



Board of Commissioners Meeting Minutes

June 23, 2025

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 Chase, Chief Johnson, and District Secretary, Cathy Barth, were present. Members of staff and the public were in attendance.

Additions to Agenda – District Secretary Barth asked to add Agency Benefits to the Consent Agenda.

Public Comments – No comments.

Consent Agenda –

Agency Benefits for June 2025 – \$51,034.38

A motion to approve **June 2025 Agency Benefits \$51,034.38** was made by Commissioner Fox, seconded by Commissioner Chase, and passed unanimously.

Chief's Report – See Attached

Commissioner Chase asked when the Fire Danger signs were going to be installed. Chief Johnson responded that after the Smokey Bear installation he would begin working on posting the wildfire signs.

Discussed was the timeline for mailing the District Newsletter. Chief Johnson stated he was looking at a quote from another vendor to determine if we could get a better price. He added that the Newsletter is in draft form and is almost complete. Also discussed was material to include in the Newsletter and how important it will be to make sure that a strong message is sent about wildfire season dangers and prevention, as the fire season is predicted to be a particularly bad one. The Commissioners both agreed that Newsletters need to be sent more often, with seasonal messages regarding public safety.

Chief Johnson spoke briefly about the fire mobilization resource program.

Old Business –

Open Issues/Actions – No new issues.

Discussed was the presentation of the first draft of the Strategic Plan which should include the overall document. The Chief asked the Board when next they wanted to discuss the strategic plan, Commissioners Chase and Fox agreed that it would be best to get the vacant Commissioner position filled first.

New Business – Board Member Appointment Process Discussion.

Commissioner Board position three was declared vacant. The position must be filled by September 21st per RCW 42.12.070 (4).

Discussion was held regarding the posting and application process. Chief Johnson will present a draft of posting at the next meeting.

Commissioner Comments –

Commissioner Chase mentioned she has been seeing Senator Murray's visit to District 5 showing her standing in front of the District Hovercraft on her social media account.



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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 7:51 p.m.

Cathy Barth
District Secretary

Chiefs Report to the Board of Commissioners

June 23rd, 2025

General

- The HVAC system has been serviced and new, higher efficiency filters have been installed. The indoor air sampling has been given to staff and directives on how best to utilize existing building systems has been received.
- Still waiting on the return of Tender 51. The vendor has run into issues with the backup camera system that they installed and are working with the manufacturer to remedy the issue. We have seen photos of the current status, and they have completed all work as agreed upon.

Personnel

- After 4 Chief interviews, I have made a job offer to a Firefighter/Paramedic. The offer was accepted and his first day of work is July 1. He will work one week of days and go to shift. With his experience and certifications, he qualifies for a modified POMP through the County MPD, and should have his authorization to work as a County Medic by Sept 1.
- The applications for District Secretary were reduced from nearly 400 to 80, to 23, to 13. We have scheduled interviews on June 17th for 13 persons. Background checks are underway. This list will be narrowed down to the top two or three candidates for an additional interview. Question for the Board – Since this position performs work for the Board, does the Board want to appoint a member to participate in final interviews, or do they want to defer to staff to pick a candidate that is the best fit for the agency?
- The second wildland refresher will be here on Thursday, which will complete our annual required training. The wildland mobilization roster is live, and some staff has signed up for availability through the summer.
- The region is using a new group messaging application for notification of mobilization callouts, which will go to both me and DC Spence. Once the notification occurs, we will have 10 minutes to either accept or decline the assignment. We can remotely check both our signup roster and our personnel scheduling program, and anticipate that we can meet that 10 minute response window.

Local Commissioner Training

- Sky Valley Fire has asked if the Board would like to participate in co-hosting Attorney Brian Snure coming to the area to hold a Commissioner Training,

Chiefs Report to the Board of Commissioners

June 23rd, 2025

Respectfully submitted,

Seth Johnson

Chief, Snohomish County Fire District 5