

Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, March 9th, 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 DJ Hill, Fire Marshal Shauna Harth, Executive Specialist

I. ROLL CALL

Chair Mills called the meeting to order at 1701 hrs.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Commissioner Flath added the topic of late-comer fees to the agenda as Section IV(b).

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the February 9th, 2026 Regular Board Meeting Minutes. Commissioner Flath asked that the February 23rd, 2026 Special Meeting Minutes be edited for clarity to state that the board entered into a second executive session after lunch. Commissioner Flath moves to approve the Regular Board Meeting Minutes and approve the Special Board Meeting Minutes after the edits. Commissioner Erickson seconded the motion. The motion passed.

V. OPEN PUBLIC COMMENT

No comments from the public.

VI. AWARDS

Otis Wolf and Chris Cote of the Veterans of Foreign Wars Post 921 presented service awards for members of the department. Engineer Jon Stewart was presented with Firefighter of the Year and Firefighter Paramedic Chelsea Ruggiero-Diehl for EMS Provider of the Year.

VII. INFORMATIONAL ITEMS

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

02/19/2026 for \$ 8,494.54
02/20/2026 for \$ 156,446.07
03/06/2026 for \$ 51,427.19

There were questions regarding some of the AP items.

- B. Payroll** – February 2026 Payroll of \$983,231.61 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 VII A-C)

VIII. FIRST READ ITEMS

A. Community Advisory Board (CAB) Updates

Discussion: Karin Manns and Russ Urnss presented the CAB Annual Report on behalf of the CAB. This incorporated an introduction of members, the mission and objectives of the group. Member Gail Arnold spoke about learning of the firefighter lifestyle through her station tours and Member Russ Urness addressed the importance of the District's quick response to the rural portions of the District. Commissioner Erickson invited the CAB to a Sportsman's meeting where they will be learning the ACT+ class next week. FM Hill spoke of the importance of the group's perspective in enhancing the District's operational effectiveness.

B. Locker Policy

Discussion: Commissioner Flath asked for clarification on the personnel and fire stations affected by the policy. Chief Waller provided clarification.

Action: Commissioner Erickson moved to adopt policy #701 as written. Chair Mills seconded the motion. The motion passed.

C. Fund Transfer

Discussion: There was discussion regarding the fund transfer and the County treasurer's processes.

Action: By acclamation, the Board authorized the transfer of \$1,725,000 from F70-General Reserves to F75-375 (400).

D. Bond Payment Transfer

Discussion: There was discussion regarding the bi-annual transfer of bond payments to meet requirements set forth by the BARS Manual.

Action: By acclamation, the Board authorized the movement of the Bond payment amount twice annually by the Finance Chief, from F75 to F71, to meet requirements set forth in the Budgeting, Bond Payment Schedule, and Accounting and Reporting System (BARS) manual.

E. Wetlands Study

Discussion: This is an addendum to have a wetland mitigation plan prepared for the Station 42 Capital Project.

Action: By acclamation, the Board approved PA 2026.18 for \$15,000 as presented, and directed the Chief to sign the proposal and any additional documents for this project.

F. GCCM Bid Acceptance

Discussion: The District utilized a state-approved GCCM bid process for the Station 42 capital project. This process allows the architect, customer, and GC work together to complete the design process prior to construction. There was discussion regarding the cost-savings associated with the process and that the initial project cost is coming in under expectations and ahead of schedule.

Action: By acclamation, the Board accepts GenCap’s proposal/bid for the GCCM- Station 42 (Three Lakes) project, and approves the associated PA 2026.12, as presented, and advised the Chief to execute all needed contracts and agreements.

IX. SECOND READ ITEMS

A. Large Warrants

- a. LG 26.11- Lawhead Architect (\$58,496.51)
- b. LG 26.12- GenCap Corp (\$159,508.54)
- c. LG 26.13- GenCap Corp (\$872,623.93)

Discussion: Per Chief Waller the City of Snohomish will be billed for their portion.

Action: By acclamation, the Board approved large warrants (26.11, 26.12, and 26.13).

B. Late Comer’s Fee

Discussion: Commissioner Flath was given information on Late Comer’s Fee for the Pilchuck Area by the City of Snohomish. Chair Mills advised that the former board had investigated this process and discovered that the application process is difficult, with minimal payback, and the chances that construction will occur in that area are small. Chief Waller did have a real estate attorney research this for months, and the process is tedious.

X. COMMENTS

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

a. AC Hodkinson

- i. The dedicated engine was outfitted with the medical vault to make it ALS capable.
- ii. If the final inspection of the medic units goes well, then the staff will pick them up this week.
- iii. There was discussion regarding the use of new training platforms and the timing of moving to Station 41.

b. AC Osborne

- i. There was discussion of the items being surplus.
- ii. Wildland pack tests will be occurring with BC Shawn Osborne and Lt Chris Jorve leading the training.

c. FM Hill

- i. Evergreen Hospital (EGH) has purchased the Bartells property and will be creating an urgent care facility there. Executive staff are meeting with staff there to collaborate and share initiatives.
- ii. Lt Dave Lacy changed out 44 Knoxboxes successfully to the e-core version.
- iii. Last week, there was an agreement made with the school district to bring ACT+ into the high school and junior high schools.

- iv. LT Leighty, Cpt Hammer, and Lt Stewart underwent the Fire Inspector 1 training, passed the exam, and the District now has four inspectors.
- v. BC Zehe monitored and took over pre-fires while DJ was out on leave. Staff is thankful for his experience and dedication to the project. Chief Waller addressed the idea that these goals are not driven by WSRB; they are operational needs, but they carry a WSRB weight.

d. Chief Waller

- i. He spoke with EGH about the urgent care being brought to the city and he pitched the idea that it could be a transport destination which could reduce transport time. This would be beneficial for residents while reducing transports to the emergency room.
- ii. Chair Mills asked how long an academy member can pay back the fire academy fees if they choose to leave the District. Staff advised that they have one year to pay back the tuition, and Chair Mills directed staff to determine if there are any legal requirements under which the District should be charging interest for late payments.

XI. COMMISSIONER COMMENTS

- e. Commissioner Erickson attended a presentation by Kelly Snyder from Snohomish County Public Works, who spoke at the SnoIsle Commissioner Meeting. That department is going through a financial crunch and is asking for an increase in collection from taxes while looking at other funding sources (vehicle licensing tabs, grants, etc). He has a copy of the presentation if anyone wants to see it.
- f. Commissioner Erickson attended the SnoIsle Commissioner Meeting in which there was discussion of HVAC maintenance costs and the use of drones in the fire service. South County Fire is looking at utilizing drones for whole blood delivery. FD4 currently utilizes drones if needed via mutual aid.
- g. Commissioner Flath asked about the GHOST unit on PulsePoint/CAD dispatch. The Ghost unit is generally used for dispatch to mark calls for service designated at nurse-line calls.
- h. South County Fire is ordering a new hazmat unit and it will be displayed at FDIC this year. Commissioner Erickson asked that any FD4 attendees go see it.
- i. Chair Mills asked Chief Waller to look into initiatives and programs that would benefit the more senior members of the organization. He read about legislation in WA that would reduce firefighter retirement benefits. He wants to make sure newer members as well as veteran staff are supported with resources.


XII. At 1902 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
March 9th, 2026**

Minutes prepared and submitted by:

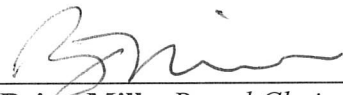


Shauna Harth, Executive Specialist



Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, *Board Chair*

4/13/26

Date