

# **SNOHOMISH COUNTY FIRE DISTRICT NO. 21**

Board of Fire Commissioners Regular Meeting

Monday, April 13, 2020 @5:00 p.m.

@Fire Station 49

**Call to Order:** Chairman Taft called the meeting to order at 5:00 p.m.

**Attendees:** Chairman Taft, Commissioners Nordstrom & Safford and Executive Assistant Tiner. Chief Schmidt was excused due to personal travel.

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

**Public Input:** None

## **Consent Agenda:**

- 1) Approval of minutes from March 9, 2020, Regular meeting
- 2) Payroll: February = \$89,374.09
- 3) Financials: \$44,501.25

***Commissioner Safford made a motion to approve the Consent Agenda items 1–3 as presented.***

***Commissioner Nordstrom seconded; Motion carried by unanimous vote.***

## **Old Business:**

**Station 49 Door Lock Repair** – FF Koeppen reported that the new locks should be in next week. There was a partial delay due to the COVID-19 situation where priority was given to medical shipments.

**Chief Duties** – Chairman Taft wants the Board to start thinking about this and discuss it at the Retreat. He stated that the Board has not made clear to the Chief what they should be involved in, citing the truck colors as an example.

## **New Business:**

**Resolution 2020-03 – COVID-19 Related Sick Leave** – Discussion held. Chairman Taft was concerned that the District members received notification of this process via email before it was brought to the Board for approval. Commissioner Safford expressed concern that, by restricting Volunteers coming down to the Station, they may not meet the yearly requirements for their pension. Executive Assistant Tiner will speak with the Chief, and possibly the BVFF, to see if there may be any leniency for this year due to COVID-19.

***Commissioner Safford made a motion to approve Resolution 2020-03 – COVID-19 Related Sick Leave.***

***Commissioner Nordstrom seconded, Chairman Taft voted Nay; Motion carried by a vote of two to one.***

**Resolution 2020-04 – Electronic Signature Approval** – Discussion held. Chairman Taft stated he was against this Resolution. Board members should be present at all meetings, so would be able to sign in person. Discussion regarding the fact that, during the COVID-19 pandemic, Boards are not allowed to meet in person, so this Resolution would protect Board members by signing electronically. It was noted

that this may also be needed at some point where someone is only able to attend electronically and not able to physically sign documents.

***Commissioner Nordstrom made a motion to approve Resolution 2020-04 – Electronic Signature Approval. Commissioner Safford seconded; Chairman Taft voted Nay; Motion carried by a vote of two to one.***

Resolution 2020-05 – Prepayment of Voucher Approval – Discussion held. Chairman Taft suggested a pre-authorization list for specific vendors that may need pre-payment. It was pointed out that these can change often due to the nature of business, so the Resolution would need to be repeatedly updated. Also suggested renewing it annually to review its effectiveness. Commissioner Nordstrom suggested that Chairman Taft make a note to bring this Resolution back up in one year to see how it is working. ***Commissioner Nordstrom made a motion to approve Resolution 2020-05 – Prepayment of Voucher Approval. Commissioner Safford seconded, Motion carried by unanimous vote.***

Electronic Meeting Tools – Discussion of which webinar program to use for future Board meetings. Executive Assistant Tiner asked the District's IT department for suggestions. Two programs were suggested, one being Zoom. Other Districts are using this, it seems to work well. Hacking concerns for this program are low. Executive Assistant Tiner will speak with FF Nunemaker regarding lining up Moderators from each Shift to handle the Board meetings via Zoom.

**Chief/Secretary Reports:** Chief emailed his report to the Board.

Arlington Heights Road closure should be completed by April 24<sup>th</sup>.

No Parking sign finally put up by the fire hydrant/gate at Twin Rivers Park.

**Announcements:**

- Next Regular Commissioner meeting Monday, May 11, 2020, at 6:30 p.m. at the Arlington Heights Improvement Club (AHIC)
- Special Meeting/Workshop on Saturday, April 11, 2020, at 9:00 a.m. at the AHIC - CANCELLED

**Adjournment:** There being no further business, the meeting adjourned at 5:55 p.m.

**Minutes Approved By:**

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Chairman Taft

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Commissioner Nordstrom

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Commissioner Safford

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Fire Chief/Board Secretary Schmidt