Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE: Monday, May 13, 2019
LOCATION: Headquarters Fire Station #43 – Lauterbach Room
1525 Ave. D – Snohomish, WA

BOARD MEMBERS PRESENT: MARK HINTZ, Chairman
JIM SCHMOKER, Fire Commissioner
RICHARD E. FLATH, Fire Commissioner

STAFF MEMBERS PRESENT: Ron Simmons, District Secretary/Fire Chief
Mike Gatterman, Deputy Chief
Samantha Larkin-Sinn, Office Assistant

ROLL CALL
Chairman Hintz called the meeting to order at 0804 hours. Commissioner Schmoker arrived at 0830 hours. All members of the Board were then present.

ADOPT/ADJUST AGENDA
There were no changes or additions to the agenda.

MINUTES OF PREVIOUS MEETING
Discussion: Commissioner Flath asked if we should clarify under “Old Business” at the top of the following page, that Chief Simmons and Commissioner Hintz attended a meeting. Chief Simmons says there is no need. Commissioner Schmoker later mentions two errors in the meeting minutes from 4-29-19. He points out under “Minutes of Previous Meeting”, the “action” has an incorrect sentence. It reads “Commissioner Flath passed made a motion”. Commissioner Schmoker also notes that there is an extra “t” under the second purchase authorization, after “motion to approve”.
Action: These corrections were made before the end of the meeting and Commissioner Hintz made a motion to approve the minutes from April 29th; the motion was seconded and passed.

PUBLIC COMMENT
Michael Jove, Darcy Wilson, and Roger Vares were in attendance today, but had no comments at this time.
OLD BUSINESS
Sale of Engine 428
Chief Simmons discussed the current status of a possible sale to a department in West Virginia. He explained we have already put a little more than $5,000.00 into maintenance and testing and that the department has agreed to pay us 50% of that cost as the Board agreed to allow. The Chief discussed the need for further repairs and explained the process that he is proposing to follow for this sale to go through and have the repairs conducted and paid for by the purchaser. There was a consensus that the District will not pay for any further repairs without reimbursement.

Chief Simmons asked the board if they would approve doing a sale & purchase agreement. There was general approval that this would be appropriate so that everything is spelled out. The Chief further explained that part of the process will be that we will have the Monroe Shop do the remaining work, we will pay for it and then they will pay us.

Commissioner Hintz asked what the district would do with the engine if they decided not to buy. Chief Simmons said that they will have to commit with the signed agreement which will include the payment of costs for all repairs. If they do not we will remove the listing from the consignment agreement and advertise the chassis.

ACTION ITEMS
Financial Business
Accounts Payable
Discussion: Batch #348689 is in the amount of $53,624.86. Commissioner Flath asks why we rented a forklift. Chief Simmons explains that when we receive pallets for the RLB training site, there are typically 300 or more of them. The forklift is needed to take them off the trailer and move them around the site.

Commissioner Flath then inquired about item #6 and #8 regarding unit repairs. Chief Simmons explains that one of our ambulances was side swiped while on a call in the middle of the night. Commissioner Flath asked why we didn’t file an insurance claim and the Chief said the cost of repairs was less than our deductible.

Action: Commissioner Hintz moved to accept the warrants. It was seconded by Commissioner Flath and passed.

NEW BUSINESS
Boundary Review Board
Chief Simmons discussed the DRAFT of a letter sent to the Board for their review and comment. He asked if the members had any input and stated that he believes it would be appropriate for the Chairman to sign the letter once completed.
The Board said that the DRAFT met their expectations and requested that the Chief finalize the copy, and that Commissioner Hintz would sign it for submittal to the BRB.

**Fee Increases**
Chief Simmons says last year the board passed a resolution that allows him to make changes to fees at any time staff believed it to be appropriate.

The Chief is proposing at this time to increase fees for the room rental at Station 40, the fee for full day, sole use of the RLB training site and the use of the RLB burn prop. He asked the Board members if they have any input to this proposal.

Commissioner Hintz asks if the new fees reflect our cost, or are we charging more than that now. The Chief stated that we are recovering our costs, but we are also increasing to mirror the cost being charged by other agencies for similar services.

Commissioner Hintz asked if we need to replace the burn building. Chief Simmons says that we should be looking at that in the next two years. The Chief said that this has been discussed and we do have options for doing this related to other projects that are being considered. This will be a conversation that we will have in the near future.

Commissioner Hintz asked if the board needs a motion to approve these changes, Chief Simmons says there is no need. He only needs to know if anyone opposes these changes at this time. Currently, no one on the board opposes the fee increases.

**PUBLIC COMMENT**
None

**DISTRICT STAFF AND WORK GROUP COMMENTS**
Paramedic Anthony Freeman has joined the meeting at this time and wishes to cordially invite the board of commissioners to District #4’s open house on Saturday, July 13th at the RLB site. At this time, the event is planned from 11am-2pm. Anthony states that this event will be similar to the one that the district held a couple years ago.

Chief Simmons says that the levy has been officially received at the county.

Chief Simmons states that this week is filing week for commissioner candidates.

**COMMISSIONER COMMENTS**
Commissioner Flath asked about the Chiefs comments in his Chiefs Notes about apparatus accidents and disciplinary action. Chief Simmons explains that typically when there is an accident/incident, there is always an accident report done but we
have been sketchy on following up with the people involved for remedial training, counseling or disciplinary action if necessary. The Chief stated that there needs to be consequences when they are due. He refers back to the incident where the ambulance was side swiped and explains that there wasn’t any action that needed to be taken other than the repairs. Chief Simmons goes on to explain that there was a recent incident while backing an ambulance something was hit, and even though our policy was not violated, the Officer felt that counseling of the driver was appropriate. The Chief wants to make sure that when these accidents happen, those responsible are held accountable and there needs to be more steps on handling these situations then there are currently. The Chief and other Officers will be cleaning up these procedures.

Commissioner Hintz asked if the Chief will be responding to the letter we received from an Emerson Elementary student. Chief Simmons says he will work on a response.

EXECUTIVE SESSION- Deputy Chief Interview
The Regular session of the meeting was adjourned in order to interview a prospective candidate for the position of Deputy Fire Chief.

RE-CONVENE
The Regular session of the meeting was re-convened at 0945. There was no action taken as a result of the Executive Session.

ADJOURN
At 0950 hours, the Regular Board Meeting was adjourned.

MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
May 13th, 2019

Minutes prepared and submitted by:

Samantha Larkin-Sinn, Office Assistant

MINUTES APPROVED BY FIRE COMMISSIONER: 06/10/2019