

Snohomish County Fire District #4

SPECIAL MEETING MINUTES

BOARD OF FIRE COMMISSIONERS

DATE: October 25, 2024
LOCATION: Davenport Grand Hotel – Skybridge Ballroom
333 W Spokane Falls Blvd, Spokane, WA 99201

BOARD MEMBERS PRESENT: **BRIAN MILLS**, Chair
CRAIG ERICKSON, Fire Commissioner
EVAN MERRITT, Fire Commissioner (via phone)

STAFF MEMBERS PRESENT **DON WALLER**, District Secretary/Fire Chief
THAD FRATER, AC Administration
DJ HILL, Fire Marshal
JASON HODKINSON, AC Operations
GREG OSBORNE, AC Safety/Support

ROLL CALL

Chair Mills called the meeting to order at 1300 hours.
All Board members were present.

ADOPT/ADJUST AGENDA

There was discussion on the agenda for the day.

GENERAL DISCUSSION

- 1. Leadership:**
Discussion on Spring Retreat
- 2. Fire Marshal implementation plan:**
Discussion on City interface and collaborations with agency partners.
- 3. PIO/PR:**
Discussion on plans for PIO/PR

The meeting was continued from 1700 hours to 1900 hours, same location.

Meeting reconvened at 1900 hours

- 1. Office Staffing:**
Discussion about office staffing needs and timeline. Develop an issue to discuss at the November meeting RM.
- 2. Commissioner Report Card**
Discussion on Commissioner Report Card

The meeting was continued from 2215 hours to 1000 hours 10/26, same location.

Meeting reconvened on Saturday, October 26, 2024, at 1000 hours

GENERAL DISCUSSION

- 3. 2025 Calendar**

Discussion on the 2025 Regular Meeting Calendar- Direction to create a draft with 1700 start times and some day time meetings.

4. 2025 Budget Review

Discussion on 2025 budget, 2024 finance review, and Mobe revenue.

5. Strategic Plan Review

Discussion on the Strategic Plan- Discussion about possible consultant updates in 2026. Review again during the 2026 budget process.

6. Operational Strategic Plan:

Discussion on 2025 Medic Hiring and part-time transition.

7. Strategic Budget Review:

Discussion on EMS Levy

8. Station Design Review:

Discussion about the station design

9. Capital Budget Review:

Discussion about the Capital Budget

10. Ground Breaking:

Discussion on ground breaking and forming a committee to develop a plan for around April/May

11. Capital Facility Timeline:

Discussion on meeting times and the new financial policy review

12. EV Charging:

Discussion on EV charging- Direction to develop a draft policy for future review.

13. Strategic Process for Collaboration:

Discussion on what, how, and when for collaborations. Evaluate possible consultants and develop a draft plan and proposal for consideration.

ADJOURN

The meeting adjourned at 1547 hours.

**MINUTES OF SPECIAL FIRE COMMISSIONERS MEETING,
October 25, 2024**

Minutes prepared and submitted by:



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, Board Chair

11/11/24

Date