

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Wednesday, July 10 2023
LOCATION:	Headquarters Fire Station #43 – Commissioners– Snohomish, WA

BOARD MEMBERS PRESENT:	EVAN MERRITT , Chair RICHARD E. FLATH , Fire Commissioner
STAFF MEMBERS PRESENT:	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Deputy Chief Greg Osborne, Deputy Chief

I. ROLL CALL

Chair Merritt called the meeting to order at 1900 hours. Commissioner Gleason was not present.

II. ADOPT/ADJUST AGENDA

There were no changes or adjustments to the agenda, and Chair Merritt made a motion to adopt the agenda as presented.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes.
Action: Commissioner Flath made a **motion** to approve the June 14, 2023 minutes and it **passed** unanimously.

IV. COMMENTS

- A. Open Public Comments** - No Comments
- B. District Staff & Work Group Comments** - No Comments

V. INFORMATIONAL ITEMS

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

1. 6/15/2023 for \$379.50
2. 6/20/2023 for \$90,656.14
3. 6/13/2023 for \$11,701.46
4. June AP Expense Fund Summary

Discussion: Commissioner Flath questioned the June AP Summary report on page 26. Chief Waller verified that it summarizes the expenses

from pages 12 – 25 and is displayed by Fund Category. Commissioner Flath commented that it is helpful to see this summary. Chair Merritt questioned the \$33,418.43 expense for Station 41 (Item #773), which was surveys for the new property. Chair Merritt also asked if the garage door repair (Item #760) was for one door. AC Osborne will investigate further to identify if the repair was for the door or the door opener{station 43 door cables}. Commissioner Flath questioned if it was the whole remote that needed to be replaced. It was clarified that it was the motor that had burned out, not the actual remote that needed replacing. Commissioner Flath questioned if pages 32 and 33 should total the values on page 31. Chief Waller stated that the timing of the reconciliation between ledgers does not always allow the two reports to match perfectly when printed. When AC Frater returns he will be better able to address these questions. Commissioner Flath asked about the turn around time for paying bills. Chief Waller explained that Samantha runs an AP batch every other week for the invoices that have been accumulated. We do have the capability to run single invoices (for example our newsletter payment) if a faster turn around time is needed. With the Springbrook system we are now able to avoid late fees and be much more timely with bill paying than under the county system.

B. Payroll – June Payroll in the amount of \$733,237.95

Discussion: Commissioner Flath questioned if payment for state mobilization will be shown in payroll reports. Chief Waller explained that it is initially shown as overtime in the payroll report. Once we have received payment from the state the money is brought to the commissioners to be returned to the proper budget line items for personnel costs.

C. Treasurer's Report

D. Budget to Actual Report

1. Revenue

2. Expenses

VI. NEW BUSINESS

A. Land Use at Station 40

Discussion: A neighbor of Station 40 has been using our land as grazing ground for their animals. Another neighbor wanted to do the same. There is not room for more than one neighbor to use the space. As research was done, we found that there was not a formal contract in place for this, but it is an agreement attached to our title. There is also a concern that grazing in the wet areas could damage the septic system. Our recommendation is to discontinue this practice since we may want to sell this asset, and give the neighbor a year's notice. Commissioner Flath asked if the motion should include stations other than 40, and Chief Waller advised it was not necessary.

Action: Commissioner Flath made a **motion** to direct the Fire Chief to work with the adjacent property owner to end the grazing and then remove all attachments to the Title of Station 40. It **passed** unanimously.

B. District 16 Rates

Discussion: District 16 rates have been the same since 2012. SCFD4 has increased transport rates twice since that time. We should begin discussions with District 16 to make their rates more commensurate with our transport charges. Commissioner Flath asked if District 16 also has agreements with other fire districts in the area. Chief Waller can research that and bring back any recommendations on an ILA for the commissioners to review. Chair Merritt asked if we could amend our current ILA. That is an option if we only amend rates, but since it is an older document the attorney may have other recommended changes.

Action: Chair Merritt made a **motion** to direct the Chief to begin discussions and negotiations with District 16 to create, and present to the Board, an addendum to the current ILA or new ILA, that has rates commensurate with the current District rate structure. It **passed** unanimously.

VII. CHIEFS' REPORTS

A. AC Osborne

1. Today we did the required mandatory quarterly training for the FIIRE program and have submitted our second and final safety improvement plan which was approved by L & I.

2. Upcoming is our Open House this Saturday (1 – 5 PM. We will also have a large presence in the Kla Ha Ya Days celebrations. There was some discussion about cake for the celebration – it will be handled by COSTCO with appropriate decorations (flags and “Happy 135th Anniversary SCFD4”).

B. AC Frater - (away at MOBEs)

1. Chief Waller shared that the historical accounting audit is going well.

C. AC Hodkinson

1. Between July 2 – 6 we ran 14 fire related calls. Only 7 of those were in our district and only 1 of those was likely fireworks related. There were no medical fireworks related injuries.

2. We have done interviews with 14 part time candidates, and offered positions to 6 of them. They are currently undergoing background checks and medical screenings. We received official notification that Brian Heike accepted an offer of full time employment with Boeing and will be leaving in the middle of July. Erroll Hooker received an offer of full time employment in South County (leaving in August), leaving us

with only 3 part time crew until the 6 new recruits come on staff at the first of the year.

3. Aaron Hammer attended the NFPA Conference in Las Vegas on June 19th through the 23rd. He took workshops on Middle School fire prevention to help improve our MSRB rating.

4. We have had multiple engines go out of service (engines 40, 41, 43, 42) and have relied on Engine 99 from North County to help while the engines receive repairs.

Chief Waller

The Chief has multiple public events scheduled this month:

July 12 – 1300 hours Coffee with the Chief at Looking Glass Coffee

July 15 – 1300 hour Open House at Station 41

July 20 – 1200 hours Virtual Lunch & Learn – website link

July 25 – 1600 hours City BBQ

July 27 – 1030 hours Coffee with the Chief at Starbucks

We have done a lot to improve our WSRB rating. Darrell Heike is making this a priority project to help us get the best possible rating. Commissioner Flath questioned the ‘renaming’ of Station 40 and asked if the commissioners need to make a motion for that to happen. This is also tied to the WSRB plan, and we simply need to retitle it on our documents. We need to demonstrate to the WSRB that it is not an integral part of our Operational Plan, and does not need apparatus and personnel support, so we do not get docked points. Simply calling it “Training and Support Station 40” (TSS40) will address that issue, and it is an accurate reflection of its purpose in the district. Commissioner Flath questioned if there were any legal ramifications or if it needs to be shared with SNO911. Chief responded “No.” This renaming will begin tomorrow. All these small changes will add up to help lower the MSRB.

VIII. COMMISSIONER COMMENTS

Commissioner Flath thanked the Chief for his efforts in making levy presentations to a number of groups and feels the public response has been very positive.

IX. ADJOURN

At 1927 hours, the Regular Board Meeting was adjourned.

MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,

July 10, 2023 Minutes

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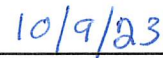
July 10, 2023

Minutes prepared and submitted by:


Christine Montagne-Heike, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:





Date

 10/9/23

District Secretary - Date