

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, April 8, 2024 - 7:00 PM
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT:	BRIAN MILLS , Chair CRAIG ERICKSON , Fire Commissioner EVAN MERRITT , Fire Commissioner
STAFF MEMBERS PRESENT:	Don Waller, District Secretary/Fire Chief Thad Frater, Assistant Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief

I. CALL TO ORDER

Chair Mills called the meeting to order at 1900 hours. All members of the Board were present.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

There were no changes to the agenda. Chair Mills stated the meeting would proceed as outlined in the agenda.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the 3/11/24 Regular Meeting and the 3/21/24 and 3/23/24 Special Meetings.

Action: Commissioner Merritt made a **motion** to approve the minutes as submitted, and Commissioner Erickson **seconded** the motion.

V. OPEN PUBLIC COMMENT (No comments)

VI. INFORMATIONAL ITEMS

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

03/21/2024 for \$113,719.99

03/07/2024 for \$8,768.09

B. Payroll - March 2024 Payroll of \$776,020.63 was presented.

Discussion: Commissioner Erickson asked about the “all stations” comment in the invoice for Cross Valley Water, wondering if the state auditor would want more specific information about the stations covered by each water provider. The information is in the program, this is how it is reported, “by category.”

VII. DISCUSSION ITEMS:

A. Contract Updates and Renewals

Discussion: WA state sick leave laws have changed this year. PTO hours are different from sick leave hours. Legal counsel recommended adding sick leave hours to the non-represented staff contracts to keep us in compliance. Sick leave will be retroactive to January 1st. Going forward, contracts for new employees will include this and be brought before the commissioners.

Chair Mills had a question about the language used for ‘obtaining vs. maintaining’ CFO and EFO. Chief Waller will work to clarify the language. Chair Mills requested that the ‘track changes’ feature be enabled in the packet. They are enabled in the draft packet but are not shown in the final packet.

VIII. ACTION ITEMS

A. Asbestos / Live Fire

Discussion: Chief Hodkinson shared that the 2 structures slated for live fire have been abated and are ready to burn. Some structures were eliminated from the burn due to the amount of labor and pre-fabrication needed to prepare them for burning.

Action: Chair Mills made a **motion** to approve up to \$50,000.00 in additional abatement services for the Pine Ave property. Commissioner Erickson **seconded** the motion, and it **passed** unanimously.

B. Underspend Transfer

Discussion: Tax payment and fund transfers occur twice a year.

Action: Chair Mills made a **motion** to approve the transfer of \$750,000.00 from fund F70 to fund F75. The motion was **seconded** by Commissioner Erickson and **passed** unanimously.

C. Policy Updates (QA/QM, Governance Guide, 525, 715, 108)

Discussion: The QA/QM procedures in the policy represent our current procedures and reflect how we interface with the County Policy. Chair Mills is not sure of the extent to which the information in the Governance Policy is also included in our current Policy #123. Specifically, the policy is lacking in discussing the vision and future of Fire District 4 and the Board’s role in helping form it. It has been reviewed by legal counsel. Commissioner Erickson requested that the Governance Guide be one of the first documents given to incoming commissioners. He would also prefer to give further review to the Governance Guide before approving it as policy.

Action: Chair Mills made a **motion** to approve the policies presented, with the exception of the Governance Guide. It was **seconded** by Commissioner Erickson and **passed** unanimously.

D. Pine Infrastructure Scope

Discussion: A great deal of research and discussion preceded the Pine Avenue Property purchase, but there are some infrastructure issues being brought forward by the City at this point (totaling \$2.5 million) concerning water, stormwater and sewer lines that were not initially discussed. We could recoup some of the money spent by imposing a 'late-comer' fee on any construction that connects to the improvements we will be installing. Commissioner Merritt questioned if the upgrades were a requirement. Chief Waller stated the city has been adamant that these upgrades need to be completed. We have the city approving to pay portions of the fees, and legal counsel has recommended not fighting the fees and permits being required now. An audience member questioned if there were problems with the sewer line connecting with other sewer lines and if there would need to be multiple corrections made in the near future. Chief Waller explained that the greatest issue is new and upgraded water lines we will be responsible for as well as the costs of digging up and repairing roads to access the lines. Much frustration was expressed by the Board and audience that these issues were not mentioned to us when the property was initially selected for research.

Action: Commissioner Erickson made a **motion** to approve the required funds (\$545,186.00) for water and sewer design for the Pine Avenue Property project as listed. Commissioner Merritt **seconded** the motion, and it **passed** unanimously.

E. GeoEngineers Change Order – Wells

Discussion: The wells that were drilled on site for assessing soil contamination now need to be decommissioned (\$9700.00).

Action: Chair Mills made a **motion** to approve the expenditure to decommission the wells. It was **seconded** by Commissioner Merritt and **passed** unanimously.

F. Large Warrant (relocation, Lawhead, Faber)

Discussion: Minor discussion occurred on the large warrants issued for the relocation of Steuber business and storage assets, Lawhead architecture work for Station 41, and abatement work by Faber.

Action:

+ Commissioner Erickson made a **motion** to pay the \$163,798.73 warrant to Steuber Distributing and it was **seconded** by Chair Mills. It **passed** unanimously.

+ Commissioner Erickson made a **motion** to approve the \$114,517.00 expenditure for Station 41 design and development by Lawhead Architects. It was **seconded** by Commissioner Erickson and **passed** unanimously.

+ Commissioner Erickson made a **motion** to pay the \$85,800.50 warrant to Faber Construction and it was **seconded** by Chair Mills. It **passed** unanimously.

G. Transport Waivers (2024-04, 2024-05)

Discussion: No discussion. Attorney Snure mentioned at the last Commissioners conference that there is a way to waive transport costs for fire district residents. If residents take certain steps, including contacting their insurance and our billing agency, we could then waive fees without bringing them to the Board as individual waivers. Chief Waller will take this information and incorporate it into an updated policy to bring before the Board at a future meeting.

Action: Chair Mills made a **motion** to waive the full amounts recommended on transport waivers 2024-04 and 2024-05. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

IX. COMMENTS

A. District Staff (no comments)

B. Executive Staff (summarized in the written report in the packet)

Chief Hodkinson

- + There were multiple motor vehicle accidents in March, 2 in one week, with 3 extrications in a month.
- + We are expecting 2 personnel to return to full duty by May, bringing us close to 100% active personnel.
- + Lots of activity down at Pine Avenue. We are grateful for the opportunities provided by the property, but it has been labor intensive.
- + Live Fire will take place on 4/9 and 4/10.
- + April 24 we will administer Engineer tests (written & practical) to establish a list for filling vacancies.
- + Congrats to Joe Melnyk for completing his Fire Office 1 Class.

Chief Osborne

- + The Educational Annex has been refurbished and
- + Brush 43 should be ready for wipe down be put into service next week. Engine 41 is also getting close to being put in to service.
- + There were 3 apparatus in the Easter Parade. Thanks to Nathan Flath and his family for manning the new engine. Thanks to Chief Mansfield for bringing down the Brush apparatus and thanks to Commissioner Mills for being a visible presence at the parade.
- + The last of the surplus hose was sold to Whatcom Fire District 14.
- + Mandatory L & I FIIRE Meeting occurred today and there will be actions to take as a result of the meeting.
- + Thanks to BC Witherow for coordinating the department-wide physicals. Commissioner Mills asked how exhaustive the physicals were. There is a complete blood panel as well as scans of arteries and organs,

and stress tests for cardiac issues. All the tests are geared towards evaluating fire fighters for diseases and conditions specific to the profession.

+ In May the Fire Explorers will join the LIONS club for their “White Cane Day” to help raise money for Vision Preservation. Commissioner Mills asked how many fire explorers could be recruited – we have 8 new joining to swell the ranks to 18. 20 Explorers is our current limit due to logistics.

+ All our chaplains participated in the Snohomish County Prayer Breakfast with 650+ attendees, an event co-founded by former SCFD4 Chaplain Jeff Judy. Jeff Judy now oversees 12 chaplains in the Gilbert, Arizona area.

+ Chief Waller was invited to attend the FORCE conference.

Chief Frater

+ The audit scheduled for 04/04/2024 has been postponed.

+ There has been an overwhelming response to our advertisement for two administrative positions. Over 700 applicants to date. Interviews starting 4/24 and 4/25.

+ Commissioner Mills questioned the recommendation by the auditor’s office for us to commission an internal audit and an independent audit in addition to their external audit procedures.

Chief Waller

+ Chief continues on the joint EMS task force.

+ He also meets with SRF and South County and next month will discuss the possibility of them bringing their instructors onto our Explorer Program to help expand it, instead of each district using resources to form their own program and have 1 large post instead of 3 smaller posts.

+ We are getting statistical analysis help from South County.

+ The SAFER Application is completed and will be sent out this week. We are asking for almost \$6 million dollars and will find out by next October.

+ The City is applying for a grant through Senator Cantwell’s office for \$5 million in infrastructure costs, which could help cover the projected \$2 million we anticipate.

Discussion: Commissioner Erickson mentioned a request to the Board of Commissioner from the Snohomish Library asking for 24 bike helmets for a bike safety class (July 13 – *Summer Reading Program*). He will forward the email to Chief Osborne. Chief Osborne has received a request from the library for “Reading with a Firefighter” events in the coming months.

C. Commissioner

Chair Mills attended the Sno-Isle Commissioners Meeting last Thursday.

There was a talk by Scott Dorsey summarizing the goals of the EMS Task

Force, which seem similar to the goals of the Commissioner Taks Force group that SCFD4 is trying to assemble. Chair Mills was appointed as a citizen member of the Snohomish County EMS Board that will meet this coming Wednesday, to hopefully offer insight into EMS in the county. The Sno-Isle meeting next month will be in-person starting soon, and may have need of space in our Education Annex.

X. ADJOURN

At 2026 hours, the Regular Board Meeting was adjourned.

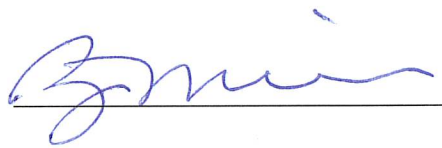
**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
April, 8 2024**

Minutes prepared and submitted by:


Christine Montagne-Heike, Records Specialist


Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:


5/13/24
Date

 5/13/24
District Secretary - Date