



# PUBLIC SAFETY COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

Monday, June 17, 2024, at 5:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

## COMMITTEE MEMBERS

Chair: Rob Wotton

Councilmembers: Cara Christensen and Catherine Cotton

*This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.*

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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 June 3, 2024.

## AGENDA BILLS

2. **AB24-079:** Authorization for Fire Department Vehicle Purchase

## DISCUSSION

3. Fire 1st Quarter 2024 Accreditation Report
4. Fire Department Staffing/Service Model

## NEW BUSINESS

## ITEMS FOR FUTURE DISCUSSION

## ADJOURNMENT



## PUBLIC SAFETY COMMITTEE REGULAR HYBRID MEETING MINUTES JUNE 3, 2024

*This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.*

### CALL TO ORDER & ROLL CALL

Chair Wotton called the meeting to order at 5:00 p.m.

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

Mayor Katherine Ross was also present.

### City Staff:

Brian Lynch, Police Chief; Gary Horejsi, Police Captain; Mike Bailey, Fire Chief; Mike Chambless, City Administrator; Deana Dean, City Clerk (remote); Gretchen Garrett, Deputy Clerk; Michael Liebetrau, Police Evidence and Records Technician; Fletcher LaCroix, IT Director; and Jimmy Betts, IT Support.

### AGENDA APPROVAL

The agenda was approved as presented.

### PUBLIC COMMENTS

There were no public comments.

### MINUTES

1. The minutes dated May 20, 2024, were approved as presented.

### AGENDA BILLS

2. **AB24-059:** Approval of Fireworks Stand Permit for Impact Ministries. Introduced by Mike Bailey, Fire Chief.

Approved to move this item forward as a **consent** item on the June 10, 2024, Council meeting agenda.

### DISCUSSION

3. Off Leash Dog Public Information Campaign. Introduced by Brian Lynch, Police Chief.

The purpose of the Public Information Campaign is to educate the public about Snoqualmie's off leash code.

Chief Lynch mentioned that the City of North Bend's code differs from Snoqualmie's code for off leash dogs. Councilmember Wotton mentioned an opportunity to discuss off leash code at a joint Public Safety meeting of North Bend and Snoqualmie. The date of the joint meeting is not yet determined.

### NEW BUSINESS

There was no new business.

## ITEMS FOR FUTURE DISCUSSION

### ADJOURNMENT

The meeting was adjourned at 5:27 p.m.

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*



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-079  
June 24, 2024  
Consent Agenda

Item 2.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	<b>AB24-079:</b> Authorization for Fire Department Vehicle Purchase	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Move to authorize the Fleet Department to purchase the 2024 Ford F150 from FCI in the amount of \$81,951.54	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Mike Chambless	6/14/2024
	Finance	Drew Bouta	6/12/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	6/14/2024

DEPARTMENT:	Fire		
STAFF:	Mike Bailey, Fire Chief		
COMMITTEE:	Public Safety	COMMITTEE DATE: June 17, 2024	
COMMITTEE:	Finance & Administration	COMMITTEE DATE: June 18, 2024	
EXHIBITS:	1. FCI Quote F150 Responder Pickup		

<b>AMOUNT OF EXPENDITURE</b>	\$ 81,951.54
<b>AMOUNT BUDGETED</b>	\$ 0
<b>APPROPRIATION REQUESTED</b>	\$ 81,951.54

## SUMMARY

### INTRODUCTION

The purpose of this agenda bill is to obtain authorization to purchase a replacement vehicle for the fire department. Costs will be reimbursed by the city's insurance carrier. Council authorization is required as the purchase price exceeds \$50,000.00.

### ANALYSIS

Vehicle #606, 2020 Ford Explorer, assigned to the Fire Department was involved in a non-injury motor vehicle collision on April 5, 2024. The city initially sent the vehicle for repair but after inspection by the auto body shop, it was determined that the vehicle is unsafe to repair and the city's insurance carrier is handling it as a total loss. This vehicle is insured by WCIA for replacement coverage, good for one year, for the cost incurred of a new vehicle estimated at \$50,000 - \$60,000 (before tax). Upfitting charges for equipment are paid by WCIA in addition to the cost of the new vehicle.

Wait times for delivery of a new Ford Explorer are approximately 12 months. The Fire Department has evaluated its needs and determined a pickup truck would better suit their needs. The Fleet Department has



obtained a quote at \$81,951.54 (including tax) for a currently available vehicle which is set to be delivered to the outfitter (FCI) by the end of June. This quote will provide a complete vehicle to include full light and radio outfitting for the fire department's needs, with an estimated final delivery of the end of August. The fleet department also obtained a quote for a similar vehicle available through the Washington State Contract, although the upfitting costs would be higher and the estimated final delivery time would be near the end of the year. WCIA has authorized the purchase of a pickup truck in lieu of an SUV.

**BUDGET IMPACTS**

Administration recommends approving the purchase of one Ford F150 from FCI and related upfitting costs in the amount of \$81,951.54 to replace Vehicle #606 that was involved in a non-injury motor vehicle collision. The WCIA is anticipated to reimburse the City for the purchase of the vehicle. Because the replacement of Vehicle #606 was unplanned for this year, the Administration will need to bring forward a budget amendment at a later date to appropriate for the replacement.

**PROPOSED ACTION**

Move to authorize the Fleet Department to purchase the 2024 Ford F150 from FCI in the amount of \$81,951.54.

**PROPOSAL**  
**Snoqualmie Fire Department**  
**2024 Ford F150 4x4 SuperCrew Responder**

**Sample Specifications**

2024 Ford F150 XL	150A equipment group
3.5L V6 EcoBoost w/ 10-Speed Auto Trans	LT26570R18C BSW All-terrain
4-Door, 5 Passenger Seating	Trailer tow package
Color-red	Trailer brake
Cruise Control	Remote start
145" wheelbase	Spray-in bed liner
Police 40/blank/40	
3.31 electronic lock RR axle	
Black platform running boards	
Remote keyless – entry key fob	

**Response Equipment**

Whelen InnerEdge, DUO, Red/Red	Vertex LEDs, corners, high mount
Whelen Tracers, DUO, Red, running boards	Timer
100W Speaker	LED spotlight
CenCom Control Head	Whelen ION, red, grill
Havis Console w/Cupholder	Hard tri-fold Tonneau cover, black
Map Light	Graphics
Tri Plug	

<b>Cash Price:</b>	<b>\$74,910.00</b>
<b>Sales Tax:</b>	<b>7,041.54</b>
<b>Total:</b>	<b>\$81,951.54</b>

CITY OF SNOQUALMIE  
FIRE DEPARTMENT

# QUARTERLY REPORT

PERFORMANCE FROM  
JANUARY - MARCH 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

JANUARY - MARCH 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 fire department has a new strategic plan process scheduled for late July 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
	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
	Obj. 1C1: Secure additional staff for a dedicated full time basic life support (BLS) transport unit.	Paused. No support for additional staffing at this time.
	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

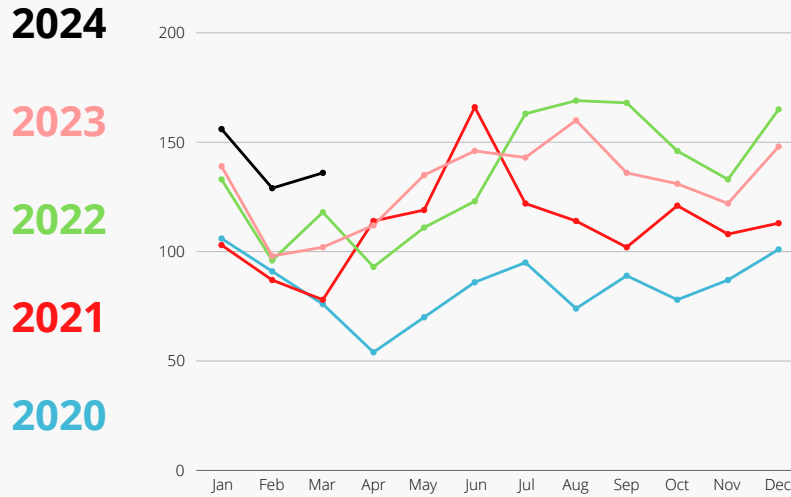
CONTINUED

	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></ul>

# INCIDENTS

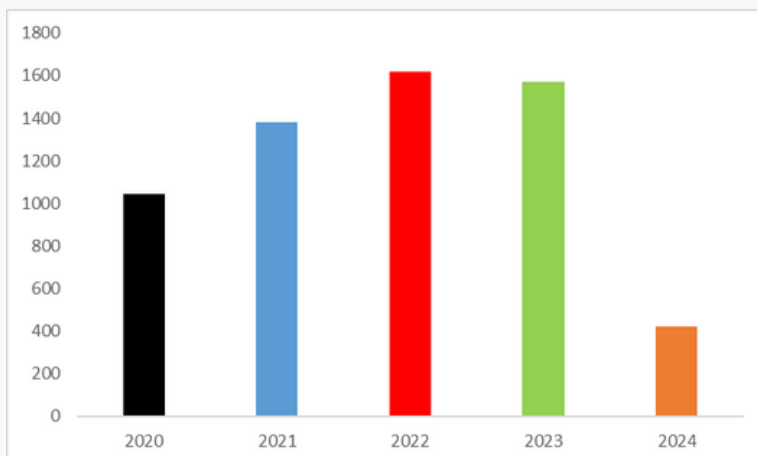
JANUARY - MARCH 2024

## 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									

## Incidents Per Year



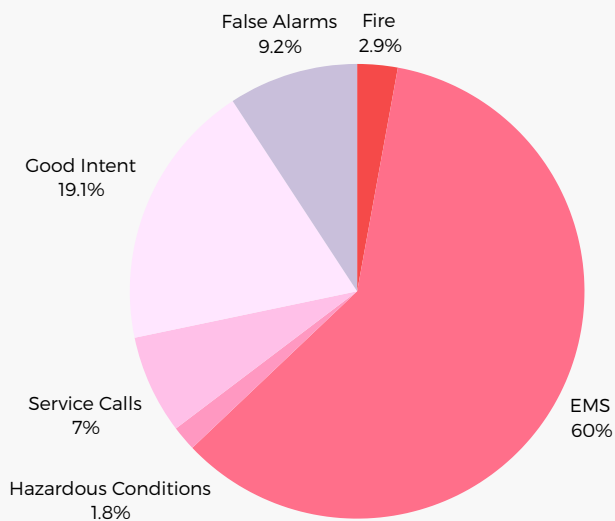
2020	2021	2022	2023	2024
1044	1380	1611	1572	421



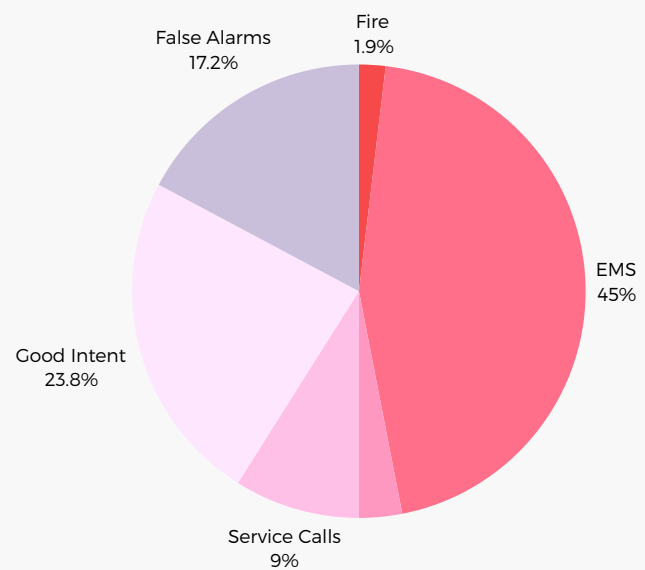
# INCIDENTS

CONTINUED

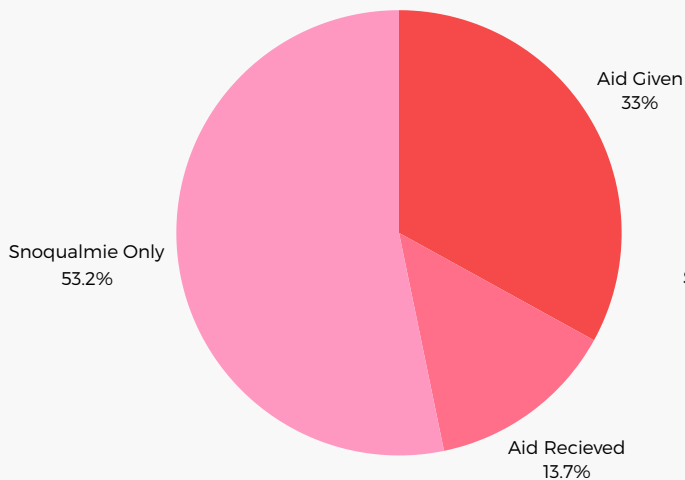
2023 Total Annual  
Incidents by type



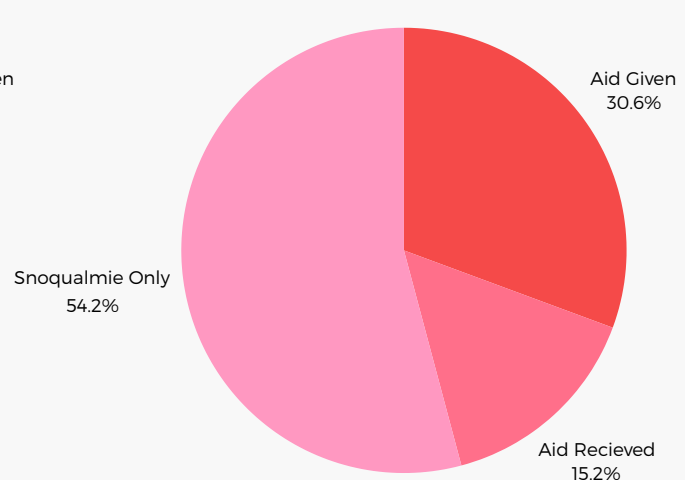
2024 Total Annual  
Incidents by type



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				129
KCFD #27 Fall City	10				10
Other	0				0

## Mutual Aid Received

Department	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Eastside Fire and Rescue	48				48
KCFD #27 Fall City	25				25
Other	2				2
Large Incident (2 or more outside units)	10				10

# PERFORMANCE MEASURES

## JANUARY - MARCH 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													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0:0-0:29	17	10	8										35
0:30-0:59	18	20	13										51
1:00-1:29	37	24	34										95
1:30-1:59	15	10	11										36
2:00-2:59	6	3	4										13

## 90TH PERCENTILE (MM:SS)

Quarter	2022	2023	2024
1st Qtr	1:38	1:36	1:51
2nd Qtr	1:36	1:33	
3rd Qtr	1:39	1:43	
4th Qtr	1:39	1:46	

# PERFORMANCE MEASURES

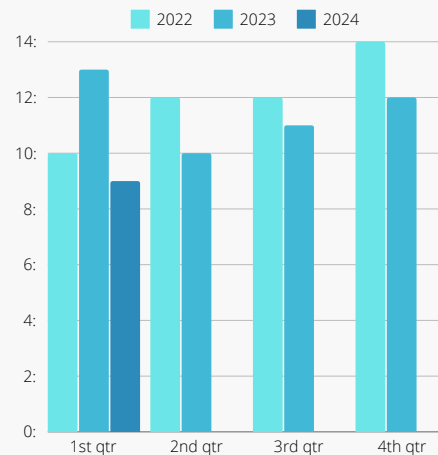
## TRAVEL TIME

### APPARATUS TRAVEL TIMES 2024

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0:00-3:59	40	28	28										96
4:00-7:59	49	33	25										107
8:00-11:59	5	8	5										18
12:00-15:59	0	1	2										3
16:00-29:59	2	0	0										2

### 90TH PERCENTILE (MM:SS)

Quarter	2022	2023	2024
1st Qtr	10:55	13:38	8:21
2nd Qtr	12:45	10:32	
3rd Qtr	12:32	11:52	
4th Qtr	14:55	12:27	



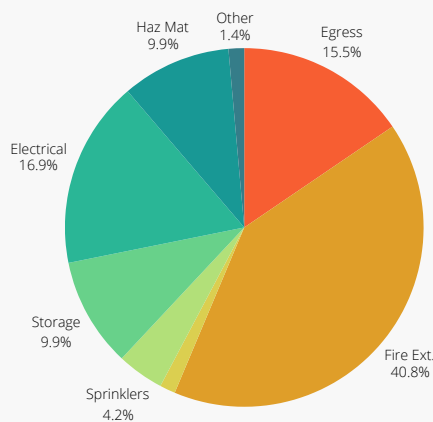
# FIRE INSPECTIONS

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				63

## 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

JANUARY 2024 - MARCH 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 1st Quarter Fire Loss

Incident Date	Fire Type	Property Value	Property Loss	Content value	Content Loss
2/11/2024	Picnic Shelter	\$15,000	\$3,000	\$500	\$100
Totals	n/a	\$15,000	\$3,000	\$500	\$100

## 2024 Annual Property Saved

Property Risked	Property Saved	Percentage Saved
15,500	\$12,400	80%