Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE: Tuesday, January 22, 2019
LOCATION: Headquarters Fire Station #43 – Lauterbach Room
1525 Ave. D – Snohomish, WA

BOARD MEMBERS PRESENT: MARK HINTZ, Chairman
RICHARD FLATH, 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
Chairman Hintz 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 7th regular meeting.
Action: Commissioner Hintz made a motion to approve the minutes; the motion was seconded by Commissioner Flath and passed.

PUBLIC COMMENT
Kurt Bartelheimer was present as a resident of Fire District #4. Mr. Bartelheimer asked if Item VI B, the Property Exchange Agreement with City of Snohomish, would be discussed in detail. The Commissioners responded that this has been discussed in depth at prior meetings. Chairman Hintz replied that it would be best to discuss this with Chief Simmons. The Chief stated that the agreement has already been approved by the Board. Commissioner Schmoker added that some response times will change but this is a business decision. Mr. Bartelheimer thanked the Commissioners for what they do.
OLD BUSINESS

A. District Strategic Plan
Chief Simmons began by saying that the current District Strategic Plan is something that former Chief Collins developed several years ago. The Board has seen this several times over the past years and changes have been made in accordance with issues that have come up. The Chief said that although by title there is only 1 year left in this plan, he believes that we should coordinate this year with our list of goals for the year and take the time to go through the entire document to bring it up to date with current expectations. He went through several parts of the Plan to explain areas he thought need some updates. He asked the Board members to walk through it and highlight any issues that they would want to make as a priority. The Chief also intends to present it to the entire staff for input.

There was discussion about polling and social media to get input from the public.

Chief Simmons next spoke about the Current Activity Schedule for every goal and asked the Commissioners to look this over and determine what they believe the priorities should be. He noted that the funding and service levels need to be discussed between himself, Deputy Chief Gatterman and Commissioners. Chief Simmons added that he believes there needs to be an Administrative Goal and asked the opinion of the Board as to what they believe should be included. Chairman Hintz stated that administrative goals need to be balanced with funding.

Chief Simmons asked if there was anything further the Commissioners would like to discuss. Commissioner Flath said he feels that the Annual Hearings should be included with our Regular Board of Fire Commissioner Meetings. The Chief clarified that this was put in every goal and it was not the intent to have separate hearings for every issue. Commissioner Schmoker commented on a Public Information Officer, whether that is a position or function, and said in reading the newspaper he sees many articles that address what other fire districts are doing. He went on to express that we are doing many things that the public doesn’t know about and we need to look at ways to get information out to the public. There was further discussion on this as it related to the Communications Goal.

ACTION ITEMS

Financial Business

Accounts Payable and Payroll
Discussion: Batch #345146 is in the amount of $35,510.26, and payroll for January 2019 is in the amount of $385,776.31. Commissioner Flath had a question on page 3 for septic pumping. It was explained that this is for RLB which only has a holding tank and not a drain field. Commissioner Flath also asked if Washington Fire Commissioner’s Dues on page five are always this high. Chief
said yes, we receive some discounts and other benefits by belonging. Chief Simmons pointed out that the description is incorrect for #4 under Item 17 on page 5. The description should be EMS assessment.

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

**Approve Lieutenant Promotion List**

**Discussion:** Chief Simmons said that this list is the result of the recent test. He also responded to Commissioner Flath's question as to why Part-time employees are not able to be Lieutenants.

**Action:** Commissioner Schmoker made a motion to approve the Lieutenant Promotion List. It was seconded by Commissioner Flath and approved.

**Revoke Battalion Chief Promotional Test**

**Discussion:** Chief Simmons explained that prior to this test we made an agreement with the Local as to how the test would be scored because of discrepancies in past tests – there was a written document that defined how this would work. Unfortunately, the Battalion Chief Promotional Announcement was posted with the old language and was not noticed until after the test was conducted. As a result of this issue and disregarding the results of the test the Chief is asking the Board to revoke the test results. The Chief then went on to explain that what has really been at discussion is how we get others trained and in the seat of the Battalion Car as Acting Battalion Chiefs. Chairman Hintz asked if there is a financial cost to the test and Chief Simmons replied that it was minimal.

**Action:** Commissioner Schmoker made a motion to revoke the Battalion Chief Promotional Test. It was seconded by Commissioner Flath and revoked.

**Approve Revised Property Exchange Agreement with City of Snohomish**

**Discussion:** Chief Simmons stated that this agreement was already approved by the Board on December 10th. He went on to explain he had asked the City to consider a change to Article 10, Closing Exchange, this was changed from 30 days to 90 and the date was changed from October 2018 to December 2019. The change was made after the Board had posted this agreement and voted on it. It had also been signed. Because of other language making it void if not acted upon before last Friday, and the fact that the City was now asking us to sign the amended document, Chief signed the agreement last Friday after a conversation with Commissioner Hintz, and the members are now being asked to approve the document amendments.

**Action:** Commissioner Schmoker made a motion to approve the Revised Property Exchange Agreement with the City of Snohomish; it was seconded by Commissioner Flath and passed.

**NEW BUSINESS**

No new business.
PUBLIC COMMENT
No comment from public.

DISTRICT STAFF AND WORK GROUP COMMENTS
The discussion began with the upcoming EMS Levy. Chief Simmons said that the overwhelming issue will be to present this as a temporary or permanent levy. Commissioner Schmoker commented that he feels it should be permanent. Chief Simmons expressed that we need to begin speaking to the public right away. At next month’s meeting we will begin talking more about the levy and by the end of April we will have two resolutions ready.

Chief Simmons announced that Chief Gatterman will start speaking at one Commissioner’s meeting a month to discuss the District’s finances. Chief Gatterman asked the Commissioners to let him know if they have any specific questions he can address.

Chief Simmons informed the Commissioners that he recently contacted the consignment company regarding the ladder truck and there has not been any interest. Chief Simmons added that he asked the consignment company to lower the price from $39,000.00 to $29,000.00 after reviewing the available apparatus that are on the market.

Chief Simmons mentioned the “new noise” in the Lauterbach Room and explained that the ventilation system was repaired yesterday.

Chief briefly mentioned a meeting he is going to this morning regarding a proposed County-Wide billing formula between agencies for ALS services and gave a summary of the topic as it related to the current issues with the Snohomish County Fire Chiefs Association.

COMMISSIONER COMMENTS
Commissioner Schmoker briefly mentioned his experience calling 911 and the follow up that Chief Simmons provided.

Commissioner Flath thanked Chief Simmons for taking him to Snohomish County 911. He also said he was approached yesterday by a member of the public who was thankful for the District’s response to a fire call.

Chief Simmons mentioned a member of the public who brought in pizza last week as a thank you for assistance we provided him.

Chairman Hintz commented that he will be out of town from February 11th – February 25th. He also mentioned some new housing units that will be built in the City. Chairman Hintz also thanked Chief Simmons for the tour of Snohomish County 911.
EXECUTIVE SESSION – Potential Litigation
The Chair closed the Regular Session of the Board Meeting at 0910 hours to Executive Session for a discussion to last no longer than 20 minutes relating to a situation that could possibly lead to litigation, there would be no expected Action taken.

RE-CONVENE

At 0930 the Regular Board Meeting was reconvened with no action taken.

ADJOURN

At 0930 hours, the Regular Board Meeting was adjourned.

MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
January 22, 2019

Minutes prepared and submitted by:

Cherie Gatterman, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:  

19 - February 2019

Date