Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE: Tuesday, February 19, 2019
LOCATION: Headquarters Fire Station #43 – Lauterbach Room
1525 Ave. D – Snohomish, WA

BOARD MEMBERS PRESENT: 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
Commissioner Schmoker called the meeting to order at 0800 hours. All members of the Board were present with the exception of Chairman Hintz who was out with an excused absence.

ADOPT/ADJUST AGENDA
Chief Simmons announced that there would be no Executive Session.

MINUTES OF PREVIOUS MEETING
Discussion: There were no comments or questions regarding the minutes of the February 4th, 2019 regular meeting.
Action: Commissioner Schmoker made a motion to approve the minutes; the motion was seconded by Commissioner Flath and passed.

PUBLIC COMMENT
No public in attendance.

OLD BUSINESS
Review Job Description & Procedure for Hiring Deputy Chief of Operations
Discussion: Chief Simmons began by noting there had been no changes made since the previous discussion of the Job Description. He talked about the Supplemental Questionnaire that will be included in the application packet. He believes that answers to the questions should give evaluators a good impression of the candidate’s background and communication abilities. Commissioner Flath asked about the definition of EVIP. Chief Gatterman responded by saying that it stands for Emergency Vehicle Incident Prevention and is part of Driver’s Training. Chief
Simmons asked for the Commissioner's input on requiring residency for the position. After a brief discussion, it was decided that by the end of the employee's one year probation, they should reside within 30 minutes of the Headquarters Station. Chief Simmons said that he would like to see May 1st as the start date and then went over the salary and how it was calculated. He then discussed the application, testing and evaluation process. Chief Simmons concluded by saying he would like the Commissioners to be involved in the evaluation process and that this would be scheduled as a workshop. Commissioner Schmoker commented that the Questionnaire that was put together was very good.

Commissioner Flath asked about the third bullet point under the General section of the Job Announcement. Chief will check with legal counsel to see if it needs further clarification.

There was a brief discussion on the Qualifications page and the Commissioners agreed that the Chief should move forward with posting this position.

**Review Ride-Along Policy #707**
**Discussion:** Chief Simmons noted that this is an update to the policy and one of the biggest changes was in the hours of the day that a rider can participate. He also said that there will be a check list for riders.
**Action:** Commissioner Schmoker made a motion to approve the revised Ride along policy; it was seconded by Commissioner Flath and passed.

**Review Leave of Absence Policy #520**
**Discussion:** Chief Simmons said that the medical portion of this policy was updated and gave a brief explanation.
**Action:** Commissioner Schmoker moved to approve the revised Leave of Absence Policy; it was seconded by Commissioner Flath and approved.

**ACTION ITEMS**

**Financial Business**

**Accounts Payable and Payroll**

**Discussion:** Batch #346074 is in the amount of $70,379.19, and payroll for February 2019 is in the amount of $392,585.72. Commissioner Flath asked about the following Accounts Payable entries:

#14) **King Co. Finance.** Chief Gatterman explained this is for EMS training online yearly dues.

#20 **Snohomish County 911.** Chief Simmons said this is the annual fee that has been paid to SERS the last couple of years. Chief explained what the difference has been between SERS and Sno Com, and that now that they are one agency this fee will likely change due to the County Sales Tax Levy that was passed.

#25, 1 & 2** Credit Card.** Chief explained these were costs related to the work that Tim is doing to swap the brush truck and utility truck. He explained the work and the uses for the vehicles.

**Action:** Commissioner Schmoker moved to accept the warrants and payroll. It was seconded by Commissioner Flath and passed.
Approve Executive Staff Wage Adjustments

**Discussion:** Chief Simmons explained that in preparation for posting the Deputy Chief of Operations position, a salary survey was being done. He went on to remind the Board that Commissioner Schmoker had requested that we also conduct a survey for the Chief in consideration of a possible need in the near future. The Chief said that in 2013 a survey had been conducted when DC Gatterman was hired and at that time the Board had decided on a simple formula in consideration of the our Labor Contract. During research the Chief had come upon this information and found that we have not been keeping up with it, he recommended to the Board that they use this formula to update current wages and establish the beginning wage for the new Deputy Chief.

**Action:** Commissioner Schmoker made a motion to adjust all Chiefs wages and accept the recommendation of the Chief as presented. It was seconded by Commissioner Flath and approved.

Approve Hiring of Part-Time Executive Assistant

**Discussion:** Chief Simmons noted that this need has been discussed previously. The simple issue is that current staff is busy and the Chief is unable to keep up with current issues and prepare for needs related to EMS levy. He pointed out that Sharon has institutional knowledge that will assist the Chief in completion of some ongoing projects, but having worked with the Chief in the past on the bigger issues will be valuable to their conclusion. The Chief also went over a list of other topics that intends for Sharon to be involved with although her weekly hours will be few. He explained that her service contract will year to year contract based on the needs of the department. Commissioner Flath asked about the definition of part-time. There was a brief discussion on this. Chief will make some changes to the wording regarding hours in the contract.

**Action:** Commissioner Schmoker made a motion to approve the hiring of a Part-Time Executive Assistant starting March 1st. It was seconded by Commissioner Flath and passed.

NEW BUSINESS

Finance Review

**Discussion:** Chief Gatterman discussed the cash carry over from last year. Commissioner Schmoker commented on the cost of overtime and what that could be for this year based on the previous month's overtime. Chief Gatterman said he feels that financially we are in a good position. He spoke about F-78, our capital improvement fund. This will fund the update/remodel of stations. There was also a brief discussion about F-80 and that it is almost fully funded. Chief Gatterman next spoke about the deficits and said that the budget custodians will be responsible for looking at their budgets monthly to avoid this in the future. Chief Simmons spoke about the increase in EMS supplies in the last month and reported that Lt. Broumley is catching up on restocking supplies which has been difficult because many supplies and drugs have been on back order.

Chief Gatterman said that subscriptions and dues are payed once a year so there shouldn’t be any more used from that fund this year. He also mentioned that there were some corrections made regarding purchases taken from the wrong line items.
Chief Gatterman next mentioned upcoming projects such as updating the phone system, a burn building at RLB and a new roof for station 40. He went on to say that we will be working on these projects. There was further discussion on updating the phone system along with projected costs and options. Chief Gatterman asked the Commissioner’s if they would like a timeline on projects. Commissioner Schmoker responded by saying that he would like to see the projects move forward but told Chief Gatterman not to spend a lot of time putting things together for the Commissioners.

There was discussion about the damage to the gutters at Station 43 from the recent snow storms. Chief Simmons informed the Commissioners that Tim Wilson is looking into options to repair and or replace them.

**PUBLIC COMMENT**
No public in attendance.

**DISTRICT STAFF AND WORK GROUP COMMENTS**
Chief Simmons noted that as of today, Captain Osborne is back part time and that they will be working on some things for the training site. Chief Simmons also mentioned that there has been no news about the appraisal of Station 41 from the City yet.

The Chief spoke about the recent snow storm and the possibility for more snow this week. He said that extra money was spent on supplies and aside from the gutters; we didn’t have any major issues. Chief Simmons also mentioned his meeting with Commissioner Hintz and City Councilman Steve Dana.

**COMMISSIONER COMMENTS**
Commissioner Flath had a question about the Chiefs notes mentioning someone moving into station 40. Chief Simmons explained that there is currently a Washington State Trooper from Kennewick who moved in last week and he also said there will be two more people from the Training Academy moving in.

**ADJOURN**
At 0929hours, the Regular Board Meeting was adjourned.

---

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,**
**February 19, 2019**

Minutes prepared and submitted by:

[Signature]

Cherie Gatterman, Records Specialist

**MINUTES APPROVED BY FIRE COMMISSIONER:**

[Signature]

Date: 03/06/2019

RB 02-19-2019
Page 4 of 4