

SNOHOMISH COUNTY FIRE DISTRICT NO. 21

Board of Fire Commissioners Regular Meeting
Monday, April 8, 2019 @6:30 p.m. @Station 49
12131 228th Street NE, Arlington, WA 98223

Call to Order: Chairman Safford called the meeting to order at 6:32 p.m.

Attendees: Chairman Safford, Commissioners Eric Nordstrom & Ed Taft, Fire Chief Chad Schmidt and Executive Assistant Tiner. There were five Crew and four Citizens present.

Flag Salute: Chairman Safford led the flag salute.

Guest Speaker: State Auditors Amanda Robinson and Dalton Neild presented a draft report of the District's bi-annual audit and handed out several informative documents related to audits:

- Finding – Some documentation missing between the previous and current Secretaries.
- Very impressive for a small district to have over \$300,000 in savings.
- District approved to stay on a two year audit cycle.
- Will look at Disbursements next audit, should be held onsite.
- Mentioned potential issues with direct deposits by email; District should be aware.

Chief Schmidt reported on the two major findings:

- Actual Reserves funds were higher than reported because they were not correctly documented by Accounting.
- District could not prove that they went out to bid for IT Services, Bunker Gear purchase and PPE purchase, which were all over \$10,000. Unable to locate the paperwork. Auditors accepted that, but were still required to report it as a Finding. This will be reviewed at the next Audit. The District approved a Procurement Policy to cover purchases.

Consent Agenda:

- 1) Approval of minutes from March 11, 2019, Regular meeting
- 2) Payroll: March = \$75,335.54
- 3) Financials: \$40,650.83

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

Concern expressed over the special water assessment by the State. Chief Schmidt will look into it.

Old Business:

Station 50 Update – Sta. 33 Ribbon Cutting Ceremony May 6th, 6pm. Commissioner Nordstrom suggested attending and chat with them on “lessons learned,” to seek advice.

Station 50 Water Main –

- Currently “in a holding pattern.”
- District's attorney unable to review DEA contract because DEA is a subcontractor of TCA. Will need to use DEA through TCA.

- Commissioner Taft suggested looking for another site because of water main issues. Chief Schmidt stated they would probably have the same issues with other sites.
- Citizen Terry Johnson asked about having a well instead. It was explained that the City of Arlington is forcing the District to use the water main; they can legally do this because the site is within their water service area.
- Chief is looking at cost sharing. Chairman Nordstrom stated that we do have a Late-Comer's Agreement.

Project Manager –

- Citizen Bob Campbell gave examples to the Board of fire districts that did not use project managers for building projects and how badly things went. He highly recommends using a project manager, that it makes a big difference.
- Chairman Safford said we need to focus on the cost per hour, not the potential total cost of the project. Can always make adjustments along the way to help the cost.
- Potential project manager Geotech Project Management has a higher cost-per-hour.

Commissioner Nordstrom made a motion to hire Vicki Cargile as Project Manager for Sta. 50, with further negotiations as to hours for project. Chairman Safford seconded. Motion carried by unanimous vote. Chief Schmidt will inform her this evening, and have her attend the next Commissioner meeting. Chairman Safford asked that he run the water main issue by her; and to move forward with TCA's estimate of project. Will set up a Special Meeting Monday, April 15th at 5pm at Sta. 49 to meet with Ms. Cargile.

Station 49 Remodel –

- TCA will draw up plans for the inside remodel of Sta. 49.
- District received three contractor bids for the inside remodel, but they will not do the outside bedrooms because that becomes a much larger project. Recommending Claborn Contracting as the best choice.
- District budgeted \$100,000 for the remodel. TCA has estimated \$3-400,000.
- Commissioner Taft asked again about building bedrooms outside the station. Chief Schmidt will look for commercial general contractors willing to bid on that project. He asked Commissioner Taft that, if the bidding for four bedrooms built outside comes in significantly more expensive than the original bid plans, would he be willing to go with the original plans, and he stated yes, he would. Chief also stated that a final decision needs to be made at the next meeting.

New Business –

Station 50 Geotechnical Engineering Services – Commissioner Taft had some information handed out regarding them.

Chief/Secretary Reports:

- Met with FCS regarding call cost analysis with City of Arlington. The District had offered \$150,000 per year, the City had countered with \$350,000, which was down from their original offer of \$750,000. The FCS analysis was for \$1,573 per call for this year, so the total would be \$119,000; with future contract with an increase based on cost-of-living, etc. Chief noted that he

had personally estimated the cost-per-call to be \$1,575. The City agreed with FCS's findings. The District had budgeted \$150,000, so should be under that.

- Working on changing the Run Cards to better accommodate calls more frugally.
- The Chief and Chair held the first Union Negotiation meeting. It went very well, everyone was very cordial. Will bring tentative agreement to the Board.
- Chief suggested purchasing an ATV that can carry a backboard, which could more easily access some of the tighter areas that are difficult for the Aid Unit to reach. It was mentioned that some companies would lease these to fire districts for free, or may donate them.

Commissioner Reports:

- Commissioner Taft and Chairman Safford attended the SNO-ISLE Commissioner meeting. Reported that speaker Dr. Cooper spoke a lot about collecting the proper data. Feels it would put more work on the Paramedics, with all this extra work the doctor is suggesting. Chairman Safford reported that the doctor is trying to work with the State to have districts be able to transfer to other facilities, besides just hospitals. Chief Schmidt stated that, from monthly EMS meetings he attends at Providence Hospital, this seems to be the way of the future of EMS transports.

Public Input

- Citizen Terry Johnson asked about the status on Station 50's design. The Project Manager will get us going on that.

Executive Session: None

Announcements:

- Next Regular Commissioner meeting, scheduled for Monday, May 13, 2019, at 6:30 p.m. at Station 49 is changed to Tuesday, May 7th because Chairman Safford will be out-of-town 5/13.

Adjournment: There being no further business, the meeting adjourned at 8:12 p.m.

Minutes Approved By:

Chairman Safford

Commissioner Nordstrom

Commissioner Taft

Fire Chief/Board Secretary Schmidt