

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

## **MEETING MINUTES**

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

<b>DATE:</b>	Monday, August 14, 2023
<b>LOCATION:</b>	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>EVAN MERRITT</b> , Chair <b>RICHARD E. FLATH</b> , Fire Commissioner
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, District Secretary/Fire Chief Jason Hodgkinson, Assistant Chief Bill Scherer, Battalion Chief

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

Chair Merritt called the meeting to order at **1901 hours**. Chair Merritt and Commissioner Flath were present.

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

Item VII. J. – Large Warrants – Wire Transfer was added to the Agenda and the Agenda was adopted as amended.

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

**Discussion:** No comments or questions regarding the 7/10/23 minutes.

**Action:** Commissioner Flath made a **motion** to approve the 07/10/2023 Regular Meeting minutes as presented and it **passed**.

#### **IV. OPEN PUBLIC COMMENT** (No comments)

#### **V. OLD BUSINESS – Draft Budget**

#### **VI. INFORMATIONAL ITEMS**

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

07/05/2023 for \$20,418.56  
07/19/2023 for \$210,667.82  
07/06/2023 for \$14,519.85  
07/21/2023 for \$7,072.30  
07/25/2023 for \$542.82

**Discussion:** Commissioner Flath mentioned that page 38 - the list of refund checks owed due to over-payment by insurance companies – was a normal item, but the commissioners hadn't regularly seen them before.

**B. Payroll** - July 2023 Payroll in amount of \$822,038.86 was presented.  
**Discussion:** Commissioner Flath had a question on Payroll on page 42, asking if the amount was for the whole month. Chief Waller explained pay periods fall on the 5<sup>th</sup> and 20<sup>th</sup> of each month.

**C. Treasurer's Report** - Fund Totals and Account Totals for the month of July 2023 were presented.  
**Discussion:** No discussion.

**D. Budget to Actual Report** – Year-to-Date Expenses and Revenue as of 8/2/2023 were presented.  
**Discussion:** No discussion.

## **VII. NEW BUSINESS**

### **A. City Property ILA Update**

**Discussion:** The joint ILAs have been signed by the City. Discussions are happening on the timeline for working with the county for permits.  
**Action:** No action taken.

### **B. Settlement Agreement – Pine Avenue Property**

#### **Executive Session:**

The Board went into Executive Session pursuant to RCW 42.30.110 (1) (i) to discuss with District legal counsel legal risks of a proposed action that is likely to result in adverse legal or financial consequences to the agency. The Executive Session began at 1905 hour, expected to last 20 minutes with action taken. At 1925 hours the Executive Session was extended 15 minutes. At 1942 the Executive Session was extended 10 minutes. At 1950 the Executive Session was extended another 10 minutes. At 19:59 the Executive Session was adjourned, and the Regular Meeting was resumed.

**Action:** Commissioner Flath made a **motion** to approve the mediated settlement agreement, signed on 7/11/2023, for Pine Avenue Property as presented by legal counsel. It **passed**.

### **C. Grant Purchase Authorization**

**Discussion:** Our membership in the FIIRE program gives us access to grant funds. Chief Osborne applied for and received funds to purchase a LUCAS device.

**Action:** Commissioner Flath made a **motion** to approve the acceptance of the FIIRE Grant and the purchase of the Lucas device as presented. It **passed**.

### **D. Job Descriptions**

**Discussion:** We have been updating job descriptions since 2020.

**Action:** Commissioner Flath made a **motion** to accept the Chaplain, Assistant Chief and Fire Chief job descriptions as presented with the

caveat that the date be attached. (The date is always attached when it is signed and initialed by the Chair and Fire Chief.) It **passed**.

#### **E. Wildland Radios**

**Discussion:** We received about \$37,000 to date from MOBE operations this year. We'd like to use it to replace our old KING radios and purchase 2 new BKR radios like those currently in use. Commissioner Flath asked if the \$37,000 was above the pay for firefighters. Chief Waller explained we invoice for both firefighter pay and rig use. The reimbursements come in chunks. This is the first installment, and there will be more. Commissioner Flath asked if there would be a report on the actual expenses and revenue generated. Chief Waller promised a summary of the last 4 years' statistics by the end of 2023.

**Action:** Chair Merritt made a **motion** to accept the purchase authorization as presented for BKR radios and to transfer \$6011 from cash reserves to F75-6401. It **passed**.

#### **F. Geo Tech Consultant – Pine Ave**

**Discussion:** We need the Geo Tech consultant's report so the architect can begin work on plans for the Station 43 location. Their assessing techniques will be a little more expensive, but less invasive, allowing the station to remain operable. This consultant could also be available for issues with the Pine Avenue Property. Commissioner Flath asked how many holes would be made on the property. Chief Waller explained that 10 holes were dug on the Pine Avenue Property. Here the company will be drilling (boring) much smaller access points. There is no set number of access points. Commissioner Flath wondered when they would be coming. Chief Waller said a time could be negotiated once the contract was approved.

**Action:** Commissioner Flath made a **motion** to accept the consultant contract for Geo Tech services as presented. It **passed**.

#### **G. Levy Lid Lift Results**

**Discussion:** Chief Waller publicly thanked everyone who turned out and voted for the levy lid lift. It was approved by 55%. We will continue to keep the public informed about progress toward the District's goals. Commissioner Flath also wanted to go on record thanking the public for approving the levy.

**Action:** No action taken.

#### **H. Training Consortium ILA Updates**

**Discussion:** This is an amendment to the ILA to make North County the agency of record.

**Action:** Commissioner Flath made a **motion** to approve the Fire Chief to sign the amendment to the Training Consortium ILA as presented. It **passed**.

#### **I. Transport Waiver**

**Discussion:** Commissioner Flath recommended the proposed waiver amount of 50%, and Chair Merritt concurred.

**Action:** Commissioner Flath made a **motion** to approve waiver #2023-15 for the recommended waiver amount of 50%. It **passed**.

#### **J. Large Warrant - Wire Transfer to Ticor Title**

**Discussion:** The Settlement agreement was approved earlier. Now the sale amount needs to be transferred.

**Action:** Chair Merritt made a **motion** to approve a wire transfer from the District accounts at Snohomish County to Ticor Title in the amount of \$6,364,390.20 per the Buyer's Statement from Ticor, to be deposited on or by August 31, 2023. Said payment to meet the Purchase and Sale agreement as signed and the adopted settlement agreement with 5 J's LLC for the Pine Avenue Property. It **passed**.

### **VIII. CHIEFS' REPORT**

#### **Chief Hodkinson**

- There have been a few 2 alarm or greater fires in the area, and we are able to coordinate more resources in these situations. A July 20, 2023 was a mutual aid fire call with SRFR, and is also the day our Pub Ed tent was misplaced – although it has been recovered.
- The Water Team provided ops level training to all members at the river to practice throw bags and spotting.
- Some of the Rope Team's approved equipment has begun arriving, and it should all be here by the end of September. We are sponsoring a 1 day "Review & Scenario" class (10/16/23) about Rope procedures. Instructors and venue have been arranged.
- MSO Broumley has been working on establishing some EMS Conferences before the end of the year.
- We have 5 Part Time recruits who started our Pre-Academy last week and go to the Snohomish County Fire Training Academy on 9/18/23.
- The Training Division is working with SRFR to set up a 2024 Training Calendar for the RLB to accommodate and maximize our joint use of the facility.

Commissioner Flath asked if agencies other than SRFR use the RLB. We do have ILAs on file with other districts, but SRFR uses the facility the great majority of the time. If we coordinate efforts, SCFD4 & SRFR could have some joint trainings which would free up time for other rentals of the RLB.

#### **Chief Osborne (Reported by Chief Hodkinson)**

- Engine 40 head gasket was replaced, and then another leak was found, so it has been out of service longer than anticipated. We are still making use of North County's engine.

- Chief Osborne did list in his written report all the Summer Public Education and Community Events with SCFD4 participation.

**Chief Frater** (reported by Chief Waller)

- HCA Audit has begun – a once every 10 year audit – for 2024.
- The Historical Accountant has visited and offered suggestions to meet auditor requests, which will be reported at future meetings.

**Chief Waller**

- There has been a lot of community involvement leading up to the levy lid lift.
- The ILAs and BLAs are moving forward as we discuss with the City and work towards beginning work on the property.
- The Open House was successful.
- Budget Process will be starting in September.

Commissioner Flath asked if plans for Puget Sound Transit’s light rail system will impact the location of the South County Training Facility. Chief Waller responded that plans are still in flux and there is no clear answer to that question.

**IX. COMMISSIONER COMMENTS**

Commissioner Flath wondered what kind of plan is in place at Station 43 in the event of an earthquake. Chief Waller explained our plan includes moving the trucks out and evacuating all staff. Commissioner Flath added we might want to consider drills like they have in the public schools. Chief Waller added that Commissioner Gleason was absent this evening because she is aiding the FEMA rescue efforts in Hawaii.

**IX. ADJOURN**

At **2026 hours**, the Regular Board Meeting was adjourned.

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

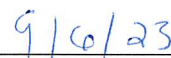
**Minutes prepared and submitted by:**

  
**Christine Montagne-Heike**, Records Specialist

**MINUTES APPROVED BY FIRE COMMISSIONER:**







Date