

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, January 09, 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 Sean Witherow, Battalion Chief Christine Heike, Records Specialist

I. ROLL CALL

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

II. ADOPT/ADJUST AGENDA

Chief Waller added to item VII C – *Resolution #554 for Waiver of Bid*. Chair Merritt stated the Agenda was adopted as adjusted.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the December 12, 2022 Special Meeting and the December 12, 2022 Regular Meeting.

Action: Commissioner Flath made a **motion** to approve the minutes of the December 12, 2022 Special Meeting and the December 12, 2022 Regular Meeting as presented and it **passed** unanimously.

IV. OPEN PUBLIC COMMENT (No comments)

V. OLD BUSINESS – Draft Budget

A. 2023 Chair and Vice-Chair (Tabled from 12-12-2022 SM)

Discussion: Commissioner Gleason stated that after a review of the duties of the Chair, her understanding is the role is purely procedural and confers no special privileges. She restated her motion from the December 12, 2022 meeting to appoint Commissioner Merritt as Chair and Commissioner Flath as Vice-Chair. Commissioner Flath responded

that he still has concerns that there is the appearance of a conflict of interest by appointing to the Chair an employee of the District (SRFR) with which we are pursuing informal merger talks, especially since the employee is currently involved in litigation with said District. Chief Waller interjected that procedurally a motion should first be made and voted on to un-table the business item, before making the actual motion. Commissioner Gleason re-iterated her belief that since the role of the Chair is confined to presiding over meetings, announcing executive sessions and calling special meetings, there is no conflict of interest in naming a Chair. Any appearance of conflict of interest or special privilege could be addressed through the structuring of the committee(s) appointed to attend meetings. Chair Merritt made a motion to un-table the issue of electing Chair and Vice-Chair for 2023, and it passed. Commissioner Gleason then made a motion to appoint Commissioner Merritt as Chair and Commissioner Flath as Vice-Chair for 2023. The motion passed, with two "Ayes". Chair Merritt asked if Commissioner Flath was abstaining from the vote. Commissioner Flath called for the Chair to ask for opposition to the vote. Commissioner Flath voted "Aye" to oppose the motion.

Action: Chair Merritt made a **motion** to un-table voting on the positions of Chair and Vice-Chair for 2023. It **passed** unanimously. Commissioner Gleason made a **motion** to appoint Commissioner Merritt as Chair and Commissioner Flath as Vice-Chair for 2023. The motion **passed** with two "Aye" votes, and one "Nay".

B. Executive Session

Chair Merritt declared *"The Board will move into Executive Session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate for 30 minutes with no action expected, and pursuant to RCW 42.30.110(1)(g) to review the performance of an employee for 15 minutes with no action expected."* The Board adjourned to Executive Session at 1909 hours. At 1939 hours the Chair extended the first portion of the Executive Session by 15 minutes. At 1953 hours the Board moved into the second portion of the Executive Session. At 2004 the Board adjourned the Executive Session, with no action taken, and the Regular Session resumed.

VI. INFORMATIONAL ITEMS

A. Accounts Payable: Batch #387182 for \$150,499.83, and Batch #387360 for \$191,287.59 were presented.

B. Payroll - December 2022 Payroll in the amount of \$578,035.27 was presented.

Discussion: No discussion and no action needed.

VII. NEW BUSINESS

A. Badge Pinning - BC Sean Witherow recited the Officer's Oath of Office for the Commissioners. His wife and daughter assisted with the badge pinning.

B. Auditor Exit Review Request

Discussion: Chief Waller stated that by rule, there needs to be an offer to allow any and/or all of the Board the opportunity to attend the exit review with the state auditor. If more than one Commissioner wishes to attend, a Special Meeting must be called for the review. The state has told us there are no findings, management letters or issues with the audit. A full report will be shared at the exit review. This review has been requested, by the state auditor, to take place before the end of January. Commissioner Flath requested to attend, as he had attended the intake interview, and wanted to see the process to completion. Chair Merritt and Commissioner Gleason declined to attend.

Action: No action taken.

C. Chassis Bid Acceptance

Discussion: No bids came in for the chassis. We now need to enact an emergency waiver of bid (Resolution #554) to allow us to buy the chassis on the open market. Commissioner Flath asked for an approximation of the cost of the chassis. Chief Waller stated it could be \$55,000 – 65,000, the cost has not significantly increased since the approval of funds for the project last year.

Action: Chair Merritt made a **motion** to accept Resolution #554. It **passed** unanimously.

D. Executive Session

Chair Merritt declared *"The Board will move to an Executive Session pursuant to RCW 42.30.140(4) regarding collective bargaining issues and negotiations for 15 minutes with no action expected."* The Board moved to Executive Session at 2011 hours, expected to return at 2026 hours, no action expected. At 2026 hours the Chair extended the Executive Session by 5 minutes. The Board returned from Executive Session at 2033 hours, with no action taken, and the Regular Session resumed.

E. Resolution #553

Discussion: The presenters for the January 19 Board Meeting are not able to travel to Snohomish. Resolution #553 delineates the change of time and location for the meeting due to these circumstances.

Action: Commissioner Gleason made a **motion** to adopt Resolution #553 and it **passed** unanimously.

F. Resolution #551

Discussion: The purchase of the Springbrook AP/Payroll system has allowed us to streamline our payment procedures. Resolution #551

authorizes advance travel expense procedures under this new system and repeals Policy #540.

Action: Commissioner Flath made a **motion** to adopt Resolution #551 as presented. The motion **passed** unanimously.

G. Resolution #552

Discussion: The purchase of the Springbrook accounting software also allows us to make changes to our Petty Cash procedures. Resolution #552 authorizes the rescinding of the Petty Cash Fund and the establishment of cash boxes totaling \$200.00 to be maintained, tracked, and replenished via the General Fund. It also repeals Resolution #477.

Action: Commissioner Gleason made a **motion** to adopt Resolution #552 as presented. The motion **passed** unanimously.

VIII. COMMENTS

A. District Staff (no comments)

B. Deputy Chiefs

- 1. D C Hodkinson:** DC Hodkinson prepared a synopsis of the calls for November 2022 in his Ops Report. The year ended with a higher call volume than 2021 (4,596 calls vs. 4,241 in 2021). Mutual aid data will be forthcoming in February. FD4 is tentatively hosting a Rope Technician class on May 8 – 13 of this year. Our four most recent recruits have finished post-academy training and are assigned to shift work. South County had a 2 alarm multi-family dwelling fire on Christmas Eve. DC Hodkinson worked with them to ensure coverage for the County.
- 2. D C Osborne:** The military plaque purchased by the Osborne family to acknowledge the military service of department personnel has been posted at Station 43 near the steamer. The signs for the Robert Merritt classroom have been posted at the training facility. Chaplain Andrist is entering a Master's Program, and will share his new learning with us. We are still waiting on electronic parts for the fuel tank. Chief Osborne attended the first mandatory collaborative meeting under the FIIRE program. The information will help enhance our policies and safety improvement plans.
- 3. D C Frater:** The state audit will wrap up this week. The first AP run on the new Springbrook system was completed on 01/04/2023. The county should be submitting year end figures soon to help finalize our budget numbers. An MGADC audit will begin soon.

C. Fire Chief

There will be significant savings to our L & I budget due to our participation in the FIIRE Program and new calculations performed by DC Frater. The Springbrook process was smooth and will greatly improve staff efficiency. Monthly meetings with SRFR have begun as

well as weekly meetings with Chief O'Brien. A letter has been sent to them to schedule meetings moving forward. The Communication Committee met with Liz Loomis on 01/05/2023 and will bring back recommendations to the Board as plans progress.

D. Commissioner Comments – No comments.

IX. ADJOURN

At 2043 hours, the Regular Board Meeting was adjourned.


**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
January 09, 2023**

Minutes prepared and submitted by:



Christine Montagne-Heike, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:



2/16/23
Date

