

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

## **MEETING MINUTES**

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

<b>DATE:</b>	Monday, July 8, 2024
<b>LOCATION:</b>	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>BRIAN MILLS</b> , Chair <b>CRAIG ERICKSON</b> , Fire Commissioner <b>EVAN MERRITT</b> , Fire Commissioner
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief DJ Hill, Fire Marshal

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

Chair Mills called the meeting to order at 1900 hours.

#### **II. FLAG SALUTE**

**III. ADOPT/ADJUST AGENDA** – No changes

#### **IV. MINUTES OF PREVIOUS MEETING**

**Discussion:** Chair Mills recommended removing the last sentence on page 5 of the minutes as it was an incomplete thought and did not change the content of the paragraph.

**Action:** Commissioner Merritt made a **motion** to approve the June 10, 2024 regular meeting minutes as adjusted. Commissioner Erickson **seconded** the motion, and it **passed** unanimously.

#### **V. OPEN PUBLIC COMMENT**

There were no emails, calls, or comments from the public. Chair Mills took this opportunity to introduce Kaitlyn DeOliveiria, our new Business Specialist.

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

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

06/12/2024 for \$ 81,856.02  
06/25/2024 for \$ 58,867.52  
06/11/2024 for \$ 18,337.45

**B. Payroll** - June 2024 Payroll of \$843,544.87 was presented.

**Discussion:** There were no questions or discussion concerning the information items.

## **VII. DISCUSSION ITEMS**

### **A. Facility Budget and Financing Presentation**

#### **i. Facility Budget**

#### **ii. Station 43 Options**

**Discussion:** Chief Waller narrated a presentation on the origins, options and applications of a Facility Capital Plan and Budget. He recapped the Standard of Cover (SOC) history and key recommendations that related to the Capital Plan, explaining how the SOC was used to develop the Strategic Plan, and the components of the Capital Plan as related to the building of new stations (New 41 and 43). The staff recommends adopting the Capital Plan and Budget. The staff recommends councilmanic bonds to help pay the costs beyond our capital resources, although there are other financing options (which were discussed) for the Board to consider. Data from GIS maps was shared explaining the best-case scenarios for the locations of 2 urban core stations to maintain optimal response times, especially as it related to moving Station 43 North from the current location. The recommendation from staff was to maintain the current location of station 43 for the best coverage of the District and any future larger organization. Future growth in the Hwy 9 area between Lake Stevens and Snohomish can only be adequately covered with an additional station.

**iii. Financing:** Jim Nelson of D/A Davidson discussed the types of debt funding options available to the District as it moves ahead with its Capital Plan. Our revenues from GEMT, transport fees and property taxes make us a strong candidate for financing. Our debt capacity is 29 million for non-voted bonds and 58 million for voted debt. The timing of requests for voter approved debt needs to be carefully considered. Inflation and Federal fund interest rates are expected to trend down over the next two years. Jim recommends updating our financial management policy to help strengthen our S & P Bond rating. Ralph Rowher of *Turner, Townsend and Heery* is a project manager who stated he will continue to work with Chief Waller to nail down design and other costs to assist with budgeting and planning for debt capacity requests. The first quarter of the year is the best time for requesting bids from contractors, and planning should accommodate this timeline.

### **B. Part Time Legacy System**

**Discussion:** The chiefs have developed an option for legacy part time firefighters to obtain the approved training that would qualify them to apply for full time positions.

**Action:** Chair Mills made a **motion** to accept the staff recommendation of the system to be offered to the part time firefighters. Commissioner Merritt **seconded** the motion, and it **passed** unanimously.

### **C. Sno911 ILA Update**

**Discussion:** Some modifications were made to the language of the ILA to clarify the intent of the selection of seats for the Board.

**Action:** Commissioner Erickson made a **motion** to authorize Chief Waller to sign the ILA with Sno911. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

### **D. State Auditor's Office Final Report**

**Discussion:** Commissioner Erickson attended the exit interview with the state auditor's office. There were no findings affecting our financial procedures, although the SAO stated they would like to see more detailed documentation of our accountability procedures regarding employee shift swaps. They will be continuing yearly audits with SCFD4, with the except of the next audit covering 2 calendar years.

**Action:** No action needed.

### **E. Operational Strategic Plan**

**Discussion:** Commissioner Mills requested another 30 days to review the plan. This plan helps incorporate all our other planning documents and makes a good summary for employees and the public. Commissioner Erickson stressed the necessity of sharing information with employees so they will see the necessity of working together on this. The Operational Plan is a bridge to show where our efforts are headed and why certain actions should be prioritized.

**Action:** No action taken.

### **F. Strategic Budget**

**Discussion:** Chief Waller narrated a presentation on the purpose and components of a strategic budget. This budget is another way to engage with the public as we share our rolling 6 year budget and priorities with them. The budget also helps the district work more efficiently, demystifies the decision-making process for employees, makes us more accountable, and provides data for employees to interact knowledgably with the public. A proposed EMS levy in 2026 and a general levy lid lift in 2030 will help with funding. We will explore the synergy of running concurrent levies with our surrounding districts. Our maintenance and operations {not fire operations} budget is very small compared to our labor expenses. The budget plans for hiring up to 22 additional staff by 2030, which is more than double the staffing the district promised during the levy lid lift. An RLB upgrade will become a priority after 2030.

**Action:** The budget will be revisited at the next commissioner meeting.

## **VIII. ACTION ITEMS**

### **A. Final Policy Reviews: 208 Ambulance Transport Fees**

**Discussion:** Chair Mills expressed his desire to follow-up on the wording used to discuss sending residents to collection to make sure the district does not sound callous.

**Action:** Chair Mills made a **motion** to adopt the policy as presented. Commissioner Mills **seconded** the motion and it **passed** unanimously.

#### **B. AED Purchase**

**Discussion:** Three AED units need immediate replacement. Over the next 5-6 years we will continue to replace worn units. This will amount to \$2000 to \$6000 dollars a year, and is not significant enough to be included as a separate line item in the Strategic Budget as they fall in the EMS line item. The 12 lead devices will need inclusion in the Capital Budget.

**Action:** Commissioner Erickson made a **motion** to approve the purchase. Chair Mills **seconded** the motion and it was **approved** unanimously.

#### **C. Large Warrants – Faber & Lawhead (2)**

**Discussion:** No discussion.

**Action:** Chair Mills made a **motion** to approve the warrants. Commissioner Erickson **seconded** the motion and it was **approved** unanimously.

#### **D. Transport Waivers**

**Discussion:** Transport waivers 2024-11 and 2024-12 were reviewed.

**Action:** Chair Mills made a **motion** to approve both waivers as presented. Commissioner Merritt seconded the notion and it **passed** unanimously.

### **IX. COMMENTS**

#### **A. Executive Staff** (summarized in the written report in the packet)

##### **Chief Frater**

+ Currently deployed on the Pioneer wildfire in Chelan.

##### **Fire Marshal Hill**

+ Chief Hill has met with 3 other fire marshals in the area to see how they function (Everett, South County, SRFR), and they have been very supportive of the direction we are headed with our program's development.

+ Chief Hill is working with Shari Ireton of Emergency Management on an IAP. Snohomish Mayor Redmon is supportive of this and will discuss it with the Chief of Police this week.

+ We are frequently interacting with the public (Mobes, Pub Ed events, etc.). Chief Hill is researching software that will help us manage social media (pre-loading posts) with a goal to have at least 2 posts a day to raise awareness of our accomplishments. Please send photos to Chief Hill to help him with this endeavor. A robust social media campaign should be in place within 6 months.

##### **Chief Hodkinson**

+ We have gone 13 days without an L&I injury.

- + We responded to 2 structure fires in Lake Stevens on the 4<sup>th</sup> of July. This is the 2nd year in a row without a fireworks related fire in SCFD4.
- + Chief Hodkinson commended FF Jon Stewart on his exceptional work with the Tech Rescue team and for coordinating water drills and becoming an instructor for the Regional Water Refresher Training. FF Stewart also participated in Bloc Training (rope rescue). He coordinated 2 days of rope rescue training scenarios at Station 42 for drills. SCFD4 is hosting a lot of hands-on training, including quarterly drills for our special ops units.
- + The Confined Space Class has been rescheduled for October and is full, including 4 participants from SCFD4.
- + FF Parra has completed his Engineer training, and we have no engineers on probation.
- + Chief Hodkinson met with the DC of Ops at SRFR and they have created a joint training calendar.
- + The 2 ¼" hose that was approved last meeting has been ordered, and the 6 TIC (thermal imaging cameras) that were approved have arrived and been placed in service.

### **Chief Osborne**

- + Jon Stewart approached Chief Osborne about obtaining power pole props to help with training at the RLB. We got them free from the PUD and they will be installed at no cost to the district.
- + An L&I rep came to tour the station and was very impressed with the strategies we are implementing for gear organization and clean cab protocols. SCFD4 was cited by the rep as an example of a model department at the monthly FIIRE meeting.
- + Our crews hosted station tours one day this past month that educated over 150 students.
- + Upcoming Pub Ed events include *Kla Ha Ya Days Kids Fair (7/19)*, *Kla Ha Ya Parade (7/20)*, *Reading with a Firefighter (8/1)* and *National Night Out (8/6)*.

### **Chief Waller**

- + Today's presentations for the commissioners have been a primary focus the past few weeks. Huge shout out to Shauna Harth for her help in preparing the documents and graphics.
- + Chief Waller continues to follow-up with *Dark Horse*, and is talking with Chief Johnson of Sultan about a possible collaboration of services.
- + The first all-chief meeting on a potential medical trust will be held soon, and it is feasible to have the trust in place by 2025.
- + We have 4 full time hires starting in a couple of weeks (8/16) and their first shift will begin 9/1. The new Part Timers will start Pre-Academy training on 9/1 and finish training the end of December, with their first shift in January. Oral Boards for more full time FF will take place 9/16 with their Pre-Academy slated for 1/1/25.

**B. Commissioner**

All the commissioners extended a hearty welcome to Kaitlyn and commended the whole district for their hard work. They appreciated the informative presentations given at this meeting.

**X. ADJOURN**

At 2142 hours, the Regular Board Meeting was adjourned.

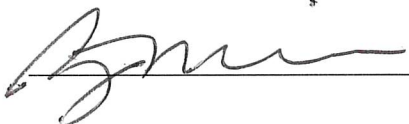
**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,  
July 8, 2024**

**Minutes prepared and submitted by:**

  
Christine Montagne-Heike, Records Specialist

  
Don Waller, District Secretary

**MINUTES APPROVED BY FIRE COMMISSIONER:**

  
8/12/24  
Date

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District Secretary - Date