

Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, April 13th, 2026
LOCATION:	Headquarters Fire Station #43 – Harvey 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 Thad Frater, Assistant Chief Shauna Harth, Executive Specialist

I. ROLL CALL

Chair Mills called the meeting to order at 1701hrs.

II. FLAG SALUTE There was discussion of the flag pole placement

III. ADOPT/ADJUST AGENDA

Discussion: Chair Mills noted that the executive session will start at 5:20pm, which may not reflect the order provided in the agenda.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the March 9th, 2026 Regular Board Meeting Minutes. Those were approved via acclamation.

V. OPEN PUBLIC COMMENT

No comments from the public.

VI. INFORMATIONAL ITEMS

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

03/06/2026 for \$	5,073.48
03/13/2026 for \$	9,670.77
03/20/2026 for \$	106,686.80
03/31/2026 for \$	67,919.41

There were questions regarding some of the AP items.

B. Payroll – March 2026 Payroll of \$1,095,598.19 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.

Chair Mills stated all items were approved as submitted. (Section VI A-C)

VIII. FIRST READ ITEMS

A. RLB Locution

Discussion: There was discussion regarding the benefits of having locution at the RLB training facility for first responders' awareness. Staff intends to only have audible alerting when crews are on site. Staff has offered access to the locution technology to partnering agencies that utilize the space.

Action: Chair Mills moved to approve PA 2026.24 for \$55,000 as written. Commissioner Erickson seconded the motion. The motion passed.

B. Station 41 Close-Out

Discussion: The proposed scope would be an extension of the capital project's advisor to include assisting with move-in and the close-out process for Station 41. Chair Mills stated that it would be beneficial to have him continue to assist Staff throughout the process.

Action: Commissioner Erickson moved to approve PA 2026.25 for \$7,000 as written. Commissioner Flath seconded the motion. The motion passed.

- C.** After legal counsel was on the phone, Chair Mills announced that the Board would enter into an executive session. At 5:20pm, he stated that the Board will into executive session pursuant to RCW 42.30.110(1)(i) to discuss with District legal counsel litigation that the agency has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a part and litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. The executive session will be for 30 minutes. Ending at 5:50pm. All staff returned to the public meeting space at 5:45 and legal counsel ended the phone call at 5:46 pm. The executive session ended at 5:50pm and the Regular Board Meeting was reconvened.

D. Annual Report

Discussion: The Board will forward comments and revisions to Staff. Staff intends to have the final draft available for the Board at the next regular meeting.

E. New Engines

Discussion: The board noted that it was good foresight to start ordering engines early to get ahead of the expected build time. There was discussion regarding large dealers using proprietary software, the committee's manufacturer selection and technical specifications. With some caveats built in to the pricing, the quote for the engines is locked in. Staff may approach the board eventually if more equipment is needed for reserve units.

Chair Mills thanked BC Witherow for his work on the engine committee. BC Witherow noted that Doug Higbee, Nathan McCaughn, and Jose Islas put a lot of work into the project. on building an engine that will work best for the District. Chief Waller

recognized the work and detail that BC Witherow put into the project, and he was functioning at an executive chief level.

Action: Chair Mills moved to approve PA 2026.26 for \$2.7 million dollars. Commissioner Erickson seconded the motion. The motion passed.

F. Investigation ILA

Discussion: There was discussion regarding the presented ILA. The ILA would not change operations but would have the District directly managing and covering the cost for investigations.

Action: Chair Mills moved to direct the chief to sign the agreement. Commissioner Flath seconded the motion. The motion passed.

G. Retirement Information

Discussion: Employees are the District's number one asset and the Board wants to support them as they approach retirement. The pamphlet will be helpful to staff along with providing education on the matter.

Staff and the Board discussed the presented Salary Saving Plan (SSP) program. The SSP program is reflective of what other departments offer, since this is a new program Staff asks that the benefit be limited to three people. This would also be a timely issue in order to backfill with the next academy. Staff will be able to meet with the Local and know quickly whether this will be a viable option by the June meeting. If the Local does not see the benefit and does not want it then it will not be an option for any bargaining unit employee.

Action: Chair Mills moved to adopt Resolution 585 and associated documents. Commissioner Flath seconded the motion. The motion passed.

H. Station 44 Evaluation

Discussion: The structure, layout for intended use, and code requirements will be reviewed at Station 44 via this contract. This allows the District to make a more educated plan for the facility long-term.

Action: Chair Mills moved to approve PA 2026.27 for \$50,000. The board passed the recommendation by acclamation.

I. School District ILA

Discussion: The District currently pays the County to use the School District's fiber connection and this ILA will allow the District to use it free. This is beneficial for each agency. There was discussion regarding this.

Action: Commissioner Erickson moved to direct the Chief to sign the ILA as presented. Chair Mills seconded the motion. The motion passed.

J. Treadmill Replacement

Discussion: There was minimal discussion regarding the need for a replacement treadmill.

Action: Chair Mills moved to pass PA 2026.23 for \$4,424.46 and the transfer of \$2000 from General Reserves F70 to line item 3504 for the additional cost of the treadmill. Commissioner Erickson seconded the motion. The motion passed.

IX. SECOND READ ITEMS

A. Large Warrants

- a. **LG 26.14-** Lawhead Architect (\$56,928.91)
- b. **LG 26.15-** Skyline (\$100,468.56)
- c. **LG 26.16-** Skyline (\$107,649.57)
- d. **LG 26.17-** GenCap Corp (\$120,452.91)
- e. **LG 26.18-** GenCap Corp (\$1,088,032.50)

Discussion:

Action: Chair Mills moved to approve large warrants (26.14, 26.15, 26.16, 26.17, 26.18). Commissioner Erickson seconded the motion. The motion passed.

B. Strategic Document Review

Discussion: The Board reviews these documents in the Spring of each year and then the annual budget in the fall. This allows Staff and the Board to review the priorities so that projects can be funded now and into the future. Chief Waller recommends the Board to adopt the documents when they are ready. The Board would like to review the documents further and place it on the next meeting's agenda.

Action: None

C. SAO Report

Discussion: There were some minor recommendations from the auditor, as is generally always the case with audits. The State Auditor's Office requires the District to track finances in a particular matter yet they audit to a different standard. The District does pay for these audits. Chair Mills stated AC Frater does an excellent job with these audits.

Action: None

D. Change Order and Furnishings

Discussion: Furnishings are listed on the left, on the right are change orders are items that were planned initially but were adjusted to have the contractor handle them. Most items were worked out with the contractor in regard to negotiating fees and the balance of work. There were questions and discussion regarding specific lines.

Action: Chair Mills moved to approve the change orders and furnishing budgets from the provided corrected copy. The Board passed the motion.

E. RLB Agreement

Discussion: Per Policy 106 the Board reviews the District's contracts on a regular basis. There was discussion regarding the presented ILA and the current implications of the agreement. There was discussion regarding the current working environment in regards to training and academy efforts with neighboring agencies. It has been difficult for staff to schedule and share the training space at the RLB. The District wants to

prioritize District training and there is concern that this agreement is not aligning with that. Commissioner Erickson wants to be as transparent as possible, so any potential changes do not limit the relationship with partnering agencies. Chief Waller agrees, they are still welcome to book the facility, the District just needs to prioritize training of its personnel

Action: Chair Mills asked that Staff put together a summary of how collaborative efforts have changed with partnering agencies. This will be rediscussed at a later time.

X. COMMENTS

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

a. AC Hodkinson

b. AC Osborne

- i. Discussed the DEF diesel engines that they are looking into regen work arounds. Commissioner Erickson noted that crews need to know that DEF in the engine could be detrimental. Kudos to BC Witherow and Gary Jessop for getting the units in service.

c. Chief Waller

- i. There were some updates given regarding mediation and negotiations.


XI. COMMISSIONER COMMENTS

None


The meeting was adjourned at 19:44

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
April 13th, 2026**

Minutes prepared and submitted by:

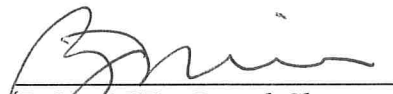


Shauna Harth, *Executive Specialist*



Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, *Board Chair*
5/11/26

Date