

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, January 8, 2024
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

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

I. ROLL CALL

Chair Merritt called the meeting to order at 1900 hours. All members of the Board were present.

II. ADOPT/ADJUST AGENDA

There were no adjustments to the agenda. Commissioner Erickson made a **motion** to adopt the agenda as presented and it **passed** unanimously.

III. MINUTES OF PREVIOUS MEETING

Discussion: There were no comments or questions regarding the minutes of the December 11, 2023 Regular Meeting.

Action: Chair Merritt stated the December 11, 2023 minutes were approved.

IV. OPEN PUBLIC COMMENT (No comments)

V. AWARDS, RECOGNITIONS, PROMOTIONS

A. Oath of Office: Brian Mills recited an oath of office, installing him as Fire Commissioner, Position 3 for a 6 year term at SCFD4.

B. Academy Graduates: Chief Hodkinson introduced graduates Daniel Thiesfeld, Bailee Welch, and Edwin Westerinen. Graduate Casey Rugg was away on a call. Graduates completed a month of pre-academy with SCFD4 and a 12 week training academy in the Stanwood area. They have completed 3 weeks of a post academy and are on probationary status as part time firefighters.

VI. OLD BUSINESS (No Old Business)

VII. INFORMATIONAL ITEMS

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

12/08/2023 for \$176,446.51

12/21/2023 for \$111,586.45

12/29/2023 for \$60,414.22

B. Payroll - November 2023 Payroll of \$820,223.91 was presented.

Discussion: No discussion.

VIII. NEW BUSINESS

A. Board Chair and Vice Chair Election

Discussion: There was a short discussion as to whether Commissioner Mills felt he was ready to assume the leadership role of the chair.

Action: Chair Merritt made a **motion** that Commissioner Mills assume the position of Chair for the coming year and it was seconded by Commissioner Erickson. It **passed** unanimously. Chair Mills recommended Commissioner Merritt for the position of Vice Chair and it **passed** unanimously.

B. Demolition Contract Pine Avenue

Discussion: Chief Waller explained that Faber construction is currently the low bid and they have been actively seeking information to make sure they are responsive to our needs and the parameters of the contract. Chair Mills asked about the start date for demolition. Demolition cannot begin until the state certifies the cultural survey. The report is in their hands. Faber and our training division will begin planning together this week to be ready to start training exercises once the state has certified the survey. Training plans will include live fire training involving four of the houses.

Action: Chair Mills made a **motion** to approve the contract for demolition with Faber Construction up to \$350,000.00 The motion **passed** unanimously.

C. Transport Waivers

Discussion: There was discussion about the process for handling incomplete applications for transport waivers. Systems Design helps patients initiate the waiver process established by the commissioners. There are about a dozen waiver applications a year and of those, usually there is one that is incomplete

Action: Chair Mills made a **motion** to approve waiver 2023-17 and ask for more information on waiver 2023-19, and it **passed** unanimously.

IX. COMMENTS

A. District Staff (no comments)

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

Chief Hodkinson

- + Planning continues to use Station 83 for a confined spaces training class, limited to 14 members, in May of 2024
- + Our Training Division is working with SRFR and South County to discuss how to offer training opportunities to surrounding districts using the Pine Avenue Property. The first week of February is the goal for beginning these trainings.
- + The new engine should roll in within the next week. Chair Mills asked if there was a local vendor to deal with for the engine. True North in Marysville is a contact office for the Spartan engine.
- + (Graduate Casey Rugg was introduced to the Commissioners)

Chief Osborne

- + The Chevy Colorados and canopies are on site and ready for detailing
- + There are seven days left on the govdeals auction with our surplus equipment. Bids are coming in on all but 2 of the items.
- + 168 people were served at the Senior Center Pancake Breakfast last Saturday. Our maintenance specialist – Gary Jessop – is a huge help with that outreach event.
- + Our chaplains continue to be very involved at the county level and were just asked by the coroner's office and county sheriff's office to come down and make a presentation to the most recent group of their recruits.

Chief Frater

- + Fuel Systems, Cash Bags and Small and Attractive Items are the three areas the Audit team will focus on for 2022.
- + The Auditor must talk with 3 people from the staff – look for emails from her to set up meetings.

Chief Waller

- + This week Thursday is the first meeting with SRFR and South County Chiefs.
- + All the tenants and occupants are out, except for 308 Pine which will be paying increasing penalties each week in January until they vacate.

C. Commissioner

Chair Mills is very excited to be working with Chief Waller and the staff. Commissioners Erickson and Merritt echoed those sentiments.

X. ADJOURN

At 1929 hours, the Regular Board Meeting was adjourned.

January 8, 2024 Minutes

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**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
January, 8 2024**

Minutes prepared and submitted by:

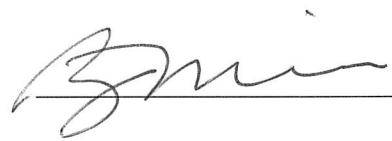


Christine Montagne-Heike, Records Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



2-12-24

Date

District Secretary - Date