

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE: Tuesday, February 11, 2025 1000 hours
LOCATION: Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT: **BRIAN MILLS**, Chair
CRAIG ERICKSON, Fire Commissioner

STAFF MEMBERS PRESENT: Don Waller, Fire Chief
Jason Hodkinson, AC Operations
Greg Osborne, AC Safety / Support
DJ Hill, Fire Marshal
Christine Heike, Records Specialist

I. ROLL CALL

Commissioner Mills called the meeting to order at 1001 hours. Chair Mills and Commissioner Erickson were present. Commissioner Merritt had an excused absence.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: The Chair requested that two items be added:

VIII. B. SCEMS ILA vote of support

VIII. C. Asbestos Study for Station 43

The Agenda was accepted as amended.

IV. APPROVE PREVIOUS MEETING MINUTES

Discussion: No discussion of the minutes from the 01/13/2025 and 02/03/2015 meetings.

Action: Chair Mills made a motion to accept the minutes for both meetings as presented, and it passed.

V. OPEN PUBLIC COMMENT

There were no comments from the public.

VI. INFORMATIONAL ITEMS

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

01/10/2025 for \$ 93,026.00

01/13/2025 for \$ 6,295.59

01/24/2025 for \$ 62,403.06

B. Payroll – January 2025 Payroll of \$1,084,805.36 was presented.

Discussion: There was some question about ordering Tech Rescue supplies from Amazon. Chief Hodgkinson responded that sometimes Amazon provides the cheapest price and fastest delivery for needed products. There was a question about the terms of the hot water heater rental, specifically are maintenance costs included in the annual fees? The question will be forwarded to Gary Jessop (head of maintenance) for answers. There was also a question about the purchase of i-pads. Current is the districts is to supply recruits with an i-pad during the academy and soon through their probation year. In addition SCFD4 stocks i-pads in the BC office for training, on a brush truck and on the tender as an MDC. I-pads may also be needed for inspections through the Fire Marshal office.

VII. DISCUSSION ITEMS

A. Williams Pipeline Grant Award

Discussion: Thank you and congratulations to BC Witherow, the recipient of a \$1,000.00 raffle grant through the Williams Pipeline Corporation. The funds will be put toward combustible gas detectors for district vehicles (BC car & rigs).

Action: Chair Mills made motion to authorize the transfer of \$800.00 from F70 to F75-6401 and \$200.00 to F70-3500 for supporting accessories and purchase of combustible gas detectors. Erickson seconded the motion and it passed.

B. Facility Bid Timeline Review

Discussion: Chief Waller reviewed the timeline for the upcoming facility bid for the new Station 41. (Timeline attached at end of minutes).

C. EMS Levy

Discussion: Chief Waller encouraged everyone to read the PDC (Public Disclosure Commission) document the district received to verify personnel are offering factual and consistent answers to questions from the public. He then reviewed several budget predictions based on scenarios where levies were and were not passed. In order to meet call volume and maintain staffing above our current 10 personnel per day figure, it is essential to return the permanent EMS levy to its \$0.50 per \$1,000.00 assessed value figure from the current \$0.36. A question was raised about the feasibility of incorporating a full time community medic program. More data is needed to judge the viability and timing of such a program, since we have started the Nurse Line. The monthly discussions with the Liz Lomis Public Affairs group will help assess how to best share this information with the community.

VIII. ACTION ITEMS:

A. Large Warrant - Lawhead Architects

Discussion: No discussion.

Action: Chair Mills made a motion to approve the \$87,881.50 large warrant to Lawhead Architects. Commissioner Erickson second the motion and it passed.

B. SCEMS ILA vote of support

Discussion: There was a short discussion of grammatical revisions to the ILA with {new} SCEMSA to clarify participation language.

Action: Chair Mills made a motion to authorize Chief Waller to sign the new ILA with SCEMS. Commissioner Erickson 2nd the motion and it passed.

C. Asbestos Study for Station 43

Discussion: Chair Mills questioned if the district should obtain asbestos reports from all the district stations. Chief Waller indicated the report is only needed when demolishing a station so that potential contractors know how to bid the new stations. Testing will not disrupt operations at the stations.

Action: Chair Mills made a motion to approve purchase authorization 2025.08 for up to \$5,000.00 for asbestos testing at station 43. Commissioner Erickson seconded the motion and it passed.

IX. COMMENTS:

A. Executive Staff

AC Hodkinson:

- Crews responded to 3 fire calls in 5 days.
- EMS /Fire Training collaboration with South County and SRFR continues on Tuesdays and Wednesdays at the RLB.
- Firefighters Islas, McCaughan, and Woofenden participated in ride-alongs with Ladder 9 in Seattle. TDA “train the trainers” is underway as part of the plan to have the department ready for the tiller’s arrival.
- New gas detectors and digital Knox Boxes have been purchased. The digital keys will allow SCFD4, SRFR and South County Fire access during mutual aid responses without liability issues. Moving forward, SCFD4 will work with citizens and businesses to transition from physical to digital keys with an incentive plan.

AC Osborne:

- SCFD4 Wildland crews responded to the California Palisades fires. We seamlessly staffed an engine and completed backfill for the positions. One of the Strike Team leaders made a point of commending our staff to Chief Osborne.

FM Hill:

- SCFD4 will be working to introduce the ACT First Aid & CPR class to our district. A stands for Antidote (Narcan), C for CPR and AED training, and T for Tourniquet. This class format was developed to target the most severe first aid needs that are time crucial. Lt. Leighty will attend a March “Train the Trainer” class sponsored by South County.
- We have about 50% of the needed emergency supplies for the station to operate independently during a major emergency. We will continue to budget for and build the stockpile.
- FM Hill has been meeting regularly with the city. The timeline for SCFD4 to become AHJ (Authority Having Jurisdiction) for the fire district has been moved up to January of 2026. FM Hill is researching software packages (Compliance Engine) for documenting building and fire inspections. The city council will need to pass permitting and ordinances in advance of this transition (July 2025) to instate FM Hill. He continues to research permit fees in surrounding fire districts

to make sure our charges are commensurate. There also appears to be no fire lane provision in the Snohomish municipal code, and that will need to be remedied. The timeline for him to handle all inspections is being built as we speak, and will ultimately depend on the volume of work load.

Chief Waller:

- The budget and bidding process for the new station have been a primary focus. As part of the infrastructure built into this bid and construction process, SCFD4 will need to update its electronic key card and security camera programs across all stations.

B. Commissioners

- The commissioners appreciate the feedback we receive from the community. They are aware that wall time at the hospitals continue to be an issue as the hospital is replacing flooring.


X. ADJOURN

At 1127 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
February 11, 2025**

Minutes prepared and submitted by:


Christine Montagne-Heike, *Records Specialist*


Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:


Brian Mills, *Board Chair*

3/10/25
Date