

**Summary Minutes of the Special Joint Board Meeting
April 18, 2019**

The Board of Fire Commissioners for SCFPD #7 and Lake Stevens Fire met in special session on March 4, 2019 at Snohomish County Fire District #7 Headquarters Training Room located at 163 Village Court, Monroe, WA 98272.

Commissioner Waugh called the meeting of the Joint Board of Fire Commissioners to order at 1730 hours. Commissioners Fay, Schaub, Waugh, and Wells with Snohomish County Fire District 7 and Commissioners Elmore, Gagnon and Steinruck with Lake Stevens Fire were present. Commissioners Snyder and Woolery with Snohomish County Fire District 7 were absent with prior notice.

Chief Meek announced there would be capital facilities project presentations from Derik Michel and Frank Lawhead with Lawhead Architects P.S. as well as Dave Fergus from Rice, Fergus, Miller. The purpose of this meeting was to bring the fire commissioners from both Districts together to work collaboratively on both projects to begin processing and prioritizing them. Chief O'Brien noted this was a kick off to developing a 10-15 year capital facilities development plan that will begin with an overview today. It was further explained that after this meeting, field trips will be scheduled so the Commissioners can get familiar. After the field trips, the staff will work with the architects to develop a new plan for capital projects as one agency hopefully by September with necessary projects, priorities and timelines.

CAPITAL PLANS

Deputy Chief Mike Messer of Lake Stevens Fire, introduced himself and explained the history with Lawhead Architects that began about a year and a half prior. He briefly walked through a handout regarding call volume, staffing and trends.

Frank Lawhead explained the project history and then showed elevations, site plans, floor plans, and perspectives for stations 81(new), 83(remodeled), 84 Campus (new) to include both a shop or administration building.

Commissioner Schaub questioned the 84 campus having the administration and shop. Chief O'Brien explained that currently it looks like it will now just accommodate the station and one other building. It could be a shop, administration building, training facility etc., but the site is smaller.

Commissioner Fay requested an update on where the current conversation has been of the shop and the future plans especially with the tent and canopy. He wondered if a satellite location was the nature of the discussions or if the District looking to do something together. Mike Messer noted there has been preliminary discussions about a satellite area but land is a definite issue. It was noted there was only room to build 2 of the 3 buildings initially planned.

Commissioner Waugh asked about the administration for the same issue as well. Chief Meek noted that was a good question but reminded everyone to understand the presentation from Lawhead was all Lake Stevens pre-merger talks. The executive discussion regarding some land today will help drive it and the admin building has also been discussed.

Waugh inquired how the prioritizing projects was going to be determined. Would it be by using unit utilization and standards of cover, or by firefighter preferences etc.? He also questioned what are the criteria that the industry uses now for safety and efficiency so the commissioners can make good decisions? Chief Meek noted the Center for Public Safety Excellence (CPSE), the Standards of Cover, and NFPA as some. The District will be trying to bring all of those in from a long range facility plan to get facilities up and moving into the future. Past examples for District 7 were given. It was explained that this is an expansion of the current Lake Stevens plan based on their needs. Brief discussion took place

1 surrounding current issues. Station 32 will be a concern going into the future as it's not built to be staffed
2 and it's staffing of three members. He noted everyone was here today to kickoff discussions of the current
3 facilities, needs and proposals.
4

5 Commissioner Fay mentioned he heard the 75% utilization threshold and out of Lake Stevens current
6 stations what are those percentages, are we getting close? Larry Huff had a much more comprehensive
7 plan on that and it was noted that he will forward the fire/EMS numbers for unit utilization to the Board.
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9 Chief Meek explained that District 7 is functioning out of six stations and has contracted with Dave Fergus
10 from Rice Fergus Miller to work on some projects.
11

12 Dave Fergus then presented District 7's current projects that began about a year ago and gave a handout
13 that outlined five projects: Station 32 remodel or replacement, Station 76 interior remodel, Station 72
14 replacement, Station 31 paving improvements, and roofing the Administration Building.
15

16 Station 76 in Mill Creek is an interior remodel project. He used a professional cost estimator that came to
17 \$377,000 including project costs. It's partially owned with Mill Creek so funding for it is in question.
18 Parking is an issue, it was noted it is a difficult station with not a lot of room to grow but is a very busy
19 station.
20

21 Fay questioned if it was feasible to rebuild on the Station 32 site and it was thought that it was. Plans for
22 the site will dictate what needs to be built there such as how many bays, bedrooms, etc. Building a 2-story
23 is not that practical for that area. If Station 32 were moved to a new site, two acres would be recommended
24 with a buildable area of at least 1-1.5 acres.
25

26 The district did look at Station 72, it would be too expensive to remodel and it was noted that rebuilding
27 on the site would work. Rudimentary cost per square foot was estimated at 9.5 million. The next step
28 would be to hone in on this more. Cost inflation is beginning to spike along with contractor non-
29 availability which drives the price up. The reason for the expense of the remodel was the length of the
30 bays, the building being out of time/date, and the fact that masonry is difficult to remodel. It was built at
31 a different time and purpose than it is today and that station is pushing 40 years. The crew's quarters were
32 built to be expanded but became too expensive to bring everything up to standards. Commissioner Waugh
33 noted he was unaware of those Station 72 remodel numbers. Operations during a rebuild is a huge issue
34 to overcome. Commissioner Schaub noted the UGA is already growing and we need to be aware of the
35 need for growth. Purchasing available land nearby and flipping it if it was not going to be used was also
36 briefly discussed.
37

38 Replacing asphalt with concrete at Station 31 was discussed as well as replacing the Admin Building roof
39 that is leaking. There was no construction cost yet available. There are multiple phases of how far the
40 District should go into fixing the Admin Building. If HVAC, lighting, power etc. were fixed first it would
41 delay the roof. It was recommended to fix the roof first and look at the other items later.
42

43 The last project was for a regional training campus. District 7 has a great piece of property that has some
44 useful wetlands, storm ponds, steep slopes that are great training environments. Training centers like this
45 can be built very incrementally. But the map showed a long range vision of the 53 acres with 20+ usable
46 acres. Commissioner Elmore noted that if DOT would allow a different access off 522 that would also
47 help.
48

49 Chief Meek noted that they've been looking at the Station 33 analysis. They looked at call volume at
50 station 75 when it was relocated to Station 74 and now looked at call volume at Station 74 to 33. By
51 closing 75 to 74 was in essence saving the taxpayers \$2 million per year. He gave an example of great
52 placement of Station 33 with a fire alarm call at Frylands Elementary where Station 33 was first in due to
53 station 31 and 32 being on another call.

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A 10 minute break was taken at 1850.

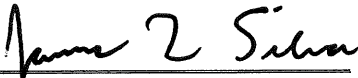
EXECUTIVE SESSION

The Joint Commissioners went into Executive Session at 1900 for thirty (30) minutes per RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by purchase for Lake Stevens Fire.

Regular session resumed at 1925 with action from Lake Stevens Fire Commissioners only.

The meeting was adjourned at 1926 by Commissioner Waugh.

Snohomish County Fire District #7



Jamie Silva
Secretary of the Board