

## SNOHOMISH COUNTY FIRE DISTRICT NO. 21

Saturday, May 5, 2018 @8:00 a.m. @Arlington Airport  
Board of Fire Commissioners Special Meeting  
18204 59<sup>th</sup> Drive NE, Arlington, WA

**Call to Order:** The meeting was called to order at 8:11 a.m. by Chairman Nordstrom.

**Attendees:** Chairman Eric Nordstrom, Commissioners Dave Safford & Ed Taft, Fire Chief Chad Schmidt, Executive Assistant Tiner. Guest Presenter Doug Kunzman.

**Flag Salute:** Dispensed with

### **Old/New Business:**

- The SNOCO Chiefs meeting will vote Monday for #50 designation for the new fire station.
- Chief Schmidt will speak with someone regarding the creation of the station designation sign for the new fire station.
- It was agreed that the Board do retreats annually.
- Chief Schmidt reported that the SAFER Grant was turned in for three positions. Should hear back by September. We could staff 2 & 2. It would cover 75% of employee cost the first two years, then 30% the third year. Approximate savings of \$591,000. Need to prove we can keep the employees through their 4<sup>th</sup> year. Positions could be filled by current Volunteers.
- Turned in the paperwork for the GEMT Medicaid reimbursement for 2016 going forward. Money could go in to Reserves for safety remodel of Station 49 to meet the new NFPA Guidelines. Doing this will lessen the District's liability. Commissioner Taft suggested that information like this should go into the Voter's Pamphlet for the Lid Lift to show the Citizens one of the reasons why the money is needed.

#### Rules to Follow

RCW

WAC

IFSAC

NFPA

- Chairman Nordstrom stated that it is the responsibility of the Board to review all District policies. Discussed how best to handle this. Discussion of sharing resources of Lexipol Policy program with District #15. Chief Schmidt reported that this is not an option and that Lexipol is too expensive.

- Commissioner Taft raised a concern regarding the use of public facilities for political events, referencing RCW 42.17A.555. Wanted to be sure citizen groups were using the facilities properly.

**Agenda:**

- Guest Speaker Doug Kunzman, retiring Naval Commander – Process Improvement and Effective Leadership –
  - Mr. Kunzman spoke on the importance of educating the Public regarding the District’s need for a Fire Levy Lid Lift.
  - He has attended some of the District’s Board meetings. Should not let the Public run the meetings; this is also stated in the Fire Commissioner’s Handbook. Commissioner Safford stated that, due to the District’s recent past history, the Board was trying to be more transparent.
  - Discussed the District’s “Course of Action.” The three options are: Continue to Pay City of Arlington for services; Build a new fire station at the South end; Join an RFA. Pro’s and Con’s were discussed.
  - It is critical to educate the Public by showing, on a single page, these three options with the Pro’s and Con’s to meet the minimum level of service and the cost associated with each.
  - Improve the Board’s meeting process:
    - Should establish minimum standards.
    - Professionalism
    - Attire – No T-shirts, flip-flops, etc. This includes all Crews, whether on or off-duty.
    - Be aware of how you look, act and speak.
    - Mr. Kunzman holds periodic meetings regarding how to act and offered to have District Crews attend.
    - Commissioner Taft would like to see Crew names on their T-shirts.
  - Mr. Kunzman suggested designing a new Challenge Coin. Designs discussed. Try to have by District’s next Awards banquet.
  - Spoke about the position of the Board to give budget approval and oversight. But, once approved, it’s the Chief’s responsibility to handle the Operations of the District.
  - Know the District’s policies and follow them. But only do a policy if really needed, do not overwhelm with them.
  - Have organized, fact based, timely meetings. Select a time length for meetings then try to adhere to that.
- Second discussion on RCW 42.17A.555. The Citizen Taskforce group should be aware of their limitations, and that they cannot be part of the Levy Group because they work with the District. They can only give suggestions. The Levy Group will be named the “Friends of Fire District #21.”
- Chief Schmidt spoke with PIO Liz Loomis to do a presentation of the cost to assist with our Levy. She charges \$167/hr., for an approximate cost of \$12,000. The District’s architect, TCA, can assist with the details regarding the new fire station. Chairman Nordstrom suggested doing a

timeline showing the stages of the station building. Commissioner Safford stated that the water line needs to be extended before construction starts. Do not want to be on a well.

- Fire Levy – Resolution 2018-03 – Fire Levy Lid Lift – Need three people for the Pro and Con statements on the August ballot for the Lid Lift.  
**Commissioner Safford made a motion to approve Resolution 2018-03 – Fire Levy Lid Lift to \$1.30 per \$1,000 of assessed value and to be added to the August, 2018, Primary election. Chairman Nordstrom seconded; motion carried by unanimous vote.**
- Chief Schmidt gave the Board a draft of the 2017 Annual Report.
- Next SNO-ISLE Commissioner meeting is June 21<sup>st</sup>. Need attendees; Commissioner Safford is unable to attend.
- Policy/Guidelines – Chairman Nordstrom stated that the Board needs to start reviewing/updating the District’s policies. Can do some at each meeting. Discussion held. Chief Schmidt will have our IT technician combine them all into a .pdf.
- Chief Schmidt would like to reclassify the Volunteers as Part-Paid and put them into the PERS retirement program. Their hours would be restricted to 120 a month per the ACA Health law. This would not affect the current budget by much. Will talk to District’s attorney for advice/guidance.
- Future Planning – Strategic Planning, District Direction & Culture, etc. –
  - If the Levy passes, the Chief would like to hire 1-2 Captains from the outside, and one Firefighter. Discussion held on staffing and levels.
  - Discussion on Levy process if measure fails at the August Primary. Will try again at the General Election in November.
  - Discussion on how to advertise for Lid Lift.
  - Commissioner Safford asked the Chief to have a “Course of Action” plan with the three options discussed for the future direction of the District to be presented at the next Board meeting.
  - Strategic Plan – Should be updated with updated Mission/Vision statement.
  - Would like a counter on District’s website to see how many people are looking at it.
  - Will start the annual budget process in July.
  - Chief Schmidt spoke about the culture of the fire department.
    - Stated that Firefighters look up to the Chief and the Board. So important that all are on the same page.
    - Chief wants to promote more training.
    - Commissioner Taft – Look professional.
    - Chairman Nordstrom – There’s a little too much goofing off. Show pride and ownership.
    - Commissioner Safford – Do spot/scenario training.
  - Commissioner Safford suggested an “In/Out” Name Board.
  - Have PIO Liz Loomis make a presentation at the May 14<sup>th</sup> meeting.

**Adjournment:** There being no further business, the meeting was adjourned at 2:00 p.m.

**Minutes Approved By:**

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Chairman Nordstrom

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Commissioner Safford

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Commissioner Taft

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Fire Chief/Board Secretary Schmidt