

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING BOARD OF FIRE COMMISSIONERS

DATE:	Monday, May 12, 2025 1700 hours
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT:	BRIAN MILLS , Chair (virtual) CRAIG ERICKSON , Fire Commissioner EVAN MERRITT , Fire Commissioner
ADMINISTRATIVE STAFF:	DJ Hill, Fire Marshal Don Waller, Fire Chief Thad Frater, AC Finance Jason Hodkinson, AC Operations Christine Heike, Records Specialist

I. ROLL CALL

Commissioner Merritt called the meeting to order at 1700 hours. All members of the Board were present. (Vice Chair Merritt led the meeting)

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: The agenda was adopted as presented.

IV. APPROVE PREVIOUS MEETING MINUTES

Discussion: No discussion.

Action: The minutes of the 4/14/2025 meeting were adopted as presented.

V. OPEN PUBLIC COMMENT

Resident Flath asked for update report on the \$10,000 check light expenditure from the last meeting. Chief Osborne discovered that check light reflected that the EGR cooler and one other sensor needed to be replaced, and that accounted for the cost.

VI. INFORMATIONAL ITEMS

- a. **Accounts Payable:** The following AP Batches were presented:
- 04/17/2025 for \$ 19,088.59
 - 04/18/2025 for \$ 99,495.66
 - 05/02/2025 for \$ 40,614.95

- b. **Payroll** – April 2025 Payroll of \$ 847,413.89 was presented.

Discussion: Commissioner Erickson questioned the *American Canoe Association* membership reported in the packet. Two of our personnel registered for a Water Rescue course, and a subscription to that organization was a requirement for registration. Chair Mills asked about a handwritten note in the AP batch. This note was a remark by a business specialist and is exactly the kind of checks and balances notation that the state auditor is looking to prove that the District is reviewing our financials.

- c. **Awards Banquet:** June 21, 2025 at 1600 hours, American Legion Park - Please respond as soon as possible to help the staff plan for the event.
- d. **Recruit Graduation:** May 15, 2025 – very limited seating. All the local high school venues were full, so the event will take place the PUD auditorium in Everett. Each fire district is allotted just 5 seats. The event will be recorded and posted to YouTube on 5/16/25 for wider viewing.
- e. **BC Scherer Retirement:** May 12, 2025 at 0945, flagpole at Station 43. The event was well attended and the Board is very appreciative of the 37 years of service provided by BC Scherer.

VII. DISCUSSION ITEMS

- a. **Executive Session** – *The Board will be going into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of an employee. The executive session will be for 20 minutes.*

The Board entered Executive Session at 1707, anticipated return at 1727. The Board exited Executive Session at 1725 and entered back into regular session. No action taken by the Board.

- b. **Policies 105 and 604**

Discussion: Policy 105 (Retirement) and 604 (Wellness Center) updating wording to reflect current practice and the waiver for 604 was crafted by attorney Snure.

Action: Commissioner made a **motion** to adopt the policies as presented. Commissioner Merritt **seconded** the motion, and it **passed**.

- c. **Facility Update:**

Discussion: There has been a theft of ~24 fence panels from the Pine Ave. site (~\$3100.00). A police report has been filed. Snure approved GenCaps Certificate of Insurance and Performance/Payment Bond. The District issued a limited notice to proceed (NTP) for mobilization. A kickoff meeting is scheduled for 5/15, where another NTP for the infrastructure in the City Right of Way (ROW) will be issued. A scheduling meeting for the ROW work will be held on 5/19.

- d. **Surplus Property (Transfer)**

Discussion: The next step in the property ownership resolution between the district and the city includes transfer of deeds according to the agreed upon ILA. The city will transfer its 50% stake in the western portion of the Avenue D property, Station 43 and Station 41 to the district. In return the district will transfer its 50% stake in the Ferguson property, the eastern portion of the Avenue D property and the Training

Annex to the city. In addition, the city will transfer its easement along the western edge of the Avenue D property to the district in exchange for the eastern easement near the parking on the upper level.

Action: Commissioner Erickson made a **motion** to adopt Resolution 576 declaring surplus property and authorizing Chief Waller to execute the deeds and all other documents, including but not limited to easements and leases, necessary to transfer property in accordance with the terms of the resolution and the ILA referenced in the resolution. Commissioner Merritt **seconded** the motion and it **passed**.

e. Records Officer Update (draft, legal review, June meeting)

Discussion: The district is required to assign an individual to act as a Public Records Officer. Resolution 575 states that the Administrative Specialist shall function as the Records Officer with duties as described in the Administrative Specialist job description.

Action: Commissioner Erickson made a **motion** to approve the job description as presented. The motion **passed**.

f. Provisional Ballot for EMS Levy Lid Lift (November)

Discussion: At the March meeting, the board was asked to consider a provisional ballot measure in case the EMS levy does not pass. Consensus among the commissioners is to wait and see if the levy passes in August. If it does not pass, it will be prudent to gather input from fire district residents as to why it was rejected before resubmitting it. No action taken

g. Financial Update

Discussion: Certain financial reports need to be available for the bond rater. The *Budget to Actual* report shows current spending compared to projected spending. The *Treasurer's Report* shows the relationship between fund balances and payments. Both reports will be submitted quarterly to the commissioners and to meet financial and governance policies. No action taken

h. Mutual Aid ILA – Policy 106 review

Discussion: This is the board's second viewing of the proposed ILA. No questions and no action taken.

i. SAO Audit

Discussion: The 2023 audit was clean, and there was much positive feedback from the state. There are a few minor recommendations under review, but no actual negative findings. No questions, no action taken.

j. Large Warrants: Lawhead (25.04, \$77,454.10) Medical Necessities (25.05, \$70,249.45)

Discussion: Large warrants for the architect and power cot / load systems for the new ambulances were submitted.

Action: Commissioner Erickson made a **motion** to approve the large warrants 25.04 and .05 as presented. It was **seconded** by Chair Mills, and **passed**.

VIII. ACTION ITEMS:

a. ILA – Sno911

Discussion: Changes since initial review of the proposed ILA are sufficient to convince the board of the direction and intent of the process.

Action: Commissioner Erickson made a **motion** to authorize Chief Waller to sign the ILA as it currently stands. Commissioner Merritt **seconded** the motion and it **passed**.

b. SRFR Proposal

Discussion: Chair Mills requested an additional item be added to the agenda at this point. The Fire Chief at SRFR is retiring, and in the spirit of aligned interests and cooperative ventures, the board would like to propose an interim or contracted chief solution to their situation.

Action: A **motion** was made directing Chair Mills to craft a letter with this proposal for the commissioners to sign. It was **seconded** by Commissioner Erickson and **passed**.

IX. COMMENTS:

a. Executive Staff

Chief Hodkinson:

- D shift stopped a residential fire on 4/29 and rescued a cat.
- Technical Rescue training is taking place at the Pine Ave building site. Our Tech Rescue team participated in a couple of calls in Goldbar and Sky Valley recently.
- FD4 has 3 recruits in the academy – all are doing well.
- Three officers attended the FDIC conference in Indianapolis and learned a lot.
- Delivery of the new Medical Units is expected by February of 2026.

Chief Frater for Chief Osborne:

- FD4 participated in the Easter Parade and the Senior Pancake Breakfast.
- The fire district will have a presence at the SHS Serpentine.

Chief Frater:

- Kudos to Kaitlyn DeOliveira for her work on the EMAC fire, netting \$168,000.00
- The 2023 audits are finished, and the 2024 just about to start.
- We are waiting to hear if there will be funding impacts on our GEMT grants

Chief Hill:

- Thanks to all the folk who are helping with our social media push. The posts and videos are raising our awareness for the media and public.
- Ordinances need to be passed by the city to transfer Fire Marshal authority, especially concerning permitting and inspection, to the fire district.
- The city council is enacting a ban on fireworks for 2026. FD4 could see an impact on call type and volume in preparation for and after the ban is passed.

Chief Waller:

- A Pinning Ceremony for the recently promoted lieutenants and battalion chiefs will take place at the June or July commissioner meeting.

- Arrangements are underway for a medical trust consultant to put together a proposal for evaluating forming a medical/insurance trust. A formal ILA may be submitted in the near future for sharing the consulting costs.
- Negotiations are underway for the loaning of our TDA to South County Fire.

b. Commissioners: No comments or reports from the commissioners.

X. ADJOURN

At 1809 hours, the Regular Board Meeting was adjourned.

MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING, May 12, 2025

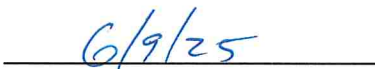
Minutes prepared and submitted by:


Christine Montagne-Heike, Records Specialist


Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:


Evan Merritt, Board Vice Chair


Date