

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Thursday, April 13, 2023 7:00 p.m.
LOCATION:	Headquarters Fire Station #43 – Harvey Room – 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 Thad Frater, Deputy Chief Jason Hodkinson, Deputy Chief Greg Osborne, Deputy 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

The chair stated the Agenda would be adopted as presented.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the March 14, 2023 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the 03/14/2023 Regular Meeting minutes and it **passed** unanimously.

IV. OPEN PUBLIC COMMENT (No comments)

V. OLD BUSINESS (No Old Business)

VI. INFORMATIONAL ITEMS

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

03/16/2023 for \$113,520.24

03/07/2023 for \$ 8,145.27

03/29/2023 for \$ 74,242.84

B. Payroll - March 2023 Payroll in amount of \$544,751.93 was presented.

C. Budget to Actual – This is a new real time summary of revenue and expenses that will be included in the packet from now on.

Discussion: There was no discussion on the informational items.

VII. NEW BUSINESS

A. Purchase and Sale Agreement for Pine Avenue Property

Discussion: Counsel Kinnon W. Williams explained this agreement is the culmination of negotiations between legal counsels to set up a process to determine the purchase price and establish a due diligence period for the property. This includes our proposed appraisal of 4.5 million for the property, but that there is an agreed to process to determine the final purchase price. Signatures on this agreement will allow us to move forward. Commissioner Flath had a variety of questions for counsel Williams and his answers were as follows:

2.2 Manner of Payment – A check will be sent to the Escrow account to be released to the purchaser.

5.4 Insurance – this is a typical clause that will make sure the Contractor has proof of insurance and delegates who is responsible in different scenarios if people are hurt when on the property.

8.4 The text may look strange due to using justified text, which adds additional gaps to make the text more even. This section outlines the responsibilities for additional costs to the sale, including an Extended Title Coverage policy which guarantees the boundaries and property conditions.

10.1 The large print functions as notice to us of the limitations of the contract and the extent of our liability in moving forward.

Last Line – States that some responsibilities will extend beyond the closing date.

16.3 – The timelines are assumed to begin from the date of purchase. Legally the day ends at 9pm, and the document has qualifiers in case the date in question lands on a weekend or holiday.

The Board thanked counsel Williams for his work in preparing this deal.

Action: Commissioner Gleason made a **motion** to authorize Fire Chief Don Waller to sign the Real Estate Purchase and Sale Agreement between Snohomish County Fire District No. 4 (the “Buyer”) and Five J’s LLC (“Seller”) on behalf of the District, with closing documents to be approved by legal counsel and closing authorized by the Board and it **passed** unanimously.

B. Relocation Consultant Contract for Pine Avenue Properties

Discussion: Counsel Williams explained that relocation assistance services must be offered on all government property purchases to the displaced individuals and businesses. There are 3 residences and 1 business that will be offered these services. Initial advisory services are offered to counsel the owners on options for relocating including self-

moving or obtaining bids for a moving service. This process is more complicated for businesses due to inventory. The goal is to limit disruption to the selling parties. There was additional discussion about the extent and costs of the relocation services that would be offered. Commissioner Gleason asked about the role of the relocation agent. They are the individual who will meet with the tenants to assess their needs and offer solutions. Much of the estimate of ~500 hours for their work includes 12 weeks of work in helping the business, which has an extensive inventory, sort and relocate their product. The claims for relocation processes will be reviewed by the agent and sent to the Chief to be submitted to the Commissioners for approval, since this was not a budgeted line item. There is an appeal process in case tenants are dissatisfied with their options. Counsel Williams will provide a policy for the District that will cover this eventuality. The policy does not need to be in effect before the relocation process begins.

Action: Commissioner Flath made a **motion** to accept the relocation consultant contract for the Pine Avenue properties, to meet the required laws and purchase and sale authorization, and direct the Fire Chief to sign the contract. The motion **passed** unanimously.

C. Budget Adjustments – Sustenance Lodging (line items 3170 & 4305)

Discussion: There have been unexpected expenses in these two areas. We are requesting a transfer of funds. There is a 2022 budget surfeit, so this is not financially a problem. Moving funds now forestalls having negative amounts in these budget line items in future financial reports.

Action: Commissioner Gleason made a **motion** to approve line-item adjustments from 2022 excess funds - \$5000 to line item #3170 and \$5,000 to lien item #4305. It **passed** unanimously.

D. Letter Response to South County Fire Letter

Discussion: Chief Waller sent a proposed response to the letter received from South County Fire to the Commissioners for their review. Commissioner Flath advised it would be most prudent if the response letter was sent to all the individuals who were cc'd in the original, including the Mayor of Snohomish.

Action: Commissioner Flath made a **motion** to approve the letter as drafted, with the addition of the mayor as a cc'd representative, and direct the Chief to send the letter as otherwise written. It **passed** unanimously.

E. SOA Audit Report

Discussion: Chief Frater has put a lot of effort into the process, building on the work of former DC Mike Gatterman. We are in the unique position of having no recommendations or findings from the process, a very positive outcome. The 2022 audit will be based in part on Mike Gatterman's work and in part on Chief Frater's work. Commissioner Flath mentioned that sitting in on the exit interview offers insight into the process, and reminded all that the report is available online.

VIII. COMMENTS

A. District Staff (No Comments)

B. Executive Staff (summarized in the written report in the packet)

Chief Hodkinson There was a significant residential fire on 3/16/23 that included the extrication of a victim. Chief Hodkinson complimented the crew on their timely response, extrication, and suppression of the fire. The inflatable kayak has been received, and crews have been practicing on deploying and inflating it quickly. We will host a rope rescue class on May 8 – 13. 11 District 4 members, 1 SFRFR member and 2 members from the zone county tech team have registered. Confined space and trench rescue training will be offered next. There was one resignation from the swim team. A replacement will begin training in May. Through the County *Pulse Point App* districts have been asked to map the locations of AEDs. Some of our members on light duty have mapped the schools and larger facilities in the area with AEDs – thank you to Lt. Shawn Osborne and FF Chelsea Ruggiero-Diehl. Our last two paramedics are now certified to provide ACLS skills in the field. Commissioner Flath noticed a pole sitting at the residence of the 3/16/23 fire. Commissioner Gleason questioned if the kayak qualified as a boat under NFPA 1006. Chief Waller responded it did not qualify as a boat (no motor) but can be used on swift water or surface water, and personnel need to be trained technicians for the type of water on which the kayak is deployed. Our swim techs are currently trained as rapid entry and swift water techs. They are qualified to enter the bodies of water we protect with the kayak. Commissioner Gleason wondered if our District Policy needed to be fixed to enforce that. The kayak is located on the Battalion vehicle so that only the trained technicians will be able to use it on scene, and it must be used with downstream spotters and appropriate safety measures. FF Stewart added that our swim team will be joining SFRFR's Swift Water Rescue team for refresher maneuvers, including use of the kayak, next week. Chief Hodkinson said our Water Rescue Policy will need review. Commissioner Flath questioned if the kayak could also be used in recovery operations. Chief Osborne responded that it could be used that way. Chief Waller emphasized that the kayak could not be used in ice, surf or flood waters since those water types require separate certifications under NFPA 1006. Commissioner Flath questioned the use of Brush 42 in flood waters. Chief Waller responded that since it is a vehicle, it is under different guidelines, and can be used if personnel do not exit the vehicle into water. "Flood" refers to water that is outside its normal channel, and personnel are not allowed in those water areas.

Chief Osborne related that FF's Stewart and Collins were recently part of a tour at the fire station, at the end of which a grandfather from the tour

exclaimed that it was the “best station tour he’d ever seen”. This statement was very powerful as the speaker was a retired 37-year career firefighter from Bellevue. Chief Osborne wanted the commissioners to be aware of the quality approach our firefighters have to all aspects of their job. He also mentioned that Chaplain Margie Jacobson recently attended the Oso Memorial celebration as our representative and gave an invocation in front of 700 people at the Angel of the Winds arena on our behalf. Chief Osborne would also like to recognize the amount of support the chaplains offer and the tremendous reputation they have in the county and beyond. Commissioner Flath questioned who provides support to the chaplains. Chaplain Andrist replied that there is a regional network of support including NW Incident Support, the Marysville Chaplaincy Program, and Support 7.

Chief Frater stated another audit is coming up and will likely focus heavily on fraud issues and ways to decrease access by unsanctioned individuals. The commissioners can also expect more frequent and detailed reports as we explore the services Springbrook has to offer.

Chief Waller

1. We are in the middle of an internal audit of cyber security measures. There will be a presentation and budget recommendations for the commissioners over the next 3 months.
2. All our recent hires have passed their Oral Boards, the final test of their probationary period. They now have their black helmets and shields.
3. We are continuing to assess our expenses, including insurance premiums, to decrease premiums with programs such as FIIRE and other cost savings measures. Commissioner Flath questioned when the new property would be included in our insurance. Chief Waller responded that once we own it, it will go onto our VFIS insurance and before that we are covered under the consultant’s insurance, the conditions outlined in the Purchase and Sale Agreement that was approved in item VII.A.
4. Five of our part-time employees have received full-time job offers and will be leaving the district by June. We will need to include hiring of at least four more part time positions this Fall in the coming 2024 Budget. Commissioner Flath questioned the clause in the FF contracts requiring personnel to remain at least 12 months with the district to cover Academy costs. Many of the personnel leaving have met that deadline, but one will need to reimburse us for some of the costs of the Academy. This is not a new process, and we have an established system in place to facilitate it.

C. Commissioner No Commissioner comments.

IX. ADJOURN

At 1958 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
April 13, 2023**

Minutes prepared and submitted by:

Christine Montagne Heike
Christine Montagne-Heike, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:

Donald J. Walker

Evann

9/6/23

Date