

# *Snohomish County Fire District #4*

## MEETING MINUTES

### “SPECIAL MEETING”

### BOARD OF FIRE COMMISSIONERS

<b>DATE:</b>	Wednesday, February 8, 2017
<b>LOCATION:</b>	Headquarters Fire Station #43 – Cochran Room 1525 Ave. D – Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>ROGER H. PORTMANN</b> , Chairman <b>MARK HINTZ</b> , Fire Commissioner <b>JAMES H. SCHMOKER, JR.</b> , Fire Commissioner
<b>STAFF MEMBERS PRESENT:</b>	Ron W. Simmons, District Secretary/Fire Chief Mike Gatterman, Deputy Chief Sharon Wilson, Executive Assistant

#### **ROLL CALL**

Chairman Portmann called the meeting to order at 0800 hours. All members of the Board were present.

#### **ADOPT/ADJUST AGENDA**

There were no changes or additions to the agenda.

#### **MINUTES OF PREVIOUS MEETING**

**Discussion:** There were no comments or questions regarding the minutes of the January 23, 2017 regular meeting.

**Action:** Commissioner Schmoker made a motion to approve the minutes of the previous meeting; the motion was seconded by Commissioner Hintz and passed.

#### **PUBLIC & WORKGROUP COMMENT**

There were no members of the public in attendance. Chief Simmons introduced our new Firefighter/Paramedic Anthony Freeman to the Board. Chief said he will be working days for a couple of weeks and then go on C Shift. When he will attend the Academy was discussed

#### **OLD BUSINESS – 2017 Levy Lid Lift**

Chief Simmons said that he believes an official vote of the Board would be appropriate to get this process started. With the announcement that the Board will support this, the Staff can start putting out information that would be appropriate. Commissioner Schmoker made a motion to run the lid lift in 2017, Chairman Portmann seconded the motion, the motion passed unanimously.

There was a discussion on when to present this to the public. Chief Simmons said he would like to rely on Commissioner Hintz's experience. Commissioner Hintz gave his opinion on how to proceed. He also gave statistics about the last levy election and what we need to do now. There was a discussion on groups who may support the levy.

Chief Simmons said he will bring back his plan to the Board which will include holding open houses during City events and speaking at service clubs. We will put together a flyer and do public meetings at the difference stations.

The use of Facebook and Twitter was discussed. There was also a discussion on the meaning of the terms permanent or temporary levies.

## **ACTION ITEMS**

### **Financial Business**

#### **Accounts Payable**

**Discussion:** Batch #321959 is in the amount of \$21,321.02. Commissioner Hintz asked about why some EMS tuition was paid for by warrant and some were paid by credit card. Chief Simmons said that when the medics are trying to get their CE classes scheduled it is sometime competitive to get into classes so they can sign up faster if they use a credit card.

Commissioner Schmoker asked about item one on page one. Chief Simmons said that is a yearly fee for Blue Card IMS Certification which also includes CE.

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

### **Job Description Approval – Finance Assistant**

**Discussion:** This was a follow-up discussion from a previous meeting. The Chief discussed the title change and that the next step would be to schedule the testing and interview process. Commissioner Schmoker went over a few minor clerical changes that needed to be made. Chief Simmons said that he would make those changes.

**Action:** Commissioner Schmoker made a motion to accept the job description with the changes made, Commissioner Hintz seconded the motion, and the motion passed.

## **DISTRICT STAFF AND WORK GROUP COMMENTS**

Chief Simmons talked about the Saturday Seminar with Clark Snure and made arrangements with the Board members on when to leave to attend it Saturday the 11th.

## **COMMISSIONER COMMENTS**

Commissioner Hintz talked about his ride-along experience the day before with the Station 41 crew. He also said there were some interesting legislative items put out by the State Fire Chiefs.

**EXECUTIVE SESSION**

The Board adjourned to Executive Session at 0835 hours, the session is not to last longer than 30 minutes to discuss Labor Negotiations and litigation.

**RECONVENE SPECIAL MEETING**

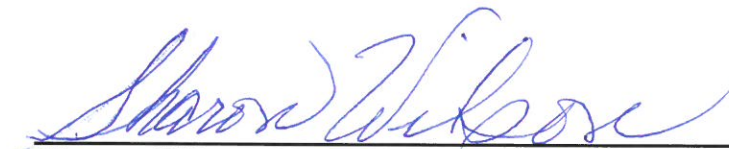
At 0905 hours the Special Meeting was reconvened.

Commissioner Schmoker moved to increase the hourly rate of pay for Sharon Wilson and Cherie Gatterman by \$2.00 per hour each beginning March 1, 2017. There was a second by Commissioner Portmann and the motion passed unanimously.

At 0910 hours, the Special Board Meeting was adjourned.

**MINUTES OF SPECIAL FIRE COMMISSIONERS BOARD MEETING,  
February 8, 2017**

**Minutes prepared and submitted by:**



**Sharon Wilson, Executive Assistant**

**MINUTES APPROVED BY FIRE COMMISSIONER:**



2/21/17

Date