

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Tuesday, March 14, 2023
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

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

I. ROLL CALL

Chair Merritt called the meeting to order at 1902 hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

The VFW Awards (VII.A) will moved to right before Old Business. The chair made a **motion** to adopt the adjusted Agenda as presented, and it **passed** unanimously.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the February 16, 2023 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the 02/16/2023 Regular Meeting minutes and the 03/02/2023 Special Meeting minutes as presented and it **passed** unanimously.

IV. OPEN PUBLIC COMMENT

SCFD4 received a letter from Brian Mills, dated 03/12/2023. It was read to the assembly by Commissioner Gleason. Commissioner Gleason also read a written response she had personally sent to Mr. Mills.

VFW Awards Presentation:

Otis Wolfe, the District Commander from our local VFW Post 921 was introduced. He presented a certificate of appreciation to Jacob DeHaan for Firefighter of the Year and to Nathan Flath for Firefighter/EMT of the Year.

V. OLD BUSINESS

A. VFW Awards (see above)

B. Levy Lid Lift

Discussion: Chief Waller presented a Resolution by attorney Brian Snure along with supporting documents and PowerPoint slides detailing the particulars of the proposed levy lid lift, raising the levy to \$1.50 per \$1000 of assessed property value, matching the lifts proposed in previous years (2011 and 2017).

Action: Commissioner Gleason made a **motion** to adopt Resolution #555 as presented. It passed **unanimously**.

C. MCI ILA

Discussion: A draft of an ILA, approved by both the District's and County's legal counsels was presented to the commissioners.

Action: Chair Merritt made a **motion** to direct the Chief to sign the MCI Vehicle ILA with Paine Field. It passed **unanimously**.

D. Executive Chief Title Change

Discussion: There was no discussion on this item.

Action: Commissioner Flath made a **motion** to adopt Resolution #556 to change the titles of Deputy Chiefs to Assistant Chiefs. It passed **unanimously**.

VI. INFORMATIONAL ITEMS

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

01/31/2023 for \$8,735.58
01/31/2023 for \$215.00
02/01/2023 for \$49,023.84
02/15/2023 for \$107,321.73
02/28/2023 for \$39,583.68

B. Payroll - February 2023 Payroll in amount of \$583,421.14 was presented.

Discussion: Commissioner Flath asked if there would be a discussion addressing the transition from Payroll under the County System to the Springbrook System. Chief Frater answered that the transition will occur at the break in the quarter due to tax reasons, starting April 1, 2023. Regular pay for the month of April and all OT, holiday and acting pay for the month of March will be included.

VII. NEW BUSINESS

A. Model Policy for Duties

Discussion: Policy #121 was drafted as a result of the last training for the Board. It summarizes the duties of the Fire Chief and their relationship to the Board of Fire Commissioners. It does not change, add or modify any existing documents, merely summarizes them. Commissioner Flath clarified that this policy would need to be re-visited with any future Chiefs.

Chief Waller replied that if job descriptions or policies were changed, it would need to be adjusted. If anything happens in a parent document, that is referenced in this policy, the parent document over-rides this and takes precedence.

Action: Commissioner Flath made a **motion** to adopt Policy #121, and it **passed** unanimously.

B. City Property ILA

Discussion: Chief Waller asked if attorney Brian Snure needed to be present via phone for this discussion. Commissioner Flath stated he felt the attorney's input was not needed at this time. The two (2) ILAs presented are a product of negotiations and collaborations over the last 26 months to resolve joint property ownership issues dating back nearly 40 years regarding Stations 41 and 43 and service provision (i.e. Fire Marshal's Office, hydrant inspections). There will be more detailed ILAs coming in the future that outline the finer points of the agreements. Commissioner Flath asked when the agreements would take effect. Chief Waller responded that the agreement takes effect as soon as it has been signed by both parties. He reiterated that these are broad strokes agreements. Some of the resulting processes from the agreements may take months to implement, and further documents may be required needing approval from both the Board of Commissioners and the City Council.

Action: Commissioner Gleason made a **motion** to direct the Chief to sign both ILAs with the City of Snohomish. The motion **passed** unanimously. Commissioner Gleason commended Chief Waller on his diligence and wisdom in negotiating a resolution to these issues. Chief Waller expressed his gratitude to the City staff for their cooperation in the process.

C. Budget Transfer from Academy

Discussion: Due to billing cycles and recruit class participation, there is a budget surplus for line item #4935 (Recruit Academy) that could be re-allocated as mentioned in the letter from DC Hodkinson. These reallocations will be a matter of public record and added to the finalized 2023 Budget notebook kept in the office. Commissioner Flath asked if this re-allocation will help with the recent wear and tear at the RLB Training Site. Chief responded that it would. Commissioner Gleason stated it would be an appropriate time to re-visit an ILA with SFRF regarding maintenance and future improvement costs. The current rental program does not address the higher volume of use by both SFRF and the Training Academy.

Action: Chair Merritt made a **motion** to move funds between line items as presented. It **passed** unanimously.

D. Comment Card 2022 re-cap

Discussion: A re-cap of the Comment Cards from 2022 was emailed to the Commissioners. Under the new system, a larger number of comment

cards for a wider variety of calls are being sent. Feel free to come into the office to discuss any questions on the system with Christine Heike.

Action: No action.

VIII. COMMENTS

A. District Staff (no comments)

B. Executive Staff

Chief Waller mentioned that we have received notice that the chassis we ordered for the brush rig has moved on to the next step in the process.

Chief Hodgkinson noted that one inflatable kayak was ordered to aid the Water Rescue Team and there is a plan for its deployment. Equipment to support the Rope Rescue class we are hosting in May has been ordered. He commended Rachel Lee and Chelsea Ruggiero-Diehl for passing their SCEMS ALS protocol tests. He thanked Captain Heike, Captain Hammer, Christine Heike and DC Osborne for their roles in securing and hosting Chief Lasky for two days of Pride & Ownership training. Two of our BCs (Mansfield & Witherow) have participated in the county ride-along program. It is an effort to help the BCs get to know each other and compare operations processes. The program has been in place since before COVID and we foresee many more opportunities.

Chief Osborne echoed thanks to our personnel for helping set up the two-day training featuring Chief Lasky. His seminar was attended by many of our personnel and those from many surrounding agencies including recruits from the academy and a 52 year veteran fire commissioner. Our first Safety Improvement Plan was submitted to L & I and was approved. Our next plan will focus on musculo-skeletal injury reduction. One of our chaplains, Margie Jacobson has been selected to speak at a county-wide event on April 7, 2023. Commissioner Flath asked for an update on the fuel pump. The parts were delivered today, electrical work will happen over the next two days, and hopefully by Friday we will have our maiden 'pump' into Chief's rig. Commissioner Gleason commented that one of her Tacoma firefighter brothers was laid to rest this past week after suffering from cancer, and she feels we cannot stress enough how important it is to implement safety and prevention protocols.

Chief Frater stated we are still working to integrate the Springbrook system and finalize our supporting banking accounts. The audit date will be finalized soon, and Commissioner Flath should expect to hear from them.

Chief Waller stated the SAFER grant was submitted yesterday.

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C. Commissioner

Commissioner Flath stated he (and with Chair Merritt) received a letter from the South Snohomish County Fire District. He looked at their February 14, 2023 meeting and noted they had a lengthy discussion about sending the letter to us. The letter was sent (not via unanimous vote) to many organizations. Commissioner Flath feels it would be our due diligence to respond that we had received the letter and will take it under advisement. He thinks this response should be sent to everyone listed on the "cc" of the letter. Chief Waller qualified if it should be via email or on letterhead. Chief Waller volunteered to draft a letter for the commissioners to review and sign. Commissioner Gleason mentioned the discussion surrounding the letter can be heard at 1 hour 55 minutes in on the 2/14/23 Commissioner Meeting for their District. Commissioner Flath requested that in the future, all awards be scheduled at the beginning of the meeting, as was handled at this meeting.

IX. ADJOURN

At 1943 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
March 14, 2023**

Minutes prepared and submitted by:


Christine Montagne-Heike, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:



10/9/23
Date


District Secretary