



## PUBLIC SAFETY COMMITTEE & COMMITTEE OF THE WHOLE MEETING

**Monday, August 19, 2024, at 5:00 PM**

**Snoqualmie City Hall, 38624 SE River Street & Zoom**

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### COMMITTEE MEMBERS

Chair: Rob Wotton

Councilmembers: Cara Christensen and Catherine Cotton

*This meeting will be conducted in person and remotely using Zoom.*

**Join by Telephone:** To listen to the meeting via telephone, please call **253.215.8782** and enter

Webinar ID **836 4577 2692** and Password **1700040121** if prompted.

Press \*9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press \*6 to mute and unmute.

**Join by Internet:** To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **836 4577 2692**; Enter Password **1700040121**
- 4) Please confirm that your audio works prior to participating.

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### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

**PUBLIC COMMENTS (online public comments will not be taken).**

### MINUTES

1. Approval of the minutes dated July 15, 2024, and July 29, 2024.

### AGENDA BILLS

### DISCUSSION

2. Fire Department 2nd Quarter 2024 Accreditation Report.
3. Police Department Breast Cancer Awareness Patch for the Month of October.
4. Federal Aviation Administration (FAA) Restrictions at Snoqualmie Falls.

### NEW BUSINESS

### ITEMS FOR FUTURE DISCUSSION

### ADJOURNMENT



# PUBLIC SAFETY COMMITTEE REGULAR MEETING MINUTES JULY 15, 2024

*This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.*

## CALL TO ORDER & ROLL CALL

Chair Wotton called the meeting to order at 5:00 pm

**Committee Members:** Councilmembers Rob Wotton, Cara Christensen, and Catherine Cotton were present.

Mayor Katherine Ross was also present.

### City Staff:

Mike Bailey, Fire Chief; Mike Chambless, City Administrator; Gretchen Garrett, Deputy Clerk; Drew Bouta, Finance Director; Gary Horejsi, Police Captain; Michael Liebetrau, Police Evidence and Records Technician; Don Harris, Fleet Supervisor; and Andrew Jongekryg, IT Support.

## AGENDA APPROVAL

The agenda was approved as presented.

## PUBLIC COMMENTS

There were no public comments.

## MINUTES

1. The minutes dated June 17, 2024, were approved as presented.

## AGENDA BILLS

2. **AB24-083:** Purchase of one Police SUV to replace the Prisoner Van. This item was introduced by Police Captain Gary Horejsi. Discussion points included using money received from the sale of the prisoner van, money deposited in the Emergency Replacement and Repair (ER&R) fund, and the general fund to purchase the vehicle. Committee questions followed regarding timing of the purchase, use of vehicle, and volume of prisoner transports. This item was approved to move forward as a **non-consent** item on the July 22, 2024, Council meeting agenda.
3. **AB24-085:** Snoqualmie Police Association (SPA) Collective Bargaining Agreement (CBA). This item was introduced by City Administrator Mike Chambless and Finance Director Drew Bouta. Discussion points included the recently completed negotiations with SPA and the resulting CBA's impact on officer retention and on budget. Committee questions followed regarding overtime, staffing, and pay for training. This item was approved to move forward as a **non-consent** item on the July 22, 2024, Council meeting agenda.

## DISCUSSION

4. Fire Department Annual Report. Handout distributed and reviewed by Fire Chief Bailey. Highlights of the report included the Fire Department's number of incidents, performance measures, property loss and property saved, training, finances, community risk reduction and outreach, fire inspections, volunteers, and emergency management. Committee questions followed. Committee requested that the Deputy

Chief be added to the report with hire date. This item to be added to a future City Council agenda as information only.

#### **NEW BUSINESS**

There was no new business.

#### **ITEMS FOR FUTURE DISCUSSION**

5. Federal Aviation Administration (FAA) Restrictions at Snoqualmie Falls. This topic will be addressed at the next Committee meeting on August 19, 2024.

#### **ADJOURNMENT**

The meeting was adjourned at 5:46 pm.

DRAFT

*Minutes taken by Gretchen Garrett, Deputy City Clerk.*

*Recorded meeting audio is available on the City website after the meeting.*

*Minutes approved at the \_\_\_\_\_ Public Safety Committee Meeting*



## PUBLIC SAFETY COMMITTEE SPECIAL MEETING MINUTES JULY 29, 2024

*This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.*

### CALL TO ORDER & ROLL CALL

Chair Wotton called the meeting to order at 5:30 p.m.

**Committee Members:** Councilmembers Rob Wotton, Cara Christensen (remote), and Catherine Cotton were present.

Mayor Katherine Ross and Councilmember Ethan Benson were also present.

#### **City Staff:**

David Linehan, Interim City Attorney; Mike Chambless, City Administrator; Brian Lynch, Police Chief; and Drew Bouta, Finance Director.

### AGENDA APPROVAL

The agenda was approved as presented.

### SPECIAL BUSINESS

Executive Session pursuant to RCW 42.30.110(1) (iii) Litigation or legal risks of a proposed action or current practice that the agency; lasting approximately 50 minutes.

At 5:31 pm, Council Committee entered into Executive Session until 6:23 pm. No action was expected following the Executive Session.

Council Committee reconvened at 6:23 pm.

### ADJOURNMENT

The meeting was adjourned at 6:23 pm.

*Minutes taken by Mike Chambless, City Administrator.*

*Recorded meeting audio is available on the City website after the meeting.*

*Minutes approved at the \_\_\_\_\_ Public Safety Committee Meeting*



CITY OF SNOQUALMIE  
FIRE DEPARTMENT

# QUARTERLY REPORT

PERFORMANCE FROM  
APRIL - JUNE 2024



# ABOUT

THE SNOQUALMIE FIRE DEPARTMENT IS A DEDICATED GROUP OF COMMUNITY SERVANTS COMMITTED TO CONTINUOUS IMPROVEMENT AND EXCELLENCE.

The Snoqualmie Fire Department serves the residents and visitors to the City of Snoqualmie and surrounding area. The fire department responded to 1,572 incidents in 2023 from its centrally located fire station. The department is staffed with thirteen career firefighter/EMTs and twelve volunteer EMS responders.

The Department is one of nine accredited fire departments in the State of Washington, and the only volunteer / career fire department. Across the United States there are 319 accredited agencies that cover 13% of the US population. Only 1% of the Nation's fire departments are accredited. Snoqualmie will be re-applying for accreditation in early April of 2024, with a hearing date set for August of 2024.



# WORK PLAN

## APRIL - JUNE 2024

This section tracks the progress on the Department's Work Plan. This section is derived from the Department's strategic plan and other Mayoral and Council priorities. The work plan is not a daily work tracker, rather it focuses on the highly important and overarching community driven goals. The work plan is a living document, but designed to accomplish goals in a strategic and efficient manner. The department is currently in the process of updating the strategic plan with a approval date from council scheduled for December 2024

**Completed**

**In progress**

**Scheduled in  
future qtr.**

**Paused**

|  | GOAL  | STATUS  |
|--|---|---|
|  | Obj. 1A2: Identify and gain city council approval for new revenue stream(s)   | Completed <ul style="list-style-type: none"> <li>• Council adopted Increased transport fee</li> <li>• Council adopted GEMT program to start 2022</li> </ul>   |
|  | Obj. 3A1: Support our community partners (schools, homeowners' associations, businesses and civic groups) by providing disaster/business continuity education, CPR/1st Aid classes & fire safety/extinguisher training. | Completed <ul style="list-style-type: none"> <li>• Following public health guidance, educational classes for the community were restarted 2nd quarter 2022</li> </ul>   |
|  | Obj. 3B3: Increase sharing of resources, equipment and administration regionally  | Completed <ul style="list-style-type: none"> <li>• Holding a joint volunteer firefighter recruit academy with Fall City.</li> <li>• Shared staffing program continuation</li> <li>• Established morning operational call with neighboring agencies</li> <li>• Policy sharing Knox keys with Fall City and ESFR</li> </ul> |
|  | Obj. 3B1: Improve interagency-interdisciplinary (Law Enforcement, Emergency Management, Private ambulance, Search & Rescue) radio communication interoperability  | Ongoing <ul style="list-style-type: none"> <li>• PSERN moving forward (new countywide digital radio system) Set for 4th qtr 2022.</li> <li>• PSERN project delayed until mid 2023 by PSERN project administration.</li> <li>• PSERN project Completed</li> </ul>  |



# WORK PLAN

CONTINUED

|  | GOAL   | STATUS  |
|--|--|---|
|  | Obj. 2C1: Explore the feasibility, models and cost effectiveness of using part-time paid staffing  | Ongoing <ul style="list-style-type: none"> <li>Requested funding in 2023-2024 budget. Was not included as decision package for final budget.</li> <li>Pushed to 2024</li> </ul>   |
|  | Obj. 3C1: Engage in local business "welcome Wagon" programs to provide intro to fire dept services and business training classes available.                      | Moved to 2024<br>Paused for new strategic plan update   |
|  | Obj. 2A1: Create a fire development standard to provide builders and developers with specific fire protection guidance and requirements during the design phase. | Moved to 2024<br>Paused for new strategic plan update   |
|  | Obj. 1C1: Secure additional staff for a dedicated full time basic life support (BLS) transport unit.   | Created staffing plan and recommendations for 2025  |
|  | Obj. 1C4: Obtain a light duty fire suppression rapid response vehicle.   | Paused to focus on ladder truck and engine replacement.   |
|  | Obj. 2B4: Explore development of a regional fire authority with willing local partners.  | Paused <ul style="list-style-type: none"> <li>Multiple meetings with Fall City in previous years has not realized this goal.</li> <li>Little interest from Council to pursue at this time.</li> <li>Goal will be re-evaluated during next strategic plan period.</li> </ul> |

# WORK PLAN

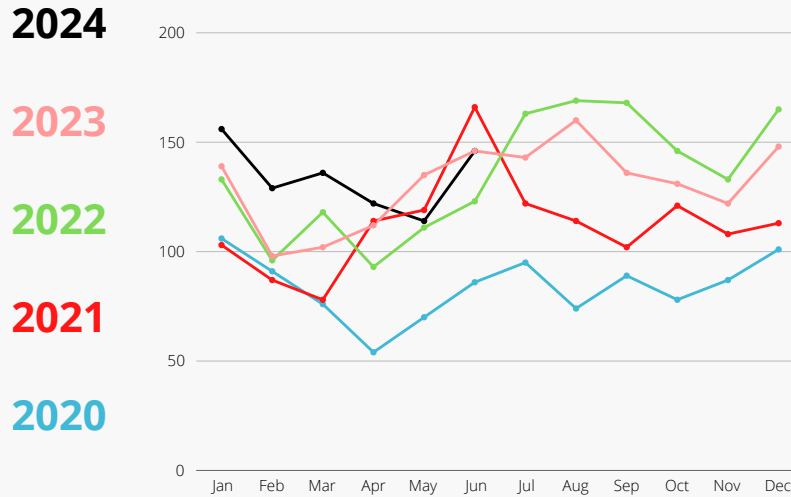
CONTINUED

|  | GOAL  | STATUS  |
|--|---|---|
|  | Obj: Hold a workshop with Public Safety Committee in 4th qtr 2023 to review objectives from previous strategic plan and provide recommendation for continuation of plan 2023-2025 | <ul style="list-style-type: none"><li>• Held discussion with PSC regarding need and plan late 2023</li><li>• Follow up meeting scheduled for 2024</li><li>• Shelved due to scheduling of department strategic plan in July 2024. Will be conducted by outside consultant.</li><li>• New strategic plan update schedule has final draft going to council December 9th.</li></ul> |

# INCIDENTS

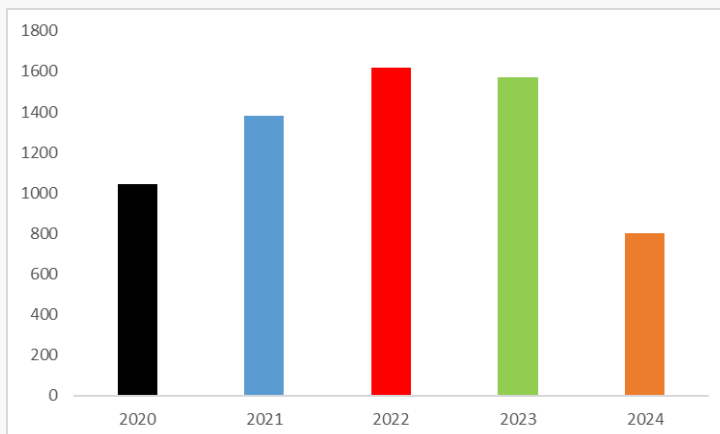
APRIL - JUNE 2024

## Incidents Per Month



| Year | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2020 | 106 | 91  | 76  | 54  | 70  | 86  | 95  | 74  | 89  | 78  | 87  | 101 |
| 2021 | 103 | 87  | 78  | 114 | 119 | 166 | 122 | 114 | 102 | 121 | 108 | 112 |
| 2022 | 133 | 96  | 118 | 93  | 111 | 123 | 163 | 169 | 168 | 146 | 133 | 165 |
| 2023 | 139 | 98  | 102 | 112 | 135 | 146 | 143 | 160 | 136 | 131 | 120 | 165 |
| 2024 | 156 | 129 | 136 | 122 | 114 | 146 |     |     |     |     |     |     |

## Incidents Per Year

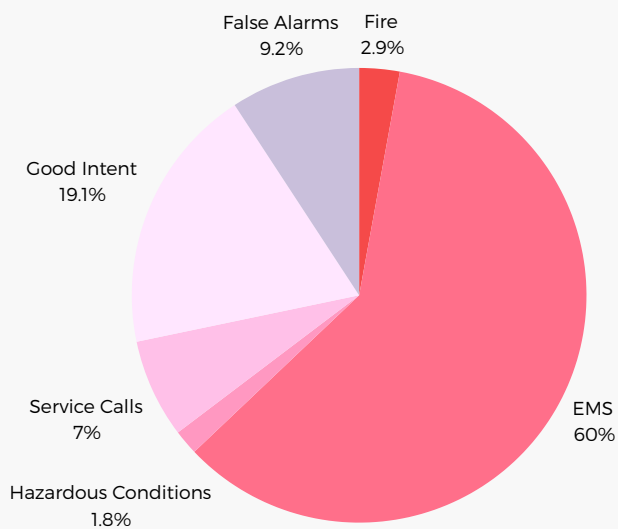


| 2020 | 2021 | 2022 | 2023 | 2024 |
|------|------|------|------|------|
| 1044 | 1380 | 1611 | 1572 | 803  |

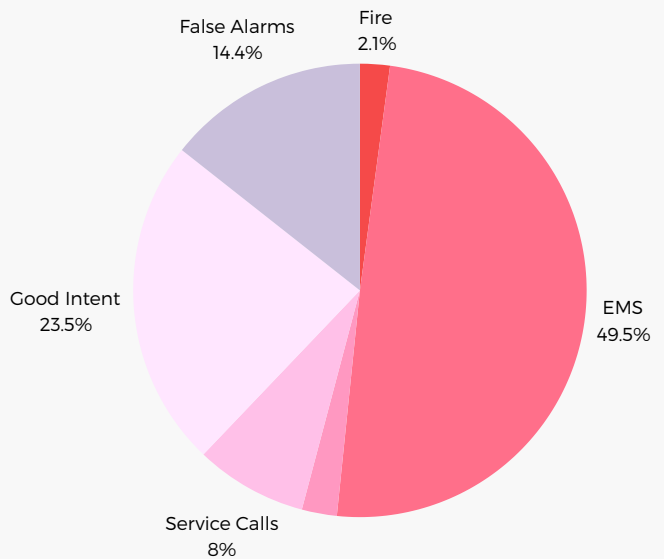
# INCIDENTS

CONTINUED

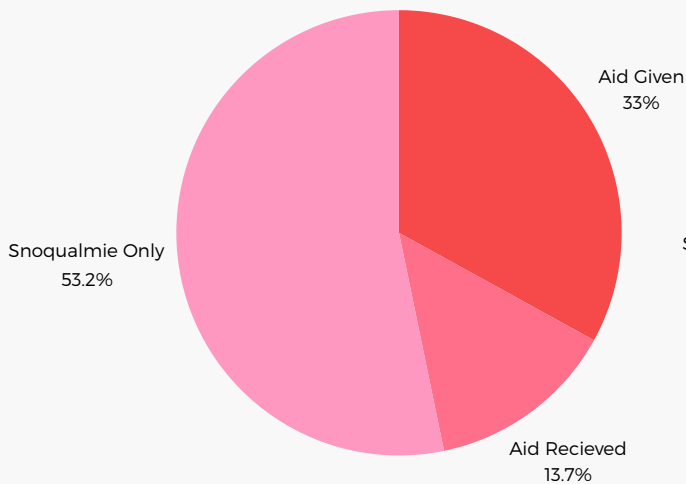
2023 Total Annual Incidents by type



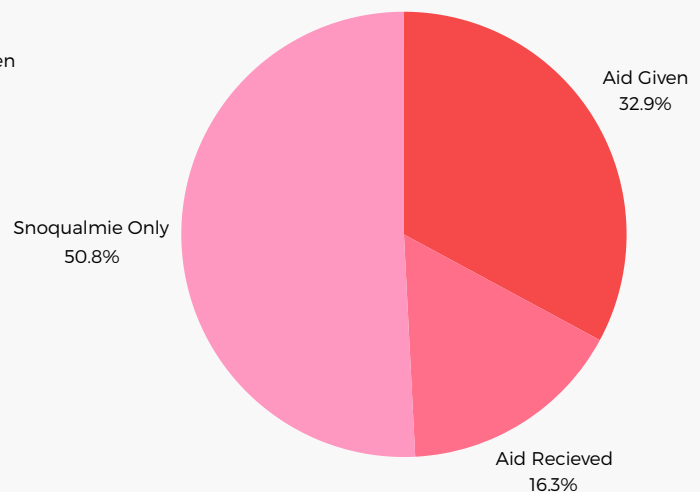
2024 Total Annual Incidents by type



2023 Annual Mutual Aid Given/Received



2024 Annual Mutual Aid Given/Received



# INCIDENTS

CONTINUED

## Mutual Aid Given

| Department               | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|--------------------------|-----------|-----------|-----------|-----------|-------|
| Eastside Fire and Rescue | 129       | 112       |           |           | 241   |
| KCFD #27<br>Fall City    | 10        | 12        |           |           | 22    |
| Other                    | 0         | 1         |           |           | 1     |

## Mutual Aid Received

| Department                               | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total |
|--|-----------|-----------|-----------|-----------|-------|
| Eastside Fire and Rescue                 | 48        | 37        |           |           | 85    |
| KCFD #27<br>Fall City                    | 25        | 18        |           |           | 43    |
| Other                                    | 2         | 2         |           |           | 4     |
| Large Incident (2 or more outside units) | 10        | 1         |           |           | 11    |



# PERFORMANCE MEASURES

APRIL - JUNE 2024

The fire department tracks multiple performance measures to evaluate the agency's response to calls for service in our jurisdiction. These measures are compiled quarterly, and are compared to the previous year's data to look for trends and areas of improvement. Two of the performance measures that are evaluated are turnout times and travel times.

Turnout time is the time from when the call is received by the station to when the unit goes en-route. This time is influenced by factors such as location of personnel within the station, time of day, and whether the crew needs to don protective gear before responding.

Travel time is the amount of time it takes the unit to arrive on scene after leaving the station. This time is influenced by factors such as distance from the station, traffic patterns and weather conditions.

# PERFORMANCE MEASURES

## TURNOUT TIME

### APPARATUS TURNOUT TIMES 2024 WITHIN THE CITY

|           | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 0:0-0:29  | 21  | 9   | 8   | 12  | 6   | 12  |     |     |     |     |     |     | 68    |
| 0:30-0:59 | 20  | 21  | 14  | 18  | 17  | 13  |     |     |     |     |     |     | 107   |
| 1:00-1:29 | 41  | 27  | 32  | 23  | 26  | 33  |     |     |     |     |     |     | 82    |
| 1:30-1:59 | 16  | 14  | 8   | 4   | 13  | 9   |     |     |     |     |     |     | 64    |
| 2:00-2:59 | 6   | 7   | 3   | 0   | 2   | 2   |     |     |     |     |     |     | 20    |

### 90TH PERCENTILE (MM:SS)

| Quarter | 2022 | 2023 | 2024 |
|---------|------|------|------|
| 1st Qtr | 1:35 | 1:35 | 1:50 |
| 2nd Qtr | 1:38 | 1:32 | 1:35 |
| 3rd Qtr | 1:31 | 1:38 |      |
| 4th Qtr | 1:32 | 1:44 |      |

| Year | Annual 90th percentile |
|------|------------------------|
| 2022 | 1:34                   |
| 2023 | 1:35                   |
| 2024 | 1:48                   |

# PERFORMANCE MEASURES

## TRAVEL TIME

### APPARATUS TRAVEL TIMES 2024 WITHIN THE CITY

|             | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| 0:00-3:59   | 40  | 28  | 28  | 20  | 21  | 26  |     |     |     |     |     |     | 163   |
| 4:00-7:59   | 49  | 33  | 25  | 30  | 35  | 36  |     |     |     |     |     |     | 208   |
| 8:00-11:59  | 5   | 8   | 5   | 4   | 1   | 2   |     |     |     |     |     |     | 25    |
| 12:00-15:59 | 0   | 1   | 2   | 0   | 0   | 1   |     |     |     |     |     |     | 4     |
| 16:00-29:59 | 2   | 0   | 0   | 1   | 1   | 0   |     |     |     |     |     |     | 4     |

### 90TH PERCENTILE (MM:SS)

| Quarter | 2022 | 2023 | 2024 |
|---------|------|------|------|
| 1st Qtr | 7:20 | 7:23 | 8:21 |
| 2nd Qtr | 6:42 | 8:16 | 7:08 |
| 3rd Qtr | 7:58 | 7:36 |      |
| 4th Qtr | 7:10 | 7:36 |      |

| Year | Annual 90th percentile |
|------|------------------------|
| 2022 | 7:26                   |
| 2023 | 7:34                   |
| 2024 | 7:20                   |

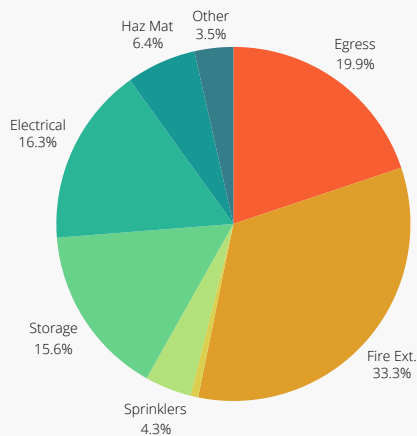
# FIRE INSPECTIONS

JANUARY 2024 - MARCH 2024

Beginning in 2017 the fire department began performing the majority of the fire and life safety inspections for businesses in the city. The building department has the overall responsibility and handles the more complex inspections, but the two departments work together to complete inspections as well as provide advice and resources for discrepancies found. Occupancies are inspected on a rotating 3-year basis, based upon risk and occupancy type. High risk occupancies get inspected annually, moderate risk occupancies on a biennial cycle, and low-risk every three years. The most common violations found are extension cords being used improperly, faulty emergency lighting, and extinguishers missing or improperly maintained. Inspections are assigned to the crews quarterly, with each shift being responsible for the initial and re-inspections.

| INSPECTIONS COMPLETED |         |         |         |              |
|-----------------------|---------|---------|---------|--------------|
| 1st Qtr               | 2nd Qtr | 3rd qtr | 4th qtr | Year to Date |
| 63                    | 69      |         |         | 132          |

## Most Common Violations (Compiled annually)



### Violation Definitions

Egress - Egress blocked or not marked

Fire Extinguishers - out of date, not enough, not right type

Alarms - alarm system not inspected annually

Sprinklers - sprinkler system not inspected annually

Storage - improper storage, too close to ceiling or panel

Electrical - extension cords used for permanent wiring

HazMat - Improper storage

Other- Violation not normally seen

# PROPERTY LOST / SAVED

APRIL - JUNE 2024

For reporting purposes, fire loss is broken into two categories: property and contents. Property describes physical properties such as cars, house, etc. Contents describe items that are not part of the structure but perish in the incident. Both categories are combined together to determine total property loss, and more importantly, total property saved.

## 2024 2nd Quarter Fire Loss

| Incident Date | Fire Type                          | Property Value | Property Loss | Content value | Content Loss |
|---------------|------------------------------------|----------------|---------------|---------------|--------------|
| 4/14/2024     | Commercial Structure Fire Downtown | \$959,200      | \$885,300     | \$500,000     | \$500,000    |
| Totals        | n/a                                | \$959,200      | \$885,300     | \$500,000     | \$500,000    |

## 2024 Annual Property Saved

| Property Risked | Property Saved | Percentage Saved |
|-----------------|----------------|------------------|
| \$1,474,700     | \$86,300       | 6%               |