

Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, December 8th, 2025
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT:	BRIAN MILLS , Chair EVAN MERRITT , Fire Commissioner CRAIG ERICKSON , Fire Commissioner
STAFF MEMBERS PRESENT:	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Assistant Chief Greg Osborne, Assistant Chief Thad Frater, Assistant Chief Shauna Harth, Executive Specialist

I. ROLL CALL

Chair Mills called the meeting to order at 1700.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Chair Mills motioned to move the Executive Session to the end of the meeting. All Commissioners were in favor, and the motion passed. Chair Mills added the large warrants to the agenda; they were already included in the packet.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the October 10th, 2025 Regular Board Meeting minutes. They were approved as presented.

V. OPEN PUBLIC COMMENT

No public comment.

VI. INFORMATIONAL ITEMS

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

11/12/2025 for \$ 114,707.98

11/19/2025 for \$ 17,646.78

11/25/2025 for \$ 132,156.90

There were some questions regarding specific purchases.

B. Payroll – November 2025 Payroll of \$1,096,967.51 was presented.

C. Accounts Receivable (AR)- A summary of the invoices and payments from the previous three months from the City of Snohomish for the Civic Campus and Facility Improvements project was presented.

All items were approved as submitted. (Section VI A-C)

VII. DISCUSSION ITEMS

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A. Station 42 SEPA Proposal

There was a discussion regarding having a consulting team conduct the SEPA report. Commissioner Erickson moved to approve PA 2025.51, for up to \$9,000 for a SEPA report at the property. Commissioner Merrit seconded the motion. The motion passed.

B. Station 42 Septic Feasibility

There was a discussion regarding the septic feasibility and the need for guidance in this matter. Chair Mills moved to approve PA 2025.52 for up to \$2,500. Commissioner Merritt seconded the motion. The motion passed.

C. Kitchen Table Purchase

AC Hodkinson discussed the proposal for the kitchen table project. He is recommending that the District buy the tabletop and then customize the finish work while assembling the base. He hopes this can be a collaborative effort for personnel. There were questions regarding the line item and the quotes. Chair Mills moved to approve PA 2025.48 for up to \$9,000. Commissioner Erickson seconded the motion. The motion passed.

D. Low-Voltage Equipment

AC Hodkinson discussed the low-voltage equipment necessary for security, technology, etc, for the new Station 41 build. There was a discussion regarding technological advancements and planning for the future. He did discuss the eventual need to replace the server in the upcoming years, which is necessary for operations. Chair Mills moved to approve PA 2025.47 for \$15,500 for multiple vendors. Commissioner Erickson seconded the motion. The motion passed.

E. Tulalip Bay Fire Fleet ILA

There was discussion regarding the current maintenance shop that the District utilizes. Staff was approached by Tulalip Bay Fire Department to have District apparatus serviced by their maintenance shop. Tulalip Bay has been working on various agencies' vehicles with an experienced mechanic on staff and maintains accurate vehicle records.

Chief Waller is also continuing to discuss a shared maintenance shop with the Snohomish School District.

There was a question posed by Commissioner-elect Flath from the audience regarding the current ILA with Snohomish Regional Fire and Rescue.

Chair Mills moved to direct the fire chief to sign the Tulalip Bay ILA. Commissioner Merritt seconded the motion. The motion passed.

F. City of Snohomish ILA

The City of Snohomish has recently passed this ILA. There was a discussion regarding the timeline of the Fire Marshal transition. It was noted that the City of Snohomish will perform hydrant tests and upgrade the Storz adapters. The District will then take on additional roles for hydrant testing. Commissioner Erickson moved to adopt the ILA as written. Commissioner Merritt seconded the motion. Chair Mills clarified that this motion is for an amendment. The motion passed.

VIII. ACTION ITEMS

A. Meeting Resolution and Calendar

Discussion: Chair Mills discussed Commissioner-Elect Flath's schedule. The suggestion from Chair Mills is to leave Resolution 573 intact and to handle schedule issues at a later date.

Action: No action.

B. Budget Surplus

Discussion: This surplus needs to be moved due to the mobilization's impact on overtime expenses; this is a follow-up from the previous surplus. There was a discussion regarding the revenue from mobilizations and how the associated costs are incurred.

Action: Chair Mills moved to approve the transfer of \$300,000 from the general reserves into F70-1201. Commissioner Merritt seconded the motion. The motion passed. Chief Waller clarified that this is part of the \$525,000 moved from general reserves to budget lines this budget year. The District has received \$607,000 in revenue for mobilizations.

C. Large Warrants

- a. **LG 25.20**-GenCap Construction Corp (\$1,824,385.90)
- b. **LG 25.21**-GenCap Construction Corp (\$266,467.94)
- c. **LG 25.22**-GenCap Construction Corp (\$482,572.50)

Discussion: No discussion.

Action: Per Chair Mills the Board approved Large Warrants 25.20, 25.21, and 25.22 unanimously.

This section continues after Section IX.

IX. COMMENTS

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

Chief Hodkinson

Discussed annual training, evaluations, and the NERIS transition. The apparatus committee will be seeing the new medic builds next week. Training divisions are evaluating a new software program for a training and staffing software platform, which may be brought to the Board at a future date. He was thankful for the staff who had contributed to various projects. Chair Mills asked about neighboring agencies' use of RMS/training platforms.

BC Witherow and Hodkinson went and visited the BP spill site. They met with the safety office and exchanged contact information; there will be crews on site for some time. AC Hodkinson spoke about Chief Waller proactively reaching out to DEM about the notification process.

Chief Osborne

AC Osborne thanked Shauna Harth for her work on the NERIS project. Maintenance and the Chaplains have been preparing for the move to Facility 40. Discussed the L&I FIIRE end-of-year reporting and future safety initiatives. Thanked Jon Stewart for teaching at the Explorer Program. Explorers and FD4 will be present at the Snohomish Solstice event.

Chief Waller

GCCM was approved via the state board last week. Chief Waller has met recently with Mayor-Elect Hoffman.

Conversations are ongoing with the School District, SCF, FD4, and possibly Tulalip Bay, as all parties are possibly interested in investing in a central maintenance facility. There was a discussion of the Station 41 construction timeline and the possibility of the schedule being moved up with the project running well as this point.

Chief Frater

The District received a GEMT payment. He spoke of the current SAO audit that the District is undergoing.

B. COMMISSIONER COMMENTS

Chair Mills has an upcoming meeting for the Snohomish County EMS program for the transition from the previous program. Chair Mills also discussed the North Region leadership changes.

Chair Mills would like to thank Commissioner Merritt for his service, effort and dedication over the last 6 years. Commissioner Erickson echoed the sentiment and said it is important that the citizens actively participate in the community. In addition, he noted Commissioner-Elect Flath's involvement in the community by returning to the Board. Commissioner Merritt noted that it has been a pleasure to serve and witness the change that has happened in the District.

VIII. Continued

D. Executive Session

The Board went into an executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee.

The executive session started at 1824 hours, and the meeting was extended for 15 additional minutes at 1834 hours. The public meeting resumed at 1849, and the meeting ended at 1849.

X. ADJOURN

At 1849 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
December 8th, 2025**

Minutes prepared and submitted by:



Shauna Harth, Executive Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, Board Chair

1/12/26

Date