

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

## **MEETING MINUTES**

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

<b>DATE:</b>	Monday, May 13, 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> , Chair
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, District Secretary/Fire Chief Thad Frater, Assistant Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief

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

Chair Mills called the meeting to order at 1900 hours. All members of the Board were present.

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

#### **III. ADOPT/ADJUST AGENDA**

There were no additions or corrections to the Agenda.

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

**Discussion:** There were no comments or questions regarding the minutes of the April 8, 2024 Regular Meeting.

**Action:** Commissioner Merritt made a **motion** to accept (adopt) the minutes as presented Commissioner Erickson second.

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

Commissioner Erickson commended Medic 43's driver for safely, slowly, cautiously moving over the rail road tracks at HWY 2 and Evergreen Monroe MC.

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

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

04/03/2024 for \$154,308.34

04/17/2024 for \$ 75,552.51

04/12/2024 for \$ 9,724.81

**B. Payroll** - April 2024 Payroll of \$776,020.63 was presented.

**Discussion:** No discussion.

## VII. DISCUSSION ITEMS

### A. POLICY DRAFTS – 202, 525, 101

**Discussion:** Policy #202 is a purchasing policy which Brian Snure believes is best practices. This was from comments from two consultants, commissioners, and law changes as of July 1. Instead of trying to modify our current policy with all of those, Brian presented his best practices. Commissioner Erickson asked if the position ‘Assistant Chief’ needed to be more specific. Using just the title will make the policy more universally applicable. A type of ‘cheat sheet’ giving more specific instructions for line item custodians to interpret the policy will be available at the next meeting. Policy #525 updates to capture the state law regarding lunches and meets our current practice. There is no substantive change to the policy. Policy #101 summarizes the policy statements for all current District Policies, arranged numerically, as a reference document. A desire to spend more time evaluating the summary statements for accuracy was expressed.

**Action:** Chair Mills made a **motion** to adopt the amended version of Policy #525 as presented. Commissioner Merritt **seconded** the motion and it **passed** unanimously. Chair Mills **declared** Policy #101 tabled until next meeting.

## VIII. ACTION ITEMS

### A. Governance Policy (106 or 123)

**Discussion:** The commissioners have discussed the need for an introduction and guide to the expected behavior of Commissioner. The Governance Policy (#106) was designed for the commissioners. The existing Policy #123 does not conflict with the proposed #106 and is designed more for department personnel.

**Action:** Commissioner Erickson made a **motion** to adopt the Governance Policy #106 as presented. It **passed** unanimously.

### B. Engineers’ Promotional List Certification

**Discussion:** Three engineers tested and all made the promotion list.

**Action:** Chair Mills made a **motion** to certify the list as presented. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

### C. Station 41 Options (*Display Building, Color, Signs, Landscaping, Ventilation, Solar Panels, Conference Room*).

**Discussion:** Chair Mills thanked the Executive Chiefs and Facility Committee for all their work on this project. The most popular display building option is for it to be attached to the North side of the building, with the look of an apparatus bay. The newest design has an interior access. The commissioners favor option “C” which uses a lighter gray color in the building’s color scheme. An audience member questioned if the designation “Headquarters” would be included on the signs. The

facility committee opted not to include that for future flexibility. The signs will be cut metal and backlit. The commissioners are leaning toward the wording "Snohomish 41 Fire". For the south entrance the commissioners favored using option #3 from their packet "Station 41". Lawn maintenance was a major factor in opting not to use full grass lawns at the stations. There were previous questions on the ventilation and further information on the installation was provided. The cost of the solar panel options is quite steep, but there is discussion ongoing with the PUD around the solar energy partnerships. Increasing the square footage of the conference room to make up for the loss of the study when it was converted to a dorm, necessitated having access to another bathroom. By making a door that connects the conference room with the gym, we gain the needed bathroom access without sacrificing storage space.

**Action:** No formal actions taken.

#### **D. Fire Marshal Contract**

**Discussion:** An offer has been made to Dennis (DJ) Hill for the position of Fire Marshal with the district.

**Action:** Chair Mills made a **motion** to approve the contract as submitted. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

#### **E. Executive Contract Updates**

**Discussion:** The existing Executive Chief contracts were all created at different points in time. There are also new sick leave requirements that took effect in January of this year. To make the contracts homogenous, they have been updated and include the new legislation requirements.

**Action:** Commissioner Erickson made **motion** to approve the updated contracts. The motion **passed** unanimously.

#### **F. Office Contracts**

**Discussion:** We hired an HR Agency to help with hiring of 2 more administrative positions. They sifted through the 802 applicants for the positions, and recommended the 10 top candidates to us who went through an interview process. Offers were made to two individuals who have accepted them.

**Action:** Chair Mills made a **motion** to approve the contracts and the Chief's authority to enter into those contracts. Commissioner Erickson **seconded** the motion and it **passed** unanimously.

#### **G. Exposure Notification**

**Discussion:** There was possible asbestos exposures on the Pine Avenue property despite our best efforts to test and abate. The Labor Group has been notified and all employees were sent an email asking them to fill out OSHA form #301 to report the exposure. L&I has been contacted and they recommended treating the incident as an accident to provide a report for future resolutions. Three departments (South County, SRFR and us) are forming a committee (joint task force) to investigate and make

recommendations on how to handle the accident. Todd Cole will be SCFD4's representative to the committee.

**Action:** No action taken.

#### **H. Fence – Pine Ave. Temporary Fence Contract**

**Discussion:** There was a short discussion on the necessity of maintaining fencing while grading and filling work is completed. Grading and filling constitute a change to the topography and a new survey of the land would need to be completed. For this reason, it is recommended not to grade the property, and leave it as is. Which means it will not be safe to leave unsecured. Maintaining the fence is recommended.

**Action:** Chair made a **motion** to approve up to \$8,000.00 to maintain fencing on the Pine Ave. Property until construction starts. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

#### **I. Fork Lift**

**Discussion:** Chief Osborne has been pursuing acquisition of a free forklift through grant funding from DNR. The forklift will help with training at the RLB. Chief Hodkinson is establishing fork lift driver training for personnel. The forklift will be delivered from Fort Lewis.

**Action:** No action taken.

#### **J. Large Warrant – Lawhead**

**Discussion:** SCFD4 owes \$66,293.40 to Lawhead Architects for work completed on the Pine Avenue Property project.

**Action:** Commissioner Merritt made a **motion** to approve the large warrant amount for Lawhead. Commissioner Erickson **seconded** the motion and it **passed** unanimously.

#### **K. Transport Waiver(s)**

**Discussion:** Three transport waivers were brought before the commissioners. (Waivers 2024-06, 2024-07 and 2024-08)

**Action:** Chair Mills made a **motion** to approve all three transport waivers as presented. Commissioner Merritt **seconded** the motion and it **passed** unanimously. Chair Mills inquired about the status of updating our Transport Waiver Policy. Chief Frater anticipates presenting his findings and new policy at the next meeting.

### **IX. COMMENTS**

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

##### **Chief Hodkinson**

+Chief Hodkinson would like to thank our training instructors and the adjutant instructors for making such a useful training at the Pine Ave. Property.

+Claire Woofenden completed a 40 hour rope technician class.

- + Tanner Aebersold, Garrett Lane and Marcus McGee completed a 40 hour USAR class.
- + The confined space class will be rescheduled for September 30<sup>th</sup> through October 4<sup>th</sup> of this year.
- + Captains Hammer and Heike attended a Training Conference in Wenatchee.
- + Chiefs Hodkinson and Waller attended FDIC in Indianapolis. We have secured some rooms for next year.
- + Thanks to FF Dehaan and Captains Hammer and Heike for orchestrating the Engineer Promotional Test.
- + Engineers Bizelli, Green and McCaughan have completed their acting officer training.

Chair Mills asked what plans were in place for driving instruction for an aerial fire engine, as one will be ordered soon for the district. He encourages the training to begin now. Commissioner Merritt recommends adding a maintenance member to the build committee for the aerial engine to offer a maintenance point of view. We are including Maintenance Specialist Jessop in the plans for ordering the aerial.

#### **Chief Osborne**

- + The crews have been doing a lot of work with schools in the area.
- + Brush43 is now officially in service, and we are working to gear up other vehicles to be ready for Wildfire Season.

Commissioner Erickson asked if we had a follow-up with the Fire Marshal's Office to gauge their feedback from the Pine Avenue Property training. Chief Hodkinson will check in with them to prompt them to share their report.

#### **Chief Frater**

- + We are still waiting to schedule a 2022 audit.
- + We have almost all our payments from last year's Wildfire Season in and deposited.

#### **Chief Waller**

- + We have recently hired 3 Part Time firefighters and 2 Admin staff.
- + We are looking to hire 5 – 8 full time firefighters within the next year.
- + Chief has been meeting with Ralph (Turner and Townsend project management) to discuss budgets, cash flow and other aspects of the facilities upgrade projects.
- + He continues meeting with Chiefs Eastman and O'Brien.
- + We have a strong committee system in place and Chief appreciates the effort and the excellent results the committees are facilitating. Thanks also to the commissioners for their support in this.

**B. Commissioners**

Commissioner Merritt felt the training on Pine Avenue was very well thought out. Chair Mills apologized to Chief Mansfield for not giving advance warning that he was driving around to the stations to talk with firefighters on International Firefighter’s Day. Chair Mills offered the Harvey Room for the Sno-Isle commissioner meeting on June 6. On May 28<sup>th</sup> there will be a Commissioner Conference including representatives from the following fire districts: *Getchell, Granite Falls, Lake Roesiger, Sultan, SRFR, SCFD4, and South County*. The topic of the conference is long range planning – What will Snohomish County Fire look like in 25 years? Information from this meeting will be shared with the Sno-Isle agency. An audience member mentioned including Goldbar in the conference. Chair Mills will not be able to attend the June meeting in person. Commissioner Merritt will chair the meeting and Commissioner Mills will be attending virtually.

**X. ADJOURN**

At 2025 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,  
May 13, 2024**

**Minutes prepared and submitted by:**

  
**Christine Montagne-Heike**, Records Specialist

  
**Don Waller**, District Secretary

**MINUTES APPROVED BY FIRE COMMISSIONER:**



6/10/24  
Date

6.10.24  
District Secretary - Date