

# ***Snohomish County Fire District #4***

## **MEETING MINUTES**

### **REGULAR MEETING** **BOARD OF FIRE COMMISSIONERS**

<b>DATE:</b>	Wednesday, July 27 2022
<b>LOCATION:</b>	Headquarters Fire Station #43 – Commissioners– Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>EVAN MERRITT</b> , Chair <b>RICHARD E. FLATH</b> , Fire Commissioner <b>JILL GLEASON</b> , Fire Commissioner
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, District Secretary/Fire Chief Thad Frater, Deputy Chief Jason Hodkinson, Deputy Chief Greg Osborne, Deputy Chief Bill Scherer, BC Whitney Mansfield, Union President Christine Heike, Records Specialist Anthony Parra, Firefighter

#### **I. ROLL CALL**

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

#### **II. ADOPT/ADJUST AGENDA**

The Oath of Office under New Business was moved to Old Business.  
The following Action Items were added: **B.** Accept change order for Spartan Engine, **C.** Special Meeting on 8/24/22 at 1000 hours for Commissioner Training. The Agenda was adopted with those changes.

#### **III. MINUTES OF PREVIOUS MEETING**

**Discussion:** There were no comments or questions regarding the minutes of: July 11, 2022 Regular Meeting, July 11, 2022 Special Meeting, and July 13, 2022 Special Meeting.

**Action:** Commissioner Flath made a **motion** to approve the minutes of the three meetings as presented in the packet and it **passed** unanimously.

#### **IV. OPEN PUBLIC COMMENTS - No Comments**

#### **V. OLD BUSINESS**

##### **A. Oath of Office**

Chief Waller administered the Oath of Office for appointment of Jill Gleason as a Commissioner for Snohomish County Fire District #4 Board of Fire Commissioners, Position 2.

## **VI. INFORMATIONAL ITEMS**

### **A. Financial**

- 1. Accounts Payable:** Batch #383128 for \$45,012.19 - Batch #383157 for \$54,378.19 - Batch #382774 for \$111,172.69 and Batch #383318 for \$41,330.51
- 2. Payroll -** No Payroll.

**Discussion:** There were no questions or comments.

## **VII. ACTION ITEMS**

### **A. PTO Cash Out Request – DC Hodkinson**

**Discussion:** No discussion.

**Action:** Commissioner Flath made a **motion** to approve DC Hodkinson's cash out request for 150 hours per his contract and it **passed** unanimously.

### **B. Accept Change Order for 2022 Spartan Engine**

**Discussion:** The change order totals \$19,070 for changes to be made at the factory. This figure includes \$4000 of cost for automatic locks to improve engine security. No anticipated change to the total cost of the engine at this time. Most costs were already figured in to be done after delivery. This does not affect the date of delivery, possibly August 2023.

**Action:** Commissioner Flath made a **motion** to accept the change order as presented in the packet and it **passed** unanimously.

### **C. Special Meeting for Commissioner Training**

**Discussion:** New Commissioner Gleason needs her required training, and all commissioners are required to attend yearly training. These requirements can be combined into one training with Brian Snure on August 24, 2022 at 1000 hours.

**Action:** Chair Merritt made a **motion** to approve a meeting on 8/24/2022 at 1000 hours for commissioner training, and it **passed** unanimously.

## **VIII. NEW BUSINESS - No New Business**

## **IX. COMMENTS**

### **A. District Staff & Work Groups**

- 1. DC Frater:** No major financial updates.

- 2. DC Osborne:**

- a. SCFD4 participated in Kla Ha Ya Days by hosting an engine at the Kids Fair, manning the Senior Center Pancake Breakfast and entered an engine and our new brush truck BR42 in the parade.
- b. 8/2/22 is *National Night Out* and we will have a pop-up tent with information and giveaways and host a demonstration with the Jaws of Life at the Averil Field location.
- c. 8/10/22 is a *Touch A Truck* event we will participate in at High Point Church.
- d. September is the Chamber of Commerce Car Display and the Fire Explorers will help with that.
- e. We have a new chaplain in training – Mark Lovell. He is completing ride-alongs. We are in need of more chaplains.
- f. The Safety Committee is focused on cancer and accident/injury prevention. DC Osborne is contacting regional districts to review their programs for best practices.
- g. There are currently 15 personnel trained to fight Wildfire and have their 'red card'.
- h. A meeting with the city to finalize the permitting process for an on-site fuel station is scheduled for 7/28/22.
- i. The dedication of the Chief Merritt classroom will be planned for late August at the RLB Training Center. We will combine the dedication ceremony with a public outreach event.
- j. Five of the Fire Explorers graduated out of the program. The leadership held interviews of 12 candidates last week and will decide on 3-5 of those candidates to accept into the program.

**Discussion:** Chair Merritt asked about the location of the fuel station. It is planned for Station 43. Discussion with the city regarding property lines and code requirements will determine final placement. Commissioner Flath asked if the fuel station will be mobile in case it needs to be moved to another location. It will be movable and can be re-located to another station as needed.

### **3. DC Hodkinson:**

- a. This month's Ops Report is a combination of May and June for hours of OT , leave requests and call breakdowns.
- b. Four employees have been hired and will start our Pre-Academy on August 1, 2022. They will head off to Snohomish County Academy in September and hopefully graduate January of 2023.
- c. Two members completed their acting officer training.
- d. One member completed their acting driver/operator requirements.
- e. Four employees will graduate from probation on August 1, 2022. They have passed all evaluations as well as their Engine Driver pump tests. Thank you to the BCs and Training Officers.

- f. Two members completed the month-long Rescue System I class in Lake Stevens.
- g. Our Water Rescue Team has been added to SNOCOM911 and its members are marked on CAD as Water Technicians. This will integrate us into the County Water Rescue Program.
- h. DC Hodkinson is focusing his time on collecting data on OT and Leave statistics since we have a program in place to report fire and EMS call statistics to us.

**Discussion:** Commissioner Flath asked how SNOCOM911 knows that our Water Rescue Technicians are on duty to be dispatched. When the crews log on, a code next to their name designates their Water Rescue status. There is no indicator for the Rope Rescue class. It is one of five classes (each of which is 40 – 80 hours long) required to be a Rescue Technician, at which time you would have a special designation. The Haz Mat and Rescue Tech classes are true county teams, the membership comprised of individuals from all the county departments. Our personnel would have to complete coursework and training, and apply for open positions on these teams. It is a long process, probably 2 years out before we are ready to commit to that. The Water Rescue teams function independently within each local fire district. There are four CAD designations for special teams: Swift Water Rescue, Haz Mat, Rescue Tech and Red Card (wildland firefighter). We don't currently mark wildland fire on CAD, but know internally which of our members are qualified to participate when the need arises. Commissioner Flath also questioned data from the Satisfaction Surveys, and Chief Waller will address that in his report.

## **B. Fire Chief**

- 1. Chevy Colorado Staff Vehicles:** Two of the three approved vehicles have arrived. Support & Logistics has a plan to have them street ready within 6 – 8 weeks.
- 2. Probation:** We have worked diligently to make a rigorous probation process to ensure we have quality personnel at the end of the year. Thanks to the BCs and Training Staff for working with the recruits.
- 3. New Hires:** All our new hires have passed all requirements to start employment.
- 4. Annual Report:** We will produce our first annual report based on our Standards of Cover and new statistics program. Anticipated publication October of this year.
- 5. Satisfaction Cards:** Commissioner Flath wondered about the low response rate of the postcards. Christine Heike shared that the cards are slowly trickling in. The process we use now is much more time efficient, but and has taken a couple months to refine. That accounts for the large number of cards sent out at once.

**X. COMMISSIONER COMMENTS**

Commissioner Flath mentioned his pleasure at having a full board. This allows business to continue even if one of the commissioners misses a meeting. He also wants to be sure that Commissioner Gleason's information is registered with the Sno-Isle Commissioners Association, as well as the State Fire Commissioner organization. This will allow her to attend the Sno-Isle meetings on the first Thursday of the month and learn from the speakers.

Chair Merritt thanked the crews for their dedication in this hot weather.

**XI. ADJOURN**

At 1925 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,  
July 27, 2022**

**Minutes prepared and submitted by:**



**Christine Montagne-Heike**, Records Specialist

**MINUTES APPROVED BY FIRE COMMISSIONER:**



9/12/2022  
Date