

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, September 18, 2017
LOCATION:	Headquarters Fire Station #43 – Walsh Room 1525 Ave. D – Snohomish, WA

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

ROLL CALL

Commissioner Schmoker called the meeting to order at 1900 hours. All members of the Board were present with the exception of Chairman Portmann who joined the meeting by phone. Commissioner Schmoker acted as the Chairman.

ADOPT/ADJUST AGENDA

Chief Simmons asked to add an executive session at the end of the meeting not to last more than 10 minutes. The agenda was approved with the addition of the Executive Session.

MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the September 05, 2017 regular meeting.

Action: Commissioner Schmoker made a motion to approve the minutes from the September 05, 2017 meeting; the motion was seconded by Commissioner Hintz and passed. Commissioner Portmann abstained from the vote considering that he was absent from the meeting.

PUBLIC COMMENT

No public comment.

OLD BUSINESS

2018 Budget Schedule

Chief Simmons presented a timeline based on what was discussed at the last Commissioner's meeting. He went on to say that the Budget Custodians will begin presenting their numbers to Staff next week so that we will have a preliminary budget

ready for the October 2nd meeting. After discussion the Board approved the schedule.

Facilities Plan

Chief Simmons stated that he had met with TCA and a planner. The planner, Mike Price collects data related to the physical configuration of a fire department for facilities placement and looks at call volume, demographics, response times, etc., and then will give a recommendation for how efficiency changes could be made. Chief Simmons added that he has started a survey within the department and will be looking for input from members. Chief Simmons went on to say that he recommends that we move forward with TCA on the needs assessment for a Station 43 remodel. Commissioner Hintz commented on what TCA has already done in regards to demographics and future changes. There was further conversation about station 43. Chief Simmons commented that considering all we have here at the headquarters, it doesn't make sense to sell it. Chairman Portmann commented that he would like to see what TCA's study shows. Chief Simmons said that he would like to get TCA going on the needs assessment and that we have already provided funds for this in the 2017 budget. After further discussion the Board members gave direction to the Chief to continue with this project.

ACTION ITEMS

Financial Business

Accounts Payable

Discussion: Batch #328560 is in the amount of \$51,918.15, and payroll for September 2017 is in the amount of \$358,806.85. Chairman Portmann had a question in Accounts Payable regarding Page 11 #38 for board cleaner. Chief Gatterman said that the correct amount should be \$69.80. Chief Gatterman said that Kristina will call and change it with the County.

Action: Commissioner Schmoker moved to accept the warrants and payroll with the correction made to item #38 in Accounts Payable. It was seconded by Chairman Portmann and passed unanimously.

Purchase Authorization, Les Schwab Tires

Discussion: Chief Simmons said that over the years we have slowly gotten away from utilizing our local Les Schwab. He said that Tim Wilson approached the Manager to see if there was some reason that we could not re-establish some working relationship and found that there may have been some misunderstanding between Kirk Nordlund and them. Tim also ask the manager to come up and look over all of our tires and spare wheels with the intent of possibly making a deal to trade them for services. There was an agreement made which brings us to the Authorization being requested tonight. There was discussion about working with this vendor. The Commissioners believe that working with our vendors locally is important and would like to continue this practice. Commissioner Hintz commented that it is good to stay local as long as it is cost effective.

There was a brief discussion about the tire on the new engine that was damaged. Chief Simmons said that Les Schwab looked at it and it can be repaired at half the cost of replacement.

Action: Commissioner Schmoker made a motion to approve the Purchase Authorization in the amount of \$2,532.30; it was seconded by Commissioner Hintz and passed.

Approve Leave Cash Out, DC Gatterman

Discussion: No discussion.

Action: Commissioner Schmoker made a motion to approve DC Gatterman's personal leave cash out of 150 hours. It was seconded by Commissioner Hintz and approved.

Approve Scheduling a Special Meeting, October 30

Discussion: Chief Simmons said that this date falls between our meetings and the county billing schedule. He said that we can plan this for a morning meeting to approve accounts payable, and we can also take a final look at the proposed budget and 2018 revenues prior to a vote at the November 13th Regular Meeting..

Action: Chairman Portmann, Commissioner Hintz and Commissioner Schmoker all agreed that this date would work for them.

Approve Resolution #500, Surplus Equipment – Ambulance

Discussion: Chief Simmons stated that we have gone through and decided where our older vehicles will fit and which ones need to be disposed of. He said he wished to do this one vehicle at a time. Chairman Portmann asked about how to value the ambulance. Chief Simmons said that he has done some research and with the high mileage he recommends starting the price at \$18,000.00. We will post this on our website and on Craigslist. If we see no action within a couple of weeks we will advertise on Daily Dispatch. The Commissioners all agreed that \$18,000.00 was a good place to start.

Action: Commissioner Schmoker made a motion to approve Resolution #500. It was seconded by Commissioner Hintz and approved.

NEW BUSINESS

Snohomish County HMP Participation

Discussion: Chief Simmons said we have participated in this in the past but we missed it in 2015. This is required by FEMA to be eligible for federal reimbursement after a disaster. HMP stands for Hazard Mitigation Plan and Snohomish County is collecting names for it now.

Action: Chairman Portmann made a motion to participate in Snohomish County's HMP. It was seconded by Commissioner Hintz and passed.

New Dispatch Agency Interlocal Agreement

Discussion: Chief Simons said that the merger of the 2 agencies has not been completed yet, but this is in preparation for that and they are simply asking for a decision be made by us to participate or not prior to the end of the year. There was a brief discussion about what our other options are and that there were not

any realistic ones. There is still a possibility that it may not pass. There was further discussion regarding the joining of the two agencies, Snocom and Snopac. Chief Simmons explained the difference between the two agencies and that the idea of merging the two is to make dispatch more efficient. Chairman Portmann commented that it sounds like a good idea. It was mentioned that SERS could also eventually be bought by this new group.

Action: Commissioner Hintz moved to DRAFT a resolution to be a Principal Member of the new agency; it was seconded by Commissioner Schmoker and passed.

PUBLIC COMMENT

No public comment.

DISTRICT STAFF AND WORK GROUP COMMENTS

Chief Simmons said that a check for \$1000.00 was received today from VFIS for damage to a bay door from an accident. This was a refund from VFIS for our deductible that they recovered from the person who ran into our bay door last year. He added that the bay doors have recently been painted and the roof was pressure washed. Tim Wilson and B.C. Heike are working on increasing security by installing a window at the front counter and a security lock between the lobby and front offices. Chief Simmons said that B.C. Scherer and Tim Wilson will be working on installing cameras and that this is a top priority. Chief Simmons finished by saying that Chief Scherer is also working with the County on the phone system. He said that the biggest cost could be the hardware.

COMMISSIONER COMMENTS

Commissioner Hintz and Commissioner Schmoker commented that they were glad that Chairman Portmann could join the meeting by phone.

EXECUTIVE SESSION

At 1939 hours, the Regular Board Meeting was adjourned to Executive Session to discuss Labor Negotiations, not to last more than 10 minutes with no action to be expected.

RE-CONVENE

At 1950 hours the regular meeting was re-convened with no action to be taken.

ADJOURN

At 1951 hours the Regular Board of Fire Commissioners meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
September 18, 2017**

Minutes prepared and submitted by:

Cherie Gatterman, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER: _____

Date