

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, March 06, 2017
LOCATION:	Headquarters Fire Station #43 – Walsh Room 1525 Ave. D – Snohomish, WA

BOARD MEMBERS PRESENT:	ROGER H. PORTMANN , Chairman JIM SCHMOKER , Fire Commissioner MARK HINTZ , Fire Commissioner
STAFF MEMBERS PRESENT:	Ron Simmons, District Secretary/Fire Chief Mike Gatterman, Deputy Chief Cherie Gatterman, Records Specialist

ROLL CALL

Chairman Portmann called the meeting to order at 1900 hours. All members of the Board were present.

ADOPT/ADJUST AGENDA

Chairman Portmann requested that an executive session be added to discuss labor issues.

MINUTES OF PREVIOUS MEETING

Discussion: Commissioner Schmoker asked that his title be changed from Chairman to Fire Commissioner under the heading of the February 21, 2017 minutes.

Action: Chairman Portmann made a motion to approve the minutes of the February 21, 2017 Commissioners meeting; the motion was seconded by Commissioner Schmoker and passed.

PUBLIC & WORK GROUP COMMENT

No Public in attendance and no comment by Work Group.

ACTION ITEMS

Financial Business

Accounts Payable

Discussion: Batch #322796 is in the amount of \$25,738.67.

Action: Commissioner Schmoker moved to accept the warrants. It was seconded by Chairman Portmann and passed unanimously.

Policy Approval, Leave Benefits #509

Discussion: No discussion

Action: Commissioner Schmoker made a motion to approve Policy #509 regarding Leave Benefits. It was seconded by Commissioner Hintz and passed.

Purchase Authorization – Hose

Discussion: The Chief discussed that this was an issue brought to the last meeting and after a brief review there appeared to be some issues with the quote that needed to be addressed. It was tabled until this meeting and the issues have been resolved. This authorization is for the same brand and model of hose that we have been buying for several years, and from the same vendor who belongs to the government purchasing cooperative.

Action: Commissioner Schmoker made a motion to approve the purchase of Hose at an estimated cost of \$8,358.00. It was seconded by Chairman Portmann and approved.

Purchase Authorization – Staffing Software

Discussion: BC Hodkinson and Sharon have been researching Staffing software. Chief Simmons said that the Battalion Chiefs spend so much time on scheduling that other things are not getting done. Chief Simmons went on to explain that ERS is working with Crew Sense so that both systems will work together. Battalion Chief Hodkinson further explained some of the features of the software. BC Hodkinson also commented that we are one of the few fire departments that don't use some type of scheduling software and that the software is very customizable.

Action: Commissioner Schmoker made a motion to approve the purchase of Staffing Software at an estimated cost of \$2080.80 per year. It was seconded by Commissioner Hintz and passed.

NEW BUSINESS

No new business.

DISTRICT STAFF AND WORK GROUP COMMENTS

Chief Simmons mentioned that the Awards night is the 24th and asked if the Commissioners and their spouses will be attending.

COMMISSIONER COMMENTS

No comments.

ADJOURN TO EXECUTIVE SESSION

The regular session of the Board of Fire Commissioners Meeting was adjourned into Executive Session at 1920 hours. The Executive Session would last no longer than 20 minutes to discuss Labor issues with no action expected as a result.

RECONVENE

At 1945 hours the board of Commissioners reconvened and adjourned the Regular Board meeting.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
MARCH 6, 2017**

Minutes prepared and submitted by:

Cherie Gatterman

Cherie Gatterman, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:

Mark Hirst

03/20/2017

Date