Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE: Monday, January 7, 2019
LOCATION: Headquarters Fire Station #43 – Walsh Room
1525 Ave. D – Snohomish, WA

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

STAFF MEMBERS PRESENT: Ron Simmons, District Secretary/Fire Chief
Mike Gatterman, Deputy Chief
Kristina Blair, Office Manager

ROLL CALL
Chairman Hintz called the meeting to order at 1905 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 was one correction requested on page 2 of the minutes for the Dec 10th meeting. Under Action item of the meeting schedule, the request was to remove the comma after the date of June 10th. The Dec 17th regular meeting was approved with no correction or comments.
Action: Commissioner Flath made a motion to approve the minutes, the motion was seconded by Commissioner Schmoker and passed.

PUBLIC COMMENT
No public were in attendance.

OLD BUSINESS
A. Property Exchange
Chief Simmons summarized the current status of the property exchange proposal with the City of Snohomish. The City posted the press release that was sent out on their Facebook Page. The Snohomish City Council will be meeting next Tuesday, January 15th, and the proposed agreement is on the agenda. The City has already contacted an appraiser. Chief Simmons reviewed the property lines with the Board discussing areas that need to be clarified. The City and the District agree on where the property line should be however, the proper way to
accomplish this is to hire a surveyor for an official survey. Chief Simmons suggested that there should be a separation of the food bank property from the headquarters property. Commissioner Hintz asked about the storage shed. Chief Simmons gave the details on the building’s status. Commissioner Flath asked about parking for the food bank followed by discussion about the right of way south of the Food Bank building and various ways to address parking for the food bank. Chief Simmons clarified that he thinks we need to get a surveyor to address these issues and confirm all the property lines and establish this the way we would like to see it. Chief brought up the agreement verbiage and asked the Commissioners to consider what they are comfortable with. If there is a certain difference in cost, there are considerations to contemplate. Commissioner Hintz asked about the county’s tax assessed values. The County’s values were discussed and reviewed. Chief Simmons outlined how we expect to proceed, and options available to us, particularly if the property values are significantly different on the appraisals. Our goal is sustainable facilities for service to the public. The Commissioners discussed the pro’s and con’s of where our stations are situated and how to best serve our district.

**ACTION ITEMS**

**Financial Business**

**Accounts Payable**

**Discussion:** Batch #344315 is in the amount of $136,347.95.

**Action:** Commissioner Flath asked about item 12, 14, 16, 20, 22 and 25. Commissioner Schmoker moved to accept the warrants. It was seconded by Commissioner Flath and passed unanimously.

**NEW BUSINESS**

**A. 2019 Issues**

Chief Simmons reviewed with the board what he thinks the districts priorities should be. He gave a brief overview of the 2019 Goals & Objectives draft with the Commissioners. Because L&I requires specific steps from us when doing particular types of projects that are beyond regular maintenance, he is assigning the responsibilities of projects to Chief Gatterman when they fall under the L&I rules.

**Funding** – The District needs to pass the EMS levy this year. We need to go out to the staff, membership and public to get this done. Chief Simmons thinks we could pass a permanent levy if we educate voters effectively.

**Personnel** – The District continues to cycle through part time staff. The paramedics and officers are the largest percentage of overtime. We stopped running recruit classes here because of losing the recruits to other departments, as well as the cost of training and equipping them. The MSO position is filled and in the first two weeks has already performed very well. Regarding the additional Deputy Chief position, Chief Simmons feels he has no choice but to fill this position. Chief needs this additional support staff so that he can focus on the administrative issues that the Board needs to have accomplished, and so that we have someone who can focus more on Operational issues. Chief expects to have the job description to the commissioners in the next two meetings. We must continually be evaluating our needs for this relating Career and Part-Time
personnel. The Staff has been talking about how we attract more Part-Time Staff. Neighboring departments are hiring and picking up many of the part time pool. We have a staffing policy to follow. Adequate staffing has been a problem for many years. Commissioner Schmoker explained the changes in population's approach to volunteering and that now they only become volunteer or part time as a step to becoming a full time fire fighter. Chief has different ideas to follow up on to address this. Captain Osborne has been creative in finding some solutions.

**Policy Issues** – Chief Simmons expressed that it is time to update the strategic plan. This should be looked at from the position of where our levies are and how to move forward. The mission statement was reviewed about a year ago and should be revisited.

**Facilities** – Sta. 42 remodel; Chief Simmons wants to put this together in one package, put out for bid and get the work completed. Sta. 41 & 43; the plan is to work with the appraiser and surveyor. Sta. 40; the flooring is getting redone right now and this building needs a roof. The Training Center burn building is on the radar. The phone system still needs replaced. Chief wants to continue CPR at the schools which has been a great public service.

**Apparatus** – A new Brush Truck is a low priority right now although we included it in the 2019 budget. The Chief suggested that we consider a new engine for the 2020 budget and place our oldest custom engine in reserve status, the 1996 that we have must be replaced.

Chief asked the Commissioners if there is any other thing they would like to look at. There was discussion again about the EMS Levy. The Chief hopes to have a DRAFT of the Strategic plan for them to start reviewing at the next meeting.

**PUBLIC COMMENT**
No public were in attendance.

**DISTRICT STAFF AND WORK GROUP COMMENTS**
None

**COMMISSIONER COMMENTS**
Commissioner Schmoker relayed the occasion of having to call 911 this afternoon. The result of the incident dealing with his property in Lake Stevens led him to question several issues with the way the call was handled. The Chief will contact dispatch for a review of the incident.

There were no other commissioner comments.

At 20:47 hours, the Regular Board Meeting was adjourned.
Minutes prepared and submitted by:

[Signature]

Kristina Blair, Office Manager

MINUTES APPROVED BY FIRE COMMISSIONER:

[Signature]

01/22/2019

Date