

# ***Snohomish County Fire District #4***

## **MEETING MINUTES**

### **REGULAR MEETING** **BOARD OF FIRE COMMISSIONERS**

<b>DATE:</b>	Wednesday, June 14, 2023
<b>LOCATION:</b>	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>EVAN MERRITT</b> , Chair <b>RICHARD E. FLATH</b> , Fire Commissioner <b>JILL GLEASON</b> , Fire Commissioner
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, District Secretary/Fire Chief Thad Frater, Assistant Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief Bill Scherer, Battalion Chief Christine Heike, Records Specialist

#### **I. ROLL CALL**

Chair Merritt called the meeting to order at 1900 hours. All members of the Board were present.

#### **II. ADOPT/ADJUST AGENDA**

Item **VIII.L** – *Restorical Research Contract* was added to the Agenda. The chair stated the Agenda was adopted as adjusted.

#### **III. MINUTES OF PREVIOUS MEETING**

**Discussion:** There were no comments or questions regarding the minutes of the May 8, 2023 Regular Meeting.

**Action:** Commissioner Flath made a **motion** to approve the 05/08/2023 Regular Meeting minutes as presented and it **passed** unanimously.

#### **IV. COMMENTS** (No comments)

- A. Open Public Comments**
- B. District Staff & Work Group Comments**

#### **V. Awards, Recognitions, and Promotions:**

The following individuals took the oath of office for their new positions and received their new badges:

- A. Engineers:** Tanner Aebersold, Casey Bizelli, Jacob Dehaan, Ryan Green, Jose Islas, Anthony Parra
- B. Lieutenants:** Gabriel Harrington (not present, on MOBE), Doug Higbee, Karl Jacobsen, Kenton Lucke

(There was a short recess as family members exited the meeting)

## **VI. OLD BUSINESS – (No Old Business)**

## **VII. INFORMATIONAL ITEMS**

**A. Accounts Payable:** The following AP Batches were presented:

05/12/2023 for \$92,314.71

05/26/2023 for \$84,378.32

05/22/2023 for \$6,015.45 (credit cards)

**B. Payroll -** May 2023 Payroll in amount of \$806,107.77 was presented.

**C. Treasurer's Report** Account Totals from 01/01/2023 – 01/31/2023 and 04/01/2023 – 04/40/2023 and Fund Totals from 04/01/2023 – 04/30/2023 were presented.

**D. Cash Reserves Report** This report summarizes the lowest point of the budget cycle (typically March and September) to determine if there is enough funding to operate the District. Target figures are 25-35% of the operating budget. September 2022 showed a 72% total, appearing larger than expected as inter-fund transfers had not yet occurred. March 2023 showed 27%, right on target. The report also looks at figures in May and November to ensure the District is not carrying too high of a balance in the budget stabilization fund. November 2022 showed a 56% figure and May 2023 showed a 62% figure, both above the suggested target.

### **E. Budget to Actual Report**

**1. Expense** Year to date, we have spent an average of 63.3% of all operating funds. Within the funds we have spent an average of 63.9% of each line item's budget.

**2. Revenue** Year to date, we have received an average of 56.4% of our anticipated revenue.

**Discussion:** Items C, and E are new reports that will be included from our new accounting software. The format of these reports differs from our previous system, but they do include more detailed information. The figures and amount of information included may vary slightly due to the fluctuating board meeting dates. Item C is similar to a check book reconciliation, and item D is only published around June. Commissioner Flath questioned the use of the parentheses ( ) on the reports. For the Revenue Report the parens mean we have received in more money than expected. Commissioner Flath questioned the location of transport waiver funds. Chiefs Frater and Waller explained that technically the money does not come to us, since it is waived, and although our billing company keeps a record of the amount owed and waived, those figures will not appear in the budget as they were forgiven or written off. Commissioner Flath asked if the auditor would request an accounting of this. Chief Frater replied he thought not. Commissioner Flath questioned the zeros on the Expense report. Chief Waller explained two factors at play: (1) some funds have no revenue because they are funded by transfers from the General Expense Fund, and (2) revenue figures are not the focus of an expense report, so they are not included. These zero

figures may be able to be suppressed in the reports as we become more familiar with Springbrook's capabilities. Commissioner Flath asked if there would be billing issues with the City for the water used for the fire on Monday. The news agencies reported that we were hauling in water to combat the fire. Chiefs Hodkinson and Waller explained that we only need to inform the city of the hydrant location and gallon usage for a fire, there is no billing. There were some concerns on with how we used Three Lakes Water system (not a billing issue) but they have been resolved.

## **VIII. NEW BUSINESS**

### **A. Audian IT Security Presentation**

**Discussion:** Bill Jones and Brandon Bazenmore from Audian presented via Microsoft TEAMS. They summarized the support provided to our 34 work stations, over 6 servers at 2 locations with our firewalls and routers and phone system. The monthly fees we pay per supported device allow remote access, updates to Windows, Word, Adobe, and JAVA, email support, and anti-virus and anti-phishing programs. The spring upgrades to our servers helped identify areas that needed increased security and resilience. This upgrade focuses on upgrading software security, updating hardware and providing VeloCloud integration of our 3 internet providers to ensure seamless integration and provision of services and Reader Board broadcasting across all stations. Commissioner Gleason asked what other fire districts and health care organizations used their service. Mr. Bazenmore responded that they work with many HIPPA dependent clients such as dental offices and health care providers, but wasn't sure which other fire districts they currently served. Commissioner Gleason asked if there was a cybersecurity education component available for our staff with the service. Mr. Bazenmore replied that there are some training activities available to educate about cybersecurity and the IronScales anti-phishing procedures. A printed copy of the presentation will be emailed to Chief Scherer for distribution and review.

**Action:** Chair Merritt made a **motion** to adopt the recommended IT upgrades as presented and it **passed** unanimously.

### **B. Budget Adjustments and Reports**

**Discussion:** 2022 ended with a budget surplus of \$943,575.00. Previously the Board approved the allocation of \$85,000 of the surplus. The Staff recommends allocating \$660,000 to F78 capital facilities and moving \$4,000 from line item #3153 and \$4,000 from line item #4100 to line item #4143 (+\$8,000 to IMS Services). Items 3153 and 4100 (PPE and PPE repair and cleaning) are both overfunded because we did not hire the planned number of part-time employees. Staff recommends moving \$3,500 from line item #3124 (Maintenance and Ops) to line item #3451 (Maintenance Tools). Staff also recommends moving \$20,430.27 from the F70 general reserves to line item #4801.

**Action:** Commissioner Flath made a **motion** to accept the transfers as presented on page 53 of the packet (*allocating \$660,000 to F78 capital facilities; moving \$4,000 from line item #3153 and \$4,000 from line item #4100 to line item #4143 (+\$8,000) to IMS Services; moving \$3,500 from line item #3124 (Maintenance and Ops) to line item #3451 (Maintenance Tools); and moving \$20,430.27 from the F70 general reserves to line item #4801* ). The motion **passed** unanimously.

#### **C. Historical Accounting Reconciliation Consultant Project**

**Discussion:** A \$40,000 discrepancy caused by incorrect coding of entries in our ledger from county reports has been identified. A historical accountant will help prevent future occurrences like this, and advise on how to best reconcile the error for the state auditors. Commissioner Flath questioned some of the language in one of the proposals. Chief Waller explained the term 'approved' is used as a disclaimer that we need to provide the correct information to the consultant.

**Action:** Commissioner Gleason made a **motion** to contract with Dowell Consulting, costs not to exceed \$20,000. It **passed** unanimously.

#### **D. Engine 40 Repair**

**Discussion:** Engine 40 has a bad head gasket. As arrival of our new engine is still 6-8 months away, we need to make repairs to this engine. Repair costs can be recovered when the current Engine 40 is put in service for MOBEs only. Commissioner Flath asked about the kind of guarantee included with the repairs. Chief Osborne will follow-up to find out.

**Action:** Chair Merritt made a **motion** to use *Motor Truck* to repair Engine 40, costs not to exceed \$12,000.00, and it **passed** unanimously.

#### **E. 2022 Annual Report adoption**

**Discussion:** The Annual Report publication was delayed waiting for data analysis from *FireStats*. Once adopted, the report will be published to the web for public viewing.

**Action:** Commissioner Flath made a **motion** to adopt the 2022 Annual Report as presented, and it **passed** unanimously.

#### **F. Copier Purchase**

**Discussion:** The lease on our current copy machine and postage machine ends in August. We paid \$30,000 over 6 years for the machines and maintenance and can purchase a new machines for under \$15,000. The average lifespan of copiers ranges from 7-12 years. Administrative staff will be interviewing three companies next week to choose a new machine, but authorization cannot wait until the July meeting. Commissioner Flath clarified that the maintenance is a monthly fee, but is a rate for the whole year. This includes toner replacement.

**Action:** Chair Merritt made a **motion** to authorize the Chief to spend up to \$15,750.00 on a copier and postage machine, with an additional yearly maintenance contract, and it **passed** unanimously.

### **G. Technical Rescue Equipment Purchase**

**Discussion:** SCFD#4 recently hosted a 64 hour Technical Rescue class. Eleven (11) of our personnel are now trained at the *Rope Technician* level. The District would like to buy some equipment to support them, and have an opportunity to purchase equipment from a Wholesaler. Commissioner Flath asked about the storage of the new equipment, so it would not be co-mingled with other gear. Currently rescue gear is spread among the 3 first out engines. The new equipment will be added to or replace existing equipment or be assigned as personal gear to our rescue technicians.

**Action:** Commissioner Flath made a **motion** to authorize up to \$17,000.00 to purchase tech rescue equipment as presented, and it **passed** unanimously.

### **H. Transport Waivers**

**Discussion:** Two waivers (23.12 and 23.13) were presented for consideration. There was discussion about the consistency of data and format of the waiver forms. Chief Frater explained this system is a work in progress, which pulls data from a variety of sources, and contains our recommendations.

**Action:** Commissioner Flath made a **motion** to waive the recommended amounts presented (\$0.00 for 23.12 and \$220.50 for 23.13) and it **passed** unanimously.

### **I. Executive Session**

An Executive Session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase where public knowledge regarding such consideration would cause a likelihood of increased price, for the Pine Avenue Property was called at 2010 hours, expected duration of 20 minutes with no action expected. At 2030 hours the Executive Session was extended 10 minutes. At 2040 hours the Executive Session was extended 5 minutes. At 2045 the Executive Session was extended 5 minutes. At 2050 the Executive Session was extended 5 minutes. At 2055 the Executive Session was extended 5 minutes. At 2100 hours the Executive Session was extended 10 minutes. The Executive Session was adjourned at 2110 hours, with no action taken, and the Regular Meeting was resumed.

### **J. Appeals Policy and Resolution**

**Discussion:** With the purchase of property, as a government agency, we need to have an appeals policy for relocation of tenants. Our lawyer drafted the Resolution and Appeals Policy to go with it.

**Action:** Commissioner Gleason made a **motion** to adopt Resolution #558 and Policy #130 as presented, and it **passed** unanimously.

### **K. Resolution in Support of Purchase Agreement**

**Discussion:** The District and Sellers have agreed to a voluntary purchase and sale agreement. However, this Resolution needs to be in place, and allows eminent domain to remain an option in the purchase process if something were to change.

**Action:** Commissioner Flath made a **motion** to adopt Resolution #557 as presented, and it **passed** unanimously.

#### **L. Restorical Research Contract**

**Discussion:** This is a contingency based contract, whereby if any contamination is found on a purchased property, the company can help identify insurance carriers and relevant documents to help mitigate those costs. Their fee is a percentage of the recovered costs. Approval of this authorizes the Chief to sign a contract if/when it is needed.

Commissioner Flath asked if there was any expiration date or time limit attached to the contract. There is not. Commissioner Flath asked if this is restricted to the Pine Avenue property purchase, and that is the case.

**Action:** Commissioner Flath made a **motion** to adopt the Service Contract with *Restorical Research, LLC*, and it **passed** unanimously.

### **IX. CHIEF REPORTS**

**Chief Hodkinson** noted there have been a handful of fires since the last meeting and they are summarized in his written report. In order for our rope rescue technicians to be full-fledged members of the county team, they will need more training. We are exploring ways to host the needed classes to facilitate this. We are also looking at props at the RLB that will support that training. MSO Broumley is planning a conference in September to help our medics with their continuing education. Thanks to Captain Hammer, Lt. Lane, Lt. Leighty, Fletcher Collins and Jose Islas for teaching CPR and First Aid at Glacier Peak this past week. Our agreement with the Snohomish School District gives us free use of the PAC and the Aquatic Center (for our Swim Team) in exchange for teaching these classes. On May 31<sup>st</sup> the County opened a grant opportunity for requesting funding for improvements to training sites. We submitted the grant today, and should hear back in July. Steven Osborne, Nick Garza and David Garcia left for full time employment. We will be screening for more part time positions starting next week and may hire up to 4 personnel.

**Chief Osborne** responded to a question from Commissioner Flath on a report cited last meeting about the Chaplain Program. That report is still forthcoming. Our personnel were involved in a difficult call that required 2 chaplains. It was mitigated well by the chaplains, they are fantastic. Thank you to BC Heike, Chaplain Geoff and Christine Heike for their participation at Central Elementary School for bike helmet

fittings at their end of the year activity. Special thanks also to FF Chelsea Diehl for using her Spanish skills and assisting us in communicating with the citizens. Our 2<sup>nd</sup> annual Battle of the Badges food drive ended with over 1000 pounds of food and \$1500 in cash donated to the Food Bank. The Fire Department had twice the volume of food as the Police Department. Thanks to Haggens and Fred Meyer for their support in this endeavor. There will be quite a few community events between now and the end of Summer.

**Chief Frater** thanked Christine Heike for submitting a grant to the State Auditor's Office for Records Request software. There has been a significant rise in numbers of requests this year, and we will need funding for software to help with this process. Samantha Drake has put in hundreds of hours in the Springbrook system to establish it and learn the process, and we really appreciate her expertise and dedication.

**Chief Waller** stated we sent our first Mobilization out, in decades, with Brush 42 going to Benton County. This is an exciting growth in our ability to aid with mobilizations. The Dodge Chassis has arrived, but is in the repair shop for the next 3 weeks. The architects are far enough along in the design process for our new stations that meetings will soon be scheduled for reporting and input from personnel (including the commissioners). We also are the proud owners of new property (that we have owned for the past 40 years) – the last lot off Ferguson Park Road. The state verified that the City of Snohomish owned the lot, but the title report revealed that SCFD4 owned half the lot due to ILAs. *Coffee with the Chief* events are scheduled 6/22 at Legacy Coffee and 7/12 at Looking Glass Coffee. Over a dozen community presentations about the upcoming levy lid lift have and will be completed before the Primary Ballot on August 1<sup>st</sup>. There has been much positive feedback about the levy during these presentations.

## **X. COMMISSIONER COMMENTS**

Commissioner Flath mentioned WFCAsent out a survey on wages and benefits and wondered if we have done this before and have the man power to complete it this year. Chief Hodkinson is looking into it. Commissioner Flath also wanted to publicly thank Local 2694 for the letter to the editor in support of the levy.

## **XI. ADJOURN**

At 2131 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,  
June 14, 2023**

**Minutes prepared and submitted by:**

*Christine Montagne Heike*  
**Christine Montagne-Heike**, Records Specialist

**MINUTES APPROVED BY FIRE COMMISSIONER:**

*Donald J. Walker*

*Evau mm*

*9/6/23*

Date