

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE: Monday, February 14, 2022
LOCATION: Headquarters Fire Station #43 – Harvey Room and Electronic Media
YouTube and Teams – Snohomish, WA

BOARD MEMBERS PRESENT: **JIM SCHMOKER**, Chair
RICHARD FLATH, Fire Commissioner
EVAN MERRITT, Fire Commissioner
STAFF MEMBERS PRESENT: Don Waller, District Secretary/Fire Chief
Thad Frater, Deputy Chief
Mike Gatterman, Deputy Chief
Jason Hodkinson, Deputy Chief
Greg Osborne, Deputy Chief
Bill Scherer, Battalion Chief

I. ROLL CALL

Chairman Schmoker called the meeting to order at 1900 hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

There were no changes or additions to the agenda. The agenda was adopted as presented.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the January 10, 2022, regular meeting minutes, and the February 2, 2022, special meeting.

Action: Commissioner Flath made a **motion** to approve the minutes of the January 10, 2022, and February 2, 2022 meetings; the motion was **seconded** by Commissioner Merritt and **passed** unanimously.

IV. OLD BUSINESS

A. 452 Update-review

Discussion: Chief Waller said that 452 is here and that it still needs some equipment added along with striping and decals. Commissioner Merritt noted that it looked beautiful, and Chairman Schmoker agreed.

V. INFORMATIONAL ITEMS

A. Financial

1. Accounts Payable

- Batch #377465 is in the amount of \$ 40,428.51
- Batch #378189 is in the amount of \$75,715.72

2. Payroll

Discussion: Commissioner Flath had a question about the colors used in the payroll report. Deputy Chief Gatterman explained that it was used to differentiate between regular pay, overtime pay, and sick pay.

- January 2022 payroll is in the amount of \$559,279.01.

VI. ACTION ITEMS

A. Transport Waiver

Discussion: No discussion.

Action: Commissioner Merritt made a **motion** to waive all five (5) transport waivers presented. It was **seconded** by Commissioner Flath and **approved** unanimously .

VII. NEW BUSINESS

A. COVID Test Kit Purchase

Discussion: Chief Waller explained that we purchased test kits because we were running low. The recruits are tested daily, and we also need to have them available for employees. Chairman Schmoker asked for confirmation that this purchase was for 700 kits. Chief Waller confirmed this.

Action: Chairman Schmoker made a **motion** to approve the purchase authorization for 700 COVID test kits as an emergency purchase. It was **seconded** by Commissioner Flath and **approved** unanimously.

B. Collective Bargaining Agreement (CBA) ratification

Discussion: Chief Waller said that we agreed on both the Firefighter Officer CBA and the Battalion Chief CBA. He said that the local had ratified both. Chief Waller said that his recommendation is to ratify both contracts.

Action: Chairman Schmoker made a **motion** to approve both contracts as presented. It was **seconded** by Commissioner Merritt and **approved** unanimously. Chairman Schmoker said he would like to thank everybody that had a part in the contract negotiations. Chief Waller added that he would like to thank Local President Mansfield and the bargaining team.

C. Policies -14 related to CBA language change and staff/part-time parity

Discussion: Chief Waller stated that fourteen (14) policies needed to be updated to match the CBA. Chairman Schmoker commented that he appreciates all the work that went into updating the policies.

Action: Chairman Schmoker made a **motion** to approve the following policies as presented: (#504) Managing Leave

(#508) Part-Time Firefighter Staffing

(#514) Promotion & Reclassification

(#515) Performance Evaluations

(#516) Fit for Duty

(#520) Leave of Absence

(#522) Injury

(#525) Benefits – No Represented Staff

(#607) Dormitory Rules

(#715) Minimum Operations

(#739) shift Expectations

(#903) Training Standards

(#905) Driving Requirements

(#906) Return to Work Training

It was **seconded** by Commissioner Merritt and **approved** unanimously.

D. Job Descriptions (CBA language change) -Lieutenant, Driver/Operator (new), B.C.

Discussion: Chief Waller informed the Board that there were some changes to the Lieutenant and B.C. position requirements and added a new Driver/Operator (Engineer) position.

Action: Chairman Schmoker **moved** to approve the job descriptions as presented. Commissioner Flath **seconded** the motion, and it was **approved** unanimously.

E. Contract Addendum (parity)-Jessop

Discussion: Chief Waller expressed that he has been working hard to keep our pay scale parity so that employees know where they fit in the organization. He recommends that we change Maintenance Specialist Jessop's pay incentive from 10 percent to 12 percent.

Action: Chairman Schmoker made a **motion** to approve the change from 10 percent to 12 percent. Commissioner Flath **seconded** the motion. It was **approved** unanimously.

F. Wage compression (parity)-Executive Chiefs

Discussion: Chief Waller informed the Board that the Deputy Chiefs wage is 25% above the Battalion Chiefs and the Chief 10% above that, and with the CBA ratification, it would put those positions 1.5% behind. Chief Waller recommends increasing the Deputy Chief's, Battalion Chiefs' and Chief's wages by 1.5% before the end of the year. Chief Waller also noted that we are not ahead of our comparables in this arena. Chairman Schmoker asked if there was any reason we should wait until the end of the year to do this. Chief Waller said only if the Board would like to save money. Chairman Schmoker noted that to be fair, it should be done anyway. Commissioner Merritt agreed.

Action: Chairman Schmoker made a **motion** to approve the salary adjustments for the Executive Chiefs to be effective next pay period. Commissioner Merritt **seconded** the motion, and it was **approved** unanimously.

G. Fund transfers, Foam Quote

Discussion: Chief Waller pointed out that we will have a 1.2 million dollar carryover from last year. He would like to move \$350,000.00 into our F-75 fund for apparatus. Chief said that the engine bid is a little more expensive than what we were planning a couple of years ago. The other fund transfer is \$5000.00 from the F-70 Reserve fund to line item 3150. This will be used for the foam purchase. The purchase authorization is to purchase foam from MES, which had the best price.

Action: Chairman Schmoker made a **motion** to approve the transfer of \$350,000.00 into our F-75 fund for the purchase of the engine. Commissioner Merritt **seconded** the motion, and it was **approved** unanimously. Next, Chairman Schmoker made a **motion** to approve the transfer of \$5,000.00 from the F-70 fund to line item fund 3150. It was **seconded** by Commissioner Merritt and **approved** unanimously. Lastly, Chairman Schmoker made a **motion** to approve the purchase authorization for foam (MES). It was **seconded** by Commissioner Flath and **approved** unanimously.

H. Bid acceptance – New Engine

Discussion: Chief Waller said that we had a committee working on this for almost a year. He expressed that they have put a lot of time into the design and have evaluated many different brands, companies, and styles. The committee recommends that we use the same company and style of engine. Chief went on to give more details about the new engine and some additional costs. Chief said we are about 460 days out. Commissioner Merritt asked if the price was set, and Chief said yes. Commissioner Merritt asked if the 460-day time frame is typical, and Chief Waller said no, normally it is in the 200-325 days. He said that demand is going up. Commissioner Flath asked if the tax would be paid now, and Chief replied that the tax is paid when we license it. The tax won't change because it's based on the purchase price.

Action: Chairman Schmoker made a **motion** to accept the bid for the new engine (including tax, equipment, change orders/local install) and pay one hundred (100) percent of the cost of \$813,000.00 in order to save money. Commissioner Merritt **seconded** the motion. It was **approved** unanimously.

VIII. DISTRICT STAFF COMMENTS

A. District Staff, Work Groups, Deputy Chiefs, Fire Chief

Chief Hodkinson said that there is a Fire Stats report included in the packet. He explained that we are working with Fire Stats to pare down and redesign the graphs. He went on to say that the data is being entered more

efficiently, and now it's a matter of getting the layout and presentation that we want.

Deputy Chief Osborne reported that the canopy that was approved a few meetings ago for the Chevy 2500 is in. A week from Wednesday, it will be installed, and it should be complete. It will be a utility and staff vehicle. Deputy Chief Osborne also reported that the State Patrol Fire Protection Bureau has brought back their reimbursement funding, and we currently have six members in the recruit academy. The State will pay us \$600.00 per member when their training is complete. Commissioner Flath brought up a question for Chief Hodkinson about the Fire Stats report. Commissioner Flath noted that the report showed 350+ responses for December. He asked if this was typical, and Chief Hodkinson responded that it was. Commissioner Flath wondered whether the plan was to continue to track responses as time goes by so we will know if we need more resources. Chief Hodkinson said yes. There was further discussion about types of responses and mutual aid.

Deputy Chief Gatterman said that he is not seeing any significant changes in the budget yet. He said that Chief Waller entered a part of it as well.

Chief Waller said Deputy Chief Hodkinson and Deputy Chief Osborne have hit the ground running and are at full speed. Deputy Chief Gatterman and Deputy Chief Frater have been hitting it hard working on the transition of duties. Chief Waller mentioned that we would be reimbursed through a grant for the COVID test kits that we have previously paid for other than those most recently purchased.

Chief Waller also mentioned the new sign. He said Gary did a fantastic job getting it installed and lit. Chief Waller noted that he has done three State of the Department addresses and that by talking with everyone, we are getting everyone on the same page. He said we are moving forward with a lot of new projects.

B. Commissioner Comments

Commissioner Flath wanted to mention the new sign. He thought it looked very nice, and it's lit up well at night. Commissioner Flath also asked about the comment cards and noted that the crew members are listed. He said that more than three members were listed on a few of the cards. Chief Hodkinson explained this, and there was a brief discussion on staffing. Chairman Schmoker spoke about the packet for this meeting being 611 pages long, and even though it has only been 32 minutes since the meeting started, they approved enough work to last a whole bunch of people a whole bunch of years. He said that there was a lot of work behind the scenes that went into their decisions tonight, and he really appreciates all the effort put in by everyone and wants to thank everyone for that personally. Chairman Schmoker also expressed his appreciation of the cooperation between the Chief and our people and how many things we are getting done that we have struggled with over the years to complete.

IX. Executive Session-

The Commissioners adjourned to Executive Session at 17:34 hours, for a period not to exceed 15 minutes. For discussion:

- RCW 42.30.110(1)b to consider the selection of a site or the acquisition of real estate. There is no expected action. The executive session ended at 0749.

Returned from executive session at 07:49 hours. No action was taken.

X. Adjourn

At 19:50 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
February 14, 2022**

Minutes prepared and submitted by:

Cherie Gatterman

Cherie Gatterman, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:

Evam Merrill

5/9/2022
Date