Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE:	Tuesday, July 14th, 2026
LOCATION:	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT:	**CRAIG ERICKSON**, Vice Chair **RICHARD FLATH**, Fire Commissioner
STAFF MEMBERS PRESENT:	Don Waller, District Secretary/Fire Chief Jason Hodkinson, Assistant Chief Shauna Harth, Executive Specialist

I. ROLL CALL
Vice chair Erickson called the meeting to order at 13:01. Commissioner Mills was excused on a pre-planned event.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA
Discussion:
Chief Waller requested to add a topic to the agenda *Resolution 589 FEMA Designation.* The Board adjusted the Agenda to add it under Discussion Items Item H.

IV. MINUTES OF PREVIOUS MEETING
Discussion: There were no questions or comments concerning the June 9th, 2026 Regular Board Meeting Minutes. The Board approved the minutes.

V. OPEN PUBLIC COMMENT
No comments

VI. IAFF Local 2694
IAFF Local 2694 Executive Board representative thanked the board for working with them to move the department forward and looks forward to working together in the future as well as the open house this weekend. Vice chair Erickson also thanked Labor for all they do.

VII. INFORMATIONAL ITEMS
A. **Accounts Payable (AP):** The following AP Batches were presented:

06/15/2026 for $	20,078.72
06/12/2026 for $	120,251.06
06/22/2026 for $	11,961.80
06/26/2026 for $	107,953.09
07/10/2026 for $	242,735.08

There were questions regarding some of the AP items.

B. Payroll – June 2026 Payroll of $1,047,932.85 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.

Vice Chair Erickson stated all items were approved as submitted. (Section X A-C)

VIII. DISCUSSION ITEMS

A. IAFC Video

Discussion: Chief Waller advised that IAFC reached out to highlight the department for all the work the District has done in collaboration, budgeting and projects. They will be making a 5 minute video that will be shown at FSRI and a 1 minute social media video.

The District will own all the video rights which can be used for various purposes in the future. The objectives is to showcase internal marketing and recruiting. The best footage will be having them here for the ribbon-cutting ceremony, which will be very impactful.

Action: Vice chair Erickson moves to approve funding for the IAFC video and the fund transfer of $28,000 from General Reserves F70 to line 4172. Commissioner Flath seconded the motion. The motion passed.

B. Strategic Plan RFP

Discussion: Chair Mills and Snure have prepared this plan as Chief Waller recused himself, as he has worked with varying consultant firms within the industry. The RFP is to bring on a consultant for a new Strategic Plan, as the current plan has expired.

Action: Vice chair Erickson moves to approve the strategic plan RFP. Commissioner Flath seconded the motion. The motion passed.

C. Resolution for a Meeting Location Change

Discussion: There was minimal discussion regarding the topic. Chief Waller stated that it was advised by Snure to post meeting locations only at the headquarters station and the website.

Action: Commissioner Flath moved to approve Resolution 587. Vice Chair Erickson seconded the motion. The motion passed.

D. Executive Session

At 1:19pm Chief Waller advised that legal counsel was present via video call. At 1:20pm Vice Chair Erickson advised that the Board will be going 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 15 minutes.

At 1:35pm Chief Waller extended the executive session at for 15 minutes to 1:50pm. At 1:50pm Chief Waller extended the executive session at for 5 minutes to 1:55pm. At 1:55pm the executive session was ended and the video call with legal counsel was ended at 1:55pm.

E. Second Councilmanic Bond and Resolution 588

Discussion: The Board has leaned toward doing a second bond series. With next year's tax revenues, staff is requesting the Board approve a $14 million series. This would be a $80k change in annual payments. Staff needs direction from the Board on the amount and to pass the resolution. This allows for the district to continue with the capital projects.

If approved now, the bond sales would not start until the fall with varying processes and paperwork that may have to occur. Jim Nelson and DA Davidson will draft the series then the bond goes to market. The resolution allows the attorney and bond sales company to start the process.

Action: Vice Chair Erickson moves to approve Resolution 588 as written for $14 million and to direct the chief to begin the bond sale. Commissioner Flath seconded the motion. The motion passed.

F. Station 43 Design Scope

Discussion: All three departments (City, National Guard, Fire) are sharing unforeseen costs associated with the infrastructure design. Today Deputy Director of the National Guard met with the department. The proposal includes review and evaluation for the site.

Action: Vice Chair Erickson moved to approve $19,800 for the design scope with Lawhead Architects. Commissioner Flath seconded the motion. The motion passed.

G. Budget Adjustment

Discussion: The District hired 18 new hires which was not expected for this budget cycle. There are many costs associated with new hires (PPE, IT support, testing, etc). Staff is requesting a fund transfer to various lines that were impacted by the hiring. PPE and academy costs are the largest lines that were impacted.

Action: Commissioner Flath moves to transfer $304,950 from General Reserve F-70 to the line items as provided in the Board packet. Vice Chair Erickson seconded the motion. The motion passed.

Vice Chair Erickson commented that it is great to see a large number of people wanting to be part of the organization.

H. Resolution 589

Discussion: This is FEMA's form to aid in the filling out the flooding disaster paperwork. Staff believes there may be a reimbursement of $10-30k but that number will be more defined as they work through the process.

Action: Vice Chair Erickson moved to sign the supplied resolution as Resolution 589. Flath seconded the motion. The motion passed.

IX. SECOND READ ITEMS

A. Change Order and Furnishings Budget

Discussion: Now that staff has been working out of the station for a month the budget is becoming more concrete. Commissioner Erickson noted it says a lot about the project and staff as there have not been a lot of major budget changes.

Action: Vice Chair Erickson moves to approve the CO and Furnishing budget as presented. Commissioner Flath seconded the motion. The motion passed.

B. Large Warrants

a. **LG 26.25-** Skyline ($86,231.55)
b. **LG 26.26**- Skyline ($50,246.63)
c. **LG 26.27**- Lawhead ($53,092.88)
d. **LG 26.28**- KCDA ($199,159.08)
e. **LG 26.29** -GenCap (959,688.34)

Discussion: There was minimal discussion regarding the topic.

Action: Commissioner Flath moved to approve LG 26.25, LG 26.26, LG 26.27, LG 26.28, and LG 26.29 for a total of $1,348,418.48. Vice Chair Erickson seconded the motion. The motion passed.

X. COMMENTS

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

a. AC Hodkinson

i. Fourth of July – there were 18 calls with no significant fire incidents. There was a significant firework hand injury after the holiday.
ii. SOPB County – There was a regional discussion of the challenge of dispatching tech rescue teams as each department has their own rules for staffing. The district can make station assignments by technician level if we want to. This is an ongoing discussion and concern at the county levels. This has labor complications and the solution to the deployment issue. Per Chief Waller the best practice would be to have a team assigned in one station and the district continues to work towards that.
iii. The county is having a hazmat tech class in December. There are four staff members interested in attending. The specialty equipment is extremely expensive. There may be some smaller equipment that may be requested in the future to support these techs.
iv. AC Hodkinson thanked the Operations Committee and the training division for supporting the onboarding of the new hires and pre-academy.
v. The server and Wi-Fi have been disconnected from Station 43.
vi. AC Hodkinson thanked BC Witherow for flawlessly transitioning locution and dispatching from the new station. This made for a smooth transition for operations.
vii. With varying staffing changes, there is an expected increase in overtime hours.

b. FM Hill

i. I have been working with the City and police department to align on events and processes.

ii. The biggest project is working on the plans for the Evergreen Health Facility under renovation.
iii. The Social Media Team has surpassed the goal on the number of followers. Shout out to Alex Williams, Neil Broumley and Casey Bizelli. Social media is a key way to provide residents with quality, accurate information.
iv. There was discussion regarding the City putting in new fire hydrants. As part of the ILA, the City and District are working on upgrading hydrants.

c. **Chief Waller**
   i. There had been much time spent on the capital projects and meeting with the City.

B. COMMISSIONER COMMENTS

a. Commissioner Flath noted that Sky Valley Fire sent a team to the Chelan fire, and they lost some equipment and inquired how insurance works for the damage. Chief Waller noted that under state mobilization then any equipment loss would be under District insurance. If it was ordered by a different agency to assist on a fire then the department could put a claim on the fire.
b. Vice Chair Erickson requests that any mobilizations be emailed to the commissioners so that they are aware.

C. ADJOURN The meeting was adjourned at 14:45

MINUTES OF *REGULAR FIRE COMMISSIONERS BOARD MEETING,* July 14th , 2026

Minutes prepared and submitted by:

Shauna Harth, *Executive Specialist*

Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:

Brian Mills, *Board Chair*

9/2/26
Date