Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE: Monday, July 22, 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 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: In the Minutes for the previous Meeting of July 8th, Commissioner Flath pointed out a typo on page 2, second paragraph, and the fourth line of District Staff Comments. A "T" needs to be added to the first word to create the word "THIS". No other corrections were needed.
Action: Commissioner Hintz made a motion to approve the minutes and the motion was seconded and passed.

PUBLIC COMMENT
Darci Wilson and Mike Jorve were in attendance today for the meeting. They had no comments at this time.

ACTION ITEMS
Financial Business
Accounts Payable & Payroll
Discussion: Batch #350772 is in the amount of $21,879.66 and payroll for July 2019 is in the amount of $425,707.25. Commissioner Flath asked about Item #13 on page 12, regarding why we are referring to "Structural Helmets" as protective
Clothing. Chief Gatterman explained that this is an appropriate description. Commissioner Flath commented that based on the charges it appears that we are purchasing fuel from Nelson Petroleum as we have been discussing. Chief Simmons states that yes Tim has been going there to fill up. Commissioner Flath proceeds to ask why the Snohomish County 911 invoice amount is so small in comparison to other AP batches. Chief Simmons explains that we normally have three invoices from SnoCo. 911; he explained what we typically get invoiced for and that this particular one was for the cost per medical incident report that gets processed.

Action: Chairman Hintz moved to accept the warrants. It was seconded by Commissioner Schmoker and passed unanimously. Commissioner Schmoker also moves to pass payroll and was seconded by Commissioner Flath.

Approve Resolution #518
Discussion: Chief Simmons explained that this Resolution is for our back up plan to propose the 6 year levy in November if the August attempt fails. As we have discussed this, and supporting paperwork, must be submitted to the County by August 6th.

Action: Commissioner Hintz moved to approve Resolution 518 to submit a 6 year EMS levy to the voters on November 5, 2019 in the event that the August ballot fails, seconded by Commissioner Flath and the motion passed unanimously.

NEW BUSINESS
Policy Review, #215, Surplus Property & #609, Asset Management
Discussion: Chief Simmons says that these two policies go hand in hand. During the last audit it was recommended to create these policies for accounting purposes. We have had a version of Asset Policy that was created in 2008, but it did not do what the Auditor was requesting and they had not reviewed it since that time. Commissioner Hintz asked if we would need to change these policies for the next auditor, for he’s worried about consistency with the auditor’s office. Chief Simmons stated that there is no specific language that is even required and that our policy is somewhat based on what we are capable of doing, but that he would foresee no need for any substantial change. It was noted by Commissioner Flath that there is a typo in the Surplus Property policy under Section 7.3.2. where an “e” should be added to “us” to create the word “USE”.

Action: Commissioner Hintz moved to approve Policies 215 and 609 with the changes as noted, Commissioner Schmoker seconded and the motion passed unanimously.
Command Vehicle Purchase

Chief Simmons explained that we have historically replaced vehicles by age and miles without a detailed replacement plan, and considering this we have done a good job maintaining the fund that makes this work. With that in mind, 2020 was the year that we had planned to replace the Battalion car. Recent mechanical issues, the fact that we did not have a vehicle set up to be a back-up, and the fact that we will not be purchasing a new brush apparatus as planned for this budget have led to the discussion of purchasing the new Battalion this year. The Chief stated that he was looking for affirmation from the Board to move forward with this.

He further explained that state bid vehicles are no longer available because the new year models are in the process of being built, which will also lead to new bid contracts. This does not mean that there are no appropriate vehicles available to us. The Chief has been in contact with Bickford Motors who we have purchased from before. Other local agencies have been purchasing from them based on the State contract prices, so although we may not find one that will be the same specification at the exact contract price, we may be able to find one that meets our needs. He expressed that the price and details of the car will have to be correct for us to follow through, otherwise we will wait for the new state bid contracts.

The Chief went on to explain that he has also started a policy that will be the basis for replacing apparatus and our more expensive equipment. He explained the inventory sheet and the Apparatus Replacement document that were provided to the board.

PUBLIC COMMENT

The two Commissioner candidates present were asked if they would like to receive the meeting packets instead of just the agenda. Darci Wilson said she would, and Mike Jorve said he already was. Samantha was asked to provide this to them.

DISTRICT STAFF AND WORK GROUP COMMENTS

Chief Simmons stated that he and DC Gatterman have reviewed the budget and do not believe that there is a need to make any adjustments to the budget at this time. DC Gatterman then discussed parts of the budget.

Chief Gatterman says that the budget looks good. Mike stated that the district should be receiving money soon from the GEMT state health care, as well. Commissioner Hintz is concerned that there is a lot of money being spent on EMS medical supplies and wants to know if this pattern will continue. Chief Gatterman says that MSO Broumley was not the one who created the budget and Chief Simmons further explains that this is normal. Chief Simmons goes on to clarify that Lieutenant Leighty ordered a lot of supplies before he quit as "acting MSO" and many of those supplies were on back-order. Chief Simmons also expresses that the department may see an increase in cost for supplies. Chief Gatterman says there are a lot of drugs that are
on back-order constantly and MSO Broumley is working hard to make sure we only have what we need stocked to reduce waste.

Chief Simmons informed the Board that three new career staff started the 1st week of July. The Snohomish County Training Academy has opened two training opportunities starting this September and 2 of our newest people will be attending. Chief Simmons says that Paramedic Joe Melnyk was supposed to go to Bates Academy in December, but they canceled that place in their academy to support their local personnel. He has however been enrolled in the first 2020 fire academy at North Bend. Captain Osborne has six new part-time people lined up for interviews. The Chief discussed conversations that are occurring between Chiefs related to sharing part-time personnel, training and medic service. He will continue to be involved in those meeting with the goal of gaining stronger partnership with the some of the smaller departments.

Chief Simmons expressed that the open house on July 13th at the training facility went very well and everyone feels that it was a huge success. It is believed that over 300 people attended and the Chief isn’t sure we would have been able to host any more than that due to lack of parking. The Chief states that there was a live fire demonstration, hose truck tours, and tower tours with the fake smoke. He also mentioned how one of our crew members found a ring after the event and shortly after posting this find Monday morning the owner identified it and came to pick it up. Chief Simmons says that some members are discussing how we can do this even better next time. Commissioner Hintz asks what kind of media attention the event received. Chief Simmons says that there was only Doug Ramsay. Commissioner Hintz would have liked more media involvement.

The Chief informed the board that he has been contacted by the Auditor for their bi-annual visit. We have asked that they contact us again closer to the end of the year.

Kla Ha Ya days was also a huge success per the Chief. He explains that the crew gave out 450 hats on Friday evening and they were there until roughly 1930 hours.

The Chief informed the Board that the Local and the City are having conversations about the MDA “fill-the-boot” drive that they have been doing for years. The City had approved their permit for this event, but due to a single complaint they were now going to question it based on safety issues. He explained that this is not a District sponsored event and that we will not be getting involved in the debate. He went on to say that he has been approached by the media, and he has had discussion with our Local members about how they are dealing with the situation. Commissioner Flath says he received an email from a woman regarding the matter. Commissioner Schmoker states that he too received the same email and both commissioners ask if they need to reply to the woman. Chief Simmons confirms it is the same woman he first spoke with and suggested that the members avoid the conversation at this time, or at least refer it to him.
The Chief reported that he received several phone calls over the weekend regarding a candidates’ campaign sign being attached to the EMS Levy campaign signs. By this action, it appeared to many that the district is endorsing that candidate. Chief Simmons explains that this is not something the district is able to do. The Chief said that MSO Neil Broumley and Firefighter Aaron Hammer are working with the EMS group and were responsive to reaching out to the staff to inform them that they have to remove the candidates’ signs from the EMS levy signs. Chief Simmons says that he is contemplating posting to the public that the district is unable to promote the EMS levy or endorse any candidate. Commissioner Hintz states that the district should put out this notice anyways and Commissioner Schmoker agrees. Commissioner Hintz would like Chief Simmons to run this by Brian Snure before proceeding.

COMMISSIONER COMMENTS
Commissioner Flath asked about the Line items related to Fire Parts Inventory. Chief Simmons explained that this is Tim’s line item and he’s the one who is taking care of and fixing things. Chief Simmons will be sitting down with Tim to discuss this line item with him.

Commissioner Schmoker asked how the 4th of July went for the fire department. Chief Simmons says that it actually went quite well. He further explained that there was a minor structure fire not related to fireworks and a number of aid calls, but it was fairly quiet.

Commissioner Hintz thanked the staff for the sympathy card that was sent him for the loss of his father.

Commissioner Flath expressed concern about a comment from the Chief’s meeting notes. He would like clarification on why the Chief asked the Officers to be sure that crew members are scheduled with others that will work together well. Chief Simmons explained the situation and that he made this suggestion to avoid any issues regarding favoritism.

EXECUTIVE SESSION
At 0855 hours the Regular Board meeting was adjourned to Executive Session not to last long than 15 minutes to discuss the Deputy Chief position and the property ownership issue with the City. There would be no expected action.

RECONVENE
At 0915 hours the regular meeting was brought to order. There was no action taken as a result of the Executive Session.

ADJOURN
At 0915 hours, the Regular Board Meeting was adjourned.
MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
July 22, 2019

Minutes prepared and submitted by:

Samantha Larkin-Sinn, Office Assistant

MINUTES APPROVED BY FIRE COMMISSIONER:

08/05/2019

Date