

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, October 13th, 2025
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT:	BRIAN MILLS , Chair CRAIG ERICKSON , Fire Commissioner EVAN MERRITT , Fire Commissioner
STAFF MEMBERS PRESENT:	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief Shauna Harth, Executive Specialist

I. ROLL CALL

Chair Mills called the meeting to order at 17:02 hours.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: The agenda stands as presented.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the September 9th, 2025 Regular Board Meeting minutes. They were approved as submitted.

V. OPEN PUBLIC COMMENT

A member of the public running for election for the SCFD#4 Fire Commissioner position advised that they have filed a complaint with the Washington State Public Disclosure Commission against a current board member who is also campaigning for election. The complaint is regarding the respondent's campaign signs, which lack a listed sponsor. The petitioner is awaiting a response from the Public Disclosure Commission.

Additionally, this person wanted to offer the Board their submission to the Snohomish Tribune which has not been published. This article will be regarding the candidates seeking election.

VI. INFORMATIONAL ITEMS

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

09/18/2025 for \$	110,032.29
09/30/2025 for \$	145,149.31

There were several clarifying questions from the Board regarding specific items. Commissioner Erickson also spoke about the positive experience firefighters have when going on ride-alongs and learning more about ladder companies. This provides a different perspective for personnel to prepare for the future apparatus and is a forward-thinking approach to training staff.

B. Payroll – September 2025 Payroll of \$976,145.31 was presented.

C. Accounts Receivable (AR)- A summary of the September invoices and payments from the City of Snohomish for the Civic Campus and Facility Improvements project was presented.

A clarifying discussion was had regarding the billing and payment schedule. AP, Payroll, and AR were all approved as presented by Chair Mills.

VII. DISCUSSION ITEMS

A. Line Item Adjustments

Discussion: Chief Waller conveyed that the District stayed within their means despite a tight financial budgeting year. The caveat being that some lines were above or below, hence the need for adjustments that do not affect the overall budget. Staff allocated funds to the lines that make the most sense, and the disparity in lines was affected by mobilizations as well as hire-aheads.

Commissioner Erickson led a discussion on Line item 3170 and asked why it appears to be used sparingly. He wants to ensure that staff utilizes this line to support personnel, especially during lengthy incidents (i.e, structure fires).

Chair Mills moved to approve the line item adjustments as presented in the packet. Commissioner Erickson seconded. The motion passed.

B. Revenue Budget- 2026 Draft

Discussion: There was discussion surrounding the revenue budget. It was noted from Chief Waller that these are preliminary numbers provided by the county and staff will be receiving final numbers at a later date. Chief Waller suggested that the Board wait to take action on this item until November and the final numbers have been provided. Chair Mills echoes and suggests that the Board takes time to look into the details further.

C. Expense Budget – 2026 Draft

Discussion: There was a discussion of how the budget worksheets are created. Estimates can change over time; staff want to be as specific as possible when budgeting without creating undue work by being overly detailed. There were specific questions regarding specific line items. Chair Mills prompted a discussion on Line 1201 with regards to the causes of overtime and the need for the District to appropriately monitor those levels. Chief Waller spoke to the current method of tracking overtime, the CBA reduction in hours, and staff's focus on creating "overtime-other" opportunities. AC Hodkinson will provide Chair Mills with the specific overtime hours. A member of staff in attendance advised that he had calculated that the average person worked 30 hours of overtime on-shift during a two-month span this summer.

D. Youth Fire Setters ILA

Discussion: Chair Mills noted that he is supportive of adopting this program. There was a discussion of how this program can also positively affect a WSRB rating. Commissioner Erickson moved to approve the ILA. Chair Mills seconded the motion. The motion passed.

VIII. ACTION ITEMS

A. Collaboration Statement

Discussion: The Board discussed the messaging of the draft letter. Commissioner Merritt stated that he disagreed with the direction of the letter. His position is that the Board should be working on a merger with Snohomish Regional Fire and Rescue (SRFR) sooner rather than later, as agencies are stronger together. Commissioner Erickson stated that the original intent for the letter was to clarify the Board's stance on the agencies collaborating in order to reduce costs and workload. Commissioner Erickson is happy with the formatting and meaning of the current draft.

Action: The Board decided to table this item for further discussion, and Commissioner Erickson urged Commissioner Merritt to consider how to rewrite it so that the statement from IAFF 2694 could be addressed.

B. Relocation

Discussion: No discussion

Action: Chair Mills moved to approve the claim and LG 25.16. Commissioner Merritt seconded the motion. The motion passed.

C. City-District Legal Documents

Discussion: There was a discussion regarding the easements on the map. Chief Waller stated that not moving forward with this would have many cascading implications surrounding the upcoming capital projects. There was a question from a member of the public regarding the name of Elm Street and whether or not it should be included on the map. Chief Waller answered that the surveyor and legal counsel agreed on these maps. The City of Snohomish Council approved these easements on October 7th.

Action: Commissioner Erickson moved to approve the land swaps as presented. Commissioner Merritt seconded the motion. Chair Mills clarified that the motion is to direct the fire chief to sign the lease and easements as presented. Chief Waller stated that Snure Legal has approved the documents.

D. Large Warrants

a. LG 25.14- GenCap Construction Corp (\$870,955.80)

b. LG 25.15- GenCap Construction Corp (\$938,927.18)

Approved by acclamation by Chair Mills.

IX. COMMENTS

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

Chief Hodkinson

There was an increase in RV fires last month, some with the possibility of extension.

Hard drives were upgraded, which has helped with the lag times that administrative personnel were seeing. Due to a slight delay in station alerts and paging, new antennas were added to existing Nighthawks. This overall issue should be eliminated once the District is moved into the new buildings that have Locution.

There was also a discussion of staffing related overtime and non-staffing related overtime.

Chief Osborne

L&I toured Station 42 and looked at the apparatus, policies, procedures. Their Ergonomics Division also highlighted the District's use of carts during rig checks as part of an OSHA series.

Life Jacket Loaner station has been wrapped up and winterized. This project has been well-received by the public.

Chief Waller

There was discussion surrounding the fire marshal ordinances and roles.

B. COMMISSIONER COMMENTS

No comments.

X. ADJOURN

At 1837 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
October 13th, 2025**

Minutes prepared and submitted by:



Shauna Harth, *Executive Specialist*



Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, *Board Chair*

11-10-2025

Date