



## Board of Commissioners Meeting Minutes

*October 28, 2024*

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 and via Zoom video conferencing. Commissioner Fox, Commissioner Geiger and Commissioner Chase were present. Chief Johnson, and District Secretary, Cathy Barth, were present. Members of the public were in attendance.

**Exit Conference** – The Auditors presented the Board with the accountability and financial reports from the recently conducted 2022-2023 audit.

The Commissioners applauded the staff for the good report from the auditor's office.

### **Additions to Agenda –**

Commissioner Fox added under New Business a report on his attendance at the WFCA State Conference.

Commissioner Chase added under New Business questions she had regarding the Snure Seminar.

PO#2024-3464 Filo apparel was added under New Business.

**Public Comments** – None.

### **Consent Agenda –**

Agency Benefits for October 2024 – \$50,885.34

A motion to approve the **October 2024 Agency Benefits \$50,885.34** was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

**Chief's Report** – See Attached

### **Old Business –**

**Open Issues/Actions** – None.

### **New Business –**

#### **Commissioner Fox's report on the WFCA Conference –**

Commissioner Fox reported that the Washington Fire Commissioners Association (WFCA), annual conference was well attended, standing room only at the Snure Seminar. He attended several classes and found them to be very educational. Regarding a topic Attorney Snure addressed, Commissioner Fox asked that Chief Johnson follow up with the Tort claims agent resolution and see that it is recorded at the County. Chief Johnson replied that he would review the resolution and make sure it was recorded at the County.

He also shared that he had presented a letter to the WFCA on behalf of the Sno-Isle Commissioners to lobby for volunteer and part time firefighters to be added to RCW 51.32.185 for the presumption of occupational disease.

#### **Commissioner Chase's Questions Regarding Topics from the Snure Seminar -**

Commissioner Chase asked if we had a Social Media policy in place. She inquired if we had issues with inappropriate comments on our social media accounts. Chief Johnson said that the District's only social media is Facebook. He has only had to hide comments made by bots for commercial ads. There have been no other disruptive statements from commentors. The Chief will review the policy to ensure that it provides for appropriate comment moderation.



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### **New Business - continued**

Commissioner Chase also suggested that a homeless procedure and policy be put into place for the station prior to an encampment surfacing on the property. Chief Johnson replied that he will take care of that.

### **Draft Strategic Plan-**

Chief Johnson presented and reviewed a draft of the Strategic Plan with the Board. The Commissioners agreed that they liked the draft however they did have some suggestions.

Commissioner Chase stated that she was looking for more specific information, actual numbers for staffing the financial component and response time data.

Commissioner Geiger expressed his desire to see the numbers presented in the Cushman Model. It provides specific information and helps bring financial cost into perspective. Chief Johnson agreed that the Cushman Model is a good tool for financial planning, and he is working on updating the tool for future use.

Commissioner Fox commented that we cannot see where we need to go if we cannot see where we have been. Chart and graphs show us a picture of the past and present population, calls, assessed values, staffing and revenue streams. It shows where we were and how we got to where we are, a useful tool to aid in predicting costs over the next five years.

### **PO# 2024 - 3464 Filo-**

A motion to approve **PO# 2024- 3464 Filo- staff uniforms** was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

### **2025 Draft Budget-**

Chief Johnson reviewed the draft budget with the Commissioners.

Commissioner Geiger asked for clarification regarding shift incentives Chief reviewed the process for incentives.

Commissioner Fox asked that the Reserve Fund and the resolution be revisited to review the categories, and dollar amounts that were specified within the fund. Chief Johnson stated that he will review Resolution 2022-03 and provide the Commissioners with a draft with new financial data.

### **Change the meeting time for the Special Board of Commissioners November 8th meeting.**

A motion to approve **a change to the meeting time for the Special Board meeting scheduled for November 8<sup>th</sup> to 2:00 p.m.** was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

### **Commissioner Comments –**

Commissioner Fox extended his thanks to staff, stating it was a pleasure to have an audit like that. Thanks to everyone involved.

Commissioner Geiger stated that the audit report was great. Congratulations to Ron Bertholf on his retirement he impacted a lot of people's lives in the District; thank you for your service.



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### **Commissioner Comments** – *continued*

Commissioner Chase extended her appreciation to District Secretary Barth for her hard work on the financials. Stating that it is a difficult job and having an audit with no financial findings shows the hard work that went into it. Thank you.

Chief Johnson followed up with; Cathy and Lynene are the linchpins of the office, I couldn't ask for better administrative staff.

**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 8:47 p.m.

Cathy Barth  
District Secretary

# Chiefs Report to the Board of Commissioners

October 28<sup>th</sup>, 2024

## Personnel

- We have received many firefighter applications to date, application period closes on Nov 15.

## Equipment

- Engine 52 is still out of service at the shop.

## Smokey Update

- Staff is working to identify multiple installation areas, along with a list of the necessary items that will need to be performed at each site. A pro-con list will be presented when completed.

## General

- Offices for the new DC's have been completed and office furniture and related items are being procured.
- Sultan HOSA students will begin their ride time opportunities at the District on November 8<sup>th</sup>.
- The general Snohomish County Fire Chiefs meeting is scheduled for Nov 4. I am planning on attending, along with the two new Deputy Chiefs, to continue the conversation about the future of SCEMS, including our projected annual cost assessment. I have a separate meeting with SCEMS, along with Districts 26 and 17, to discuss utilizing the same MPD Delegate amongst our agencies, formulating an agreement and cost structure later in the week.
- Sultan Leadership met last week, and the wastewater plant is 99% complete, and the water treatment plant has been taken off line while they work to replace the facility. No impacts to our hydrant availability are expected.
- Administrator Barth and myself virtually attended the Legal Update seminar at the WSFCA conference, with Brian Snure as the speaker. We received the new law handbook and will receive recordings in a few days. This material will be passed to our new DC's, and I have began planning on conference attendance for their professional education in 2025 and beyond.
- Career staff held the second "Interview Bootcamp" event for our part time staff, assisted by personnel from District 17. This mock interview event will provide feedback on how to polish interview performances.

## Upcoming Events

- Trunk or Treat, October 31<sup>st</sup> from 5pm to 7pm.
- Friendly reminder that our regular board meeting for November 11<sup>th</sup> has been moved to Friday, November 8<sup>th</sup> at 3:00 p.m.

## Respectfully submitted,

Seth Johnson  
Chief, Snohomish County Fire District 5