



## Board of Commissioners Meeting Minutes

*December 12, 2022*

Chairman Steve Fox called the meeting of the Board of Commissioners to order at 7:00 p.m. at 32905 Cascade View Dr. Station 51. Commissioner Fox, Commissioner Geiger and Commissioner Chase were present. Chief Johnson, Deputy Chief Fulcher and District Secretary, Cathy Barth, were present. Members of the public were in attendance.

Additions to Agenda – No additions.

### **Public/Staff Comments –**

Commissioner Chase asked to pull the minutes of November 28, 2022, from the Consent Agenda.

Lt. Tim Tullis expressed his appreciation for the paramedic program. The integration with the paramedic staff is going well. They seem to be good people and a good fit.

### **Consent Agenda -**

Approval of Minutes of November 14, 2022

Approval of Special Meeting Minutes of November 16, 2022

Approval of Payroll December 2022 = \$164,729.75

Approval of General Fund Vouchers #0592 - #0647 December 2022 = \$72,424.40

Approval of Capital Projects Fund Vouchers #0038 - #0044 December 2022 = \$23,897.40

A motion to approve the consent agenda was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

**Minutes November 28, 2022** – Commissioner Chase suggested some edits to the minutes of November 28, 2022.

A motion to approve minutes of November 28, 2022, as amended was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

**Chief's Report** – See attached.

**Reports** – No questions.

### **Old Business –**

#### **Mitigation fees growth planning discussion -**

Chief Johnson discussed the differences between mitigation fees, impact fees and service benefit charges. He also reviewed the steps involved in beginning this process and discussed the need to determine what services would precipitate a fee or service charge. The need for a resolution was also discussed. Outcomes from other districts implementing fees and charges was presented. Conversation about the authority to collect fees, pursue unpaid debt and the responsibility to respond to the people and homes in the “no man’s land” areas was held.

The Commissioners agreed that out of district people and homeowners in the “no man’s land” area should be charged as they are currently not paying taxes to the Fire District for fire and aid services.

Also discussed was the need to notify people in those areas that they are currently not in a fire district and the ramifications of that should they need Fire District assistance.



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### **Old Business –**

#### **Mitigation fees growth planning discussion - *continued***

Chief Johnson asked that the Board give him direction as to how they should be responding to calls in the “no man’s land” going forward.

Chief Johnson was directed to write a policy that encompasses response directives, fees, service charges and create a resolution.

Commissioner Chase stated that the Board will need to determine the type of impact fees that will be charged for specific responses. She also expressed the need for a capital facilities plan.

Commissioner Fox would like a breakdown of what the district’s current equipment, apparatus, staffing, facilities and the number of residents, commercial properties and what the new housing projections are at this time. That will help determine what must be done to meet the future needs of the District.

### **Resolution 2021-04**

Chief Johnson discussed the resolution with the Commissioners.

Chief Johnson was asked to update the sunset clause in the resolution to be reviewed every two years. He will bring the resolution back to a meeting at a later date.

**Open Issues/Actions –** No additions.

### **New Business –**

**Snohomish Regional Fire and Rescue (SRFR), ALS agreement amendment -** Chief Johnson presented the ALS agreement to the Commissioners for review.

A motion to authorize Chief Johnson to sign the **Snohomish Regional Fire and Rescue (SRFR), ALS agreement second amendment** as presented was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

**Resolution 2022-09 Exempt personnel for mobilization pay-** Chief Johnson reviewed the resolution with the Commissioners. The Chief asked the Commissioners to set the criteria for what and when an exempt employee should be paid for a mobilization response.

Commissioner Fox suggested that remuneration could be financial or in the form of credit hours. Chief Johnson will make adjustments to the Resolution for the Commissioners to consider at the next meeting.

**Contracts for staff discussion –** Chief Johnson discussed the fact that there are several contracts for employees that expire at the end of the year. He will be rewriting them to make them more consistent and uniform. The Chief will be providing the Commissioners with the contracts for review before the next meeting.



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### Executive Session -

#### RCW 42.30.110 (b) Real Estate

#### RCW 42.30.110 (g) Review performance of a public employee

A motion to recess to Executive Session until 9:02 p.m. per RCW 42.30.110 (b) and (g) for the purpose of a Real Estate discussion and to review the performance of a public employee was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously at 8:48 p.m. Commissioners Fox, Geiger, Chase, and Chief Johnson were present.

At 9:02 p.m. Commissioner Fox told those waiting that the meeting would be extended for an additional ten minutes. A motion to extend the Executive Session was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously. The Executive Session resumed at 9:02 p.m.

At 9:12 p.m. Commissioner Fox told those in attendance that the meeting would be extended for an additional five minutes. A motion to extend the Executive Session was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously. The Executive Session resumed at 9:12 p.m.

The Executive Session adjourned at 9:17p.m. No action was taken. The regular meeting resumed at 9:17 p.m.

### Commissioner Comments –

Commissioner Fox wished everyone a Merry Christmas. It was a good and bad year. We did get a lot done this year. Stated that the next Board meeting will be held on the 27<sup>th</sup>.

Commissioner Geiger commented that it was a great year with a lot of progress. Three new employees that everyone is excited about. He had some discussions with Lt. Tullis who informed him that the staff are working to get them up to speed. He also stated that he was extremely happy with Chief Johnson's performance.

Commissioner Chase wished everyone happy holidays. She stated that she is looking forward to next year and making even more progress.

Chief Johnson spoke about performance evaluations. He suggested an executive session be held at the next meeting. The Commissioners discussed that a performance evaluation for Chief Johnson be held at the Board meeting on the 27<sup>th</sup>.

**Adjourn** - Being no further business, a motion to adjourn was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

The meeting adjourned at 9:26 p.m.

Cathy Barth  
District Secretary

# Chiefs Report to the Board of Commissioners

December 12<sup>th</sup>, 2022

## Auditor Follow up

- The last suggestion made by the auditor has been followed up on, and the Chiefs vehicle has the required markings installed. The replacement for that vehicle is being built this week, and we should see it near the end of February.

## ALS Program

- The new personnel have started work and are eagerly working through their orientation documents.
- The ride agreement with SRFR is still in progress, and once completed the new staff will begin ride time at their agency to complete their paramedic integration time.
- I had a meeting with a potential new Department Medical Control Officer and will have follow up conversation this week. This position would be the replacement for Dr. Talley, at his request.
- The new staff has been vital in driving some early program decisions such as medication control measures and devices, durable medical equipment choices and arrangement of medical supplies.

## Springbrook

- Still working through Springbrook integration. At this point we are still hoping to switchover in January but may have to do the books on both systems for January.
- There are many training meetings planned between now and then, and Springbrook has been working to remedy some items that were identified in training that they need to fix. Springbrook is also handling most of the coordination with Snohomish County.

## Labor Management

- These meetings occur on a regular basis, and lately we have been working on a multitude of issues surrounding new personnel as well as working through sample policy language.

## Interagency Coordination

- I've begun to work with SnoCo Sheriffs Department regarding evacuations for large scale incidents with initial meetings with Sultan Police Chief Adams. We are taking a collaborative approach to implementing policy to outline roles and responsibilities during evacuations.
- I am a part of the US 2 Safety Taskforce which was stood up for this winter to plan for potential emergency closures of US2. This may happen due to the hazardous conditions which exist in the burn scar area, and the task force is made up of multiple area stakeholders who will be involved in any incident in the corridor.

## Special Events

- On Saturday we hosted the return of Santa at the Fire Station. There were approximately 100 people who came to visit the facility, visit with Santa and receive a gift. Later in the day, personnel participated in the parade and town festivities at the gazebo.

## Respectfully submitted,

Seth Johnson  
Chief, Snohomish County Fire District 5