

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE: Thursday, February 16, 2023 1900 hours
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
Bill Scherer, Battalion Chief
Whitney Mansfield, Battalion Chief
Christine Heike, Records Specialist

I. ROLL CALL

Chair Merritt called the meeting to order at 1704 hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

Chair Merritt adopted the agenda as presented.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the October 5, 2022 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the meeting minutes for the regular meeting on 01/09/2023, the regular meeting on 01/19/2023 and 01/20/2023 and the special meeting on 01/31/2023 and it **passed** unanimously.

IV. OPEN PUBLIC COMMENT

BC Whitney corrected the call to order from 1704 to 1904.

V. OLD BUSINESS – Draft Budget

VI. INFORMATIONAL ITEMS

1. **Accounts Payable:** 01/04/2023 Batch for \$199,779.20 and 01/20/2023 Batch for \$72,986.90 were presented.
 2. **Payroll** - January 2023 Payroll in amount of \$576,437.25 was presented.
- Discussion:** No discussion and no action needed.

VII. NEW BUSINESS

A. Transport Waivers

Discussion: Commissioner Flath asked why one application was submitted so late. DC Frater responded that the documents submitted to us were included as we received them. Commissioner Flath noted that there would still be a remaining balance on one account. DC Frater noted that insurance had not been applied to that account.

Action: Commissioner Gleason made a **motion** to waive the amount recommended on the two transport waivers. (#2021-2906 partial fee waived, #2022-2873 full fee waived). The motion passed **unanimously**.

B. Levy Lid Lift Presentation & Discussion

Discussion: Chief Waller talked through the Levy Lid Lift Powerpoint presentation for the group. The commissioners agreed to request that Chief Waller prepare a Resolution proposing a \$1.50 levy lid lift election for the beginning of August, for the next Board Meeting.

Action: No action taken.

C. SAFER Grant Application

Discussion: No formal action needs to be taken until it is awarded. Chief Waller wanted to verify that the Board was still in favor of submitting the application for the grant. Commissioner Gleason asked when the last SAFER grant was awarded to the District. SCFD4 has never applied for this particular grant.

Action: No action taken.

D. MCI Unit Collaboration with Paine Field

Discussion: An old SCFD4 rescue unit was converted to an MCI, and various plans were considered on how to best staff the unit. Paine Field is willing to cross-staff this vehicle and make it available to the entire county. This seems to be an equitable plan that benefits the whole county. The vehicle would be loaned to Paine Field for the next ten years, after which time they would have full ownership of the vehicle. The vehicle is 26 years old, past its normal operational life, but is an upgrade for Paine Field's 1970 bus currently in use. Chief Waller is asking for a motion to be able to sign the contract with Paine Field once the lawyers have finished formatting it. Commissioner Flath would prefer to see the finished contract before making any motion. Commissioner Gleason inquired about the types of equipment on the unit. The equipment on it (backboards, bandages, tarps etc.) was all purchased with a grant. It does have built-in hydraulics for extrication and a light

tower. It is likely that Paine Field will want to re-arrange and add equipment to the unit when they begin training on it.

Action: No action taken.

E. Budget Adjustment

Discussion: We are currently \$850,000 under budget for 2022. Chief Waller would like to authorize some more consultant studies to help with property acquisition and financial planning.

Action: Chair Merritt made a **motion** to move \$75,000 from 2022 cash carry over into line item 4172 for consulting services to assist with strategic plan initiatives. The motion **passed** unanimously.

F. Mailbox

Discussion: The Post Office requires us to make a motion in order to change the names associated with our Post Office Box. They require a name, not a position or business name. They need a current motion to put Chief Waller's name on the Post Office Box account. Commissioner Flath asked if moving the administration center would cause any mail disruption issues. When that time comes, we would maintain the current 1525 Avenue D mailbox while notifying our clients/vendors about the location of the new mailbox.

Action: Commissioner Gleason made a **motion** to remove Bob Merritt from the person of record on our P. O. Box and have Chief Don Waller take over the P. O. Box and be responsible for it as the Snohomish County Fire District #4 representative. The motion **passed** unanimously.

G. Executive Chief Title Change

Discussion: There has been some confusion and inefficiency when the DCs interact with other regional organizations, due to their title and other organizations' understanding of their duties within our district. There will be no change in pay or job descriptions with this title change. Commissioner Flath questioned the sentence in the Resolution mentioning future documents that refer to the DC title as a new position. Chief Waller explained the sentence allows for future flexibilities, there is no current plan to establish a DC job description. Two of the surrounding districts (SRFR and South County) have both Assistant and Deputy Chiefs. There would need to be some re-configuration of promotion qualifications (i.e. number of bugles on badges) and job descriptions if we were to establish a separate DC rank from the assistant chief rank. Chair Merritt questioned the timing of this move in light of ongoing consolidation discussions. Commissioner Flath recommended revisiting this issue in a couple of months, after review of a compilation of the distribution of Assistant and Deputy chiefs in our surrounding districts.

Action: Chair Merritt made a **motion** to table this discussion until the March 14, 2023 Commissioners Meeting. It **passed** unanimously.

H. EXECUTIVE SESSION

The Board moved to an Executive Session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations for 5 minutes with no action expected and pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate for 10 minutes with no action expected, and pursuant to RCW 42.30.110(1)(g) to review the performance of an employee for 5 minutes with no action expected. The Board moved to Executive Session at 1956 hours, expected return at 2016 hours. At 2016 hours the Chair extended the discussion on real estate 5 minutes to 2021 hours. At 2021 hours the Chair extended the employee evaluation session 5 minutes to 2026 hours. At 2026 hours the Chair extended the evaluation time 5 minutes to 2031 hours. At 2031 hours the Chair extended the evaluation time 5 minutes to 2036 hours. At 2036 hours the Chair extended the evaluation time 5 minutes to 2041. At 2041 hours the Chair extended the evaluation time 5 minutes to 2046 hours. At 2046 hours the Chair extended the evaluation time 5 minutes to 2051 hours. At 2051 hours the Chair extended the evaluation time 10 minutes to 2101 hours. At 2101 hours the Chair extended the evaluation time 5 minutes to 2106 hours. At 2106 hours the Chair extended the evaluation time 5 minutes to 2111 hours. At 2111 hours the Chair extended the evaluation time 10 minutes to 2121 hours. At 2121 hours the Chair extended the evaluation time 10 minutes to 2131 hours. At 2131 hours the Chair extended the evaluation time 5 minutes to 2136 hours. At 2136 hours the Chair extended the evaluation time 5 minutes to 2141 hours. At 2141 hours the Chair extended the evaluation time 5 minutes to 2146 hours. The Regular Session reconvened at 2143 hours with no action taken.

VIII. COMMENTS

- A. District Staff** There were no comments from the staff present. Chief Waller presented the Board a flyer on the upcoming Chief Rick Lasky presentations scheduled for March 3 and 4. Friday, March 3rd will be for SCFD4 staff only with a focus on officers and what makes a great fire department. Saturday, March 4th is open to regional partners for his presentation on *Pride & Ownership*. Captain Heike mentioned there are currently 73 registered participants, but the Academy may send their whole group, bringing the total to 150. The commissioners are welcome to come on either or both days.
- B. Executive Staff** The Executive Staff are now submitting written summaries of their actions in the packet. Chief Waller asked if those written summaries sufficed for the commissioners. They agreed they did. Commissioner Flath did have a few questions about the reports:

1. Page 104 mentioned smoke detectors. Do we have any follow-up with these citizens? DC Osborne responded that yes, we do follow-up. The most recent batch of detectors have a 10-year battery life. For the previous batch, we mentioned to participants that they should change the 9 volt batteries every 6 months at Spring Forward and Fall Back. Some individuals do ask for help with replacing the batteries, even calling 911 to gain assistance.
2. On page 110 how many requests for comment cards do we send out every week? Commissioner Flath requested a percentage on the number of responses that come back from the cards sent. Chief Waller explained that we send out a large number of requests for feedback, and are expanding our feedback to include responses from participants in our Birthday Party, Car Seat, CPR classes, Station Tour and other public education programs. Chris Heike will email those statistics to the commissioners.

C. COMMISSIONER COMMENTS

There were no additional comments.

IX. ADJOURN

At 2147 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
February 16, 2023**

Minutes prepared and submitted by:


Christine Montagne-Heike, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:





Date