

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE:	Monday, August 11 th , 2025
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:	Don Waller, District Secretary/Fire Chief Jason Hodgkinson, Assistant Chief Greg Osborne, Assistant Chief Thad Frater, Assistant Chief DJ Hill, Fire Marshal Shauna Harth, Executive Specialist

I. ROLL CALL

Commissioner Erickson called the meeting to order at 17:00 hours. Chair Mills attended virtually.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: The agenda stands as presented

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the July 15th, 2025 Regular Board Meeting minutes.

V. OPEN PUBLIC COMMENT

A representative of Local IAFF 2694 recited the membership's stance on a possible merger between Snohomish Regional Fire and Rescue (SRFR) and Snohomish County Fire District #4 (FD4) in which Local 2694 is not in favor of a merger occurring, and reiterated that they want to be part of the discussion for future talks between the two agencies. .

VI. INFORMATIONAL ITEMS

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

07/18/2025 for \$	3,635.38
07/25/2025 for \$	72,345.21

B. Payroll – July 2025 Payroll of \$943,987.25 was presented.

Discussion: There were no questions or discussions concerning the above informational items. Commissioner Erickson approved AP and Payroll. Commissioner Erickson allowed for a public question regarding payroll and the federal updates to tax on overtime. AC Frater responded that directives have not yet been given to the District.

- C. Accounts Receivable (AR)-** A summary of the July invoices and payments from the City of Snohomish for the Civic Campus and Facility Improvements project was presented.
- D. EMS Levy-** Commissioner Erickson thanked the public for their support and voter turnout within the fire district. Chief Waller commented on the high percentage and thanked employees and local community members for their involvement and engagement. He was appreciative of community feedback. Commissioner Merritt and Chair Mills also praised the organization's effort and expressed that they are pleased with the outcome.
 - a. Chief Waller highlighted the District's dedicated staffing program, which began on August 1st and is a major accomplishment thanks to the Board. This was a successful initiative that the Board of Commissioners realized would benefit the community by providing additional resources. The IAFF Local 2694, who were present at the meeting, made positive comments, and no issues were reported regarding sleeping arrangements.
- E. Construction update –** Chief Waller provided an update on the construction of the 4th St property (Station 41). Currently, the project is 4-8 weeks ahead of schedule and staff has a good working relationship with the general contractor. There was a staff site visit today, in which Commissioner Merritt commented that he was excited for the project and enjoyed seeing the progress.
- F. Mobilization –** Staff spoke to the District's involvement in wildfire mobilizations this year in which the Wildland Team has been deployed to 12 different incidents. Varying District vehicles and personnel have been involved in these mobilizations, including: brush trucks, the tender truck, a medic apparatus and executive leadership. Chief Waller noted that this is an important program in which personnel gain wildfire training and Incident Command System (ICS) experience; this experience is so valuable for the local community due to the high wildfire risk in the region. This program is also essentially self-sufficient as the reimbursements from mobilizations fund the program.

VII. DISCUSSION ITEMS

A. Inspection Tracking Software

Discussion: FM Hill gave a short explanation of the discussion item . First Due's Inspection module would be utilized for pre-fire plans and inspections alongside The Compliance Engine (TCE) platform. Additionally, the platform has a public education tracking component in which data can be pulled to support future WSRB ratings. He spoke of the financial benefits and responsiveness of First Due representatives over other platforms. A clarifying question was posed by Chair Mills regarding the use of the platform across the county and the use of the inspection model. Additional questions were asked regarding the annual fees and clarifying the relationship between First Due and Brycer. Chief Waller also noted that the Authority Having Jurisdiction (AHJ) transfer for

the Fire Marshal's Office from the City of Snohomish is set for the City Council Meeting on October 7th. After that occurs, staff will clarify with the District's legal counsel whether the AHJ will be the District or more specifically, a named person (FM Hill).

Action: Commissioner Erickson moved to approve the Chief to sign the contract as presented and PA 2025.22 with a transfer of \$10,000 from F70 undesignated reserves to Line 4130 for fire marshal services. The motion was seconded by Commissioner Merritt. The motion passed.

VIII. ACTION ITEMS

A. Relocation Extension Request

Discussion: The Board clarified dates in the Commonstreet Consulting Recommendation letter.

Action: Commissioner Erickson moved to extend the claim filing period as recommended. Commissioner Merritt seconded the motion. The motion passed. Commissioner Merritt asked if the City of Snohomish assisted in paying for these costs and Chief Waller clarified that yes they do cover 57% of the cost for the relocation.

B. TDA Repairs

Discussion: A short discussion was had regarding the Tractor Drawn Aerial (TDA) repairs.

Action: Commissioner Erickson moved to approve the expenditures for \$40,000 and PA 2025.30. Commissioner Merritt seconded the motion. The motion passed unanimously.

C. Large Warrants

a. **LG 25.09-** Per Chief Waller this is split with City as seen in the previous AR section.

b. **LG 25.10-**

Chair Mills asked if the general contractor provided this level of detail in the initial bid. Chief Waller advised that the breakdown post bid provided the Schedule of Values in which the values were compared. Commissioner Erickson explained for the benefit of the public the level of detail in which the list provides for building the structure. Chair Mills commented that he is glad to see that there have been zero Change Orders. Commissioner Erickson moved to approve the large warrants. The motion was seconded by Commissioner Merritt. The motion passed unanimously.

IX. COMMENTS

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

Chief Frater

+ Summarized the recent retirement pay-outs as well as the bond ratings. Commissioner Erickson asked about the retirement applications from former volunteer firefighters in which staff did not have any identifiable record of.

Chief Hodkinson

+ There has been an increase in wildfire-type incidents regionally. There have been significant brush fires, and the weather conditions are concerning. Partnering agencies' AC and DC's coordinate throughout the region and move resources as necessary.
+ Debit hours will start reducing in future reports, and overtime will be increasing.

- + AC Hodkinson thanked all staff and personnel for their participation in local events, with special regard to the tech rescue team and Jon Stewart for putting together the demo trailer.
- + Three medics and six part-time firefighters were offered positions in the District. Two staff members will be teaching at the academy.
- + Response plans are being updated and fine-tuned with SNO911.
- + Four personnel have passed their probationary testing and were congratulated: SS. Osborne, C. Rugg, E. Westerinen and B. Welch.

Chief Osborne

- + AC Osborne highlighted the increase in the District's wildland deployment and community engagement under Chief Waller's guidance. He also thanked Lt. Jorve for his dedication and leadership on the Wildland Team.
- + Chaplain Geoff Andrist is going through further education for his master's degree, and in response, the other chaplains are covering his shifts.
- + Chaplain Mike Ussery has been assisting with a victim's family from another agency.
- + He has implemented a local life jacket loaner program with the assistance of several agencies. Commissioner Erickson spoke about the importance of the life jacket program. Chair Mills also thanked AC Osborne for his work on the project. .

Fire Marshal Hill

- + FM Hill will be focusing on community relationships and introducing the role of the office to the community.
- + Through social media he wants to focus on the incredible work of the crews. It is obvious that staff care about the profession and are deeply committed to the Snohomish community. He has been in contact with the crews and hearing about their direct issues (AFAs, arsons, etc.). He wants to provide resolutions and answers for the crews; he's committed to ensuring that line personnel see results from their work.
- + Efforts have been focused on collaborating with County Fire Marshal Seth Henderson about ordinances, arsons, and hydrant requirements. There have been discussions on the large events in Snohomish, creating IAPs, and ensuring permits by coordinating with SCSO.
- + The October 7th City Council meeting will be used to codify and approve the role of the FM Office.
- + The District is adopting the SRFR (Monroe and Lake Stevens) fee schedule.

Chief Waller

- + Chief Waller spoke about the in-depth bond rating process and noted that the analysts were impressed with the Commissioner's commitment to strategic planning.
- + The medical trust meeting is set for the end of the month. Commissioner Erickson is excited for the group and that it is a very collaborative effort across seven agencies.

X. ADJOURN

At 1812 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
August 11th, 2025**

Minutes prepared and submitted by:



Shauna Harth, *Executive Specialist*

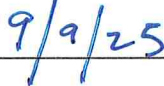


Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, *Board Chair*



Date