

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday July 15th, 2025
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

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

I. ROLL CALL

Chair Mills called the meeting to order at 1301 hours. Commissioner Merritt was not present. Quorum still stands.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: No changes. Stand as presented

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the June 9th, 2025 regular Board Meeting minutes. Minutes were approved as presented.

V. OPEN PUBLIC COMMENT

A member of the public inquired why the previously discussed Latecomers fee was not included in the 07/15/2025 agenda. Chief Waller advised that the District is still gathering more information from the City before discussing the topic further.

VI. BADGE PINNING/OATH OF OFFICE

The following personnel sited the oath of office with Chief Waller presenting the associated badge and helmet to their families:

- Engineer Mason Tucker
- Lieutenant Dave Lacy
- Battalion Chief Shawn Osborne

A brief recess was held after badge pinning and the meeting resumed at 1313 hours.

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

06/13/2025 for \$119,367.82

06/17/2025 for \$13,167.26

06/27/2025 for \$91,342.79

07/11/2025 for \$149,373.86

Discussion: There was a question regarding admin expenditures and wildfire payments. Chief Waller explained that admin fees are affected by legal fees and insurance. The batches were approved.

B. Payroll – June 2025 Payroll of \$921,180.53 was presented.

C. Q&A Session—The district announced that it will hold a question-and-answer session about the EMS levy on Wednesday, July 23rd, at 6:30 p.m. in the Harvey Room at Station 43.

D. Liz Loomis (LLPA)

Liz Loomis discussed the District's communication plan that LLPA created. They pointed out that all projects that were promised were delivered on time with minor adjustments being made to fit the District's wants. Loomis stated that the plan is solid and that the plan can be implemented in-house without their agency, since the District has an amazing team. Loomis reiterated that the District maintains integrity, accountability, and transparency within the community. There was agreement from the Commissioners and Chief Waller that the community is integral and important to the District. Chief Waller thanked LLPA for their hard work, professionalism and collaboration on this project.

A member of the public asked about letters to the editor in local publications and how LLPA responds to them. The answer provided was along the lines of: LLPA and the District are only there to educate, and that everyone has a right to their personal opinion.

VIII. DISCUSSION ITEMS

A. Testing Company

Discussion: A discussion was had regarding the scope of the testing. Commissioner Erickson moved to approve PA 2025.23 as written. Chair Mills seconded the motion, and by acclamation, it was passed.

B. Low-Voltage Contractor

Discussion: Chair Mills moved to approve PA 2025.24 for up to \$735,000. Commissioner Erickson clarified on behalf of the public that this project includes the security, intranet and a majority of the technology over two locations (Station 41 and 43). There was then a discussion in which Chief Waller advised that an additional \$95,000 could be amended on this order to include access and security at additional buildings (RLB, Station 41 and 42). The retrofit facility would be funded from the F75-378 reserves and would allow for consistent accessibility across the facilities. Commissioner Erickson seconds the motion 2025-24 with the addition of the extra location for a total up to \$830,000. Chair Mills clarified that his motion includes amending the capital facility budget to reflect \$735,000 for the low-voltage. The motion passed.

\$830,000. Chair Mills clarified that his motion includes amending the capital facility budget to reflect \$735,000 for the low-voltage. The motion passed.

C. Medical Trust Exploration

Discussion: There was a discussion of how establishing a medical trust will be a benefit to the employees. Chair Mills moved to authorize the chief to enter into an agreement with the consultant, sign the ILA as presented, and approve PA 2025.25. Commissioner Erickson seconded the motion. The motion passed by acclamation.

D. Cyber Insurance

Discussion: Chair Mills moves to approve 2025.26 after a short discussion regarding what the insurance company is offering. Commissioner Erickson seconded the motion. Motion passed by acclamation.

E. GeoEngineers

Discussion: Chair Mills asked about the site timeline and the testing occurrences. Chief Waller clarified that the scope includes current and future material testing. There was a discussion regarding the importance of pre-loading and soil work. Commissioner Erickson motioned to approve PA 2025.27 from Line 6205 and use management reserves from the Capital budget to fund the change in testing. Chair Mills seconded the motion. The motion passed by acclamation.

F. RLB repairs

Discussion: There was discussion regarding the weather-related incident that damaged the fence. Chief Waller stated that this will be an expense of \$5,000. Chair Mills moved to approve PA 2025.28 for \$19,000 and to further approve the transfer of the insurance reimbursement when it arrives to Line 3124. Commissioner Erickson seconded the motion. The motion passed by acclamation. Chair Mills inquired about the expected timeline for repairs; AC Osborne does not currently have that timeline.

IX. ACTION ITEMS

Large Warrant- 2025.08 (Lawhead for \$52,385.82)

Action: Chair Mills moved to approve the Lawhead large warrant and Commissioner Erickson seconded. The motion passed by acclamation.

X. COMMENTS

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

Chief Hodkinson

- Discussed July 4th call volume and responses. Staff are very busy with training, hiring additional personnel, and public events. Public events include Kila Ha Ya Kid's Fair, Kila Ha Ya Parade, the Averill Field event, and National Night Out.
- FM Hill and AC Hodkinson have met with water purveyors (PUD, City of Snohomish, and Cross Valley) to find a solution for obtaining hydrant data. This data would be beneficial not only for WSRB ratings but for operational awareness and tactical decisions. There was discussion regarding a recent fire response and

the quality of the hydrant. Historically, hydrant testing and flows were done by the District; however, those records have surpassed the retention schedule. Chief Waller discussed the ILA with the city of Snohomish and the scope of hydrant information that is included. There was a discussion regarding the challenges with hydrants and the project's complexity.

Chief Osborne

- AC Osborne commended BC Witherow and LT Lucke for managing a weather-related incident that occurred at the RLB in which a powerline caused a dangerous scene and damage to the fencing.
- Highlighted the wildfire mobilizations that personnel have been deployed to.
- Portrayed his excitement to be involved in the community and events, which leads to even more involvement through association. The community is the ultimate winner.
- Discussed that four firefighters have obtained new certifications and that Darrel Heike can now help administer tests for personnel seeking certifications.

Fire Marshal Hill

- Discussed social media growth, initiative, and demographics. The team has stepped up to make videos. There have been steps to educate the public on the levy and to involve line personnel. There have been many great comments from the public regarding social media presence and the educational information that the District provides.
- Discussed emergency management and the initiative to plan for the safety of personnel's family members during large-scale events.
- This is the first time we have collaborated with the Snohomish County Fire Marshal's office to include them in the Incident Action Plan (IAP). The balloon glow was our initial effort in that regard. There are ongoing efforts to include law enforcement officers (LEO) in emergency plans, especially outside city limits. The new fire marshal, Seth Henderson, is very responsive to the District's initiatives. On October 7th, there will be a motion to designate FM Hill as the Authorities Having Jurisdiction (AHJ) in front of the city council. This includes the authority to enter businesses and perform fire watch. Chair Mills asked a clarifying question about whether this would involve updating ordinances, including the Snohomish Municipal Code (SMC) and related definitions. The goal is to have the ability to educate the community and ensure the long-term safety of Snohomish, focusing on areas like fire extinguishers, egress, and exits.

Chief Waller

- Highlighted his attendance at events and labor management meetings. Additionally, staff has been working on the plan for uncrossing the units at Station 43 starting August 1st which is very exciting. To ensure clear messaging, the District has not announced the project too heavily so as not to mix messages with the education of the EMS levy.

B. Commissioner

Chair Mills attended the North Regional EMS and Trauma Care Council. He discussed the financial hardships that the agency is experiencing and that the agency is considering looking at a shared executive director with another region.


XI. ADJOURN

At 1434 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
July 15th 2025**

Minutes prepared and submitted by:


Shauna Harth, Executive Specialist


Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:


Craig Erickson, Commissioner

6/11/25
Date