

Snohomish County Fire District #4

SPECIAL MEETING MINUTES

BOARD OF FIRE COMMISSIONERS

DATE: February 21, 2024
LOCATION: CAMBRIA Hotel Phoenix Chandler Fashion Center
3165 W Frye Rd. Chandler, AZ 85224

BOARD MEMBERS PRESENT: **BRIAN MILLS**, Chair
CRAIG ERICKSON, Fire Commissioner
EVAN MERRITT, Fire Commissioner
DON WALLER, Fire Chief
THAD FRATER, AC Administration
GREG OSBORNE, AC Safety / Support
JASON HODKINSON, AC Operations

ROLL CALL

Chair Mills called the meeting to order at 0800 hours.
All Board members and the four Executive Chiefs were present.

GENERAL DISCUSSION

The discussion began with a recap of the highlights and points of interest from the tours taken on 02/20/24.

Pierce Electric (EV) fire engine in Gilbert, AZ. The group toured the engine, and were able to drive and pump with the engine. The Engineer who works on the engine (and helped with the bid design) as well as some Pierce Engineers spoke with the group. The engine is designed and laid out like a traditional engine with normal pump systems and layout. It includes a diesel engine that can operate in traditional mode if or when it is needed. The Gilbert crews have not needed to run the engine in diesel mode except for training opportunities. An overall favorable impression led the group to recommend that an EV should be given consideration when future engines are being evaluated for purchase.

Training Facility The group toured a 60-acre training facility. There were multiple 'prop' buildings for class B burning, one for class A burning and a couple buildings that were not for burning. The buildings included a duplex prop, a single family home with a basement (Class A), a strip mall, a tower, a warehouse and a changeable building open for aerial view that be configured into multiple setups. This is not a burn facility, but contains classrooms, workout rooms and other facilities. All buildings were block or concrete. In addition there was a 10 acre driving course open to both police and fire personnel. When upgrading the RLB the committee should consider a greater variety of structures with longer (or permanent) lifespans to help fill an unaddressed need in the county. There was discussion about the public and private partnerships that helped with development of the training center. The future committee should plant to examine sites such as this and see what options are possible to make the RLB a flexible, desirable and high quality training center for multiple groups in Washington state and beyond.

Process, Governance, Policy, Budget, Roles, Procedures, Guidelines and Expectation of the Board for 2024: The group took time to review the current Strategic Plan and Budget before discussing what else should be included in plans for the next six years. The priorities that have been integrated into the budget include facility upgrades and additions to minimum staffing (as presented to the community during the Ley Lid Lift discussions). Current equipment/apparatus replacement plans including a ladder truck (TDA) should continue. The Board will consider a strategic budget for adoption at a Regular Board Meeting in the next 2-4 months. Debt financing options to fund purchases were discussed as well as the process for constructing and adopting the 2025 budget. The design phases and projected costs for Stations 41 and 43, including facility upgrades, were reviewed. Architects will present an overview at the March Regular Meeting to the Board and answer questions. The staff is in the process of looking to bring a scope of work for a GIS study of station placement for our immediate region, especially including current stations 42 and 43. The Scope will be brought to the March or April Regular Meeting.

Public Meeting for Facilities 3/21: The Board will consider setting a Special Meeting (3/21/24) for public input at the March Regular Meeting after seeing the architect's presentation. Design and progress on the Fire Marshal program was discussed. A job description will be ready for consideration at the March regular meeting. March approval would enable hiring to be completed by this July. The Executive Chief contract and an implementation plan was reviewed.

TEMPORARY ADJOURNMENT

The meeting temporarily adjourned at 1852 hours, to reconvene tomorrow morning at 0800 in the same location.

RECONVENE

The meeting reconvened at 0800 hours on 2/22/24.

A summary of possible construction/project management options was reviewed with a goal of having a formal presentation for the Board at the March meeting.

There are a few collaboration projects currently in process:

- + The staff is working on an RLB rental agreement with SRF
- + The staff is working on a number of ILAs (Inter Local Agreements):
 - One with South County Fire for Data Analytics/HR/IT services
 - One that will encompass a Community Resource Paramedic (CRP)
 - One that will encompass Fire Marshal support once the position is filled.

The District's desire to align collaboration with Strategic goals whenever an advantage can be obtained was discussed with the Commissioners.

The Community Advisory Board (CAB) has provided information on programs which could benefit from SCFD4 support. A presentation on these will occur at the March Meeting.

The State Auditor's Office wants our organization to have a 3rd party audit every year. A work scope for this will also be brought to the March Meeting.

Guidelines and expectations for the Fire Chief's yearly evaluation were reviewed, as well as the Commissioner's Governance policy. The staff will bring an updated policy to the Board once it is researched and edited for suggested best practices, most likely in the April or May Meeting. The District Resolution for the Signature authority of the Fire Chief was reviewed. This led to a discussion of the current policy format.

Transport Waiver procedure was reviewed. The staff will look at suggested edits and bring a revision to the Board for consideration once completed. Board Meeting templates (Agenda, At Issue, Financial Reports, Chief & Staff Reports, Room Layout) were discussed.

The District citizen feedback program was reviewed. The staff will research feedback options and present them to the Board.

There are many training and education options for the Board each year. The Staff will plan on joining the Board at the annual Commissioner's Conference in the Fall and one of the trainings from the Spring Education series each year. The staff will advise the Board of other education options as they appear for members to determine if participation is feasible.

Line item 4172 (Consulting) was reviewed. The staff will bring the scope for the South County addendum to the Board once it is received.

Current staffing ratios, regular time vs. OT full costs, costs per person, costs per position and other data were reviewed. These figures are used when projecting costs and determining staff and budget needs. Historical OT data and the impact of CBA changes on OT were also reviewed.

Staff reviewed the hiring plan that has been developed since the Board approved the contract with *All Things HR* and an approximate hiring timeline recommended.

ADJOURNMENT: The meeting was adjourned at 1638 hours, no specific actions taken.

**MINUTES OF SPECIAL FIRE COMMISSIONERS MEETING,
February 21, 2024**

Minutes prepared and submitted by:




Christine Montagne-Heike, *Records Specialist*



Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:



3/11/24

Date