

**SNOHOMISH COUNTY FIRE DISTRICT NO. 21**  
Board of Fire Commissioners Regular Meeting  
Monday, June 13, 2022 @6:30 p.m.  
AHIC

**Call to Order:** Chairman Safford called the meeting to order at 6:38 p.m.

**Attendees:** Chairman Safford, Commissioners Nordstrom & Taft, Chief Schmidt, Financial Director Perez & Executive Assistant Tiner.

**Flag Salute:** Led by Commissioner Taft

**Public Input:** None

**Union Input:** None

**Volunteer Input:** None

**Consent Agenda:**

- 1) Approval of minutes from May 9, 2022, Regular Meeting
- 2) Approval of minutes from May 27, 2022, Special Meeting
- 3) Approval of minutes from May 31, 2022, Special Meeting
- 4) Payroll: May = \$133,712.29
- 5) Financials: \$32,209.90

*Commissioner Nordstrom made a motion to approve the Consent Agenda items 1 through 5 as presented. Chairman Safford seconded; Motion carried by unanimous vote.*

**Old Business:**

**Station 50 Update –**

- Chief Schmidt gave an update on improvements being made at the Station 50 site being handled by the Seller. Cost will be under \$30,000 for the framed in garage area. Seller requested the District put in writing the costs he is incurring for these repairs will be covered by the District. Chief will follow up with the State Auditor on how to handle this request.
- Commissioner Taft suggested that the District contact our State Legislature regarding the current process of commercializing Fire Districts.

**District Financial Director** – The Chief introduced our new Financial Director, Jasmine Perez. She will start June 15, 2022. The District will share her services, and be reimbursed, with Fire District #15 and Camano Island F&R. She replaces Randy Krumm as the District's Accountant.

**Administrative Assistant Job Description** - A draft of the job description for the District's Administrative Assistant was presented to the Board. This position will replace the current Executive Assistant position once Darla Tiner retires.

*Chairman Safford made a motion to approve the draft job description for the District's Administrative Assistant position. Commissioner Nordstrom seconded; Motion carried by unanimous vote.*

**New Business:**

**Getchell FD Thank You** – Thank you letter from Chief Hots of Getchell FD for covering their Station while they attended a Commissioner's funeral

**Chief/Secretary Reports:**

- Apparatus Report –
  - TE49 is out of service due to a faulty ignition switch.
  - A49 is out of service due to a bad air conditioner compressor. District #15 is loaning us an Aid Unit until ours is fixed. Due to our regular mechanic being out on L&I, Braun Northwest is repairing A49. The Chief and FF Bates are looking into the possibility of purchasing a used Aid Unit to replace A49.
- Grants – Applied for a training grant through Michelle for \$187,000 for one year. We would give training in Fire Academy, EMT, Hazmat, Wildland training and we would invite other agencies to participate in our training.
- Levy –
  - Working on advertising the District's upcoming Levy. Will bring to the Board before distribution.
  - The Union will be putting out signs, and also knocking on doors and calling people, giving out information.
  - Chief will have the Community Group assist in advertising and will meet with Retired Firefighters for ideas.
- A questionable comment was posted on the District's sign board and the Chief had it removed. It was agreed that only District information be posted on the board, e.g. Board meetings.
- The District is now processing their own Burn Permits through an online process. It is going well.

**Commissioner Reports:**

- Chairman Safford gave a report on the Friday class given by Nicholson and Associates regarding Grants.
- Commissioner Nordstrom gave a report on the WFCM class on Saturday regarding Culture in the fire departments.

**Announcements:**

- Next Regular Commissioner meeting on Monday, July 11, 2022, at 6:30 p.m. at the AHIC

**Executive Session:** The Board recessed at 7:33 p.m. and went into Executive Session at 7:38 p.m. to Consider Potential Legal Action per RCW 42.30.110(1)(i)(ii). It was expected to last until 7:53 p.m. At 7:53 p.m., the Board emerged from Executive Session with no action taken and returned to Regular Session.

**Adjournment:** There being no further business, the meeting adjourned at 7:53 p.m.

**Minutes Approved By:**

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Chairman Safford

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Commissioner Taft

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Commissioner Nordstrom

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Fire Chief/Board Secretary Schmidt