

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE:	Monday, March 10, 2025	1700 hours
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA	

BOARD MEMBERS PRESENT:	BRIAN MILLS , Chair CRAIG ERICKSON , Fire Commissioner EVAN MERRITT , Fire Commissioner
	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief DJ Hill, Fire Marshal
STAFF MEMBERS PRESENT:	Thad Frater, Assistant Chief Kaitlyn DeOliveira, Business Specialist

I. ROLL CALL

Commissioner Mills called the meeting to order at 1700 hours. All members of the Board were present.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Chair Mills requested Discussion Item E, Executive Session, be moved to the end of the agenda. The agenda was adopted and amended.

IV. APPROVE PREVIOUS MEETING MINUTES

Discussion: There were no questions or comments concerning the February 11, 2025 Regular Board Meeting Minutes. The meeting minutes were approved as presented.

V. OPEN PUBLIC COMMENT

Resident Richard Flath presented suggested guidelines from the national headquarters of the church he attends for law enforcement appearances at church. There were no phone or online comments.

VI. OATH OF OFFICE AND BADGE PINNING

Firefighter Anthony Freeman took the oath of office and received his badge.

VII. INFORMATIONAL ITEMS

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

02/07/2025 for \$127,712.09

02/14/2025 for \$7,585.69

02/21/2025 for \$106,689.33

02/28/2025 for \$844.00

03/07/2025 for \$87,958.64

B. Payroll – February 2025 Payroll of \$937,261.39 was presented.

Discussion: There were no questions concerning the information items. Both information items were approved as submitted

VIII. DISCUSSION ITEMS

A. Portable PA System

Discussion: Chair Mills discussed the need for a portable PA system, and Commissioner Erickson agreed that a quality sound system was also needed. Three bids were created for review. Chair Mills moved to approve purchase authorization 25.09; Commissioner Merritt seconded the motion, which passed unanimously.

B. Ground Breaking

Discussion: Chief Osborne discussed the upcoming Ground Breaking Ceremony on Saturday, March 29, 2025.

C. Governance Policy

Discussion: Chair Mills discussed the updated governance policy and requested more time to review it. Chief Waller agreed and requested all thoughts and edits over the next month.

D. Budget Line Item Adjustments

Discussion: Chief Hodkinson discussed the need for adjustments for line items 4907 Training and 3507 Tech Rescue. Chief Hodkinson and Chief Waller discussed with the Board that the funds would stay in their current line items but be allocated to different categories. Chief Hodkinson also gave an update on equipment the Department has received from being part of the County Tech Team. Chair Mills made a motion to approve the budget line worksheets as presented, and Commissioner Merritt seconded the motion, which was passed unanimously.

IX. ACTION ITEMS

A. EMS Levy

Discussion: Chair Mills discussed how the District has been very fortunate over the decades to have had Fire Chiefs save money. However, adding personnel is necessary for the district's growth, which also means adding long-term revenue. Chief Waller gave a presentation on what the EMS Levy would fund, cost examples, and how, over time, the revenue would help the District. Chief Waller also gave examples of budget scenarios and staffing models if the EMS Levy lid was not lifted. The Board discussed timelines and options for the EMS Levy with Chief Waller. Chair Mills made a motion to approve Resolution 573, and Commissioner Merritt seconded the motion, which passed unanimously.

B. Facility Bid

Discussion: Chief Waller gave an update on the Facility Bid and discussed the date changes and schedule.

C. Large Warrants

Discussion: Chair Mills discussed with Chief Waller how some of the Large Warrants are paid in full by the District but are then partially reimbursed by the City.

Commissioner Erickson motioned to approve the \$72,515.39 and \$56,088.50 large warrants to Lawhead. Commissioner Merritt seconded the motion, which passed unanimously.

X. COMMENTS

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

Chief Hodkinson

- + Completed EMS and Fire Block Training
- + Lt. Lucke and Firefighter Stewart attended Swift Water Training
- + Two shifts have students from Central Washington University

Chief Osborne

- + Recently had a site visit from L&I
- + Crew will be participating in the Easter parade next month
- + Wildland preparation continues
- + Ground breaking ceremony scheduled for Saturday, March 29, 2025

Fire Marshal Hill

- + Will be starting to work heavily with Liz Loomis for social media/EMS Levy
- + Facebook followers have been continually growing
- + The Fire Marshal program is moving forward

Chief Frater

- + Executive Specialist Shauna Harth has completed 9 months in her position
- + Business Specialist Kaitlyn DeOliveira will complete 9 months in her position this month
- + An offer has been made to Alex Williams for the Administrative Specialist. She has accepted and will start on April 1, 2025.
- + SAO should be finalized soon

Chief Waller

- + Goal to have 100% of all the legal documents with the City completed this year
- + Pre-construction meeting coming soon for ambulances

B. Commissioners (No comments)

VIII. Continued- The agenda was adjusted for Executive Session

E. Executive Session

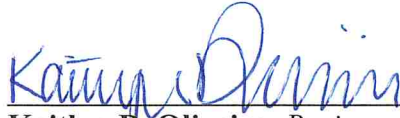
The Board will be going into executive session pursuant to RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate. The session will be for 30 minutes starting at 1820 hours. At 1850 hours the board adjourned the Executive Session.

XI. ADJOURN

At 1850 hours the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
March 10, 2025**

Minutes prepared and submitted by:



Kaitlyn DeOliveira, *Business Specialist*



Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:


Brian Mills, *Board Chair*

4/14/25
Date