

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE: Monday, August 12, 2024
LOCATION: Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT:	BRIAN MILLS, <i>Chair</i> CRAIG ERICKSON, <i>Fire Commissioner</i> EVAN MERRITT, <i>Fire Commissioner</i>
STAFF MEMBERS PRESENT:	Don Waller, <i>District Secretary/Fire Chief</i> Jason Hodkinson, <i>Assistant Chief</i> Greg Osborne, <i>Assistant Chief</i> Thad Frater, <i>Assistant Chief</i> DJ Hill, <i>Fire Marshal</i> Christine Heike, <i>Records Specialist</i>

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

Discussion: Chair Mills requested the Executive Session (VII.D.) be moved to the end of the meeting, after Commissioner Comments. Chief Waller requested item **VII.E. Scope of work for Station 43** be added to the agenda.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the July 8, 2024 Regular Board Meeting minutes. Commissioner Erickson made a **motion** to approve the minutes. Chair Mills **seconded** the motion and stated the minutes were approved as presented.

V. OPEN PUBLIC COMMENT

Resident Flath requested that page numbers be included in the packet for the public. Chief Waller assured him that page numbering is standard procedure, and an unplanned difficulty arose with the most recent packet preventing their inclusion.

VI. INFORMATIONAL ITEMS

A. New Hire Introductions and Oaths:

The following employees were introduced and took oaths of service: Jared Foti, Tyler McLeod, Eric Soucy. Their badge pinning ceremony will take place upon their completion of Fire Academy training.

B. Accounts Payable: The following AP Batches were presented:

07/15/2024 for \$ 82,370.37
07/26/2024 for \$110,936.13
07/12/2024 for \$ 6,305.44
08/12/2024 for \$ 2,542.51

C. Payroll - July 2024 Payroll of \$843,854.97 was presented.

Discussion: Chair Mills asked if the \$16,000 Microsoft fee would be an annual occurrence. Chief Waller responded that Microsoft no longer offers software installation of the program and requires individual user licenses, making it more expensive.

VII. DISCUSSION ITEMS

A. Collaboration Report – Jim Torpin

Discussion: Consultant Jim Torpin presented the results of his *Assessment and Option Analysis* for SCFD4, which is included in the public packet. In general he summarized that SCFD4 is “*fully capable of operating independently as an agency. However, there are numerous opportunities for collaboration to consider with either SRFR or SCF.*” (Torpin, 2024 p.101). He then explained the advantages and disadvantages of five potential collaboration options: (1) Maintain Autonomy (Status Quo) (2) Interlocal Cooperation Agreement – Contract for Services (3) Merger (4) Regional Fire Protection Service Authority and (5) Annexation. His recommendation is for SCFD4 to continue its present service delivery model while deliberately and thoughtfully exploring the best path forward using the previously stated collaboration options. Torpin stressed that the District should use a Strategic Planning process to develop agreed upon guidelines for future discussions and initiatives. Engaging all groups of stakeholders (commissioners, officers, admin staff, crews, chaplains, labor union and community) in the process.

B. Transport Billing Fee

Discussion: SCFD4 has not adjusted service delivery fees since 2023. Approximately 24% of its revenue comes from the billing process. The staff recommends using the August CPI to adjust fees starting 1/1/2025.

Action: Commissioner Erickson made a **motion** to adopt the recommended rate increases for 2025, and to continue annual CPI adjustments moving forward, informing the commissioners of each year’s new rate. Chair Mills **seconded** the motion and it **passed** unanimously.

C. CAB – Community Advisory Board

Discussion: Chief Osborne commented that he had to look outside the state for models of fire district community advisory boards. A draft charter for the CAB is included in the packet. Concern was expressed that the time (between 7am and 4 pm) of the proposed meetings might preclude participation by community members. Those specifics can be refined once the board has been established. SRFR has explored this option as well, and may be able to provide some guidance in the language to use.

Action: Chair Mills made a **motion** to adopt Resolution #568 to establish a Community Advisory Board, and its companion charter document. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

VIII. ACTION ITEMS

A. M/A41 Engine Repair

Discussion: SCFD4 has discovered that the issues with the engine are a result of manufacturing defects. The district will pivot and recommend future vehicles that do not use this model engine.

Action: Chair Mills made a **motion** to approve PA 2024.24_4809 and transfer up to \$13,500 from line item #4801 to #4809. Commissioner Erickson **seconded** it, and it **passed** unanimously.

B. Capital Facility Plan

Discussion: SCFD4 has developed a Capital Facility Plan, Operational Strategic Plan and Strategic Budget in support of its Strategic Plan. At the board's request, Chief Waller demonstrated the impact of different funding options on the Strategic Budget. Considerations for the funding options include appropriate timing and spacing of levy requests, synchronizing levy requests with surrounding districts, timing of education campaigns, estimates of bidding costs for stations 41 and 43 to set levy limits, and completion of projects funded by the previous levy.

Action: Chair Mills made a **motion** to adopt all three documents {Capital Facilities Justification and funding, Operational Strategic Plan, and 6-year(2024-2030) strategic budget) and Commissioner Merritt **seconded** the motion. It was **approved** unanimously.

C. Operational Strategic Plan – with Presentation

Discussion: (See discussion for VIIIB.)

Action: (See action for VIIIB.)

D. Strategic Budget

Discussion: (See discussion for VIIIB.)

Action: (See action for VIIIB.)

E. Low Voltage Contract – Scope of Work for Station 43

Discussion: The original scope of work with BCE only included station 41, as they were a new consultant. They have provided good services and now it is recommended the District agree to the current proposed scope of work for the low voltage contract for Station 43.

Action: Commissioner Merritt made a **motion** to approve an increase of up to \$35,000 for the low voltage contract for Station 43. Commissioner Erickson **seconded** the motion and it **passed** unanimously.

IX. COMMENTS

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

Chief Frater

- + The County has authorized changes to investment options for 2025.
- + SCFD4 continues following up on 'unclaimed property' amounts.

Chief Hodkinson

- + Special thanks to the labor group for helping complete backfilling with all the Willand Fire hours that we have accrued this month.
- + Entry level and lateral testing and oral boards for 4 – 8 new positions will be held in November. So far we have received 472 applications for fire fighters, 30 for medic positions, 20 for lateral firefighter positions and 8 for lateral medic positions.
- + Kudos to Rescue Technician Aebersold for completing requirements to join the Snohomish County Tech Rescue team. Another 5 of our personnel will complete training this year, and 3 more next year.
- + Our Training Division is providing great opportunities for our personnel. Our personnel are stepping up to request, help formulate and administer the training.
- + Training Officer meetings with SRFR and SCF are being conducted at all levels (assistant chiefs BCs, and Captains).

Chief Osborne

- + Hearty thanks to all personnel who have helped with public education and public safety efforts this month.

Fire Marshal Hill

- + The increase in social media posts is really resonating with the public.
- + Efforts to interact with local businesses while protecting the heritage of Snohomish are underway and supported by city officials.
- + FM Hill has gathered enough information to begin making process decisions that will integrate new and existing platforms while working cooperatively with the city on community driven priorities.

Chief Waller

- + Both the Chief's and new staff's time has been maxed out with work related to the capital facilities, EMS task force, the three-way chief meetings, the training consortium and the strategic planning documents. Both short term (training plans for the next couple years) and long term (merger options in 5+ years) are being discussed, and implementation is organically being handled at lower levels. The goal is to have the three agencies seen as a unified training voice but ensure all Snohomish County fire districts have the ability to join as needed. The talks to this point feel as if they will produce results soon.

B. Commissioner

Commissioner Erickson expressed appreciation for the supportive staff turnout at recent community events. Chair Mills announced that he has been elected as an official representative to the NWEMS Council and is also on the SCEMS council.

X. Executive Session:

The Board will be going into an executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. The executive session is expected to last for 20 minutes.

Discussion: At 2111 hours the board adjourned to Executive Session. At 2131 hours the board extended the Executive Session by 10 minutes. At 2141 hours the board extended the Executive Session by 5 minutes. At 2146 hours the board extended the Executive

Session by another 5 minutes. At 2151 hours the board returned from Executive Session, with no action being taken.

XI. ADJOURN

At 2151 hours, the board returned from Executive Session , and the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
AUGUST 12, 2024**

Minutes prepared and submitted by:


Christine Montagne-Heike, Records Specialist


Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



10/14/24
Date

10/15/24
District Secretary - Date