

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Wednesday, September 6, 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 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

Chair Merrit stated the Agenda was adopted as presented.

III. MINUTES OF PREVIOUS MEETING

Discussion: (No comments or questions.)

Action: Commissioner Flath made a **motion** to approve the August 14, 2023 Regular Meeting minutes as presented 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 Batch was presented:
08/02/2023 for \$62,954.38

Discussion: Chief Waller explained that because the meeting was early, the reports from the County were not completed, so SpringBrook cannot be reconciled, which means most reports are not updated. In October, September financial reports (AP batches, August Payroll, Treasurer's Reports, and Budget to Actual Reports) will be presented. October is also an early meeting, so if October reports cannot be completed, then in November, you will see October and November and be caught up.

VII. NEW BUSINESS

A. Historic Accountant Report

Discussion: The Historical Accountant (Andrea Dowell) has finished her review. The County prepares Revenue reports for us with two different values– one is the actual revenue, and the other includes some projected revenue. The accountant confirmed that for the past 2 or 3 years the wrong value has been submitted to the auditors, resulting in an apparent \$40,000 discrepancy. She has contacted the Auditor’s Office to report this mistake and is working with them to make the adjustments and ensure this doesn’t happen again. The next phase of her contract with us includes recommending best practices to improve our efficiency in reporting funds. Her recommendations will be brought to the commissioners for review and possible policy updates. Commissioner Flath asked for clarification on the sources of the revenue, specifically grant funding. Chief Waller clarified that grants are a source of revenue, but not processed through the county tax collection. The County tax collection report, was the source of the discrepancy. This project is coming in under budget.

B. Transport Waiver 2023-16

Discussion: (No discussion.)

Action: Commissioner Flath made a **motion** to approve transport waiver 2023-16 as presented with a 100% reduction. The motion **passed** unanimously.

C. Large Warrant – New Ventures

Discussion: This warrant is for our original real estate agent. We had negotiated their fees down from their contractual 5% for a full service negotiations/closing to more of a finder’s fee. The closing has been moved to the end of October. If the warrant is approved now we can hold it in reserve until needed in October.

Action: Commissioner Gleason made a **motion** to approve the warrant batch (9/5/2023) as presented for New Ventures in the amount of \$94,524.40. The motion **passed** unanimously.

VIII. CHIEFS’ REPORTS

A. Chief Hodkinson

1. Since the last meeting our personnel have responded to some Wildland mobilizations. Our tender was gone for 17 days with 2 of our personnel manning it. Brush 42 went to the Oregon Road fire for 17 days at the same time. During that period we had roughly 10% of our work force out on modified duty, and had 2 officers attending a training conference. Our personnel stepped up and we were able to cover all needed positions.
2. Last week we received notification that our ARRPA Grant application through the county for a burn building was denied.

B. Chief Osborne

1. The state L & I Grant money has been received and MSO Broumley used the funds to order a new LUCAS device that will be housed on the apparatus at Station 42. Commissioner Gleason clarified that this is the 2nd LUCAS device for the District, and asked about the policy regarding their use. Chief Osborne stated the protocol is that if high performance CPR has occurred on scene and the patient needs to be transported, the LUCAS device will be attached to the patient to ensure consistent compressions during transport.
2. Commissioner Flath asked for clarification on the high school that will be hosting the *Nick of Time* youth heart screening event. It will be hosted by Snohomish High School on November 1, 2023 from 9:00 am – 3:00 pm, but is open to students from all over the region. B. C. Witherow will be the lead on this project. It provides life-saving efforts by helping diagnose possible heart issues in young people.
3. September is Suicide Prevention Month. There is a big push to advertise the “988” Suicide Prevention helpline. Recent statistics show that the highest suicide rates occur in people over the age of 65. Snohomish County will host a Suicide Prevention Walk on September 30, 2023. Chaplain Geoff Andrist is hosting a major national conference on Suicide Awareness and Prevention on September 26, 2023. Chaplain Andrist is looking for a venue to host the conference here in town.

C. Chief Frater Chief Frater will have reports ready for October’s meeting.

D. Chief Waller

1. A lot of time is being devoted to the work on the Pine Avenue and Avenue D properties to keep them on schedule.
2. Some officers (Waller, Osborne, Leighty, Witherow) attended the IAFF Safety Conference and have information to share with the crews.
3. Labor Management continues to meet and is making positive progress on its issues.
4. Chief Waller will be doing a “Thank You” presentation to all the groups we engaged with before the Primary Ballot.
5. Commissioner Flath asked about mediation progress regarding pay days. Chief Waller explained the next meeting on that topic is scheduled for September 22, 2023. There is no new information.

IX. COMMISSIONER COMMENTS

Commissioner Gleason stated she felt very supported that District 4 was able to complete business during her absence and efforts to help with clean up at the Lahaina fire site in Hawaii.

Commissioner Flath stated that the 9/5/23 **Everett Herald** had an article on wildfires and respirators. He wondered if we had a debriefing with personnel when they return from the field and make sure that no health issues would result from their contact with smoke and particulates in the air. He also wondered if we could get involved with the testing of wildland equipment, that was mentioned in the article, to gather data and help our personnel as the urban wildfire danger continues to be a realistic threat on this side of the mountains. Chief Osborne met with Lt. Bartelheimer after his deployment and discussed his experience. Lt. Jacobsen was the officer on the deployment, and Chief Osborne plans to discuss the deployment with him as well. Commissioner Flath stated it would be helpful to keep records of these discussions. Commissioner Flath asked if we keep one tender in Snohomish and another goes to the wildfire. Chief Waller clarified that we only have one tender, but we have two brush trucks. Commissioner Flath asked if any equipment is kept back. Chief Waller stated we send the tender and one brush truck, reserving the other brush truck in case it is needed locally.

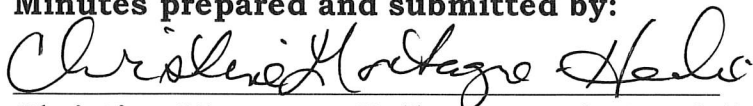
Chair Merritt thanked the chiefs for their hard work in keeping the District running during this fire and vacation season.

X. ADJOURN

At 1917 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
September 6, 2023**

Minutes prepared and submitted by:



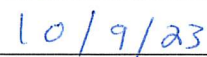
Christine Montagne-Heike, Records Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:





Date