Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE:	Monday, October 12th, 2026
LOCATION:	Headquarters Fire Station #41 – Conference Room – Snohomish, WA

BOARD MEMBERS PRESENT:	**BRIAN MILLS,** Chair **RICHARD FLATH,** Fire Commissioner
STAFF MEMBERS PRESENT:	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Assistant Chief DJ Hill, Fire Marshal Greg Osborne, Assistant Chief Thad Frater, Assistant Chief Kaitlyn DeOliveira, Business Specialist

I. ROLL CALL

Chair Mills called the meeting to order at 1700, Commissioner Erickson was excused.

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 September 14th, 2026 Regular Board Meeting minutes. They were approved as presented.

V. OPEN PUBLIC COMMENT

No public comment.

VI. IAFF Local 2694

An IAFF Local 2694 Executive Board member expressed their appreciation to the Board for their willingness to work with them and shared that they enjoy working for the District.

VII. INFORMATIONAL ITEMS

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

09/18/2026 for $	244,056.86
09/22/2026 for $	8,194.59
09/28/2026 for $	12,217.34
10/02/2026 for $	104,828.40

There were questions regarding some of the AP items.

B. Payroll – September 2026 Payroll of $1,325,429.57 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.

There was a question regarding payments from the City of Snohomish. Chair Mills approved AP, Payroll, and AR as presented.

VIII. DISCUSSION ITEMS

A. **2027 Budget**
Discussion: A discussion was held regarding the proposed 2027 Budget. Chair Mills asked each Chief to provide an overview of the significant changes anticipated for the upcoming year within their respective departments and budget line items. Significant changes included technology, labor costs, utilities, and more. Additional questions and discussion took place regarding the proposed budget. Chair Mills thanked staff for their time, effort, and contributions in preparing the proposed budget and providing the supporting information.

B. **Fund Transfer**
Discussion: There was limited discussion regarding the request.

Action: Chair Mills moved to approve Fund Transfer of $350,000 from General Reserves for F-75-375 Capital Equipment. Commissioner Flath seconded the motion. The motion passed.

C. **Surplus – Resolution 590**
Discussion: There was a brief discussion about qualifying items.

Action: Commissioner Flath moved to approve and adopt Resolution 590. Chair Mills seconded the motion. The motion passed.

D. **Website/File System RFP**
Discussion: A discussion was held regarding the proposed Purchase Authorization 2026.60 and project scope and advancement of A2 Foundry. The discussion included the increasing volume of public records requests, records retention requirements, website needs, and the anticipated benefits of implementing a single-vendor solution.

Action: Chair Mills moved to approve Purchase Authorization 2026.60 in the amount of $90,000 for A2 Foundry and to have the Chief sign a contract as approved by legal counsel. Commissioner Flath seconded the motion. The motion passed. Fire Marshal Hill thanked the Board of Commissioners for their support.

IX. ACTION ITEMS

A. **Change Order Furnishing Budget**
Discussion: Chief Waller presented the updated budget. There was minimal discussion regarding the budget.

Action: Chair Mills moved to adopt and approve the budget as presented. Commissioner Flath seconded the motion. The motion was passed.

B. Large Warrants

a. **LG 26.32 - MES Service Company, LLC.** ($135,481.63)
b. **LG 26.33 – GenCap Construction Corp.** ($268,080.11)
c. **LG 26.34 – Snohomish County PUD** ($536,857.24)

Discussion: There was no discussion regarding the topic.

Action: Commissioner Flath moved to approve LG 26.32, LG 26.33, and LG 26.34 for a total of $940,418.98. Chair Mills seconded the motion. The motion passed.

X. COMMENTS

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

a. AC Hodkinson
- i. Thanked Captain Aaron Hammer and Lieutenant Nate McCaughan for their work on creating a new probationary manual.
- ii. Thanked MSO Neil Broumley and Firefighter Chelsea Diehl for their work preparing for post-academy EMS week.

b. AC Osborne
- i. Thanked Lieutenant Nate McCaughan and Firefighter Chelsea Diehl for all their work while on light duty assignments.

c. FM Hill
- i. Inspections have been increasing
- ii. Continued work on Website/File System RFP

d. AC Frater
- i. Returned from the 4th mobilization assignment of 2026. Thanked Chief Waller and Commissioners for their support.
- ii. The FEMA grant funds from the 2025 flood event have been deposited into the District's account.

e. Chief Waller
- i. Overall, working on focusing time on bigger picture items and getting back into a smooth rhythm.

B. COMMISSIONER COMMENTS

a. Commissioner Flath spoke about drones, drone operators, and stop-off locations. Chief Waller noted that although the District has adequate roof space, the drones have limited range and are costly.
b. Chair Mills spoke about being part of the interview process for the next SNOCO EMS Executive Director. Applications have been narrowed to 6, and interviews will be held next week.

XI. ADJOURN The meeting was adjourned at 18:49

MINUTES OF *REGULAR FIRE COMMISSIONERS BOARD MEETING*, October 12th, 2026

Minutes prepared and submitted by:

Kaitlyn DeOliveira, *Business Specialist*

Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:

Brian Mills, *Board Chair*

Nov 9, 2026

Date