Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE:	Monday, November 13, 2018
LOCATION:	Headquarters Fire Station #43 – Harvey 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 1900 hours. All members of the Board were present with the exception of Commissioner Schmoker who attended via phone.

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 October 29, 2018 regular meeting.

Action: Commissioner Schmoker made a motion to approve the minutes; the motion was seconded by Commissioner Flath and passed.

PUBLIC COMMENT

There was no public in attendance.

OLD BUSINESS

2019 Proposed Budget

Chief Simmons began by asking the members to start by considering the Levies separately and began a conversation about the EMS Levy. He said that based on the previous discussions it will be his recommendation to request the 1% increase as allowed by law, discussion followed. Chairman Hintz asked about the refund amount and where it comes from, further discussion. It was agreed by all members that we request the 1%, as well as the refund and the full amount of the Banked Capacity.

Discussion then moved to the Expense Levy and Commissioner Schmoker suggested 4% plus $300,000.00 of the Banked Capacity. Commissioner Schmoker spoke briefly about the possibility of a decline in the economy and how that could affect the Fire District. After several minutes of debate Chief Simmons suggested that we look at the proposed Operations Budget in order to affirm our financial need, and then consider the funds that are available in order to conclude what we need to request. There was further discussion to include balancing the Overtime Line Item. The Commissioners agreed on an increased amount for the Overtime Line Item and Capital Funds for 2019. The proposed amount that will be requested for the Operations amount was agreed upon,

Conversation returned to the Expense Levy and all Commissioners, after some debate, agreed to request a 4% increase in the expense levy, as well as the refund and $300,000.00 of the Banked Capacity.

The Chief will prepare the resolutions and Department of Revenue documentation with the help of DC Gatterman and the Assessor's Office and have these and the Proposed Operations Budget available for Board Votes at our Regular Meeting on November 26th.

ACTION ITEMS

Financial Business

Accounts Payable

Discussion: Batch #342445 is in the amount of $66,138.14. Commissioner Flath asked for clarification on the following items:

- Item #13 for MES. Chief Simmons explained that this is for parts and repairs to SCBA's.
- Item #15 for Skagit County Fire. Chief Simmons said this is for two employees who took a Fire Officer class.
- Item #20 for Snure Law Office. Chief Simmons said this was to discuss Interlocal Agreements.
- Item #23 for Systems Design. Chief Simmons noted that this is for our Ambulance Billing Company.

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

Approve Resolution #516, Waiver of Bidding Requirements and Declaration of an Emergency.

Discussion: Chief Simmons explained that we have a roof leak in the classroom at the training site and are having difficulty finding someone to repair it. This resolution simply declares an emergency in order for us to waive any bidding requirements and allows us to just find someone to get the work done before any further damage occurs.

Action: Commissioner Schmoker moved to approve Resolution #516 and it was seconded by Commissioner Flath and was approved.

Transport Fee Waiver Request

Discussion: DC Gatterman briefly explained the Transport Fee Waiver for Incident #2018-1666. Based on the documentation provided, he recommends waiving 100% of the fee.

Action: Commissioner Flath made a motion to waive 100% of the transport fee for Incident #2018-1666; it was seconded by Commissioner Hintz and passed. Commissioner Schmoker abstained from the vote due to his inability to review the documentation.

PUBLIC COMMENT

No public in attendance.

DISTRICT STAFF AND WORK GROUP COMMENTS

Chief Simmons informed the members that questions that he has raised relating to SnoCom and the proposed Dispatch Type coding system for EMS, and the funding and proposed establishment of a staffed EMS office have all been put on hold for more review and reconsideration. He went on to explain that this was discussed at the County Chief's meeting last week and he has heard many positive comments and discussion from several of the other Chiefs.

COMMISSIONER COMMENTS

Commissioner Flath asked about Volunteer Activity points listed as line item #15 in the budget. DC Gatterman explained that volunteers receive a stipend for meals.

Chairman Hintz mentioned that he was notified that legislation day will take place on January 24th. He went on to say that there are a few websites that can be looked at for information.

Chairman Hintz reminded his fellow Commissioners of Chief Simmons performance review at the next Commissioner's meeting.

Chief Simmons mentioned that there will need to be a Special Meeting in December to approve AP and that this will be a short morning meeting. We will not know when until County Finance decides when they will run the warrants.

He concluded by saying that there will also need to be a decision made about who will be the Chairman for next year at our meeting on December 10th.

EXECUTIVE SESSION – Personal Services Contract & Property Sales/Purchase Negotiation

The regular session of the meeting was adjourned to Executive Session at 2031 hours to discuss Personal Services Contracts and Property Sales/Purchase Negotiation.

At 2045 hours the Regular Meeting was reconvened with no Action taken.

ADJOURN

At 2045 hours, the Regular Board Meeting was adjourned.

MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
November 13, 2018

Minutes prepared and submitted by:

Cherie Gatterman

Cherie Gatterman, Records Specialist

MINUTES APPROVED BY FIRE COMMISSIONER:

Mark Hirst

11/26/2014

Date