improvement. Chief Meek commented on the great team building skills that Chief O'Brien organized, good relationships were built and barriers were broken down. Commissioners Elmore and Waugh had positive comments to their attendance. Commissioner Waugh felt that the retreat showed that while we would be just fine alone, we'd be better together.

**MANAGEMENT PLAN**

Chief O'Brien asked the boards if they had any questions or concerns. Chief Meek noted that they've presented the management plan a couple times to the District 7 board already and are now waiting to put it into place.

Commissioner Waugh requested to add to evaluate the Fire Chief not just to select and supervise, under Commissioner Responsibilities on Page 5 of the Management Plan. In addition, he asked how the board establishes the level of risk that is acceptable within the community, and whether or not the current studies need to be expanded to cover both areas clearly. He also inquired as to how Lake Stevens come to the realization that they needed to add an FTE for a Paramedic position and would like to see numbers to show why, so it can be shown to the public when they ask for money. A brief discussion took place surrounding these topics. Commissioner Schaub commented that when the districts merge there would be another Standards of Cover review and recommended a Joint Fire Commissioner Retreat. Commissioner Elmore agreed. Commissioners Elmore and Waugh will touch base going forward on retreat dates.

Chief Meek noted that on March 14 District 7 will be entertaining the action of accepting the petition of Lake Stevens Fire to merge with District 7. Should the petition be favored on this date, he'd like to have a discussion with the board as to when to begin implementing the management plan. Commissioner Elmore would like to address the policies and procedures up front before moving forward and would like to discuss that at the next joint board meeting. Access to both districts policies and procedures was identified by Commissioner Elmore to be helpful to have.

Commissioner Fay clarified that once the management plan was put into place, the phase two of that would be to have executive staff interviews and once that process is done, he inquired if the moves would occur within this interim year? Chief's Meek and O'Brien commented that the idea was that there will be the need to have people in certain positions doing things as separate agencies but that yes, the District wants to do everything they can to get

1 things set up to be as successful as possible. Some of this answers pertains to the executive session and would like  
2 to reserve some of the discussion for that.  
3

4 Commissioner Schaub noted that it was previously mentioned that the management plan could potentially begin as  
5 early as April 1, Chief O'Brien could be standing in as the merged chief. He passed this on after Chief Meeks'  
6 presentation of Pat Sikora's report, addressed at the Leadership meeting, McConnell noted that we don't want the  
7 report weaponized, but want to move forward to use it for good.  
8

9 Commissioner Waugh questioned what it would look like if the community says "no". Chief O'Brien commented  
10 that a citizen also asked that very question and the Districts response was that, first of all the message would be  
11 loud and clear that the communities don't want the districts to merge, but that the Districts may still choose to  
12 continue to work together.  
13

14 Commissioner Elmore also pointed out that we don't want to be in the situation that we *need* to merge for financial  
15 reasons and the best time is now while there is not a financial need.  
16

17 **BOARD GOVERNANCE POLICY**

18 Commissioner Schaub spoke briefly regarding the review of neighboring districts policies to compare where the  
19 holes might be. Lake Stevens has board ethics in their governance policy whereas District 7 does not and District 7  
20 has some other details that that Lake Stevens does not.  
21

22 It was requested to have attorney, Brian Snure, review these two documents and create a merged policy.  
23

24 **NEXT JOINT COMMISSIONER MEETING DATE**

25 Chief O'Brien requested to have the board pick the next couple of joint board meetings. Brief discussion took place.  
26 It was recommended that it would be more helpful to just set a normal pattern and time for joint meetings. Brief  
27 discussion took place surrounding good options. It was decided to have the 4<sup>th</sup> Thursday at 5pm of every month be  
28 joint meetings. The meetings would be rotated between Lake Stevens and Monroe  
29

30 **MOTION:** Commissioner Wells moved and Commissioner Schaub seconded to have the Regular Board Meeting  
31 that occurs the 4<sup>th</sup> Thursday time moved to 5pm and to be a Joint Commissioner meeting with Lake Stevens Fire.  
32 On vote, **Motion Carried 6/0**  
33

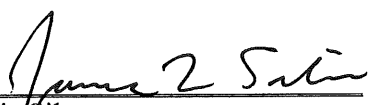
34 **EXECUTIVE SESSION**

35 The Joint Commissioners went into Executive Session at 1851 for forty five (45) minutes per RCW 42.30.110(1)(c)  
36 to consider the minimum price at which real estate will be offered for sale.  
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38 Regular session resumed at 1934 with no action as a result.  
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40 The meeting was adjourned at 1934 by Commissioner Elmore.  
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42 **Snohomish County Fire District #7**  
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47 Jamie Silva  
48 Secretary of the Board  
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