

# *Snohomish County Fire District 4*

## **MEETING MINUTES**

### **REGULAR MEETING BOARD OF FIRE COMMISSIONERS**

<b>DATE:</b>	Monday, May 11 <sup>th</sup> , 2026
<b>LOCATION:</b>	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>BRIAN MILLS</b> , Chair <b>CRAIG ERICKSON</b> , Vice Chair <b>RICHARD FLATH</b> , Fire Commissioner
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief Thad Frater, Assistant Chief DJ Hill, Fire Marshal Shauna Harth, Executive Specialist

#### **I. ROLL CALL**

Chair Mills called the meeting to order at 1700hrs.

#### **II. FLAG SALUTE**

#### **III. ADOPT/ADJUST AGENDA**

**Discussion:** The Board approved the agenda to allow the guest speakers to present before Informational Items.

#### **IV. MINUTES OF PREVIOUS MEETING**

**Discussion:** There were no questions or comments concerning the April 13<sup>th</sup>, 2026 Regular Board Meeting Minutes. Those were approved by acclamation.

#### **V. OPEN PUBLIC COMMENT**

An executive board member of IAFF Local 2694 spoke on behalf of their membership. They thanked the Board for their continued support. Local 2694 members are dedicated to providing high levels of care and continue to work with the Board and administration collaboratively. The Board thanked the speaker and noted that they have a positive relationship directly with Local as well as indirectly through the fire chief.

#### **VI. INFORMATIONAL ITEMS**

- A. Guest Speakers:** Lisa LaPlante, Ann Peterson, Megan Wirsching, and Scott Stuart
- Provided a presentation regarding Evergreen Health Monroe capital projects and upcoming bond measures.

**B. Accounts Payable (AP):** The following AP Batches were presented:

04/16/2026 for \$	9,594.75
04/17/2026 for \$	146,567.67
05/01/2026 for \$	104,281.51

There were questions regarding some of the AP items.

**C. Payroll** – April 2026 Payroll of \$980,862.71 was presented.

**D. Accounts Receivable (AR)**- A summary of the previous three months' invoices and payments from the City of Snohomish for the Civic Campus and Facility Improvements project was presented.

Chair Mills stated all items were approved as submitted. (Section VI B-D)

## **VIII. FIRST READ ITEMS**

### **A. Line Item Adjustment**

**Discussion:** There was discussion regarding the additional insurance premiums for the new medic units and the process of transferring/line adjustment.

**Action:** Commissioner Flath moved to transfer \$7,000 to Line 6201 from F70, General Reserves. Commissioner Erickson seconded the motion. The motion passed. The Board amended the motion to correct Line 6201 to Line 4601 (Insurance Services).

### **B. IT Services ILA**

**Discussion:** Chief Waller presented the ILA and the current internet services. There was minimal discussion regarding the topic.

**Action:** Commissioner Erickson moved to sign the Amended ILA. Chair Mills seconded the motion. The motion passed.

## **IX. SECOND READ ITEMS**

### **A. Large Warrants**

- a. **LG 26.19**- Lawhead Architect (\$58,986.96)
- b. **LG 26.20**- GenCap (\$942,493.41)

**Discussion:** There was minimal discussion regarding the topic.

**Action:** The Board passed the large warrants by acclamation.

### **B. SSP/LOU Update**

**Discussion:** Chair Mills noted that he is encouraged that the Local and administration worked together to achieve this outcome. He is excited to see how this program benefits personnel and the organization long-term. Chief Waller agreed that there has been a positive relationship between Local 2946 and the administration to resolve issues and better the organization.

**Action:** Chair Mills moved to enter into the record that Resolution 585 made stipulations that the fire chief could enter into an LOU with the Local that would establish the parameters for the SSP. Also, that the parameters set in the LOU are within the Resolutions boundaries. Commissioner Erickson seconded the motion. The motion passed.

### **C. Annual Report**

**Discussion:** Chair Mills thanked Chief Waller, Shauna Harth, Alex Williams, and Luna Waller for their work on the project. Chief Waller discussed the service deliverables and noted a decrease in some response times correlated with the dedicated units going into service during Summer 2025.

**Action:** Commissioner Flath moved to adopt the annual report as presented. Commissioner Erickson seconded the motion. The motion passed.

### **D. Strategic Plan Document Review**

**Discussion:** Chief Waller presented the topic and noted that the Capital Cash Flow was updated with the Q1 actuals for the current projects. Reconciliation will occur during Q3/Q4.

**Action:** The documents were adopted via acclamation.

### **E. RLB Agreement**

**Discussion:** There was discussion surrounding the RLB agreement's impact on the District's hiring and academy schedules. The regional landscape regarding academies is changing, and staff finds that the District may need to adapt due to that. The RLB classroom is another site that the District can use as the District's meeting rooms change (loss of the annex). Staff recommends meeting with contract agencies to discuss the current agreement, alternatives and to determine if the District needs to give notice while still remaining collaborative in the future.

**Action:** Chair Mills moved to have Chief Waller initiate termination of the RLB agreement. Commissioner Erickson seconded the motion. The Board agreed to amend the motion; the letter of notice (365 days prior to termination) be given prior to July 1<sup>st</sup>, 2026. The motion passed.

### **F. Furnishings and Change Order Budget**

**Discussion:** Chief Waller presented the updated budgets and advised that new items are listed below the second bolded line. There was minimal discussion regarding the budget.

**Action:** Commissioner Erickson moved to approve the change order and furnishings as listed. Chair Mills seconded the motion. The motion passed. The Board clarified that this motion included the budgets presented for Station 41 and Station 43.

## **X. COMMENTS**

### **A. Executive Staff** (summarized in the written report in the packet)

#### **a. AC Hodkinson**

- i. Cpt Hammer helped coordinate the MCO at Granite Falls recently.
- ii. In-person training with Richland Fire was helpful to see how they handle the intricacies of scheduling via the software program. This did raise the question of the timing of switching platforms – which was based primarily off the timing of the contracts- it will be beneficial and more streamlined to not have two programs in the same calendar year. Staff may approach

the Board at the next meeting to extend the current software to ensure a clean switchover to reduce downstream issues.

- iii. The technical rescue team has repurposed a reserve aid car to house technical rescue gear. This is currently not dispatched via CAD, but has already been utilized on one call.
- iv. There was discussion about resources for wildland mobilizations and the readiness of the employees. The wildland team is managing themselves and are focused on receiving training on mobilizations. There is a focus to get the ambulance out on calls this year – to get personnel experience with ICS. The wildland team knows that the highest priority is staffing the District, and they are keeping an eye on that.

b. **AC Frater** – Nothing of note.

c. **FM Hill**

- i. I will be meeting with law enforcement to discuss recent arson investigations and the dissemination of information.
- ii. Discussed property inspections and the deficiencies that have been found thus far. The three inspectors in training will be greatly beneficial to combating these issues.

d. **Chief Waller**

- i. Discussed the District's intern, who is developing the internship program, to help with overall recruitment. She works independently and provides a fresh perspective. The current focus for recruitment is on college athletics. As part of the internship program, she was assigned a mentor, Lt Woofenden, and has shadowed a majority of the administrative staff. She is building the program, an internship binder, recruitment guides, and future internships capstone projects.

#### XI. COMMISSIONER COMMENTS


- i. Per Chair Mills, Granite Falls Fire is considering building a training classroom.

XII. **ADJOURN** The meeting was adjourned at 1927

<b>MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING, May 11<sup>th</sup>, 2026</b>
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Minutes prepared and submitted by:

  
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**Shauna Harth**, Executive Specialist

  
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**Don Waller**, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:

  
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**Brian Mills**, Board Chair

06/09/2026  
Date