

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE: Monday, June 13, 2022

LOCATION: YouTube- Public, Headquarters Fire Station #43 – Commissioners– Snohomish, WA

BOARD MEMBERS PRESENT: **JIM SCHMOKER**, Chairman
RICHARD E. FLATH, Fire Commissioner
EVAN MERRITT, Fire Commissioner

STAFF MEMBERS PRESENT: Don Waller, District Secretary/Fire Chief
Thad Frater, Deputy Chief
Mike Gatterman, Deputy Chief
Jason Hodkinson, Deputy Chief
Greg Osborne, Deputy Chief
Bill Scherer, Battalion Chief
Fletcher Collins, FF/EMT
Gabe Harrington, FF/Paramedic
Darrell Heike, Training Officer
Cody Hunt, FF/EMT
Jon Stewart, FF/EMT

I. ROLL CALL

Chairman Schmoker called the meeting to order at 19:02 hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

The Agenda was adopted with the following additions:

VIII G. Motion for Special Meeting on Thursday, 6/16/2022

VIII H. Changing of the Signees at Wells Fargo

VIII I. Election of a New Chairperson

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the May 9, 2021 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the minutes, the motion was **seconded** by Chair Schmoker and **passed** unanimously.

IV. OPEN PUBLIC COMMENTS (No public comments)

V. OLD BUSINESS (No Old Business)

VI. INFORMATIONAL ITEMS

A. Financial

1. **Accounts Payable:** Batch #381290 for \$81,485.88 & Batch #381684 for \$26,398.53
2. **Payroll -** May 2021 Payroll in the amount of \$543,360.40

Discussion: No Discussion.

Action: No action required per Resolution No.528.

VII. ACTION ITEMS (No Action Items)

VIII. NEW BUSINESS

A. VFW Award

Discussion: Otis Wolfe, Post Commander and District Commander for the VFW presented a *Certificate of Appreciation in Recognition and Highest Praise for Alertness, Personal Courage and Guardianship of Life and Property* to Firefighter/EMT Jon Stewart. He also presented a *Certificate of Commendation* to Gabe Harrington *for Exemplary Service to Humanity in Administering Emergency Assistance*.

Action: No action taken.

B. Robert's Rules for Small Assemblies (Resolution #544)

Discussion: After attending a conference with Attorney Brian Snure, the District would like to adopt the rules for Small Assemblies as they better suit our needs.

Action: Commissioner Merritt made a **motion** to adopt Resolution #544 as presented. Commissioner Flath **seconded** it and it **passed** unanimously.

C. Accept and Review Applications for Commissioner

Discussion: This item is moved to Executive Session for discussion.

Action: No action taken.

D. Live Streaming of Board Meetings

Discussion: The Governor and state have changed the rules regarding public meetings, and they are no longer required to be Live Streamed. The staff recommends we stop live streaming, and instead record and post the meetings on the website within 24 – 72 hours. Public Comment can still be submitted in person at the meetings, by phone or by mail.

Action: Chair Schmoker made a **motion** that effective after today's meeting we (the District) discontinue live streaming of commissioner meetings. Commissioner Merritt **seconded**, and it **passed** unanimously.

E. August Board Meeting Date

Discussion: Commissioner Flath cannot attend the regularly scheduled meeting, so to maintain a quorum the meeting could be moved to August 1, 2022.

Action: Commissioner Flath made a **motion** to change the August Commissioner meeting from August 8 to August 1. Commissioner Merritt is not sure August 1 will work with his schedule. Commissioner Flath withdrew his motion. This issue will be re-visited in July with alternate dates.

F. Hiring Numbers

Discussion: The current budget allows for hiring of two personnel to enter the Fall Academy. The budget savings from hiring in August, versus the first of the year, and the savings from Mike and Cherie Gatterman retiring, will allow us to hire 4 personnel instead, and will not have an impact on our long term budgeting.

Action: Chair Schmoker made a **motion** to authorize hiring two extra people for a total of four. Commissioner Flath **seconded** the motion, and it **passed** unanimously.

G. Motion for Special Meeting on Thursday, 6/16/2022

Discussion: A special meeting is needed on 6/16/2022 at 16:30 to certify the hiring list.

Action: Commissioner Flath made a **motion** to conduct a special meeting on Thursday, June 16th at 16:30 to certify the hiring list. Commissioner Merritt **seconded** the motion, and it **passed** unanimously.

H. Changing of the Signees at Wells Fargo

Discussion: The signers on the Wells Fargo account need updating.

Action: Chair Schmoker made a **motion** to remove Barbara Berg, Rondo Simmons and Mike Gatterman, and add Thad Frater as a second Key Executive on all Wells Fargo accounts. Commissioner Flath **seconded** the motion, and it **passed** unanimously.

I. Election of a New Chairperson

Discussion: First, the Board needs to accept Commissioner Schmoker's resignation as previously submitted, before electing a new chair. Commissioner Flath questioned whether an alternate needed to be elected for the chair position. There is no legal precedence for a vice-chair. It is basically an agreement from the two remaining commissioners about who will lead the meeting in the absence of the chair. This can be discussed once the new commissioner is elected, or action can be taken now.

Action: Commissioner Merritt **moved** to accept the resignation of Commissioner Schmoker as of midnight tonight. Commissioner Flath **seconded** the motion and it **passed** unanimously

Action: Chair Schmoker made a **motion** to elect Evan Merritt as the new chair, as of midnight tonight. Commissioner Flath **seconded** the motion, and it **passed** unanimously.

Action: Commissioner Merritt made a **motion** to appoint Commissioner Flath as vice-chair. Chair Schmoker **seconded** the motion and it **passed** unanimously. Chair Schmoker advised Commissioner Flath that if Chair Merritt was unable to attend a meeting, Vice-Chair Flath would need to open the meeting, and then immediately close it due to the lack of a quorum.

XI. EXECUTIVE SESSION

The Board Adjourned to Executive Session at 19:20 hours to discuss item **VIII C - Review of Applications for the Open Commissioner Position**, pursuant to RCW 42.30.110(1)(h) to evaluate the qualification of a candidate(s) for appointment to the open commissioner position. There may or may not be an action taken at Executive Session. Chair Schmoker mentioned that some applications have been submitted after the stated deadline. The Board adjourned at 19:20 hours, expected to return at 19:50 hours. At 19:50 hours, the Board extended the Executive Session 15 minutes, expected return at 20:05 hours. At 20:05 hours, the Board extended the Executive Session another 15 minutes, expected return at 20:20 hours. At 20:20 hours the Board extended the Executive Session another 15 minutes, expected return at 20:35 hours. The Board returned from Executive Session at 20:36 hours.

Action: After discussing late applications, the Board has elected to accept all late applications up until today to put into the pool for consideration. They have reviewed all applications and are directing the Chief to send out notifications to the narrowed pool decided upon, which he will do on 6/14/2022.

Action: Commissioner Flath made a **motion** to add an Executive Session to the scheduled 6/16/22 meeting for review of the applications for the open board position. Chair Schmoker **seconded** the motion and it **passed** unanimously.

IX. COMMENTS

A. District Staff & Work Groups

DC Gatterman is working to clear out his office in anticipation of his retirement on June 30th. DC Frater reported that the hand-down of duties from DC Gatterman and Records Specialist Cherie Gatterman is progressing smoothly. There may continue to be some adjusting of duties and responsibilities through the end of the year. DC Osborne reported that the Training Division has received \$3600.00 from the state of Washington to cover training costs of some of our new hires. District 4 has been involved in multiple public education events including: *monthly pancake breakfasts at the Senior Center hosted by the Explorer Post, Snohomish High School sports physical checkups, the Senior Parade, and a two hour presentation to a Senior Center audience of 32 people.* DC Osborne will be meeting with a fuel tank supplier tomorrow. Brush 43 is in service and operational, but Brush 42 is still being outfitted. June 18 is the Fire Explorer annual Muster at the State Fire Academy in North Bend. DC Hodkinson summarized his call report, saying we are at about 4000 calls for the year. We are about 2 hours behind in our mutual aid exchange. One of our part-time members was offered a full time position in Cowlitz County. Two more members in the last month have completed their acting company officer requirements. One member has completed acting driver requirements. Two members are close to receiving their acting company officer requirements. Turn out times for the month of April are down to 2 minutes and 9 seconds, which is a 38 second drop in time. Contributing factors to this improvement are the second set of PPE that members have been issued and emphasis to the crews on reducing turn-out times. Commissioner Flath asked about the tenure of the part-time FF who left the District. He had been with the district between 2 1/2 and 3 years, and did not fall under the new policy guidelines for part-time training requirements. He will be returning to interview with us this week for a full time position.

B. Fire Chief

There was a great attendance at the Awards Ceremony. Chief Waller, Lt. McGee, DC Hodkinson and Lt. Witherow went back to South Dakota to complete the pre-construction conference for our new engine that is ordered. A number of changes had to be submitted, which will delay the date our engine 'goes to queue' to be built. Automatic door locks were added to the change order. There have been a number of thefts of equipment from fire service apparatus in the state, and the locks could help prevent this. This change will have to be voted on by the Board. Our overtime expenses have been consistently under the previous year's totals since signing the contract. We will continue to monitor that. Commissioner Merritt mentioned the decrease was over 1000 hours for February, which is substantial. Overtime hours are being used to complete projects and extra duties, which means it is being more efficiently used. The Wildland Pack test was completed last week by red card candidates. Chief Waller officially recognized Chief Gatterman for his 45 years of service to the department, as this is his last meeting. The continuity and guidance provided by Chief Gatterman has been incredibly useful and invaluable to his replacement – Chief Frater. He has done his best to set us up for success in his absence. There will be a get-together at 2:00 pm on June 30th to recognize his service. Chief Waller then presented a shadow box (from the Local and the Silver Dollar Club) to Chair Schmoker as a thank-you for his years of service.

X. COMMISSIONER COMMENTS

Thanks was extended to DC Gatterman by all the commissioners. Commissioner Flath attended the Washington Fire Commissioner Association conference. The topic of Risk Management was discussed there, and Commissioner Flath feels we are at the forefront of best practices in this area. He also attended a session on applying for grants, and he may have information to share with us on this. Commissioner mentioned we could ask the Railroad company for a printout of what passes through our District. DC Osborne said it has been a while since we have completed this process. Chair Schmoker wanted to thank DC Gatterman for his mentorship, and wishes him the best in his retirement. He also mentioned the skills and enthusiasm brought to the district by DC Hodkinson and DC Osborne. Chief Scherer has been the backbone of technology in the department. He mentioned how quickly DC Frater seems to be acclimating to the district and taking over responsibilities. Chief Waller has done a stellar job of advancing changes promoting what is best for the District. Chair Schmoker has appreciated the perspective and inquisitiveness of Commissioner Flath. Commissioner Merritt has demonstrated growth in his leadership abilities and is very capable of taking over the position of Chair. Lt. Heike had been instrumental in enforcing rules and policy in the department and showing their necessity to personnel. He has appreciated his time here and what he has learned from everyone, but knows he is leaving the department in good hands.

XII. ADJOURN



At 21:06 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
June 13, 2022**

Minutes prepared and submitted by:


Christine Montagne-Heike, Office Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:



Date