

Snohomish County Fire Protection District No. 10



REGULAR MEETING MINUTES – September 11, 2018

ATTENDEES: Commissioners Dennis Butterfield and Mike Norris, and Chief Bruce Kroon

MEETING CALLED TO ORDER: 5:30 pm by Chairman Mark Mitchell

LOCATION: Canyon Park Firehouse, Station 45 at 1608 217th PL SE, Bothell, WA.

A moment of silence in honor of the victims of 9/11 was observed.

Meeting minutes from the regular meeting of August 28, 2018 and from the special meeting of August 30, 2018 were reviewed and approved, as presented.

AGENDA REVIEW: none.

VISITOR COMMENTS: none.

REPORTS:

Fire Chief's Report: reported by Chief Bruce Kroon

- **Incidents:** No report.
- **Apparatus/Equipment:** Ladder 42 is back in service; there are no concerns. Brush 47 returned today from deployment.
- **Station 44:** No report.
- **Personnel:** The new recruits start the academy September 12; they have gone through all HR orientation, mask fit testing, and uniforms.

Other: In honor of 9/11, the crews held a brief flag ceremony this morning at Station 42 with a moment of silence at 6:59 am, local time.

The new Bauer compressor at Station 42 has the proper electrical connection; the department is working with Bauer for a start-up test for warranty compliance.

Bothell Fire has planned an Open House for all fire stations during Fire Prevention Week on Saturday, October 13, 10:00 am – 3:00 pm. Gabby and Lisa offered to do bike helmet fitting/sales at Stations 42 and 45. Open House information is posted on the City's website.

Contract negotiations for the 2019-2021 agreement with IAFF 2099 have begun.

The Finance Director is on administrative leave; City Manager Jennifer Phillips is overseeing the Finance Department in the meantime. She has a background in Finance, and will have no problem taking over the department, especially during budget time. The department meets with the City Manager on Thursday, to go over the preliminary budget and hopes to have some numbers to the Commissioners for their budget planning.

Contract Administration: The meeting will take place Friday, September 28, 3:00 pm, in the Chief's office; this date works for both Chief Kroon and Chairman Mitchell.

Commissioners' Report: Commissioner Mike Norris asked about the agreement between Snohomish County and the City for fire investigation. Chief Kroon reports that the consent was approved but stressed that it is more for the City's portion, and does not necessarily affect the District. This means if Bothell's investigators are unavailable, Snohomish County will come in and help at a reasonable fee.

Commissioner Norris also asked how the department is going to be purchasing bunker gear because there was discussion that the department will be purchasing gear in segments instead of purchasing all in one year. Chief Kroon reports the department will be replacing twenty-five percent of bunker gear each year, so the department will be purchasing seventeen sets per year, and replacing the older sets first.

Commissioner Norris met with Dave Fergus from Rice-Fergus-Miller Architect about potential plans to build a new station. Dave informed him that he still has the original plans from years ago. Commissioner Norris asked Dave to provide cost to build a new station using the original plans. Dave will provide an estimate once the District starts discussing their budget.

Commissioner Dennis Butterfield reports a road closure for the next couple of weekends to install the roundabouts; the roads will be closed around 405 and Filbert.

Secretary's Report: none.

OLD BUSINESS

- 1. District Property Records Policy – Review and Update (Ongoing):** none.
- 2. Power Cots:** Chief Kroon will inquire about the status of the order, and if they have a vendor for the installation.
- 3. Budget 2019:** none.
- 4. 2019-20 Fire Department Budget:** none.
- 5. Fire Services Contract Re-negotiation:** The Commissioners met with Brian Snure at a special meeting to review and discuss a proposed rewrite of the contract; Brian Snure forwarded a copy to the City's attorney, Rod Kaseguma. Commissioner Norris recommends scheduling a meeting between the legal counsels, himself, and Chief Kroon to discuss the draft. Chief Kroon agrees and feels there needs to discuss the invoicing piece in the contract. Commissioner Norris will contact Brian Snure when he returns from his vacation to schedule a meeting.
- 6. District Audit:** Gabby reports that the District's audit was moved from September to late October because of other audits scheduled before the District.
- 7. Moles:** Chairman Mark Mitchell noticed that the mole vendor was at Station 44; he forwarded the invoice that he received to Gabby.

NEW BUSINESS

DISTRICT WEBSITE: none.

FINANCIAL STATEMENTS: The financial statement for the month of August was reviewed and approved as presented.

VOUCHERS: Commissioner Dennis Butterfield made a motion to approve the vouchers in the amount of, four thousand one hundred thirty-nine dollars and sixty-six cents (\$4,139.66); Commissioner Norris seconded the motion; motion carried. Chairman Mitchell made a correction on the amount of the Snure Law Office voucher, and initialed it.

PAYROLL: Commissioner Dennis Butterfield made a motion to approve the payroll in the amount of, one thousand twenty-six dollars (\$1,026.00); Commissioner Norris seconded the motion; motion carried.

COMMUNICATIONS: none.

Meeting adjourned at 6:41 pm.

Prepared and submitted by:



Gabby Diego
Administrative Assistant
Bothell Fire Department & SCFD 10