

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, April 14, 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
STAFF MEMBERS PRESENT:	Thad Frater, AC Finance Jason Hodgkinson, AC Operations Greg Osborne, AC Safety Don Waller, Fire Chief Christine Heike, Records Specialist Alex Williams, Records Specialist

I. ROLL CALL

Commissioner Mills called the meeting to order at 1701 hours. All members of the Board were present.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Agenda adopted with a committee report added before item VIII A.

IV. APPROVE PREVIOUS MEETING MINUTES

Discussion: No discussion.

Action: The minutes from the 03/10/2025 meeting were adopted as presented.

V. OPEN PUBLIC COMMENT No comments.

VI. EMPLOYEE INTRODUCTION

Administrative Specialist Alexandra (Alex) Williams was introduced to the commissioners. She gave a short biography to the group, and will be shadowing the Records Specialist position before taking over in June 2025.

VII. INFORMATIONAL ITEMS

A. Accounts Payable: The following AP Batches were presented:
03/12/2025 for \$ 495.00

03/17/2025 for \$ 6,788.29
03/21/2025 for \$ 108,275.73
04/04/2025 for \$ 127,303.77

B. Payroll – March 2025 Payroll of \$890,081.07 was presented.

Discussion: Chair Mills questioned the \$10,000 cost associated with a check engine light. Chief Osborne will research the details of the expense and report back next meeting. There was also a question about the \$34,000 payout for bunker gear. Chief Waller explained we are purchasing sets to develop a 5 year replacement cycle, which allows each set to be replaced every 10 years.

VII. DISCUSSION ITEMS

A⁰. COMMITTEE REPORT: Kenton Lucke and Neil Broumley spoke as representatives of the EMS Committee. The committee's mission is to ensure quality service delivery through training and equipment acquisition. Future equipment purchases could include video laryngoscopes, new pediatric kits and replacement of life pack units. Capt. Broumley is working with SRFR and South County Fire instructors to develop uniform protocols and procedures. The committee will also do research and make recommendations for the upcoming budget. Our training officers are presenting at the quarterly training as well as in district workshops, providing instruction to up to 800 medics from the three agencies covering AED calibration, OTEP (Ongoing Training Evaluation Program) requirements and other topics.

A. UNDERSPEND TRANSFER

Discussion: In April and October of each year when tax revenue is received, budgetary balances and disbursements are evaluated. This year there is an underspend balance of about \$1,000,000.00.

Action: Chair Mills made a **motion** to transfer \$500,000.00 from F70 to F75-378 (Capital Facilities), and then address the reserve again in October of this year. Commissioner Merritt **seconded** the motion, and it **passed** unanimously.

B. STRATEGIC PLAN REVIEW

1. **Capital Facility Budget & Capital Facility Plan**
2. **Strategic Budget 2025-2031**
3. **Strategic Plan 2021-2025**
4. **Operational Strategic Plan 2024 – 2034**

Discussion: There was discussion of the changes made to the different documents and how the costs associated with recommendations on the documents need to be incorporated into the upcoming Budget cycle proposal. A summary of the progress made on the Strategic Plan measures was requested to be shared at a future meeting for help in evaluating if and how to change the overall plan.

Action: Commissioner Erickson made a **motion** to accept the changes made to the *Capital Facility Budget & Capital Facility Plan*, the *Strategic Budget*, and the *Operational Strategic Plan*. The motion was **seconded** by Commissioner Merritt and **passed** unanimously.

C. DOCUMENT REVIEW PER POLICY 106

1. Mobilization ILA

Discussion: The *Governance Guide (Policy 106)*, previously passed by the Board, calls for systematic review of documents. There was discussion about the scope of application of this policy in light of the proposed HB1271 addressing pre-positioning in wildfire deployment. The amount of funding and criteria for access to the funding may change if/when the bill passes.

Action: Chair Mills made a **motion** to approve upholding and maintaining the signed ILA with WSP which runs through January 1st of 2029. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

D. NEW VEHICLE PURCHASE

Discussion: A new vehicle needs to be purchased as a return on investment to facilitate travel between FD4 and the repair shop in Monroe. This extra vehicle would also benefit travel required for inter-agency training coordination.

Action: Chair Mills made a **motion** to approve P.A. 2025.10_6402 to purchase and outfit a Chevy Colorado, at a cost of up to \$68,000.00. Commissioner Erickson **seconded** the motion and it **passed** unanimously.

E. PUBLIC ACCESS

Discussion: Attorney Snure has advised passing *Resolution 574*, adding *Policy 107* and updating *Policy 307* to ensure we can adequately and confidently respond to public records requests and meet the RCW as currently interpreted. The amendment to *Policy 307* changes specifically names office hours to “*posted office hours*” and adds an Appendix demonstrating how a records index would be unduly burdensome to maintain.

Action: Commissioner Erickson made a **motion** to *Pass Resolution 574 as written, add Policy 107 and update changes to Policy 307 as written*. Commissioner Merritt **seconded** the motion, and it **passed** unanimously.

F. SNO911 PROPOSED AMENDMENT ILA

Discussion: There was discussion about concerns remaining regarding the proposed ILA amendment, including the specific pay mechanism to be used to assess fees and the need for a simple versus super majority when making decisions. The commissioners would prefer to see an amended version of the ILA addressing their concerns before signing it.

Action: No action taken.

G. BCE PROPOSAL

Discussion: There is a quote from BCE, who designed systems for the new facility, to do some simple upgrades at current facilities to match. The chiefs do not feel the proposal is the best options= and will look to find much less expensive options for the same design needs.

Action: Commissioner Erickson made a **motion** to approve P.A. 2025.12_6201 up to \$12,650 for a design and cost estimate. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

H. COMMISSIONER SAFETY AWARD NOMINATIONS

Discussion: Commissioner Erickson feels strongly that safety should be a daily priority for the crews. To encourage this, he has proposed an annual Safety Award to

be recognized at the Awards Ceremony. There have been two nominations submitted in the packet. Commissioner Erickson would also like to propose that recipients of the award be allowed to attend vetted safety conferences to be able to share knowledge with the whole department.

Action: Commissioner Merritt made a **motion** to approve the two nominations presented and announce their award at the Awards Ceremony. Chair Mills **seconded** the motion and it **passed** unanimously.

VIII. ACTION ITEMS:

A. FACILITY BID AWARD

Discussion: The bid opening for the Pine Avenue project has been completed. Most bids were competitive, and there was 1 protest on the bid filed. The commissioners need to take action to keep the process moving forward. There was a brief description of the components of the bid (Main bid- infrastructure, new station 41, Alternative number 1- new station 43) and their status.

Action: Chair Mills made a **motion** to reject the Bayley bid protest, waive the minor irregularity in the GenCap Construction Corp bid, and award the contract to GenCap Construction Corp as the lowest responsible bidder, and authorize the Fire Chief to issue an intent to award the contract for construction as associated with PA 2025.12_6201, Fire Station 41 and related Work to GenCap Construction Corp. in the amount of \$25,020,000 including Alternate Number 1 and to sign needed and necessary contracts on behalf of the Fire District.

Chair Mills also made a **motion** to adopt the capital facilities budget, as presented, to authorize the Chief execute any warrants to finalize the current Permits with the City associated with the Station 41 building, Pine/Cypress site/infrastructure, and the Shoreline Permit, and the issuance of letters to Bayley and GenCap construction companies as presented.

All motions were **seconded** by Commissioner Merritt, and **passed** unanimously.

B. GOVERNANCE POLICY UPDATE

Discussion: When adopted in Quarter 2 of 2024, the Governance Policy (106) was designed to address the same purpose as Policy 123, with the goal of a review after one year to evaluate the continued usefulness of Policy 123.

Action: Mills made a **motion** to approve to approve revised Policies 106 and 121 as presented, and rescind Policy 123. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

C. LARGE WARRANT - Lawhead Architects (LG 25.03 \$76,205.10)

Discussion: No discussion.

Action: Chair Mills made a **motion** to approve a large warrant for Lawhead Architects LG 25.03 in the amount of \$76,205.10. Commissioner Merritt **seconded** the motion and it **passed** unanimously.

IX. COMMENTS:

A. Executive Staff

Chief Hodgkinson:

- + Three recruits are currently enrolled in the training academy. All are performing at or above standard levels, and recruit Soucy was awarded the Golden Key award.
- + Digital Knox Box key access has been installed on the rigs.
- + Four Gas detectors have been purchased and are ready to be calibrated. Sean Osborne will be tasked with testing the detectors every 30 days and recalibrating them every 90 days from the BC Office.
- + Combustible Gas detectors (self-calibrating) are in service as of today.
- + Four employees have achieved their Instructor I certification, and one has achieved their Instructor II certificate.
- + A few personnel attended the PNW Conference in Portland. The content was excellent, attendance to it will be provided for in the 2026 budget.
- + FF Stewart has been instrumental in arranging high quality drills for all the Tech Teams. An example is the high line drill across the Pilchuck River completed recently. The county donated a cache of equipment to FD4 that can be deployed in the rigs. Continued drilling is important to keep the Tech Teams operating at peak potential.
- + Inter-Agency Training continues with training officers meeting on Tuesdays and Wednesdays. The current venue of the RLB may be changed in May to South County which would free up the classroom for other training.
- + The crews have been largely injury free for the past month.

Chief Osborne:

- + A huge thank you to all associated with the recent Groundbreaking Ceremony. Feedback has been overwhelmingly positive on the event.
- + Crews are completing wildland crew training, and 19 red cards will be issued soon.
- + Community Event Season has begun. FF Tucker has stepped forward to help coordinate outreach on behalf of local 2694. There are many eager volunteers. AIM High School and the Boys & Girls Club are coordinating a career choices event. Interest in firefighting has been expressed. Chief Scherer and his crew will work to share pertinent information with them.

Chief Frater:

- + Admin staff has been working seamlessly while Chief has been on vacation.
- + An exit interview has been scheduled with the State Auditor's Office at 1400 on 4/25/25. Let Chief Frater know if you are interested in participating.

Chief Hill:

- + Lt. Leighty presented a CPR refresher course to the city.
- + The ACT (Antidote, CPR, Tourniquet) curriculum developed by Shaughan Maxwell of South County is receiving critical acclaim, and was presented to 45 Snohomish School District personnel recently.
- + Meetings continue with the City to implement the division of labor of Fire Marshal responsibilities.

Chief Waller:

+ There are currently no electronic Knox Boxes installed in the county. FM Hill is working with the HDSA (Historical District of Snohomish Association) to achieve grant funding and discounts to be able to advertise and entice citizens to make use of them. It costs about \$400 to convert a Knox Box, and there are between 3-400 boxes active in our fire district.

+ The majority of the Chief's time has been spent working on the bid process and Strategic Plan Review documents.

B. Commissioners

Erickson: Chief Osborne has been working with Commissioner Erickson to help establish a life jacket loaner program in SCFD4 similar to those offered by SRFR and South County Fire.

Mills: Chief Waller has been selected as the District 2 delegate to the new Snohomish County EMS governance board. Commissioner Mills is representing commissioners in the District 7 position.

X. ADJOURN

At 1620 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
April 14, 2025**

Minutes prepared and submitted by:


Christine Montagne-Heike, Records Specialist


Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:


Evan Merritt, Board Vice-Chair

4/14/25
Date