Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE:	Tuesday August 11th, 2026
LOCATION:	Headquarters Fire Station #41 – Conference 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 Shauna Harth, Executive Specialist

I. ROLL CALL

Vice Chair Erickson called the meeting to order at 1300. Chair Mills was present remotely via video conference.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Chief Waller requested additional topics for the agenda:

IX F. Geoengineering.

IX G. Skyline additional camera at Station 44.

Vice Chair Erickson requested an additional topic:

VII C. Recognition of employee(s)

The Board adjusted the Agenda.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the July 14th, 2026 Regular Board Meeting Minutes. Commissioner Flath moved to approve the minutes. Chair Mills seconded the motion. The motion passed.

V. OPEN PUBLIC COMMENT

No comments

VI. IAFF Local 2694

The IAFF Local 2694 Executive Board representative appreciated the ribbon-cutting ceremony, participation, and the District's involvement of the Local in the planning.

VII. RECOGNITION AND PROMOTIONS

A. FM Hill recognized Jason Leighty, Aaron Hammer, and Jon Stewart (not present) for earning their Fire Inspector I and II certification. He noted the importance of the role, and its significance to the life and fire safety of Snohomish. Chief Waller stated that these additional personnel assisting with inspections are vital for the Fire Marshal's program

and that the District has been working towards this. Vice Chair Erickson spoke of the varying routes the firefighter career can take, and this is one example of a career path.

B. Chief Waller announced the District's four new Full-Time hires, two of which came through the Part-Time program. The following took their oath of office and were presented with badges: Branden Harrington, Michael LeRoy, Tyler Rezapour, and Robert Heib.

C. Vice Chair Erickson recognized Alex Williams and all individuals for their planning and participation in the Station 41 Ribbon-Cutting Ceremony. Additionally, he proposed that the Board show their gratitude for the community's attendance by sending a thank you letter to the community. Vice Chair Erickson read a draft letter to the room and the Board agreed to have it submitted to the Tribune.

*** The Board held a recess from 1311hrs to 1319hrs for families to recognize those above****

VIII. INFORMATIONAL ITEMS

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

07/20/2026 for $ 17,548.41
07/24/2026 for $ 78,786.71
08/05/2026 for $ 213,165.40

There were questions regarding some of the AP items and AR with the City of Snohomish. There was discussion regarding the shared costs associated with Station 41 and 43 with the City in regard to easements, surveying, infrastructure, etc.

B. Payroll – July 2026 Payroll of $1,154,645.51 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.

Vice Chair Erickson stated all items were approved as submitted. (Section VIII A-C) except AP Batch 08/07/2026 #6149.

Chair Mills thanked Sam Cawood and Kaitlyn DeOliveira for onboarding all the new employees.

VIII. DISCUSSION ITEMS

A. RFP for Website, File System, etc

Discussion: The Board was provided with an updated draft of the RFP. Vice Chair Erickson highlighted the District's ongoing need to create and manage numerous records, as well as responsibilities related to file organization, records retention, and website development. This proposal aims to initiate a discovery phase involving a technical expert to develop an efficient process. Alex Williams noted that a records management system will reduce inconsistencies in the records flow path. This initiative is intended to simplify staff duties and serve as a reset to workflows, potentially through an internal AI tool. All products developed will be exclusively owned by the District. To ensure quality, a "human-in-the-loop' will oversee the AI process. The startup cost is estimated to be up to $80,000 with an annual expense of approximately $20,000. Chief Waller noted that the RFP process is a manner for industry experts to help identify and solve the problems at hand.

Chair Mills thanked FM Hill and Alex Williams for the work put into this project. They noted that the RFP is a no-cost item that could provide valuable information. Commissioner Erickson wants to make sure that a novice user can navigate the platform and that personal data is protected.

Action: Vice Chair Erickson moved to allow up to $90,000 for the RFP. Chair Mills amended the motion to not include the expense of $90,000 as the Board is not approving an expenditure. Vice Chair Erickson moved to approve the RFP as advised. Commissioner Flath seconded the motion. The motion passed.

B. Station 43- Project Advisor

Discussion: Chief Waller noted that Ralph Rohwer was hired as a Station 41 advisor and now recommends hiring him to assist in the Station 43 capital project. It is vital to have him as a liaison and consultant.

Action: Chair Mills moves to approve the recommendation and have the chief sign the subsequent documents. Vice Chair Erickson seconded the motion. The motion passed.

C. PUD Rebate

Discussion: The District submitted Station 41 for a PUD Rebate and was granted the rebate for building efficiency. The building meets the intent of the LEED standard, but will not be certified, as this complements the efforts. The District will consider this PUD program for future projects.

Action: No action taken/needed.

D. Cardiac Monitor

Discussion: The current monitors have been utilized throughout the District and MSO Broumley found a refurbished model to purchase for a backup unit. Staff took into consideration the replacement schedule prior to deciding how many units to request. The capital plan includes the replacement of the current units.

Action: Commissioner Flath moves to approve PA 2026.51. Vice Chair Erickson seconded the motion. The motion passed.

E. Facility Upgrade AAR Needs

Discussion: Chair Mills would like to review needs for future capital projects based on an after-action review of the Station 41 project. This would ensure that all stakeholders have input. Chief Waller advised that the architects will need input within the next 30 days as most of Station 43 permitting is complete and Station 42 has time for input.

Action: The Board will hold a Special Meeting to encompass this review prior to the September Regular Board meeting.

F. Station 43 GeoEngineers

Discussion: Station 43 needs a retention vault, and the soil engineers need to conduct tests to ensure this is done appropriately.

Action: Vice Chair Erickson moved to approve the proposal for $44,900 for GeoEngineering from F75 Capital Budget to Line 6201. Commissioner Flath seconded the motion. The motion passed.

G. Station 44 SkyLine Cameras

Discussion: This is a low-cost way to provide cameras at Station 44 to enhance security and address employees' concerns surrounding possible fuel siphoning from personal vehicles. Chair Mills asked if damage to an employee's car is done on district property is it covered under the District's insurance. Staff will seek an answer.

Action: Chair Mills moved to approve the expenditure of $3,000 for the Skyline proposal from F75 Capital Budget to Line 6202. Vice Chair Erickson seconded the motion. The motion passed.

IX. ACTION ITEMS

A. Change Order and Furnishings Budget

Discussion: Chief Waller presented the budget and totals that were updated from the packer. There was minimal discussion regarding the subject.

Action: Chair Mills moves to approve the budget as presented. Commissioner Erickson seconded the motion. The motion was passed.

B. Large Warrants

a. **LG 26.30**- GenCap ($204,001.32)
b. The Board discussed approving a large warrant for $80,770.21 that was originally documented in the Aug 7th 2026 AP batch Line 6149.

Discussion: There was minimal discussion regarding the topic.

Action: Vice Chair Erickson moved to approve LG 26.30 and a large warrant for Lawhead Architects for the amount of $80,770.21 as originally documented in the 08/05/2026 batch under AP line 6149. Commissioner Flath seconded the motion. The motion passed.

X. COMMENTS

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

a. AC Hodkinson

i. District held a pump academy for newer employees. He recognized Casey Rugg as the architect of this program and thanked everyone who makes these programs successful.
ii. The recruits are at the North Bend Washington State Fire Academy. 14 are at the fire academy near the end of October.

b. AC Osborne

i. The L&I FIIRE rep visited Station 41 yesterday and visited the recruits at RLB. She was impressed with the innovations, apparatus and station design and had one recommendation for the district regarding signage.
   - Commissioner Erickson thanked AC Osborne for his dedication to safety. He spoke about the small efforts that can be made to prevent workplace injuries.
ii. He recognized the following individuals

- Alex Williams for their work in public education.
- Steve Osborne for their involvement in the Kla Ha YA Days Kids Fair.
- Mason Tucker and Chelsea Diehl for their involvement in station safety.

iii. Kla Ha Ya Days is transitioning next year to be ran by the Lion's Club. The former leadership, Bill and Erin Webster, thanked the District for every parade they participated in.

iv. Granite Falls Fire introduced their ambulance which was inspired by Chief Waller's ambulance design as both incorporate connections with the community.

v. Chair Mills asked that excess bunker gear be surplused to smaller fire districts if appropriate, such as that in Joseph, Oregon.

c. FM Hill

i. The Balloon Glow in Snohomish was a large event that drew a larger crowd than was planned, and the Snohomish County Fire Marshal's office responded. The District is working with the Snohomish County Fire Marshal's office and event planners for the upcoming Block Party .

ii. The proposed Snohomish County code change has a great effect on emergency egress and FM Hill noted his concerns. There was discussion regarding the concern of access of first responders, evacuation abilities, and recent wildfires. Commissioner Flath proposed that the Board draft a letter to be reviewed by staff and submitted to the Sno-Isle County Commissioners regarding this concern.

d. Chief Waller

i. They recently attended a Line of Duty Death (LODD) staff experience as part of the National Fallen Firefighers Foundation Fellowship. They will be sharing what they learned with Staff in the upcoming weeks.

ii. Hydroseeding will occur along Pine Ave from 3rd St to 4th St where the infrastructure upgrades occurred.

B. COMMISSIONER COMMENTS

a. None

C. ADJOURN The meeting was adjourned at 1506

MINUTES OF *REGULAR FIRE COMMISSIONERS BOARD MEETING*, August 11th , 2026

Minutes prepared and submitted by:

Shauna Harth, *Executive Specialist*

Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:

Brian Mills, *Board Chair*

09/14/2026

Date