

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE: Monday, May 9, 2022
LOCATION: Headquarters Fire Station #43 – Harvey Room and Electronic Media
YouTube and Teams – Snohomish, WA

BOARD MEMBERS PRESENT: **JIM SCHMOKER**, Chair
RICHARD FLATH, Fire Commissioner
EVAN MERRITT, Fire Commissioner
STAFF MEMBERS PRESENT: Don Waller, District Secretary/Fire Chief
Thad Frater, Deputy Chief
Mike Gatterman, Deputy Chief
Jason Hodgkinson, Deputy Chief
Greg Osborne, Deputy Chief
Bill Scherer, Battalion Chief

I. ROLL CALL

Chairman Schmoker called the meeting to order at **19:00** hours. All members of the Board were present with the exception of Chairman Schmoker who attended remotely.

II. ADOPT/ADJUST AGENDA

An Executive session was added as number eleven (XI), and adjourn was moved to number twelve (XII). The Executive session will be for RCW42.30.110(1)(g).

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the April 11, 2022, regular meeting minutes.

Action: Commissioner Flath made a **motion** to approve the minutes of the April 11, 2022, regular meeting; the motion was **seconded** by Commissioner Merritt and **passed** unanimously.

IV. Open Public Comments

SCFD4 citizen, Doug Ewing, voiced concern over the Fire District's involvement in the City's annual Easter Parade. He expressed a desire to change the event's name to avoid religious connotations and reflect the diversity of the community.

V. OLD BUSINESS

A. Open Board Position

Discussion: Commissioner Merritt said that he liked the draft sent and would like to move forward with the scheduled plan. Commissioner Flath commented that as a board, once the position is vacant, they should fill the position as quickly as possible. He feels that waiting until July is not the best way to move forward. His suggestion is to have the interviews in the last week of June. Commissioner Merritt said he is not opposed to it. There was further discussion on the time frame. Chairman Schmoker added that there is a desire to fill his position and to prepare for it before he goes. Before being appointed Commissioner in 2007, he noted that his position was open for several months with only two Commissioners. He could think of no compelling reason to speed things up and said we might get more candidates by waiting. Chief Waller gave a few different options for choosing a date and setting a special meeting. Further discussion followed.

Action: Chairman Schmoker made a **motion** to adopt the plan as presented; it was **seconded** by Commissioner Merritt and **approved** unanimously. Chairman Schmoker made a **motion** to have a special meeting at 1600 hours on July 11, 2022, with an agenda item to interview and possibly select a candidate for Fire Commissioner. The motion was amended at Commissioner Flath's prompting by Chairman Schmoker to possibly have an executive session at the special meeting; it was **seconded** by Commissioner Merritt and **passed** unanimously.

VI. INFORMATIONAL ITEMS

A. Financial

1. Accounts Payable

- Batch #380504 is in the amount of \$84,384.21
 - Batch #380952 is in the amount of \$33,705.23
- Batches were reviewed by all Commissioners

2. Payroll

- April 2022 payroll is in the amount of \$525,360.45

VII. ACTION ITEMS

A. Transport Waivers

Discussion: Chairman Schmoker did not have an opportunity to review the waivers, so he will abstain from voting.

Action: Commissioner Merritt **moved** to waive the full balance of transport waiver #1 (2021-3014) and the recommended amount of waiver #2 (2021-2288) as presented; it was **seconded** by Commissioner Flath and **approved** unanimously.

VIII. NEW BUSINESS

A. Facility Rental

Discussion: Chief Waller explained that we haven't updated our rates for a while and have tried to streamline the facility rental process. He added that adopting the proposed policy would set all the new rates. The ambulance billing change would require a separate motion by the Board. He explained that the Board would need to give him direction if they would like any changes made with District #16 fees.

Action: Commissioner Flath **moved** to adopt the Facilities Rental Policy #111 and other fees as presented; it was **seconded** by Commissioner Merritt and **approved** unanimously.

Commissioner Flath **moved** to approve the new Transport fees as presented to begin on January 1, 2023. The motion was **seconded** by Commissioner Merritt and **approved** unanimously.

B. Fuel Tank

Discussion: Chief Waller discussed receiving three bids, and the benefits of having our own fuel here. This would allow us to buy fuel in bulk, and we could apply for a road tax exemption and help track fuel usage and costs.

Action: Commissioner Flath **moved** to proceed with Northwest Pump and Equipment Company and fees as presented {up to \$73,000}. It was **seconded** by Commissioner Merritt and **approved** unanimously.

C. Merritt Dedication

Discussion: Chief Waller noted that this came up quite a while ago but was put on permanent hold during COVID. He went on to say that we would like to name the classroom at RLB after former Chief Bob Merritt. Chief Merritt was instrumental in laying all the groundwork for RLB. Chief Waller is asking for a resolution to be passed and up to \$850.00 for plaques so that when we have the presentation, we can install/present the plaques and have refreshments for the community. Chairman Schmoker added that he joined the department shortly before Chief Merritt. He expressed that Chief Merritt brought the department up to date and was instrumental in working with other Chiefs in the District to get an EMT program and continuing education. He added that it makes him very happy. Commissioner Merritt abstained from voting.

Action: Commissioner Flath made a **motion** to adopt Resolution #543 and read it to the Board; it was **seconded** by Chairman Schmoker and passed. Commissioner Flath **moved** to authorize up to \$850.00 for the purchase of plaques for the classroom and presentation along with refreshments for the community event; Chairman Schmoker **seconded** the motion, and it was **passed**.

D. Signage for RLB

Discussion: Chief Waller expressed that the Training Site is an important asset that we share with many other departments. He explained that Machias road is a very busy road, and it's essential that we let people know what is there and what we are doing. These would be metal signs near the gate, facing north and south. There was a brief discussion on bids and pricing.

Action: Commissioner Merritt made a **motion** to approve the signage at RLB for up to \$6,000.00 as presented; it was **seconded** by Commissioner Flath and **approved** unanimously.

IX. DISTRICT STAFF COMMENTS

A. District Staff & Work Groups

Deputy Chief Osborne noted that two of our Chaplains completed week-long Chaplain refresher training at the Criminal Justice Center in Burien. They were with police and fire chaplains from all over the pacific northwest. They recertified on a few things, and there was significant training on Firefighter/EMS suicides.

Chief Osborne also mentioned Brush 42, our wildland/disaster vehicle, and said that it is currently being outfitted. It will hopefully be ready soon for the upcoming fire season. He also mentioned that our upcoming wildland training would be coming up next month for all of our department personnel. There was a brief discussion on red card members.

Deputy Chief Hodkinson gave the Operations report. Our call volume is right on target with last year. We had 332 calls for April. He noted that our overtime hours are slightly down for the third month in a row. Chief Hodkinson said that we have six members coming out of the post academy in about a week and a half. He also mentioned that the AEDs and dry suits had been ordered. He noted that the dry suits had already arrived and been used for training and the water rescue team passed along their thank you. Chief Hodkinson spoke briefly about driver and officer training. Commissioner Flath asked if the new members were the ones that the Board had recently met and Chief Hodkinson said yes.

B. Fire Chief

Chief Waller noted the recent graduation of the new recruits and said that the new comment cards are going well and we are receiving many good responses. Chief also mentioned the new cards that were created that list all of the programs we offer and links on how to get information on everything we do. We will be able to hand them out to the public at different events.

Chief Waller said that the Chiefs went to King County to look at the King County Training Consortium to see how they do things and see if we can

do anything better. He noted that the Chiefs and Commissioner Merritt attended the Snure Law conference, and he has sent the Commissioners a synopsis of some of the things they learned. Chief briefly mentioned the labor-management meeting held today and expressed that labor relations are going well, and they are trying to hold regular meetings.

Chief Waller said that Deputy Chief Frater and Deputy Chief Osborne received training and have taken over managing the red card qualification/tracking program. Chief Waller mentioned that he, Deputy Chief Hodkinson, and two others would be gone all next week to South Dakota going over the pre-construction for the recently approved engine purchase. Chief Waller also noted that the training division is doing a fantastic job, and we are ratcheting up our training. Chief Waller also mentioned that Chief Gatterman and Chief Frater have been putting in a lot of work to get Chief Frater ready to take over many of Chief Gatterman's duties. Chief Waller would like to thank all the Chiefs for the work they have been doing.

X. COMMISSIONER COMMENTS

Commissioner Flath asked about the customer satisfaction surveys and how many were sent out. Chief Waller didn't know but said we had a better return than the postcards. Commissioner Merritt asked if it was EMS week this week, and Chief Waller responded that it is next week and, we will be posting a Chalk Talk.

Chairman Schmoker explained that when he turned in his resignation to be effective at the meeting on June 13, he didn't realize that his granddaughter was graduating from high school that evening, so he will not be attending that meeting.

Chief Waller said that because Chairman Schmoker won't be there, it is time to thank him for his long service and many roles in the District. He said that everyone he has talked to said they appreciate Chairman Schmoker's insight, wisdom, work ethic, and everything he has given to the community. He said the District and Community are in great debt to his service. Chairman Schmoker said he appreciates that and will be attending the Awards Ceremony on June 11.

XI. Executive Session

The Board will be going into executive session pursuant to RCW 42.30.110(1)(g) { to review the performance of a public employee. No actions is expected}. The Board adjourned to Executive Session at **19:47** hours, expected to return at **20:02** hours, with no action taken. At **20:02** hours, the executive session was extended by ten minutes. The Board retired from Executive Session at **20:12** hours with no action taken and rejoined the regular session.

XII. ADJOURN Meeting adjourned at **20:12** hours.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
May 9, 2022**

Minutes prepared and submitted by:



Cherie Gatterman

MINUTES APPROVED BY FIRE COMMISSIONER:





Date