

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, November 13, 2023
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, Assistant Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief

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 was adopted as presented.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the October 9, 2023 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the 10/09/2023 Regular Meeting minutes as presented and it **passed** unanimously.

IV. OPEN PUBLIC COMMENT (No comments)

The Chair opened the Public Hearing for the 2024 Proposed Operating Budget (per RCW 84.55.120(1)) at 1901. Commissioner elect Brian Mills congratulated the board and staff on the compilation of such a comprehensive budget proposal which will help with future planning for the district. Chief Waller gave a slide presentation which summarized the 2023 budget progress and proposals for 2024.

Discussion: There were no emails or calls from the public with questions. Commissioner Flath noted the budget included a grant application for a Nurse Navigator program, and he wondered where future funding for the program would fall in the budget. Chief Waller responded it would be included in the SNO911 line item, and they would bill us.

Chair Merritt closed the Public Hearing at 1919 hours, and resumed the regular meeting.

V. INFORMATIONAL ITEMS

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

10/16/2023 for \$97,465.53
09/15/2023 for \$169,546.53
09/29/2023 for \$133,222.04
09/12/2023 for \$1801.43

B. Payroll - September 2023 Payroll in amount of \$878,132.33 was presented.

C. Treasurer's Report

D. Budget to Actual

1. Expense

2. Revenue

Discussion: Commissioner Flath questioned if a single person (or credit card) paying for multiple individuals' expenses (registration, hotels, etc.) would meet the state auditor's criteria. Chief Waller explained the auditor receives a more detailed expense summary than can be shown on the AP report, and the auditor has had no complaints. Commissioner Flath asked if there was a way to look at an individual's pay data to possibly catch errors. Chief Waller explained that there is no (easy or good) option in the Springbrook reporting system to give the kind of view the commissioners are used to seeing from the previous system. As we continue working with Springbrook we are finding fewer errors with the process.

VI. OLD BUSINESS

A. Expense Budget 2024

Discussion: No discussion.

Action: Commissioner Gleason made a **motion** to adopt the Expense Budget as presented. It **passed** unanimously.

B. Reserve Budget 2024

Discussion: No discussion.

Action: Commissioner Gleason made a **motion** to adopt the Reserve Budget as presented. It **passed** unanimously.

C. Revenue Budget 2024

1. Revenue Estimates and Levy Options

2. Resolution 562, EMS Levy

3. Levy Certification Form

Discussion: No discussion.

Action: Chair Merritt made a **motion** to adopt Resolution 562, and it **passed** unanimously. Chair Merritt made a **motion** to adopt the Levy Certification Form as presented and it also **passed** unanimously.

D. Strategic Budget 2024

Discussion: The Strategic Budget is an informational tool to help the commissioners, and does not necessarily need to be adopted, although it can be, and that may be a recommendation in the future.

Action: No action.

VII. NEW BUSINESS

A. Transfer from Leave Liability (080) to Facilities (378)

Discussion: Our consultants and accountants have commented that our Leave Liability fund is overfunded. The industry standard is to have 50% of the leave liability amount in the fund, and we currently have 100%. Chief Waller recommends keeping 55% in the liability fund and transferring the remainder to the Facilities Reserve Fund, as well as reducing the 2023 contribution to the Leave Liability Fund to \$0.00 and transferring the \$175,000.00 from it to the Facilities Reserve Fund.

Action: Commissioner Flath made a **motion** to transfer \$385,000.00 from the Leave Liability Reserve to the Facilities Reserve Fund. It **passed** unanimously. Commissioner Flath also made a **motion** to reduce the 2023 Budget line item #5500 to \$0.00 and increase the 2023 Budget line item #5502 by an additional \$175,000.00. It **passed** unanimously.

B. Large Warrants

Discussion: The commissioners have previously approved funding the expenses covered by the warrants, but also need to approve the warrants themselves.

Action: Commissioner Gleason made a **motion** to accept Large Warrant Batch 11/13/23 in the amount of \$85,596.00 and it **passed** unanimously. Commissioner Gleason made a **motion** to accept Large Warrant Batch 11/3/23 in the amount of \$94,526.40 and it **passed** unanimously.

C. Fence

Discussion: The Fire District now owns a large chunk of property on Pine Avenue, and the city will be closing Cypress Ave in that area. As the tenants are relocating (completion by 12/31/23) we will begin fencing the area to provide security. Three bids were obtained, and Chief Waller recommends the most reasonably priced bid. Commissioner Flath asked if the fencing currently around the property is included in the plan, and what access points would be incorporated. Chief Waller explained we would coordinate with National Fence Co. for a plan, including access points at Cypress and the original entrance to Steuber's, with flexibility to move them. Chair Merritt questioned if security was a major concern for the area, Chief Waller explained it is more a liability issue in case someone was injured. There was discussion about the feasibility of securing the area while still allowing the Pursuit Church access for parking.

Action: Chair Merritt made a **motion** to use National Fence per their estimate to secure the Pine Avenue Property. It **passed** unanimously.

D. Collaboration Report

Discussion: Chief Waller has formally presented the report on collaboration possibilities with SFRFR to both the commissioners and the Union. There was much discussion about the next steps in researching collaboration and the parties to include in the process.

Action: Commissioner Gleason made a **motion** to direct Chief Waller to draft a letter, within the next month, to South County Fire expressing interest in discussing options for potential collaboration or consolidation services, and it **passed** unanimously. Chief Waller clarified that the letter will be written on behalf of the board.

E. Vehicle Purchase

Discussion: Vehicles are difficult to find using state bids, especially since the auto workers' strike. Chief Waller recommends purchasing 2023 vehicles with safety features (back-up cameras etc.) instead of waiting to see if 2024 vehicles will be available. Chief Osborne and Gary Jessup will then arrange to have the canopies, roll outs, radios and graphics installed

Action: Commissioner Flath made a **motion** to authorize Purchase Authorizations PA2023.21 and PA2023.22(\$57,000.00 each) including lights, radio, graphics, canopy, rollout and other miscellaneous items and they **passed** unanimously

F. District 16 Transport ILA

Discussion: There has been discussion with District 16 about how to most easily and accurately document and collect billing. Consensus is that a flat rate fee would be simplest for both parties. District 16 has also expressed an interest in coordinating training efforts with SCFD4.

Action: Commissioner Gleason made a **motion** to direct the Fire Chief to sign a transport ILA with District 16 and manage the ILA as agreed to, and it **passed** unanimously.

G. BC Promotional List Certification

Discussion: The assessors for the testing all mentioned that this was a very challenging test for promotion, and it is a testament to our candidates and training department that all 3 applicants scored at or above competency criteria.

Action: Chair Merritt made a **motion** to certify the Battalion Chief Promotional List as presented and it **passed** unanimously.

H. Draft Meeting Schedule

Discussion: The schedule for the coming year's meetings needs to be in Resolution format before the first of the year. The draft before the board has meetings scheduled for the second Monday of each month, and only one month has a conflict with a holiday.

Action: No action taken.

I. Executive Session

The Board will be going into an executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. The executive session will be for 30 minutes with no action expected.

The Board will go into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of the Fire Chief. The executive session will be for 30 minutes with no action expected.

The Board adjourned to Executive Session at 2002, expected return at 2102.

At 2100, the Executive Session for Performance Evaluation was extended for 30 minutes, expected return at 2132.

The Executive Session was adjourned at 2124 and the Regular Board meeting was resumed.

VIII. CHIEFS' REPORT

Chief Hodkinson noted that we are not receiving the data from our statistician in a timely manner. The data for September's calls was just received today. The Rope Rescue drill was a huge success. 10 of our 11 rope techs were able to participate and TR31 came over with 2 techs as well. Special thanks to BCs Witherow and Scherer for their help in arranging the BC test. Kudos to the whole training department for their hard work on the MCI, Rope Tech and Live Fire drills that have taken place over the last couple weeks.

Chief Osborne stated the new Brush 43 is very close to being finished. Thanks to Christine Heike for her work at the Senior Center with instructing about the SMART911 app.

Chief Frater has resolved the calculation confusions on the treasurer's reports from last month's meeting and appreciated the feedback.

Chief Waller stated there are some state law changes and recommendations from our consultants that will be used by Attorney Snure to revise policy.

IX. COMMISSIONER COMMENTS

Commissioner Gleason appreciated the user-friendly features of the budget with its color coding, and shared it with a co-worker who was encouraged to see Rope Tech training being funded. Since her position on the board was an appointment, it ends with the certification of the

recent election on November 28th. She appreciates the encouragement she received and is thankful for the opportunity to serve the community. She feels the district is being very well managed and looks forward to other opportunities in the future to work with SCFD4.

Commissioner Flath was pleased to hear the asbestos and haz mat testing on the Pine Ave properties is under way. He also expressed thanks to the other Board members for their collaboration.

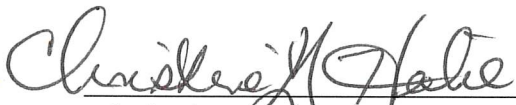
Chair Merritt echoed thanks to the Board members and the Executive staff for their efforts in leading the district.

X. ADJOURN

At 2131 hours, the Regular Board Meeting was adjourned.

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

Minutes prepared and submitted by:



Christine Montagne-Heike, Records Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



12/11/23

Date