



Board of Commissioners Meeting Minutes

December 23, 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, Deputy Chief Duros and District Secretary, Cathy Barth, were present. Staff members were in attendance.

Additions to Agenda – December 2024 Agency Benefits were added to the consent agenda.

Public Comments – None.

Consent Agenda –

Approval of Revised Payroll for November - \$207,832.04

Approval of Revised Agency Benefits for November 2024 – \$47,925.31

Approval of the 2025 Board of Commissioners Meeting Calendar

Approval of the 2024 Agency Benefits for December 2024 - \$47,116.46

A motion to approve the consent agenda including the December 2024 Agency Benefits, was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

Chief's Report – See attached.

Old Business –

Standard Operating Procedures (SOP) Code of Conduct *Draft* – Second Reading

A motion to approve the [SOP](#) for Code of Conduct, with the amendment that the document number is to be added by Chief Johnson, was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

Standard Operating Procedures (SOP) Uniforms and Appearance *Draft* - Second Reading

A motion to approve the [SOP](#) for Uniforms and Appearance with the amendment that the document number is to be added by Chief Johnson, was made by Commissioner Chase, seconded by Commissioner Fox, and passed unanimously.

Procedure – Uniforms and Appearances – No actions.

Open Issues/Actions – No additions.

New Business –

Resolution 2024-06 Voucher Preapproval Authority -

A motion to approve [Resolution #2024-07 Voucher Preapproval Authority](#) was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

Executive Session -

A motion to recess to Executive Session until 7:30 p.m. per RCW 42.30.110 (g) for the purpose of a performance review of a public employee was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously at 7:25 p.m. Commissioners Fox, Geiger, Chase, and Chief Johnson were in attendance.

At 7:30 p.m. Commissioner Fox told those in attendance that the meeting would need to be extended for an additional five minutes.



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Executive Session - Continued

A motion to extend the Executive Session was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously. The Executive Session resumed at 7:30 p.m.

The Executive Session adjourned at 7:35 p.m. No action was taken. The Regular meeting resumed at 7:35 p.m.

Memorandum of Understanding (MOU) - Chief Johnson presented MOU's for the employment contracts for the following Personnel - Emmy Duros, Jarrod Spence, Cathy Barth, and Lynene Young. The documents were reviewed by the Commissioners.

A motion to approve the **MOU's for Duros, Spence, Barth, and Young**, was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.


Executive Session-

A motion to recess to Executive Session until 8:30 p.m. per RCW 42.30.110 (g) for the purpose of a performance review of a public employee was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously at 7:45 p.m. Commissioners Fox, Geiger, and Chase and were in attendance.

The Executive Session adjourned at 8:30 p.m. No actions were taken. The Regular meeting resumed at 8:30 p.m.

Commissioner Comments – No Comments.

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 8:35 p.m.



Cathy Barth
District Secretary

Chiefs Report to the Board of Commissioners

December 23rd, 2024

Equipment

- Engine 52 update – still out of service at the shop.
- Tender 51 will be going down to Tumwater for overhaul the week of Jan 6th, for an approximate 3 month build time. This will include replacement of the tank, updating of lighting, and various other operational improvements.
- The structure engine committee met with one vendor last week, after receiving a rough specification. This meeting was to identify changes that needed to be made in order to receive a cost. The vendor was going to try and get that projected cost back to the District today, but as of this meeting we have not been presented this info.
 - As soon as we get solid figures, we will have a substantive discussion about approving the cost, which is not included in the 2025 budget, as adopted.

General

- Outside counsel should be providing the District with documents related to SCEMS as well as the MPD Delegate next week. We will discuss at the first meeting of 2025. The ILA creating the new SCEMS organization has been completed, and the only decision left is whether or not the District will be a party to the agreement.
- The PT wage and salary matrix received the same COLA as represented staff, along with a change to the top step, which no longer requires becoming a hovercraft operator. However, being an SRT team member is still a component of top step.
- Santa at the Station was a success, many thanks to all those who planned, set up, staffed and tore down the event. Approximately 185 gifts were given out to local children.
- Staff has completed the updates of the Cushman model, which will be available during strategic planning meetings in 2025.

Personnel

- The District sent two conditional offers of employment to fill the vacant Firefighter/EMT positions. FF/EMT Luke Zuanich and FF/EMT Carter Quijano, current SCFD5 part-time members, will begin full-time employment status with the District on January 1st.
- We were unable to fill the FF/Medic position, and recruitment is ongoing.

Respectfully submitted,

Seth Johnson

Chief, Snohomish County Fire District 5