

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE: Monday, March 14, 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 Hodkinson, Deputy Chief
Greg Osborne, Deputy Chief
Bill Scherer, Battalion Chief
Whitney Mansfield, Battalion Chief

I. ROLL CALL

Chairman Schmoker called the meeting to order at **19:01** hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

“Badge Pinning” was added as the first item under New Business.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the February 14, 2022 regular meeting.

Action: Chairman Schmoker made a **motion** to approve the minutes as presented; the motion was **seconded** by Commissioner Merritt and **passed** unanimously.

IV. OLD BUSINESS (No items)

V. INFORMATIONAL ITEMS

A. Financial

1. Accounts Payable

- Batch #378575 is in the amount of \$61,477.58
- Batch #378950 is in the amount of \$46,781.17

2. Payroll

- February 2022 payroll is in the amount of \$556,863.34.

VI. ACTION ITEMS

A. Transport Waiver

Discussion: There was a brief discussion of the two requests.

Action: Chairman Schmoker **moved** to waive the full balance for both individuals (#2021-3633 and #2021-3174, 3300, 3787), **seconded** by Commissioner Flath and **approved** unanimously.

B. Personal Leave Cash Out Request – Mike Gatterman

Discussion: There was a brief review of Chief Gatterman’s paperwork.

Action: Commissioner Flath **moved** to grant Chief Gatterman’s request for leave cash out of 150 hrs. It was **seconded** by Commissioner Merritt and **approved** unanimously.

VII. NEW BUSINESS

A. Badge Pinning:

Discussion: There was no discussion.

Action: The Swearing-In and Badge Pinning continued as follows:

- 1. Swearing-In of new Part Time Firefighters:** Firefighters David Garcia-Esquivel, Nicholas Garza and Errol Hooker recited the oath of office. Their badge-pinning will be conducted at the Academy.
- 2. Promoted Drivers:** Under the new contract we now have the position of “Engineer”. Karl Jacobsen, Dave Lacy, Joe Melnyk, Jon Stewart and Claire Woofenden recited that oath of office. This is our inaugural class of “Engineer” , not just Driver/Operator. Chief Waller feels this is a very important position and encouraged the Engineers to treat their position with pride and respect. Badges and helmet shields have been ordered and will arrive soon. In addition to the five present - Doug Higbee, Gabe Harrington, Kenton Lucke and Josh Poole have also qualified as Engineer.
- 3. Promoted Lieutenant:** Marcus McGee recited the oath of office and his wife pinned his new badge on him.
- 4. Promoted Training Officer:** Lieutenant Darrell Heike has been promoted to the position of *Training Officer*. He was unable to attend this evening, but his accomplishment was noted.

(A brief recess followed to allow any citizens who wished to exit the meeting.)

B. Comment Card Change

Discussion: Commissioners appreciated the updated format for collecting data. Commissioner Flath asked about the percentage of returns on the old comment card system, to be able to compare it to the percentage of responses under the new system. Chief Waller will get figures from Cherie Gatterman on comment card returns.

Action: No action taken.

C. Strategic Plan Actions Update

Discussion: Chief Waller wants to be sure that we are keeping track of the goals that are established and our progress toward them. He mentioned that in this first month of education about turn-out times, the statistics we have already shown some improvements.

Action: No action taken.

D. Advanced Travel – Resolution 540

Discussion: The fund custodian needed to be updated as Chief Gatterman will be retiring. There is a policy that matches this resolution (Item H). A motion is needed to adopt the resolution, and two motions are needed to add/remove individuals to the bank accounts. *(This Resolution repeals Resolution #526.)*

Action: Chairman Schmoker **moved** that *“For all Wells Fargo Accounts the Fire District 4 Board of Commissioners directs the removal of the current Key Executive, Ron Simmons, and appointment of a new Key Executive, Donald D. Waller, and to also change the signers on the account by adding new signers Thad Frater, Greg Osborne and Christine Heike, and remove signer Kristina Blair.”* Commissioner Flath **seconded**, and it was **approved** unanimously.

Action: Chairman Schmoker **moved** to approve Resolution#540 – Advanced Travel Expense Fund. It was **seconded** by Commissioner Flath, and **approved** unanimously.

Action: Chairman Schmoker **moved** that *“For all Washington Federal Accounts, Fire District 4 Board of Commissioners directs to add Thad Frater and Christine Heike as signers.”* Commissioner Flath **seconded** the motion, and it was **approved** unanimously.

E. Liz Loomis Contract

Discussion: The Fire District wants to be sure to have a good public education baseline and a well thought-out strategic messaging campaign for the citizens of the district. A twelve month contract with Liz Loomis is recommended to help align our public knowledge with our organizations new model, purpose, and programs from the SOC, CRA, and strategic plan. Commissioner Merritt mentioned it would be helpful for the full board to hear from her, perhaps at a Zoom special meeting, and the other commissioners concurred. Chief Waller will contact her for schedule options, mentioning her availability for a contract is time sensitive.

Action: No action taken.

F. Cell Phone to Single Phone

Discussion: The District would like to offer the executive chiefs and some staff the availability to carry a single phone which includes two SIM cards – one for their personal use and one for District use. There will be a limited number of personnel using this option (Executive Chiefs/BCs) and the *Risk and Liability Waiver* they sign will be placed in their personnel file.

Action: Chairman Schmoker **moved** to approve the dual SIM program and make the purchase. Chief Waller interjected that there is no purchase at

this time. Commissioner Merritt **seconded** the motion, and it **passed** unanimously.

F. Inventory Management

Discussion: Chief Hodkinson reviewed the need for an inventory tracking system, that is not available in any of our current software programs. The recommended provider is *Operative IQ*. It should help us decrease waste. The main intent is to inventory medical supplies, but there may be application to other types of inventory as well.

Action: Commissioner Merritt made a **motion** to approve the purchase of the *Operative IQ* system; it was **seconded** by Commissioner Flath, and **approved** unanimously.

G. Cardiac/ALS equipment Purchase

Discussion: There was a brief discussion of the limited number of cardiac monitoring system providers used in the county. Commissioner Merritt asked about the trade-in option of the old monitors. That is addressed on page 105 of the packet.

Action: Chairman Schmoker **moved** to approve Resolution #539 – Waiving Competitive Bidding Requirements; Commissioner Merritt **seconded**, and it was **approved** unanimously.

Action: Chairman Schmoker **moved** to approve transfer of \$150,000 from Cash Reserve to F75 Line Item #6401 to cover the costs of the purchase of the cardiac monitors. Commissioner Merritt **seconded** the motion; it was **approved** unanimously.

Action: Chairman Merritt **moved** to approve \$167,504.20 for the purchase of LifePack 15 monitors and related equipment from Stryker. Chairman Schmoker **seconded**; and it was **approved** unanimously.

H. Policies: *Internet/email, Advanced Travel, Newborn Safety, Key Security, Memorial Services, Injured Patients*

Discussion: There was no discussion.

Action: Commissioner Flath **moved** to adopt Policies #104, #113, #525, #711, #716, #729 and #802. Commissioner Merritt **seconded**; and they were **approved** unanimously.

I. ILA – piggyback on brush truck build bid

Discussion: Chief Waller stated piggybacking is a common process, and cited our piggybacking on Oak Harbor's process for SCBAs. We just need to sign an ILA for Kittitas to use our bid.

Action: Chairman Schmoker **moved** to authorize signature of the ILA for piggyback bid with Kittitas County Fire District #1. Commissioner Merritt **seconded** the motion; and it was **approved** unanimously.

J. COVID Changes

Discussion: Staff is recommending to use Admin time for sickness the same as all other communicable diseases, and those that are duty related would go through the same system as all other duty related. Staff is

recommending that the District open back up for normal business operation to the public with no mask requirement. District employees will still wear masks when interacting with the public.

Action: Chairman Schmoker **moved** to approve the COVID changes as listed in the At Issue item on page 151 of the packet. Commissioner Merritt **seconded** the motion and it was **approved** unanimously.

VIII. DISTRICT STAFF COMMENTS

A. District Staff & Work Groups

1. Deputy Chief Osborne:

- a.** DC Osborne reported on his interaction with the Chaplain Program. He has been attending their meetings. The group is scheduled to attend one week at the Criminal Justice Center Chaplain Academy in Burien. Regionally, chaplain groups are focusing on Suicide Prevention Training. Our chaplains are members of the county Task Force. This intervention is targeted at school aged children and first responders. Law Enforcement agencies have been requesting our Chaplains – they are building great relationships with citizens and first responder personnel across the county.
- b.** Brush 42 is back and will be outfitted in preparation for Wildland Season and parked at Station 42. Lt. Jorve is overseeing the outfitting of the unit to get it ready.
- c.** Red Card refresher training (for Wildland Firefighting) has started for our personnel. A required class, taught by Chief Stocker, is scheduled for April 6, 2022 and then a field day will be scheduled for the program.
- d.** DC Osborne is reviewing Safety Programs that are out there. F.I.I.R.E., a program sponsored by L & I, could save us 5-10% on L & I fees and dues as well as provide recommendations. Mukilteo and SRFR piloted the program. Our internal Safety Committee is meeting regularly to review the overall safety of the District and any specific concerns that arise.
- e.** Our agency has been randomly selected by the Bureaus of L & I to participate in the 2022 statistics survey. In addition to the usual paperwork, we will report to the Federal Government. Chief Osborne will report injuries, especially time-loss injuries, to the government in the first quarter of 2023. He will keep the commissioners apprised as he participates in the survey. There have been no injuries so far this year

2. Deputy Chief Hodkinson:

- a.** A written operations report is included on page 153 of the packet. Highlights include the end of probation for paramedics Bizelli and Para on February 14th of this year, and six of our recruits functioning well in their sixth week at the Academy.

b. Currently we are working to refine the credentials for Acting Lieutenant and Acting BC, and have drafted a Career Flow Path poster to provide a clear picture of all the classes and requirements needed to promote. Chief Waller added that the Local has been very helpful in refining the promotion process.

c. We have six people trained in Water Rescue techniques, and should have a policy ready for approval at the next Commissioners' meeting. Commissioner Flath asked if there would also be a policy written for Haz Mat incidents. There will be policies written for each technical training we elect to participate in (Haz Mat, Rope Rescue, etc.) but that is not expected to happen before 2023. Chief Waller added it is best to wait on writing the policy until we are fully committed to these trainings and have knowledge of the subject so the policy is accurate.

d. We are sending four of our officers to the "Ride in the Right Front Seat" program, one of whom is participating under a grant they submitted.

B. Fire Chief No comments.

IX. COMMISSIONER COMMENTS

Commissioner Flath was very impressed that the Fire Service all around the world takes their service to heart, referring especially to the firefighters in the Ukraine he has seen on TV.

Chairman Schmoker reflected on his time as part of SCFD4 over the past 41 years. He explained how many changes have taken place, in training, programs, and opportunities for advancement. Chairman Schmoker fully expected to complete the six year term he signed up for in November of 2021, but events in his personal life have negated that. He will be moving out of the District within the next few months, and will resign when he sells his house or the Board finds a suitable replacement for his position. His replacement will serve until the end of 2023, at which point a general election will take place to determine who will fulfill the position going forward. A request for applications will be sent out for citizens for this position. Chairman Schmoker will provide input, but will recuse himself from voting, and the replacement will be voted on by Commissioners Flath and Merritt. If this process does not produce a candidate, the county will appoint a Commissioner. Chairman Schmoker feels it has been a privilege to serve, and will continue until he can no longer do so.

Commissioner Flath thanked Chairman for his contributions and service. He wondered if it were legal to solicit replacements for his position before he has officially resigned. He would like legal counsel to review the process.

X. ADJOURN Meeting adjourned at **20:09** hours.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
September 13, 2021**

Minutes prepared and submitted by:

Christine M. Heike

Christine Montagne-Heike, Office Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:

EVAN WENT

5/9/2022

Date