



## Board of Commissioners Meeting Minutes

*December 9, 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 Fulcher, Duros and District Secretary, Cathy Barth, were present. Members of staff were in attendance.

**Additions to Agenda** – Commissioner Chase asked that the first and second topics under Old Business be reversed in order of discussion.

Commissioner Geiger – Added to new business the Chief's annual evaluation.

**Public/Staff Comments** – No comments.

### **Consent Agenda -**

Approval of Minutes for November 8, 2024

Approval of Minutes for November 25, 2024

Approval of Payroll for December 2024 = \$214,701.50

Approval of Expense Fund Vouchers #241201001-#241201037 December 2024 = \$235,042.18

Approval of Capital Projects Fund Vouchers #241202001-#241202002 Dec. 2024= \$4,987.45

Approval of Agency Benefits for November 2024 \$49,836.40

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

**Chief's Report** – See attached.

Discussed was the potential cost of the SCEMS reorganization to the District, if there would be a percentage increase each year, reorganization cost and if the increases would be proportional to its members. Chief Johnson reviewed the potential costs and reported that the agreement is being reviewed by an attorney at this time.

Also discussed were the ramifications of not signing the agreement and what alternatives were available if the District chose not to commit to the agreement.

### **Old Business –**

**Job Position Description – Support Services Officer .5FTE** – Chief Johnson reviewed the job description and position with the requested changes.

Commissioner Geiger expressed his dissatisfaction with certifications set forth in the agreement for a person filling the position of Duty Chief. Stating that a first responder certification did not meet the Districts current level of service for a Duty Chief position. He also felt that the person in this position should not be involved in collective bargaining as well as several other aspects of paragraph four of the job description. He stated his opposition to the creation of this position and felt it was an unnecessary expense in the budget. Commissioners Chase and Fox both agreed with Commissioner Geiger's issues and the language in paragraph four regarding Chief Officer related tasks, but overall felt that the Chief would be better at determining the need for the position, the transitional period for the new Deputy Chiefs and the time needed to develop a support officer program.



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### **Old Business – *continued***

#### **Job Position Description – Support Services Officer .5FTE –**

A motion to approve the Support Services Officer position striking paragraph four for a one-year period, was made by Commissioner Fox, and seconded by Commissioner Chase. Commissioner Geiger voted nay. The motion passed.

#### **2025 Budget - Review and Approval -**

The question was raised as to how the part-time pay scale was determined. Also asked was which fund would be used for the purchase of the Pumper truck. Chief Johnson provided an explanation of the calculation procedure for the part-time pay scale and added that the funds for the Pumper would come from the Reserve Fund in 2025 or 2026.

A motion to approve the [2025 Budget View1](#) as presented was made by Commissioner Fox, seconded by Commissioner Geiger, and passed unanimously.

**Open Issues/Actions –** No new actions.

**Apparatus Purchase Update -** Chief Johnson gave a brief update regarding the Apparatus Committees process, research, and timeline. He stated that the time frame is tight, and we are under the gun. Deputy Chief Spence has been organizing conversations with other buyers to aid the District with the specifications for the new truck.

**Open Issues/Actions –** No new actions.

### **New Business –**

#### **Standard Operating Procedures (SOP) – Uniforms and Appearance – **First Reading****

Chief Johnson provided the Commissioners with details about the Uniforms and Appearance policy. Commissioner Chase and Geiger suggested some changes to the policy and asked to see the manual that works in conjunction with the SOP.

Commissioner Fox asked who is responsible for the laundering, pressing and cost associated with having those things done. The Chief replied that uniforms are sent to Monroe on occasion for laundering, alterations, and repairs, at the District's expense.

#### **Standard Operating Procedures (SOP) – Code of Conduct – **First Reading****

The Commissioners discussed that in good faith the Commissioners should follow this policy, who would enforce or take action should one of them breach the code of conduct. The Commissioners all agreed that in their position they are voluntarily adhering to the policy. Suggestions for verbiage, grammatical changes, additions, and clarifications were made.

Commissioner Fox stated that Chief Johnson is now the Snohomish County Fire Chiefs Association liaison to the Sno-Isle Fire Commissioners Association.

### **Commissioner Comments –**

Commissioner Fox stated that he was pleased to say that we had a lengthy discussion tonight about the Job Description and it was a good discussion.



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### **Commissioner Comments – Continued**

Commissioner Chase commented on the same topic: we must agree to disagree, it is never about not getting along after a discussion, everyone is very respectful and willing to listen to each other's opinions and thoughts.

**Evaluation for Chief Johnson** – Chief Johnson will send out the Fire Chief Evaluation template to the commissioners. He asked the Commissioners to submit their suggestions and feedback for questions.

**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 9:09 p.m.

Cathy Barth  
District Secretary

# Chiefs Report to the Board of Commissioners

December 9th, 2024

## Equipment

- Engine 52 update – still out of service at the shop. Still out of service, parts have been sent off for repair.
- Engine 51 plumbing damage repair has been billed to the District, and we have requested the reimbursement for the repair to CIAW in the amount of \$16,505.44.
- The structure engine committee has had multiple meetings internally, with other agencies who have purchased similar types and brands that we are considering, and sales staff. To date, no firm price has been established, but an order date of no later than January 31<sup>st</sup> has been identified to ensure that the District is not forced to purchase the new engine/after treatment systems for \$80k additional cost.
  - Due to the truncated time frame, we may require a special meeting for the Board to approve the purchase.
  - While the committee is working with vendors to finalize specifications, I am working to identify the best mode of purchasing this apparatus, which may include lease purchasing, pre-paying for a percentage of the unit to receive a discount, or waiting to pay for the order in full upon delivery. Lead time is between 26 and 33 months depending on vendor.

## General

- Districts 19, 26 and 5 met last week to discuss entering into a joint agreement for MPD Delegate services. A draft ILA is circulating between the Chiefs of the respective agencies, and once that agreement comes back from legal review, I will present to the Board. This agreement outlines services that the District will receive to accomplish physician lead ALS education, run reviews, system quality management, and any necessary program or provider guidance beyond the scope of SCEMS.
- ALS Training included Comprehensive Airway Management, providers participating in a cadaver lab for intubations. Upcoming Cricothyrotomy lab utilizing pig parts is planned.
- All providers up to date with EMS certifications and training, and EMS outreach topics are being explored.
- Internal reporting platforms, scheduling applications and IT infrastructure being updated and/or fully initialized.
- Santa at the Station is scheduled for Saturday, December 14<sup>th</sup> between noon and 2pm.

## WSRB

- Today District 5 received our most recent re-rate from Washington Survey and Ratings Bureau. The FPC rating within the City of Sultan remains a Class 5, while the FPC rating in the District improved to a Class 4. Not all District properties will rate at a 4, but those which are 5 road miles from the station and within 1000 feet of a fire hydrant will receive the new benefit.

**Respectfully submitted,**

Seth Johnson

# **Chiefs Report to the Board of Commissioners**

December 9th, 2024

Chief, Snohomish County Fire District 5