

Snohomish County Fire District #4

MEETING MINUTES

SPECIAL MEETING BOARD OF FIRE COMMISSIONERS

DATE: January 31, 2023
LOCATION: Headquarters Fire Station #43 – Lauterbach Room
1525 Ave. D – Snohomish, WA

BOARD MEMBERS PRESENT: **EVAN MERRITT**, Chair
RICHARD E. FLATH, Fire Commissioner
JILL GLEASON, Fire Commissioner

STAFF MEMBERS PRESENT: Don Waller, District Secretary/Fire Chief
Jason Hodkinson, Deputy Chief
Greg Osborn, Deputy Chief
Kinnon Williams, Attorney

ROLL CALL

Chair Merritt called the meeting to order at 1000 hours. All members of the Board were present.

ADOPT/ADJUST AGENDA

There were no changes or additions to the agenda.

OLD BUSINESS

1. Executive Session- The Board moved to an executive session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate, estimated length 30 minutes, with possible action. The Executive Session convened at 1002 hours. The chair extended the Executive Session by 15 minutes at 1032, 15 minutes at 1047, and 10 min at 1102. The executive session ended at 1112 hours with no action taken.

NEW BUSINESS

1. Recording of Meetings

Discussion: *“Motion to begin recording meetings when reasonable and practical by District Staff, understanding that technical difficulties or other issues may prevent a full recording in rare circumstances,”* was made by Commissioner Gleason.

Chief Waller stated that recording the meeting without the requirement, would not be an issue. In the past when it was a requirement, the District often did not realize the recording failed until after the meeting.

This motion gives enough flexibility. Chief also explained that the recordings would be accessed online for 3-12 months dependant on storage space and then moved to archives, using SD cards until the records retention period was met.

Action: Motion passed unanimously

At 1113 hours, the Special Board Meeting was adjourned.

**MINUTES OF SPECIAL FIRE COMMISSIONERS BOARD MEETING
January 31, 2023**

Minutes prepared and submitted by:



Don Waller, Fire Chief/ District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



2/16/23
Date