

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, May 8, 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, 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 1902 hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

Commissioner Flath noted the line stating “*speakers are requested to limit to three minutes per person*” should be moved from section VIII to section IV. Chair Merritt stated the agenda was adopted.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the April 13, 2023 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the previous (04/13/2023 Regular Meeting) minutes as presented and it **passed** unanimously.

IV. OPEN PUBLIC COMMENT (No Comments)

V. Old Business: (No Old Business)

VI. ACTION ITEMS / INFORMATIONAL ITEMS

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

04/11/2023 for \$15,350.36

04/27/2023 for \$74,213.90

Discussion: Commissioner Flath questioned the \$24 charge (#497) on page 20 of the packet. Chief Osborne explained there is a \$12 per month monitoring fee for each of the gas and diesel tanks on the fueling station - \$24 total per month.

B. Payroll - April 27, 2023 Payroll in amount of \$370,401.80 was presented.

C. Budget to Actual Report – No Discussion.

VII. NEW BUSINESS

A. Lieutenant Promotional List

Discussion: Testing for the Lieutenant position has been completed and scores tabulated. The commissioners are requested to certify the list before them for one year. There are five names on the list and there are currently 4 slots available for promotion.

Action: Commissioner Flath made a **motion** to certify the Lieutenant promotional list for the 5 individuals noted and it **passed** unanimously.

B. Engineer Promotional List

Discussion: This is the first open test for Engineer. Seven personnel qualified and there are seven spots open to be filled. Testing for this position will be scheduled for the Fall or Spring to keep an active list, as all seven personnel will be used to fill the current openings.

Action: Commissioner Gleason made a **motion** to accept the Engineer promotional list as presented. The motion **passed** unanimously.

C. Transport Waivers

Discussion: Nine transport waivers were presented to the commissioners. There was some discussion on the circumstances of the waivers.

Action: Commissioner Gleason made a **motion** to approve transport waivers 2023-03 through 2023-11 for the recommended amount (100%). It **passed** unanimously.

D. Large Warrant Approval – Dodge Chassis (BR43)

Discussion: The commissioners have previously approved the purchase authorization for this item. Any purchase over \$50,000 needs to come before the commissioners for approval to cut the check. The chassis will arrive before the June meeting, and the check will only be issued once it has arrived. There was some discussion on the additional work that will be needed to install the chassis. Commissioner Gleason asked if we were still on budget for the project. Chief Waller said expenses are pretty much as expected.

Action: Chair Merritt made a **motion** to approve the warrant batch from 4/28/23 for invoice #4.162023 in the amount of \$61,055.00 and it **passed** unanimously.

E. Leave Conversion Requests

Discussion: Chiefs Hodkinson, Osborne and Waller are requesting leave conversion for some hours as per their contract.

Action: Commissioner Gleason made a **motion** to accept the leave conversion requests as presented for Chiefs Hodkinson, Osborne and Waller and it **passed** unanimously (via F80).

VIII. COMMENTS

A. District Staff (No Comments)

B. Executive Staff

Chief Hodkinson

- Rope Technician Class started today, 11 of our members will complete the six day course.
- Lt. Leighty has returned from 12 weeks as a CO at the Snohomish County Fire Training Academy. He highly recommends we continue our involvement by sending COs.
- Lt. Bartelheimer is scheduled to be a CO for the Fall Academy.
- MSO Broumley is working with SRFR & SCSO to host MCI training in November.
- Chelsea Ruggiero-Diehl has completed her live fire training.
- Medic ACLS certification is underway.
- A huge "thank you" to Capt. Heike, Capt. Hammer, Chief Osborne and Chief Frater for their help in the recent promotional exams.

Chief Osborne

- Complimented Chief Hodkinson on the smooth completion of promotion testing.
- All red card holders passed their pack test and are entered into IQS; there are 23 fully accredited red card holders. A round of refresher training on wildland firefighting will be set up for the remaining personnel. Commissioner Flath asked about blue cards. Chief Osborne explained blue cards are an antiquated system to qualify personnel for MCI training.
- A big report on the Chaplain Program will be forthcoming.

Chief Frater

- There was a small snafu with establishing Wells Fargo as our Springbook interface bank. A few paper checks needed to be issued with this last payroll. That should be remedied next pay cycle.
- The State Auditor has opened up the process to being our annual audit.

Chief Waller

- The feasibility studies for the Pine Avenue property are nearly complete. HazMat assessment will be completed within 30 days, and we may be able to close sale on the property early.

- We continue working with the City of Snohomish on ILAs, they will hopefully be completed this summer.
- Community Presentations about the upcoming levy lid lift have begun. Response has been very positive so far.
- An IT Consultant is reviewing our systems and vulnerabilities. Once their findings are complete, the commissioners will receive a presentation on system status and recommended changes for best practices.

IX. Commissioner Comments

Commissioner Flath wondered if it was permissible for more than one commissioner to attend the levy lid lift presentations with Chief Waller. Since the purpose of these presentations is to answer public questions, not to conduct business, it is fine for more than one commissioner to be present without instituting a quorum.

IX. ADJOURN

At 1923 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
May 8, 2023**

Minutes prepared and submitted by:

Christine Montagne Heike
Christine Montagne-Heike, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:

Donald J. Waller

Evam

9/0/23

Date