

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

## **MEETING MINUTES**

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

<b>DATE:</b>	Monday, February 12, 2024
<b>LOCATION:</b>	Snohomish School District - 1601 Avenue D - Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>EVAN MERRITT</b> , Fire Commissioner <b>CRAIG ERICKSON</b> , Fire Commissioner <b>BRIAN MILLS</b> , Chair
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, District Secretary/Fire Chief Thad Frater, Assistant Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief

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

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

**II. FLAG SALUTE** Chair Mills led the group in the Pledge of Allegiance.

#### **III. ADOPT/ADJUST AGENDA**

There were no corrections or additions to the Agenda.

#### **IV. MINUTES OF PREVIOUS MEETING**

**Discussion:** There were no comments or questions regarding the minutes of the January 8, 2024 Regular Meeting, the January 10, 2024 Special Meeting or the January 22, 2024 Special Meeting.

**Action:** Commissioner Merritt made a motion to approve all three sets of minutes as presented and Chair Mills stated they stood approved.

**V. OPEN PUBLIC COMMENT** No Public Comments.

#### **VI. OLD BUSINESS**

##### **A. Asbestos Abatement - Demo Pine**

**Discussion:** Chair Mills stated that initially, there had been findings of asbestos on the property, but recent testing has found one additional location, which was not in the original scope. Commissioner Erickson commented that although the amounts are minimal, it is appropriate to follow the Federal guidelines for cleanup of the material. Chair Mills

asked if there was consensus among the commissioners to move forward with the bid proposal by Faber Construction to take care of the asbestos. **Action:** Commissioner Erickson made a **motion** to approve the addition to the Faber Demolition contract for additional asbestos abatement as presented and it **passed unanimously**.

## VII. INFORMATIONAL ITEMS

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

01/09/2024 for \$237,015.74

01/23/2023 for \$ 99,955.03

**B. Payroll -** January 2023 Payroll of \$884,637.54 was presented.

**Discussion:** No discussion.

## VIII. NEW BUSINESS

### A. Surplus Items

**Discussion:** Surplus items at this time include a vehicle, some metal cabinets and some hose. Chair Mills asked if it were possible to donate the hose to a training facility. Chief Hodgkinson stated that both SCFD4 and the recipient agency would need to track the hose under state guidelines if it were gifted. That tracking requirement is negated if the hose is declared surplus and then given to an agency.

**Action:** Commissioner Merritt made a **motion** to adopt Resolution #566 to surplus the above items. It **passed** unanimously.

### B. Inter-Board Strategic Discussions

**Discussion:** Chair Mills explained that the Board is interested in having discussions with other Fire Boards around the county to consider the possibilities for long-term planning. A letter has been written to send to Getchell, Sultan, SRFR, Granite Falls, Lake Roesiger and South County fire agencies to judge their interest. A comment from the audience mentioned including Everett and Marysville in the planning. There was discussion about the number of commissioners from each agency that should be invited, and the challenge of finding venue and dates to coordinate schedules for full boards from all six districts. Chief Waller suggested waiting until the SCFD4 Annex was repaired so the District would have a place to host the first couple of meetings. Chair Mills asked if there was consensus for sending the letters, and all commissioners supported the idea.

**Action:** No action.

### C. Training Annex Repair / remediation

**Discussion:** Purchase Authorizations for repair and remediation of the damage caused to the Training Annex building when water pipes burst during a cold weather snap were presented.

**Action:** Commissioner Erickson made a **motion** to approve Purchase Authorizations PA.2024.04\_4808 and PA.2024.06\_6202, and they **passed** unanimously.

#### **D. HR Consultant for hiring Office position**

**Discussion:** There was discussion about the three companies from which bids were received. Chief Waller explained that using the company for this position will allow us to explore the services they offer and allow us to continue internal production goals, and potentially use them for other positions in the future. Both companies will do background screening and scheduling, and still allow our personnel to be involved in the actual interview process. The companies have experience in hiring for administrative positions, something we do only rarely. They will use whatever criteria we provide to help promote the position, and will help our postings reach a larger target audience. Chair Mills asked for preferences among the agencies, and Commissioner Erickson reasoned that *All Things HR* seemed a smaller company that may give more personalized service.

**Action:** Commissioner Erickson made a **motion** to approve hiring *All Things HR*, up to \$11,000, as a consultant, Chair Mills **seconded** the motion, and it **passed** unanimously

#### **E. PPE Purchase**

**Discussion:** Chair Mills asked about the lead time in procuring the PPE after order, and Commissioner Merritt answered he thought it would be about 3 months. There is not a dire need, as we are rotating through two sets. The life cycle of a set of PPE is 10 years.

**Action:** Commissioner Erickson made a **motion** to approve Purchase Authorization 2024.02 as stated for up to \$98,000. Chair Mills **seconded** the motion for PPE and it **passed** unanimously.

#### **F. Resolution #567 (Rescind Resolution #535 & Policy 528)**

**Discussion:** Resolution #535 and Policy 528 were enacted as a response to the governor's COVID vaccination mandate. The crisis has passed and these particular items can be rescinded and archived.

**Action:** Commissioner Merritt made a **motion** to adopt Resolution #567 and rescind Resolution #535, and it **passed** unanimously.

#### **G. Large Warrants (Yearly Insurance Premium)**

**Discussion:** Large expenditures need Board Approval. The \$107,183.00 warrant covers all of our insurance policies for the year. Chair Mills made a **motion** to approve the Glatfelter Insurance Warrant. It was **seconded** by Commissioner Erickson and **passed** unanimously

#### **H. ILA-SOPB Board**

**Discussion:** The District is currently an affiliate member of the SOPB, which manages all county-wide technical rescue and haz-mat training, certifications and equipment purchases. Becoming participating members gives us access to more resources, allows us a vote in decision making, and will lead to some cost reimbursement for teams when deployed on calls.

**Action:** Commissioner Merritt made a **motion** to authorize Chief Waller to sign the ILA with the SOPB Board making us a participating member. It was **seconded** by Commissioner Erickson and **passed** unanimously.

### **I. February Tours and Special Meeting**

**Discussion:** The Executive Chiefs and Commissioners will go to Arizona to gather information on EV Engine and station infrastructure and training facilities. (Gilbert Station 2 and then training site) and will hold a special meeting.

**Action:** No Action.

## **IX. COMMENTS**

### **A. Executive Staff** (summarized in the written report in the packet)

#### **Chief Hodkinson**

- + There are 2 members on modified light duty.
- + Capt. Hammer recently completed his IFSAC Instructor II certification. Jose Islas completed his Acting Officer certification, and Cody Hunt completed driver credentials to be an Acting Engineer.
- + Five employees will be testing for Company Officer on February 21, 2024.
- + Many hours have been put into prepping the Pine Avenue property so it will be available for training in the next few weeks. SFRF and South County have access to the property for training with the stipulation that there be a Training Supervisor on site, so the workload for the BCs is not increased during their shift. We continue to communicate with the neighbors (door knocking, post cards, website) to keep them informed about training events.
- + Fletcher Collins passed his swim test and has joined the Water Team.
- + Lt. Leighty has been teaching CPR classes at the local high schools and we are recruiting other employees to help with the teaching process.

#### **Chief Osborne**

- + Kudos to the Training Program – soon all three members Darrell Heike, Aaron Hammer and Neil Broumley - will have their Instructor II certificate.
- + The new fire engine is in the apparatus bay now, and a push-in ceremony will be planned very soon.
- + All the parts for Brush43 and the 2 new Colorados have finally arrived and are being installed.
- + The surplus sale went really well – the old brush truck sold for \$17,300.00.
- + Maintenance Chef Gary Jessop continues to draw record crowds to the Senior Center breakfasts on the first Saturday, most recently with his blueberry pancakes.
- + The Chaplain sponsored “You Are Not Alone” suicide prevention event drew a crowd of over 400 participants (only 200 were expected), and

three other counties have asked the core group to bring the program to their districts.

- + Crews are gearing up for the 2024 Wildland Fire Season.
- + We have a new form that will collect data on our involvement in community events for the coming year.

**Discussion:** Chair Mills asked about possible changes to the L&I fees through the FIIRE program. L&I is polling participants to see if they prefer to stay with the 10% discount currently offered, or if districts would like to pay full rate and have a supplemental check issued at the end of the year. Commissioner Merritt asked if about the clean cab concept in the new engine and response times. Chief Waller stated that the engine will be equipped in a such a way, that will training and experience, there will be little to no change. The expectation is the operations will be as aggressive as we are now, but we are prioritizing firefighter health and safety. The possibility of a very small change is far outweighed by the long term health and safety of our employees. We will continue to monitor and make changes as needed to ensure our rapid response continues.

#### **Chief Frater**

- + Chief Frater continues to work with the State Auditor on the Annual Audit. There will be an introductory meeting this Wednesday.
- + Chief Frater is investigating more reports and Payroll capabilities in Springbrook.

#### **Chief Waller**

- + Discussions continue with the city, county and school district to arrange for use of their fiber optic lines as back-up internet provider systems at the new stations.
- + Talks continue with the SCEMS Joint Task Force to help

#### **B. Commissioner**

Commissioner Erickson highlighted a positive comment received from a citizen who was impressed with the proficiency with which our crew extricated a driver from a crashed vehicle. There was a question from the floor about the possible presence of asbestos in the carpeting that was removed from the Training Annex in the burst pipe clean up. Consensus from the board was that the building was new enough construction that no asbestos would have been present.

#### **X. ADJOURN**

At 2015 hours, the Regular Board Meeting was adjourned.

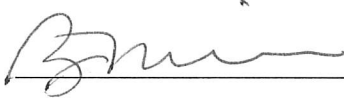
**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,  
February 12, 2024**

**Minutes prepared and submitted by:**

  
**Christine Montagne-Heike**, Records Specialist

  
**Don Waller**, District Secretary

**MINUTES APPROVED BY FIRE COMMISSIONER:**

  
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3/11/24  
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Date

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District Secretary - Date