

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, July 11, 2022
LOCATION:	Headquarters Fire Station #43 – Commissioners– Snohomish, WA

BOARD MEMBERS PRESENT:	EVAN MERRITT , Chair RICHARD E. FLATH , Fire Commissioner
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STAFF MEMBERS PRESENT:	Don Waller, District Secretary/Fire Chief Thad Frater, Deputy Chief Greg Osborne, Deputy Chief Shawn Osborne, Interim DC
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I. ROLL CALL

Chair Merritt called the meeting to order at 19:00 hours. Both members of the Board were present.

II. ADOPT/ADJUST AGENDA

The Agenda was adopted as presented with no changes.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the June 13, 2022 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the minutes as presented and it **passed** unanimously.

IV. OPEN PUBLIC COMMENTS (no comments)

V. INFORMATIONAL ITEMS

A. Financial

1. Accounts Payable: Batch #382333 for \$19,484.98 & Batch #382044 for \$133,472.76 .

2. Payroll - June 2022 Payroll in the amount of \$559,792.67 .

Discussion: Commissioner Flath raised the following questions

+ He noticed one invoice was paid through the Petty Cash Fund and wondered if Chief Frater felt the petty cash limit was sufficient to cover

expenses. Chief Frater explained that the ceilings have been raised to \$3000.00 for the Petty Cash Fund and \$3500 for the Advance Travel Fund. Chief Waller explained that was done by **Resolution 540** earlier this year. Chief Frater added that the Petty Cash Fund occasionally functions as a safety net to enable us to pay bills with a short turnaround time and avoid late fees.

+ Are our personnel still being assessed toll fees by the state? Chief Frater stated he is investigating the practice, but it is still currently in place.

Action: No action required per Resolution 528.

VI. NEW BUSINESS

A. Policy 610 - PPE

Discussion: Commissioner Flath mentioned this policy supersedes a number of other policies. Chief Waller explained this policy combines all PPE materials into one policy instead of individual policies for each piece of equipment (gloves, boots, bunker gear, helmets). The superseded policies will be archived.

Action: Commissioner Flath **moved** to approve Policy 610. It **passed** unanimously.

B. Change Regular Meeting Dates for August & October

Discussion: Chair Merritt explained the Commissioners' schedules necessitated making the following changes:

August 8 meeting moved to July 27,

October 10 meeting moved to October 5.

Action: Commissioner Flath **moved** to approve those date changes. It **passed** unanimously.

C. Special Meeting

Discussion: A Special Meeting is proposed on July 13, 2022 at 13:00 hours to interview the last candidate for the open board position, with a possible Executive Session to follow.

Action: Chair Merritt **moved** to approve the Special Meeting. It **passed** unanimously.

D. Resolution for Staff Vehicle(s) Purchase

Discussion: Chief Waller explained it has been difficult to find vehicles that meet our specification, including color. The vehicles we have found will be about \$5000 more than originally slated, but these vehicles have more options. All three are 2022 Chevy Colorados.

Action: Chair Merritt **moved** to approve Resolution 545 – regarding purchase of staff vehicles through sole source due to special marketing conditions as presented. The motion **passed** unanimously.

E. Line Item Changes & Transfers

Discussion: These changes are proposed to simplify the budgeting and accounting procedures for the line item custodians. We are keeping EMS funding separate now because of GEMT considerations. The county had requested we have only seven line items. Although not as drastic as the county recommends, this consolidation of line items will help us better regulate our Fire, EMS and Joint accounts. Commissioner Flath questioned if it will make budgeting more difficult. Chief Osborne stated he feels it will be helpful. There is no change in the funding amounts for line items.

Action: Commissioner Flath **moved** to combine the line items as listed in the packet, and transfer the fund balances. It **passed** unanimously.

VII. COMMENTS

A. District Staff & Work Groups

Chief Osborne explained that Fire Explorer Post 444 from SCFD4 recently participated in a statewide junior firefighter competition against nine other teams. Two teams from SCFD4 took first place in all 7 events and won the overall competition. It was a fun day up at State Fire Academy at North Bend. A number of our personnel have taken the time to support the Explorers in their training and on this Saturday event. The decal work on Brush 42 is completed, and the apparatus is coming together. Almost all our Wildland personnel have completed their training and received their red cards certifying them for wildland firefighting. This week SCFD4 is helping with Kla Ha Ya Days. SCFD4 will have fire apparatus at the Kids Day on Friday, volunteers at the Pancake Breakfast at the Senior Center, and participate in the parade on Saturday with three apparatus. SCFD4 will also participate in the August 2nd *National Night Out* and an August 10th "Touch a Truck" event. Previously the Commissioners approved a budget for a plaque to name the *Robert A. Merritt Classroom* at the RLB. The plaque is finished and staff are working on an event to install it.

B. Fire Chief

The city leadership team invited SCFD4 to a BBQ to get to know them on the evening of July 13th. Our Water Rescue Team was deployed to Lake Stevens a couple weeks ago. We have been doing the debriefing for this incident with the AAR and CSID. The money you approved for the Water Team training and deployment has already been put to good use. SCFD4 hosted a retirement for the Gattermans two weeks ago. The office staff is acclimating to the ensuing re-assignment of duties. Probationary testing for a new recruit class took place last week. All recruits passed the practical and one re-take for the oral test is scheduled at the end of the month. The BCs have really helped step up the level of training for the crews in the last few months and it is evident in personnel performance. Chief Osborne neglected to mention he is also working on installing a

fuel tank for the department. We are ready to apply for the permit and continue the process.

VIII. COMMISSIONER COMMENTS

Commissioner Flath wondered if there were any comment responses from calls this past month. He missed the monthly report. He also noticed that a local fire chief retired and was wondering if we sent a letter or acknowledged this. Chief assured him that if there is an organized event we will have representation there.

IX. EXECUTIVE SESSION

Adjourned to Executive Session at 19:23 hours, pursuant to RCW 42.30.110(1)b, to consider the selection of a site or the acquisition of real estate, and pursuant to RCW 42.30.110(1)g to evaluate the performance of a public employee. Session to last no longer than 20 minutes. No action expected. Returned at 19:43 to extend session for 5 minutes. Returned at 19:48 to extend session for another 5 minutes. Returned from Executive Session at 19:53 hours. No action taken at Executive Session.

X. ADJOURN

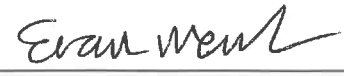
At 19:53 hours, the Regular Board Meeting was adjourned. Good Night!

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
July 11, 2022**

Minutes prepared and submitted by:


Christine Montagne-Heike, Office Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:


7/27/2022
Date