

## SNOHOMISH COUNTY FIRE DISTRICT NO. 21

Board of Fire Commissioners Regular Meeting  
Monday, March 11, 2019 @6:30 p.m. @Station 49  
12131 228<sup>th</sup> Street NE, Arlington, WA 98223

**Call to Order:** Chairman Safford called the meeting to order at 6:30 p.m.

**Attendees:** Chairman Safford, Commissioners Eric Nordstrom & Ed Taft, Fire Chief Chad Schmidt, Executive Assistant Tiner arrived at 6:35 p.m. There were five Crew and five Citizens present.

**Flag Salute:** Commissioner Nordstrom led the flag salute.

**Public Comment:** Citizen Jim Rose asked about the status of the water main for Sta. 50, which will be discussed later in the meeting.

### **Consent Agenda:**

- 1) Approval of minutes from February 11, 2019, Regular meeting
- 2) Payroll: February = \$65,338.30
- 3) Financials: \$32,925.12

***Commissioner Nordstrom made a motion to approve the Consent Agenda items 1–3 as presented; Commissioner Taft seconded. Motion carried by unanimous vote.***

### **Old Business:**

**Station 50 Update** – Commissioner Taft, Chief Schmidt and Citizen Terry Johnson toured Camano Island Fire & Rescue's Sta. 1-3 which is similar in style and size to Sta. 50. Waiting to move forward until the Project Manager is selected.

### **Station 50 Water Main** –

- City of Arlington will try to force the District to pursue the water main instead of a well. The District's attorney feels it could be a big problem if the District tries to fight the City.
- Discussion regarding doing a "Late Comers Agreement."
- Commissioner Nordstrom will ask TCA to finish their study for the water main. Also stated that the City's Public Works Director called him stating they may be willing to work with DEA (David Evans and Associates), no firm decision yet.
- Chief Schmidt will send the contract agreement with DEA to the District's attorney for review.

***Commissioner Nordstrom moved to approve the signing of the Contract Agreement with David Evans and Associates (DEA), pending review approval by the District's attorney; Chairman Safford seconded. Motion carried by unanimous vote.***

- Chief Schmidt having some challenges in obtaining addresses of those living near Sta. 50 who would be affected by the water main. Commissioner Nordstrom will work on this.

#### Project Manager –

- Advice from District's attorney regarding Commissioner Taft's offer to act as Project Manager is that, while it is not illegal, it could be viewed as a huge conflict of interest. Some of the issues would be that he would need to carry his own insurance, just like any other business; plus, he would not be able to vote on anything to do with the project. Chairman Safford ask another attorney the same question and received the same answers.
- Discussion held on various potential Project Managers, their pro's and con's. Chief Schmidt stated that a decision needs to be made soon because delays can lead to increased building costs.
- Commissioner Nordstrom is waiting on one more quote from Charles Demming. Will send the quote proposal to the rest of the Board for review. Commissioner Taft to make some phone calls seeking any other potential interested parties. Plan is to make a decision for a Project Manager by the April Board meeting, if not sooner at a Special meeting.

#### Station 49 Remodel –

- Chief Schmidt has obtained three contractor bids. Recommending Claborn Contracting as the best choice.
- The bids for Sta. 49 will be presented at a Special meeting or the April meeting.

#### New Business –

Procurement Policy Chapter 3, Section 8 Approval – Chief Schmidt reported that the State Auditor gave the District a Finding for not having a Procurement Policy in place during a time of some large purchases. ***Chairman Safford made a motion to approve Procurement Policy Chapter 3, Section 8; Commissioner Nordstrom seconded. Motion carried by unanimous vote.***

Awards Banquet – Chairman Safford stated that the Awards Banquet held on March 9<sup>th</sup> went very well. Lon Langdon was very pleased that an award was named after him. Suggestion to hold future banquets in the Spring, like this one, as opposed to during the holidays. Feels the timing and the weather would be better.

#### Chief/Secretary Reports:

- The unionizing of the District's employees is going well; will soon pursue contract negotiations.
- The FCS study regarding the City's cost per call for handling our District's calls will be done soon.
- Bonds – Obtaining rates and terms from Banner Bank to review; looking at approximately 4.25% to 4.5% interest for a 20 year loan.
- State Auditor – Almost complete. They have three Recommendations and One Finding. These are mostly from the year 2016. Most of these have been fixed since Darla Tiner started working as the District's Executive Assistant. They were mostly documentation/record-keeping things.

- The District's attorney had a server deliver a letter to the District's former Secretary's attorney regarding District mail being sent to the Secretary's residence and instructing her to notify us when mail is received by her and to return them to the District promptly. She denied this was happening so Chief Schmidt sent proof of a District's bill with her address on it to our attorney to send to her attorney as proof.
- WSRB scheduled for the last week in August to review the District. WA Fire Chiefs are not pleased with this agency. They do not seem to consistently follow the NFPA rules. They plan address this.

**Commissioner Reports:**

- Chairman Safford gave a report on his attendance at the Clearwater Seminar on Employee Discipline and Risk Management. Various mock-up sessions were held; very helpful. Good discussion on Risk Management
- Referenced a "Commissioner Operations Manual" of by-laws. Thought it was very informative; would be good for the Board members to adopt something similar.
- Commissioner Taft reported that he brought in PUD to evaluate the potential cost savings to change the Station to LED's, especially the Bays. They will send him a report.

**Public Input**

- Citizen Jim R., whose property is next to Sta. 50, is a little concerned about the views; and also stated that the water main is the way to go. Chief Schmidt said that the District will work to keep the views nice and the Station not noisy; want to be good neighbors.
- Another Citizen recommended that the District contract with someone to regularly plow Stations during snow storms.

**Executive Session:** None

**Announcements:**

- Next Regular Commissioner meeting on Monday, April 8, 2019, at 6:30 p.m. at Station 49

**Adjournment:** There being no further business, the meeting adjourned at 8:14 p.m.

**Minutes Approved By:**

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Chairman Safford

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Commissioner Nordstrom

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Commissioner Taft

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Fire Chief/Board Secretary Schmidt