



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

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# **SEMIMONTHLY ACTIVITY REPORT**

**July 11, 2019**

**3:30 PM**

**Station 31 Training Room / Monroe**

**SNOHOMISH COUNTY FIRE DISTRICT #7  
WASHINGTON**

# **AGENDA**

**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 REGULAR MEETING AGENDA**  
**Snohomish County Fire District 7**  
**Station 31 / Monroe, WA**  
**3:30 PM**  
**Thursday, July 11, 2019**

1. **Open the Meeting of July 11, 2019**
    - A. Commissioners Waugh and Snyder are excused with prior notice.
  2. **Pledge of Allegiance**
  3. **General Public Comment**
  4. **Union Comment**
    - A. IAFF
    - B. Teamsters
  5. **Promotional Badge Pinning**
  6. **Executive Session:**
    - A. Negotiations of a publicly bid contract RCW 42.30.110(1)(d) and discuss with legal counsel potential litigation RCW 42.30.110(1)(i).
  7. **Fire Chief Report**
    - A. As presented
  8. **Consent Agenda**
    - A. Approve Vouchers:
      - 1) Benefit Vouchers: #19-01700- #19-01707; (\$399,400.33)
      - 2) AP Vouchers: #19-01708 - #19-01840; (\$346,773.51)
    - B. Approve Payroll:
      - 1) Payroll: July 15, 2019; (\$746,658.47)
    - C. Approval of Minutes
      - 1) Approve Joint Board Meeting Minutes – June 27, 2019
    - D. Secretary's Report on Correspondence
  9. **Discussion Item**
  10. **Action Item**
    - A. VEBA MOU's
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**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, July 22, 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, September 5, 2019 – 19:30 / TBD

**11. Old Business:**

**12. Call on Commissioners:**

**13. Attendance Check:**

- A. Thursday, July 25, 2019 – 17:00 / Lake Stevens Fire Conference Center  
 (Commissioners Snyder and Woolery are excused with notice)

# **EXECUTIVE SESSION**

# **FIRE CHIEF REPORT**

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To: Board of Fire Commissioners  
 From: Gary A. Meek, Fire Chief  
 Subj: Fire Chief Report for July 11, 2019

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

1. Reminder to the Board that this meeting will be held at Station 31 in the Training Room. I will be conducting a badge pinning ceremony at the beginning of the meeting for 3 new lieutenants and 2 new driver/operators.
  2. The Communications Committee members continue to meet with Liz Loomis. The next meeting is TBD.
  3. Chief's Meek, O'Brien, Andrews and Dorsey continue to meet with Chief Halverson to discuss the ALS agreement. Our next meeting will be held on July 11<sup>th</sup>.
  4. I have completed the Chief's Interviews for firefighter positions. Conditional offers were made to 6 of the candidates with a start date of September 1. They will be placed in the Consortium Recruit Academy scheduled to start the 3<sup>rd</sup> week of September. These positions are backfilling for attrition. Thank you to Chief Clinton for all his work conducting thorough backgrounds and preparing the report for these interviews.
  5. On July 2 the District conducted a Water Safety Camp on Lake Tye in Monroe. The camp had 20 children participate. This program resulted in a massive media coverage and positively promoted the values of District 7. I want to give special recognition to Lt / Paramedic Jamal Beckham who presented the idea, Driver/Operator Paramedic Dave Hanson for his part in developing the course criteria and acquiring all of the necessary equipment, PIO/PE Heather Chadwick for coordinating and promoting and to all of the personnel who participated to make this camp a huge success: LeRoy Schwartz, Clay Mattern, Kevin Sullivan, Pat Gjerde, Bill Gunterman, and Station 32 crew Justin Bradley, Matt James, Rusty Hunt.  
 The next water safety camp is scheduled for Thursday, August 8<sup>th</sup> at Lundeen Park in Lake Stevens.
  6. Camille conducted a Finance Committee meeting on July 3<sup>rd</sup> to review the Annual Report for submission to the State Auditor.
  7. Chief O'Brien and I attended the Sievers Plaza Naming Ceremony at the County Courthouse campus on July 10<sup>th</sup>. While at this ceremony Council Member Sam Low notified us that the fireworks issue would be on the Council agenda in September.
  8. Chief O'Brien and I conducted a merger presentation to the Lake Stevens Kiwanis at their regular meeting on July 10<sup>th</sup>.
  9. Chief's interviews for the HR Analyst candidates are scheduled for July 10<sup>th</sup>.
  10. Board members will be receiving a doodle-poll in the next couple of days to establish the dates for a commissioner retreat in September.
  11. The mediation for Station 33 is scheduled for July 12<sup>th</sup> – 09:00 – 17:00.
  12. We will be having an executive session with Mitch Cogdill to review negotiations of a publicly bid contract RCW 42.30.110(1)(d) and discuss with legal counsel potential litigation RCW 42.30.110(1)(i).
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# **CONSENT AGENDA**



# Snohomish County Fire District #7 Claims Voucher Summary

07/09/2019

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: \_\_\_\_\_

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
19-01700	DEPARTMENT OF RETIREMENT SYSTEMS		2,906.26
19-01701	Fire 7 Foundation		247.50
19-01702	HRA VEBA TRUST		45,351.91
19-01703	LEOFF TRUST		267,590.69
19-01704	TD AMERITRADE INSTITUTIONAL		388.50
19-01705	TD AMERITRADE TRUST CO		11,037.41
19-01706	TRUSTEED PLANS SERVICE CORP		23,894.75
19-01707	VOYA INSTITUTIONAL TRUST CO		47,983.31

<b>Page Total</b>	399,400.33
<b>Cumulative Total</b>	399,400.33

## Snohomish County Fire District #7

07/09/2019

### Claims Voucher Summary

Page 1 of 4

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: 7-11-19

Signatures:

Voucher	Payee/Claimant	1099 Default	Amount
19-01708	ALL BATTERY SALES AND SERVICE		464.55
19-01709	ALLSTREAM BUSINESS US, INC		313.09
19-01710	ALLSTREAM BUSINESS US, INC		111.55
19-01711	ALLSTREAM BUSINESS US, INC		123.95
19-01712	ANDGAR CORPORATION		13,635.18
19-01713	ARAMARK UNIFORM SERVICES		168.24
19-01714	ATLANTIC SIGNAL LLC		1,947.00
19-01715	BADGLEY'S LANDSCAPE		9,709.61
19-01716	BATES INC		40.54
19-01717	BICKFORD MOTORS INC.		232.40
19-01718	CENTRAL WELDING SUPPLY		616.30
19-01719	CHRISTENSEN, INC		3,208.09
19-01720	CITI CARDS		4,136.30
19-01721	CITY OF MONROE		158.00
19-01722	CITY OF MONROE		457.81
19-01723	CITY OF MONROE		164.72
19-01724	CITY OF MONROE		668.46
19-01725	CLEARFLY COMMUNICATIONS		745.57
19-01726	COGDILL, NICHOLS, REIN		4,329.85
19-01727	COMCAST		148.41
19-01728	COMCAST		148.41
19-01729	COMCAST		393.12
19-01730	COMCAST		293.43
19-01731	COMCAST		158.43
19-01732	COMCAST		350.29
19-01733	COMCAST		158.61
19-01734	COMCAST		148.63
19-01735	COMDATA NETWORK, INC		1,761.02
19-01736	COURIERWEST, LLC		1,932.00
19-01737	CRAIG CLINTON		1,016.20
19-01738	CRESSY DOOR COMPANY, INC		7,198.81
19-01739	CREWSENSE LLC		846.87
19-01740	CROSS VALLEY WATER DISTRICT		243.79

**Page Total** 56,029.23

**Cumulative Total** 56,029.23

## Snohomish County Fire District #7

### Claims Voucher Summary

07/09/2019

Page 2 of 4

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

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

Voucher	Payee/Claimant	1099 Default	Amount
19-01741	CROSS VALLEY WATER DISTRICT		781.11
19-01742	CROSS VALLEY WATER DISTRICT		215.05
19-01743	CROSS VALLEY WATER DISTRICT		54.63
19-01744	CUMMINS NORTHWEST LLC		175.02
19-01745	DEPARTMENT GRAPHICS		2,355.21
19-01746	DIRECTV		64.63
19-01747	EASTSIDE A/V LLC		1,600.84
19-01748	EMERALD SERVICES, INC		69.23
19-01749	EMPLOYMENT SECURITY DEPARTMENT		509.95
19-01750	EMS TECHNOLOGY SOLUTIONS, LLC		2,401.00
19-01751	FAAC INCORPORATED		15,125.00
19-01752	FREIGHTLINER NORTHWEST		1,221.43
19-01753	GALLS, LLC - DBA BLUMENTHAL UNIFORM		1,118.50
19-01754	GRAINGER		276.40
19-01755	HIGHWAY AUTO SUPPLY		323.40
19-01756	HILL STREET CLEANERS		16.40
19-01757	HYDRAULEX		13,507.81
19-01758	INTERFACE TECHNOLOGIES NORTHWEST		1,596.24
19-01759	IRON MOUNTAIN INC		302.67
19-01760	ISOUTSOURCE		5,417.89
19-01761	KEITH B WACHALEC		1,016.49
19-01762	KEVIN GLEASON		300.00
19-01763	KOHLER, LOREN		105.00
19-01764	KROESEN'S UNIFORM COMPANY		52.76
19-01765	LIFE ASSIST INC		9,020.93
19-01766	LIZ LOOMIS PUBLIC AFFAIRS		4,505.94
19-01767	LN CURTIS & SONS		67.98
19-01768	LOWE'S		1,143.26
19-01769	MACDONALD MILLER FACILITY SOLUTIONS		400.04
19-01770	MCDANIELS DO-IT-BEST		85.70
19-01771	MICHAEL FITZGERALD		1,978.60
19-01772	MOBILE HEALTH RESOURCES		552.50
19-01773	MONROE PARTS HOUSE		3,605.83

Page Total

69,967.44

Cumulative Total

125,996.67

## Snohomish County Fire District #7

07/09/2019

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Page 3 of 4

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

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

Voucher	Payee/Claimant	1099 Default	Amount
19-01774	MUNICIPAL EMERGENCY SERVICES, INC.		22,881.46
19-01775	NORTH SOUND HOSE & FITTINGS INC		40.94
19-01776	NORTHWEST FIRE TRAINING GROUP		2,200.00
19-01777	OFFICE DEPOT		205.86
19-01778	ORION MEDICAL SUPPLY INC		523.55
19-01779	PACIFIC POWER BATTERIES		32.13
19-01780	PETROCARD SYSTEMS, INC.		1,264.10
19-01781	PRIDE ELECTRIC, INC		19,913.52
19-01782	PUGET SOUND ENERGY		82.45
19-01783	PUGET SOUND ENERGY		117.48
19-01784	PUGET SOUND ENERGY		83.87
19-01785	PURCELL TIRE & SERVICE CENTER		2,457.19
19-01786	REPUBLIC SERVICES #197		57.89
19-01787	REPUBLIC SERVICES #197		98.20
19-01788	REPUBLIC SERVICES #197		183.55
19-01789	REPUBLIC SERVICES #197		167.26
19-01790	REPUBLIC SERVICES #197		286.08
19-01791	RICOH USA, INC		562.54
19-01792	RICOH USA, INC		452.33
19-01793	RIGID PLUMBING AND DRAIN SERVICES LLC		788.46
19-01794	ROSE CITY LABEL		206.00
19-01795	S.C.F.P.D. #4		750.00
19-01796	SILVER LAKE WATER		151.70
19-01797	SILVER LAKE WATER		47.60
19-01798	SILVER LAKE WATER		111.23
19-01799	SILVER LAKE WATER		47.60
19-01800	SMARSH INC		1.61
19-01801	SNOHOMISH COUNTY 911		66,703.58
19-01802	Snohomish County Fire District 26		848.00
19-01803	SNOHOMISH COUNTY PUD		2,082.74
19-01804	SNOHOMISH COUNTY PUD		152.49
19-01805	SNOHOMISH COUNTY PUD		7.84
19-01806	SNOHOMISH COUNTY PUD		1,009.86

**Page Total** 124,519.11

**Cumulative Total** 250,515.78

## Snohomish County Fire District #7 Claims Voucher Summary

07/09/2019

Page 4 of 4

Fund: General Fund #001

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

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

Voucher	Payee/Claimant	1099 Default	Amount
19-01807	SNOHOMISH COUNTY PUD		128.14
19-01808	SNOHOMISH COUNTY PUD		545.90
19-01809	SOUND PUBLISHING, INC		799.00
19-01810	SPEEDWAY CHEVROLET		182.72
19-01811	STRYKER SALES CORPORATION		278.46
19-01812	TOWN & COUNTRY TRACTOR INC.		5.11
19-01813	TOWN CENTER EYE CARE LLC		510.00
19-01814	TRUE NORTH EMERGENCY EQUIPMENT INC		575.93
19-01815	UNITED PARCEL SERVICE		15.82
19-01816	US BANK		44,608.83
19-01817	US BANK VOYAGER		10,584.73
19-01818	VERAX CHEMICAL COMPANY		33.85
19-01819	VERIZON WIRELESS		2,525.45
19-01820	VERIZON WIRELESS		14.95
19-01821	VERIZON WIRELESS		1,830.63
19-01822	WASTE MANAGEMENT NORTHWEST		240.43
19-01823	WASTE MANAGEMENT NORTHWEST		239.00
19-01824	WASTE MANAGEMENT NORTHWEST		260.30
19-01825	WASTE MANAGEMENT NORTHWEST		192.30
19-01826	WASTE MANAGEMENT NORTHWEST		151.89
19-01827	WASTE MANAGEMENT NORTHWEST		206.94
19-01828	WASTE MANAGEMENT NORTHWEST		246.09
19-01829	WASTE MANAGEMENT NORTHWEST		117.27
19-01830	WASTE MANAGEMENT NORTHWEST		186.60
19-01831	WASTE MANAGEMENT NORTHWEST		142.30
19-01832	WASTE MANAGEMENT NORTHWEST		117.37
19-01833	WASTE MANAGEMENT NORTHWEST		99.62
19-01834	WAVE BUSINESS		144.54
19-01835	WAVE BUSINESS		664.05
19-01836	WELLSPRING FAMILY SERVICES EAP		316.20
19-01837	WEST COAST FIRE & RESCUE		360.79

<b>Page Total</b>	66,325.21
<b>Cumulative Total</b>	316,840.99

# Snohomish County Fire District #7

07/10/2019

## Claims Voucher Summary

Page 1 of 1

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Date: 7-11-19

Signatures:

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

Voucher	Payee/Claimant	1099 Default	Amount
19-01838	ASTRAL COMMUNICATIONS		10,861.55
19-01839	CDW GOVERNMENT LLC		17,578.39
19-01840	PEDIATRIC EMERGENCY STANDARDS		1,492.58

<b>Page Total</b>	29,932.52
<b>Cumulative Total</b>	29,932.52



Snohomish County  
**FIRE DISTRICT 7**

*Earning Trust Through Action*

## Payroll Summary

## 7/15/2019

CHECK DATE	7/15/2019
PERIOD BEGIN	7/01/2019
PERIOD END	7/15/2019

Direct Deposits	\$	598,965.37
Paper Checks	\$	1,958.20
Taxes	\$	145,734.90
<b>Total</b>	<b>\$</b>	<b>746,658.47</b>

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## **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

June 27, 2019

1710 hours

### **CALL TO ORDER**

Chairman Elmore called the meeting to order at 1710 hours.

### **PLEDGE OF ALLEGIANCE**

### **ATTENDANCE**

LSF: Chairman Elmore, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, and Director of Finance & Administration Leah Schoof.

Vice Chair Steinruck was absent with prior notice.

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

Chairman Waugh and Commissioner Wells were both absent with prior notice.

## **LAKE STEVENS FIRE REGULAR BUSINESS**

### **ADDITIONAL AGENDA ITEMS** None

### **MINUTES**

Minutes 19-05-31  
Minutes 19-06-06

Motion to approve the May 31 and June 6, 2019 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore  
Vote Passed, Vice Chair Steinruck is an excused absence.

### **FINANCIAL REPORT**

Investment Report

Vouchers

Motion to approve Expense Vouchers dated June 20, 2019 in the total amount of \$50,336.17 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore  
Vote Passed, Vice Chair Steinruck is an excused absence.

Motion to approve Capital Initiative Vouchers dated June 20, 2019 in the total amount of \$7628.13 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon  
Vote Passed, Vice Chair Steinruck is an excused absence.



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Motion to approve Capital Replacement Voucher dated June 20, 2019 in the total amount of \$33,466.23 as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore  
 Vote Passed, Vice Chair Steinruck is an excused absence.

Motion to approve Strategic Fund Voucher dated June 20, 2019 in the total amount of \$8592.62 as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon  
 Vote Passed, Vice Chair Steinruck is an excused absence.

#### Payroll:

Motion to approve the June 2019 Payroll in the total amount of \$660,741.62 as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Elmore  
 Vote Passed, Vice Chair Steinruck is an excused absence.

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

Leah noted one addition under the communications equipment line item. It was explained it was not a deficit but rather to report out the purchases within their line items so it was more a timing issue.

#### **CORRESPONDENCE**

Greetings from Vienna  
 Thank You for Service  
 Birth Announcement from Fujiwara-Herbert Family  
 Thank You from LS Chamber of Commerce

#### **OLD BUSINESS**

##### **Discussion**

Merger with Fire District 7:

Chief O'Brien commented that the chiefs and Leah have been meeting with a lot of the community. The biggest question is what happens to their hometown fire stations. The message is that the hometown feel will not change. There will still be pancake breakfast's etc. Things are ready and lined up for the August 6<sup>th</sup> election. We will continue with our merger presentation schedule and we appreciate the support from our Commissioners. A "just in case" ballot for November, drawn up by Brian Snure, will be presented at the next meeting for the commissioners to review. It was noted that if the vote does not fail the November ballot can be pulled.

There will be two direct mailings to the Lake Stevens community.

The FAQ Card goes out the same day the ballot drops in mail & the newsletter will be sent out the following week.

##### **Action**

Lexipol Policy 701 Fixed Asset / Inventory System:

Motion to adopt Lexipol Policy 701 Fixed Asset / Inventory System as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon  
 Vote Passed, Vice Chair Steinruck is an excused absence.

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Lexipol Policy 702 Surplus Property:

Motion to adopt Lexipol Policy 702 Surplus Property as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Commissioner Elmore  
Vote Passed, Vice Chair Steinruck is an excused absence.

## **NEW BUSINESS**

### **Discussion**

Temporary Structure for Office Relocation

Chief O'Brien informed them that thanks to the help of Messer and Lawhead, they are pursuing the leasing of the temporary structure to put on the adjacent property at Station 82 to serve as a storefront for the community. There's a packet that Chief Messer and Lawhead are putting together. Chief Messer noted it was a 60' x 48' trailer rental to work with the space however is needed. They are currently working with the City on the permitting process and utility companies for power & sewer options and expect about another two weeks of the planning process before the packet will be ready for the commissioners.

Fire Training Facility Use Agreement

Chief O'Brien noted that the use agreement with District #4 to use their training facility was mostly housekeeping to renew the language and had already been viewed by legal. Commissioner Elmore wanted to know what the financial change was for the agreement.

This was provided simply for review and the District plans to ask for approval at the following Commissioner Meeting.

**Action:** None

## **CHIEF'S REPORT**

Captain hiring process: Chief O'Brien commented that they've promoted four new captains. Captains Brian Kees, Nate Dillon, Lisa Defenbaugh & Jerry Aamold will start their new positions effective July 1, 2019. This fulfills the 4 platoon requirements, it was a difficult process with great candidates and congratulations to them.

As of 6/28/19 Chief O'Brien has completed his term as Rotary President of Lake Stevens.

There was a successful executive team mini retreat. Chief O'Brien briefly covered what they did at the retreat.

Guns & Hoses is coming up July 18 6pm on Machias Road. They will be collecting peanut butter for donations to the Food Bank. Free hot dogs are also available while supplies last. All battalions are invited.

*The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, July 11 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.*

Chief O'Brien commented that he will be unable to attend the July 11<sup>th</sup> meeting. It was not that both Commissioners Gagnon and Elmore would not be able to attend either. They agreed to move the meeting to Tuesday July 16<sup>th</sup> at 5:30pm.

## **GOOD OF THE ORDER**

Chairman Elmore thanked everyone in both departments for all their hard work with the merger and it seems things are really starting to come together.

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## FIRE DISTRICT 7 REGULAR BUSINESS

### **AGENDA CHANGES:**

- Next Meeting will be located at Station 31 Training Room
- Executive Session was added for 10 minutes per RCW 42.30.140 (4)(a)
- New Discussion: Annexing of unprotected areas
- Consent Agenda Addition of Benefit Vouchers for approval

### **GENERAL PUBLIC COMMENT:** None

### **UNION COMMENT:**

Union Secretary Ray Sayah noted they had a great week at the State Council convention and District 7's Local introduced legislation to make heart disease a presumptive illness which would have helped aid brother Shouse's situation. It was met with a lot of fanfare and approval and they will be going to the legislative session in January with that message. While there they had a reaffirmation of the merger of two locals, District 7 and Lake Stevens Fire, with the Vice President receiving the merger document on the shores of Lake Washington. The union is looking forward to doing more to support the merger and the levy and have made an order of signs to help inform the public. The local also wanted to congratulate the District on the result of the arbitration and appreciated the chance to participate on equal ground to have both sides heard.

### **CHIEF'S REPORT**

Chief Meek discussed items from the Chief's Report.

He also added that he felt the mini retreat was successful and wanted to thank Chief O'Brien for making it fun, educational while still addressing some serious conversations.

### **CONSENT AGENDA**

#### **A. Voucher Approval:**

- AP Vouchers #19-01601 - #19-01682 in the amount of \$440,741.72 to be approved.
- New Benefit Vouchers #19-01684 in the amount of \$3,374.85 to be approved.
- New Benefit Vouchers #19-01685- #19-01699 in the amount of \$450,170.68 to be approved.

#### **B. Payroll Approval:**

- The June 30, 2019 regular pay was submitted for approval in the amount of \$1,132,766.24.

#### **C. Approval of Minutes**

- 1) Approve Joint Board Meeting Minutes of June 13, 2019.

#### **D. Secretary's Report on Correspondence:**

**MOTION:** Commissioner Fay moved and Commissioner Schaub seconded to approve the Consent Agenda.  
On vote, **Motion Carried 4/0**

Chief Meek noted that \$365,308.37 was for annual leave sell back on the June 30<sup>th</sup> payroll.

### **DISCUSSION ITEMS:**

#### **A. Commissioners on Safety Committee**

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

There were some brief discussion regarding this topic at Lake Chelan. It was agreed to defer this conversation to the Joint Meeting.

**B. HRA VEBA MOU's**

Assistant Chief Silva noted that the District has met with our HRA VEBA rep for offering different VEBA contributions for each workgroup rather than everyone being committed to one rule for the District.

**C. Annexation of unprotected areas**

Chief Silva explained that there are a couple annexations in the works, the first one being substitute senate bill 5010 that just passed legislature and is effective July 28, 2019. This bill states that if you have any property wholly surrounded by a fire district but not paying fire tax that a process could be completed without the need for a petition. There are 26 properties within Fire District 7 that meet that qualification. There's a process where the District notifies the property owners by letter, there will be a public hearing, then a resolution to the Board for approval, and the property owners can appeal to the BRB but the BRB cannot invoke jurisdiction.

The other annexation is for unprotected properties just outside the District boundaries. There are 16 of those properties have signed petitions to be annexed into the fire district.

**ACTION ITEMS:** None

**COMMISSIONER COMMITTEE REPORTS**

- A. Safety Committee:** Meeting next June 24 1800 hours at Station 71. Commissioner Schaub reported on some minor vehicle scrapes with Evergreen entrance. Other injury reports were covered. Annual physicals have been moved up to the first weeks of September for the Wellness Program.
- B. Strategic Plan:** Chief Meek gave a quick update that Kendall Hodson, the consultant the District plans to use for the Strategic Plan, has a full plate at the moment and will reach out to the District when she is next available.

**OTHER MEETINGS ATTENDED**

- A. Sno-Isle Commissioner Meeting:** Meets next September 2, 2019 1930 hours

**OLD BUSINESS:** None

**CALL ON BOARD:** Chief Meek noted that the Mill Creek festival is coming up July 13-14 and Commissioners were encouraged to attend.

**ATTENDANCE CHECK**

All board members in attendance noted they would be available 1530 for the July 11, 2019 at Station 31 Admin Building with the exception of Commissioner Snyder who will miss both meetings in July and Commissioner Woolery also noted he would be absent for the second meeting on July 25. It was believed that Commissioner Waugh was also going to be absent for the July 11 meeting.

It was noted the District 7 executive session would occur after the joint meeting business.

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## JOINT MEETING BUSINESS

### **DRAFT BOARD RULES AND POLICIES**

Chief O'Brien noted there are two teams working on operational policies to see what needs to be melded and the same is occurring on the operational side. The draft board policy is still in the works.

### **MERGER MANAGEMENT PLAN**

Chief Meek noted that the job duties and descriptions are getting dialed in to be able to move forward.

### **CULTURAL INTEGRATION TEAM**

Chief O'Brien noted that the CIT has met a couple times and have identified a CIT mission and goals. There has already been great success just in getting together. This group is tasked with reaching out to everyone in the district for their input.

### **SAFETY COMMITTEE**

During the Commissioner Chelan retreat there was discussion about removing attendance to some committees and adding new involvement. Two in discussion were safety committee and labor management but it was agreed to discuss only the Safety Committee at this meeting as it was the only agenda item. Commissioner Fay noted that he has listened to everyone's opinion on commissioner involvement in the Safety Committee can see ending Commissioner involvement on that particular committee and is willing to personally step off the committee. Commissioner Schaub noted that nothing was more important to him than the safety of the firefighters. His perspective never saw anything contentious as a commissioner but rather than to keep a pulse on the safety of the district. He will honor whatever the joint board decides but enjoys participating in this committee. Commissioner Gagnon pointed out that this is a good time to end involvement now when there is no agenda when in the future, a commissioner could possibly have an agenda. Commissioner Snyder noted that if it involves management, the commissioners shouldn't be involved.

### **JOINT COMMISSIONER RETREATS**

Chief O'Brien would like to schedule a 3-day off-site Joint Commissioner Retreat for the end of September or beginning of October with Dr. Sikora to help engage the discussion of the districts cultures, bonding, etc. All commissioners in attendance were in agreement. It was agreed that the third week of September would work and to stick to the weekends. A Doodle Poll will be sent out for specific dates/times.

### **NEXT JOINT COMMISSIONER MEETING – JULY 25**

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, July 25 at the LSF Conference Center located at 10518 – 18<sup>th</sup> Street SE, Lake Stevens.

### **ADJOURNMENT**

Chairman Elmore and Chairman Snyder adjourned the joint meeting at 6:15 hours.

Motion to adjourn the meeting at 6:15 hours.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Gagnon  
Vote Passed, Vice Chair Steinruck is an excused absence.

### **DISTRICT 7 EXECUTIVE SESSION**

The District 7 Commissioners went into Executive Session at 6:20 for ten (10) minutes per RCW 42.30.140 (4)(a).

Regular session resumed at 6:30 with no action to follow.

# DISCUSSION ITEMS

# **ACTION ITEMS**

**HRA VEBA  
Memorandum of Understanding  
Between  
Snohomish County Fire District #7  
And  
Exempt Employees**

Snohomish County Fire District #7 (“Employer”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all Exempt employees (“Group”) defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

**Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas.:**

**Sick leave cash-outs upon separation from service or retirement.** Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused sick leave days accrued and available for cash-out upon retirement or separation from service per negotiated union agreement.

**Direct Employer contributions.** All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

**Direct Employer contributions.** Eligibility is limited to Group employees who have the following sick leave usage from the member’s previous year sick leave usage:

0	Hours	\$125.00
1-48	Hours	\$100.00
49-72	Hours	\$ 75.00
73-96	Hours	\$ 50.00
>96	Hours	\$ 0.00

The above monthly amounts shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

**Other.** The District shall make an annual contribution of money equal to 100 hours of the employee’s regular pay for each eligible employee in this work group. Such amount shall be deposited in December of each year or prorated if an employee from this group retires before the end of the year.

The term of this agreement shall be effective from \_\_\_\_\_ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

\_\_\_\_\_

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

Signed for **Exempt Employees**

\_\_\_\_\_

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



**HRA VEBA  
Memorandum of Understanding  
Between  
Snohomish County Fire District #7  
And**

**International Association of Firefighters Union 2781 – Represented Chief Officers**

Snohomish County Fire District #7 (“Employer”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees of International Association of Firefighters Union 2781 Represented Chief Officers (“Group”) defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

**Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:**

**Direct Employer contributions.** All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

**Direct Employer contributions.** Eligibility is limited to Group employees who have the following sick leave usage from the member’s previous year sick leave usage:

0	Hours	\$125.00
1-48	Hours	\$100.00
49-72	Hours	\$ 75.00
73-96	Hours	\$ 50.00
>96	Hours	\$ 0.00

The above monthly amounts shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from \_\_\_\_\_ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

\_\_\_\_\_

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

Signed for **International Association of Firefighters Union 2781**

\_\_\_\_\_

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

**HRA VEBA  
Memorandum of Understanding  
Between  
Snohomish County Fire District #7  
And  
International Association of Firefighters Union 2781**

Snohomish County Fire District #7 (“Employer”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees of International Association of Firefighters Union 2781 (“Group”) defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

**Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:**

- Direct Employer contributions.** All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from \_\_\_\_\_ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

\_\_\_\_\_

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

Signed for **International Association of Firefighters Union 2781**

\_\_\_\_\_

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

**HRA VEBA  
Memorandum of Understanding  
Between  
Snohomish County Fire District #7  
And  
General Teamsters Union Local #38**

Snohomish County Fire District #7 (“Employer”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees in the General Teamsters Union Local #38 (“Group”) defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

**Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:**

**Sick leave cash-outs upon separation from service or retirement.** Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused sick leave days accrued and available for cash-out upon retirement or separation from service per negotiated union agreement.

**Direct Employer contributions.** All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

**Direct Employer contributions.** Eligibility is limited to Group employees who have the following sick leave usage from the member’s previous year sick leave usage:

0 Hours	\$125
1-40 hours	\$100
41-80 hours	\$75
81-120 hours	\$50
>120 hours	\$0

The above monthly amounts shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from \_\_\_\_\_ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

\_\_\_\_\_

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

Signed for **General Teamsters Union Local 38**

\_\_\_\_\_

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

**HRA VEBA  
Memorandum of Understanding  
Between  
Snohomish County Fire District #7  
And  
Shop Employees**

Snohomish County Fire District #7 (“Employer”) has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees’ Beneficiary Association Trust for Public Employees in the Northwest (“Plan”). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all shop employees (“Group”) defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

**Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas.:**

- Sick leave, vacation, personal, and other leave cash-outs upon separation from service or retirement.** Eligibility is limited to employees who retire or separate from service with leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused leave days (sick, vacation, personal, PTO, etc.) accrued and available for cash-out upon retirement or separation from service per Employer policy.
- Sick leave cash-out annually.** Eligibility is limited to employees with annual leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of sick leave days accrued and available over 1440 hours for annual cash-out per Employer policy.
- Direct Employer contributions.** All employees are eligible as a result of having enrolled in a high-deductible health plan. Employer contributions shall be equal to \$125 per single status employee or \$250 per employee with dependents, which shall be contributed on a semi-monthly basis on behalf of all eligible Group employees.

The term of this agreement shall be effective from \_\_\_\_\_ 2019 until such time as the funding formula changes.

Signed for **Snohomish County Fire District #7:**

\_\_\_\_\_

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

Signed for **District 7 Shop Personnel**

\_\_\_\_\_

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

# COMMITTEE REPORTS

## Safety Committee Meeting Minutes June 24, 2019

A meeting of the Safety Committee of Snohomish County Fire District No. 7 was held at Station 71 in Snohomish, WA on June 24, 2019. The meeting convened at 1800 hours with Battalion Chief Wirtz presiding.

<b>Members in Attendance:</b>	Bill Wirtz, Jeff Schaub, Colby Titland, Kris Olsen, Jamie Silva, Dave LeDuc, Randy Fay
<b>Members not in Attendance:</b>	Bill Ekse, Andrew Anderson, Troy Smith
<b>Guests:</b>	

### I. Approval of Meeting Minutes:

- Chief Wirtz reviewed action items and asked if there were any corrections to the minutes of the Safety Committee meeting held on April 29, 2019. Having no corrections identified, the following motion was made:

***Motion:*** *Moved by Capt. Titland and seconded to approve the minutes for the April 2019 meeting.*  
***\*\*Motion carried\*\****

- Chief Wirtz reported that the committee did not meet during the month of May 2019 and presented minutes reflecting the same. The following motion was made:

***Motion:*** *Moved by A/C Silva and seconded to approve the minutes indicating the committee did not meet during the month of May 2019.*  
***\*\*Motion carried\*\****

### II. Unfinished Business:

- **Follow-up report on Ambulance Entrance Improvements at Evergreen – Monroe** – B/C Wirtz reported that he and D/C Fitzgerald met with Damien Fannin, the Facilities Manager at Evergreen Health Care – Monroe, to discuss various strategies and options for reducing the potential for collisions at their facility. Several crew members also participated with two EMS units that were brought to the site. We think we have some sound recommendations that Damien is in the process of gaining approval from his administration to implement. The hope is to have the improvements in place sometime this summer.
- **Post-fire Decontamination Kit Proposal & Discussion** – F/F Kris Olsen presented a draft procedure to establish a best practice that minimizes exposure to toxic fireground contaminants and provides a preferred pathway toward personnel and equipment decontamination.

*The committee reviewed the draft and made some comparisons to our current Procedure #7-34 Overhaul & Post-Incident Decontamination Safety. The general consensus was that the new draft expands and improves upon the provisions of the current procedure. The committee recommends a few minor revisions, and then submitting it to Operations for review and implementation.*

### III. Review of Occupational Injury and Illness Reports:

- An employee injured his lower back on 5/28/2019 getting out of bed during the night to respond to 911 incident. The employee was asleep when the incident was dispatched. The employee awoke abruptly and that is when he felt the lower back pain. He was able to respond to the incident,

however had difficulty returning to sleep upon returning to quarters because of pain. After awaking later in the morning, pain was still present. As pain persisted, the employee saw his private physician for an evaluation. The employee was not released to duty for his following shift cycle.

*The committee reviewed this case and determined that the employee regularly participates in physical training. The employee was assigned to SCFTA Instructor Training for the first half of the shift, but there was no indication of work activity that would have been a mechanism for injury. The committee agreed there was no obvious indication of an unsafe act or condition that caused the injury.*

- While picking up EMS kits off the sidewalk to store them on the apparatus, an employee rolled his ankle on 5/29/2019. The employee reported that while carrying the kits, he turned around suddenly and rolled his ankle on the nearby curbing. The employee reported that he was somewhat complacent and felt the injury could have been prevented by increased awareness of the nearby curbing. The employee was transported to a medical facility for further evaluation and treatment. There was time loss associated with this injury.

*The committee agreed that this was a preventable injury and suggests that we slow down as appropriate to increase our awareness of surroundings that could pose a hazard to us.*

- An employee injured his lower back on 6/4/2019 during physical training while reaching in an awkward position to remove a weight from the lat pulldown machine at Station 72. Specifically, the employee reported that the injury occurred while removing a 45-lb weight plate from the lat pull-down machine in tight quarters. Because of where the machine is positioned, the employee had to reach out in an awkward position (cantilevered) to add or remove weights to the machine. The employee received a physician evaluation and was restricted from further duty.

*The committee reviewed this case and concluded that this injury was preventable and resulted from both an unsafe act (improper body positioning while lifting), and an unsafe condition (inadequate clearance around the lat pull-down equipment to allow proper access to safely add or remove weights.)*

*As an effort to prevent a similar event, the physical training equipment at Station 72 was reconfigured in a manner that allows safer access to add or remove weights while maintaining proper body positioning for lifting.*

#### **IV. Monthly Safety Audit Review**

- Safety Audits were distributed to A-Shift for the month of May 2019. The committee reviewed the audits and B/C Wirtz is working with others to assure discrepancies are resolved as soon as possible.
- Safety Audits were distributed to B-Shift for the month of June 2019. The committee reviewed the audits received to date and B/C Wirtz is working with others to assure discrepancies are resolved as soon as possible.

#### **V. Vehicle Collision Review:**

- A pedestrian on a skateboard contacted Apparatus #A1376C/B71 while the vehicle was at a stop sign preparing to make a right turn on 6/13/2019. The pedestrian was traveling on a skateboard heading eastbound on W. Main Street against the flow of traffic, believed to be in the bike lane or nearby sidewalk. After looking to the right, and then left to assure there was no oncoming traffic, the driver took his foot off the brake and was barely moving to begin making a right turn when suddenly he saw the pedestrian standing at the right front headlight area of the vehicle. The driver immediately stopped and observed the pedestrian crying and bleeding from his face. The driver secured the

vehicle and contacted the pedestrian to provide first aid. An EMS unit was requested to the scene for patient evaluation as well as Monroe Police to conduct an investigation. It was established and confirmed by police that the pedestrian was crying and had a facial injury obstructing his vision prior to the incident occurring. Apparently the pedestrian had just experienced an emotional event at school. The pedestrian was evaluated, treated at the scene and released to his guardian.

*The committee discussed details about this incident, but is awaiting additional information from the police investigation to make a final determination. The committee's initial impression is that increased situational awareness from both the driver and the pedestrian would likely have prevented this incident. No citations were issued in this case.*

#### VI. New Business:

- **2019 Annual Physicals Scheduled** – B/C Wirtz reported that he has scheduled Professional Health Services (PHS) to be on site during the first two weeks of September.
- **Wellness Incentive Process Review** – The committee reviewed the minor changes made to the Wellness Incentive Program in an effort to streamline the process and hopefully gain increased participation.

#### VII. Action Items:

- Complete and distribute meeting minutes (*Wirtz*)
- Update Health & Safety Statistics (*Wirtz*)
- Continue research & develop Post-fire Decontamination Kits; finalize draft procedure language for next meeting (*Olsen*)

#### VIII. Adjournment:

- **Monday, July 22 at 1800 hours - Station 71** was selected as the time and place of the next regular meeting.

The meeting was adjourned at 1905 hours.

*Bill Wirtz*

*7/1/2019*

---

Bill Wirtz, Battalion Chief  
Health & Safety Officer

Date:

Cc: Fire Chief  
Board of Fire Commissioners  
Asst. Chief of Operations  
Asst. Chief of Administration  
Asst. Chief of Support Services  
Committee Members  
Memorandum  
Safety Committee File



## **OTHER MEETINGS ATTENDED**

# **OLD BUSINESS**

# **CALL ON COMMISSIONERS**