

Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, February 9th, 2026
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

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

I. ROLL CALL

Chair Mills called the meeting to order at 1700 hrs.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Chair Mills added three additional large warrants to Action Item A.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the January 12th, 2026 Regular Board Meeting minutes. They were approved as submitted.

V. OPEN PUBLIC COMMENT

No comments from the public.

VI. INFORMATIONAL ITEMS

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

01/07/2026 for \$ 300,705.02

01/14/2026 for \$ 17,869.14

There was a question regarding Line 5084 and 5117.

B. Payroll – January 2026 Payroll of \$1,077,246.19 was presented.

C. 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.

All items were approved as submitted. (Section VI A-C)

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VII. DISCUSSION ITEMS

A. Project Update

- a. Ralph Rohwer advised the Board on the four District projects: Station 41 construction, infrastructure associated with the Civic Campus site, Station 43 construction preparation, and Station 42 construction preparation.
 - i. Station 41/Infrastructure.
 - A large portion of the overall Station 41 project includes upgrading the infrastructure. Approximately 30% of the infrastructure was necessary for the building and the rest of the project was due to the City having the District upgrade the utilities. It is important to note that the District has been managing the project for free, which is taking a lot of time from the District's staff. Chief Waller and team are managing a complete infrastructure project for the benefit of the city. Utilities in this area came with significant unforeseen conditions, and the District has been on the ball handling those issues.
 - The contract document built in allowances for the dirt work; the unused allowances are returned to the District. This will be a significant financial credit back.
 - ii. Station 41
 - Rohwer applauded the team on their proactive and candid communication. He noted it was advantageous to combine Station 41/43 projects for consistency and continuity in the contractor teams. The project has seen a minimal percentage of the contract value being used on change orders. Additionally, the schedule is currently ahead of schedule by 61 calendar days.
 - iii. **Station 42** Rohwer discussed the General Contract Construction Management (GCCM) process and the District's schedule. Following interviews this week of the short-listed firms, there will be a bid opening. This method allows for the selected general contractor to be part of the design process which is especially important due to the site location of Station 42.
- b. **Discussion:** There was discussion from Commissioner Flath regarding the City's portion of the 4th St property and the requirements the contractor has in regards to that site. There was discussion about the feasibility of Station 42's land (septic, perc testing, soil types, etc). Chief Waller also noted that the Station 42 project may have more change orders due to the difference in the GCCM design process.

B. StationWise Staffing Software

Discussion: There was a discussion regarding updating staffing software to improve usability and decrease the amount of time staff spend working through issues. AC Hodkinson evaluated the current staffing software and concluded that new program will benefit operations and payroll processes. AC Hodkinson recommends a one-year contract and renewing with an extended contract to obtain discounted rates.

Action: Chair Mills moved to approve PA 2026.05.4153 and move \$19,050 from General Reserves to Line 4143. Commissioner Erickson seconded the motion. The motion passed.

C. Audian

Discussion: AC Hodkinson advised that server hardware has been purchased but this item will encompass the IT labor costs necessary to migrate the servers to the new station, connect fiber to the buildings, low-voltage (Wi-Fi, locution) installation and assistance moving to the new building. The District has two servers and Staff has planned to stagger the moving of the servers to minimize any downtime.

Action: Chair Mills motioned to approve PA 2026.06.6401 for up to \$25,500. Commissioner Erickson seconded the motion. The motion passed.

VIII. ACTION ITEMS

A. Large Warrants

- a. **LG 26.06-** Lawhead Architect (\$55,996.19)
- b. **LG 26.07-** GenCap Corp (\$808,979.65)
- c. **LG 26.08-** Braun NW (\$299,211.64)
- d. **LG 26.09-** Braun NW (\$299,211.63)
- e. **LG 26.10-** Braun NW (\$299,211.63)

Discussion: There was a discussion of the process for acquiring the aid cars from Braun NW and preparing them for service. The current aid cars will either be surplus or utilized as reserve units and services such as wildland mobilizations.

Action: Chair Mills moved to approve the large warrants (26.06, 26.07, 26.08, 26.09, 26.10). Commissioner Erickson seconded the motion. The motion passed.

IX. COMMENTS

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

a. AC Hodkinson

- i. He thanked BC Witherow for his participation in South County Fire's promotional testing.
- ii. There was discussion regarding the part-time employees who separated from the District, who will be invoiced for the cost of attending the Snohomish County Fire Training Academy. Chair Mills noted that the number of probationary part-time employees hired by other agencies reflects a quality process from the District's training department.

b. AC Osborne

- i. FF Steven Osborne and FF Brian Heike (Boeing Fire) have successfully been running the Explorer program.
- ii. There was discussion regarding the use and future of Station 40.

c. AC Frater

- i. He applauded Sam Drake and Kaitlyn DeOliveira for their independent work while he was on vacation

d. FM Hill

- i. He discussed the office of the fire marshal's goal to support operations, reduce the WSRB rating, and provide community risk reduction. After

crews identified a nuisance fire alarm system, he worked with the business owner on improving the system. He also thanked Alex Williams for her work on community risk reduction projects.

- ii. Cpt Aaron Hammer, Lt. Jason Leighty, and Eng. Jon Stewart are currently in the process of completing Fire Inspector 1.
- iii. Starting March 9th, the fire marshal will be integrated more into the City's inspection portal. He discussed reducing apprehension from business owners by having open communication and reducing bureaucracy.

e. Chief Waller

- i. He thanked Ralph Rohwer for providing updates on the capital projects; having him as an advisor has been extremely helpful and knowledgeable.
- ii. Chief Waller will be speaking at the upcoming Washington Fire Chiefs' Conference and Washington Fire Commissioners' Conference on strategic budgeting.

B. COMMISSIONER COMMENTS

- a. Commissioner Erickson discussed the lack of snowpack in Western Washington and is concerned about the wildfire season. He wants to ensure it remains at the forefront of preparations and that public education on defensible space is provided. AC Osborne noted that the Wildland Committee met last week and discussed preparations. and has talked to DJ Hill about public awareness. FM Hill noted that the legislative reduction of DNR fire engines in the area will cause the burden to be put on the fire departments. Executive staff is meeting with the Department of Natural Resources in anticipation of the season.
- b. The Board recognized that Karin Manns, chair of the Community Advisory Board was present. The Board thanked her for her efforts and work.

X. ADJOURN

At 1907 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
February 9th, 2026**

Minutes prepared and submitted by:



Shauna Harth, Executive Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, Board Chair

4/13/26

Date