Snohomish County Fire District 4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE:	Monday September 14th, 2026
LOCATION:	Headquarters Fire Station #41 – Conference 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 DJ Hill, Fire Marshal Shauna Harth, Executive Specialist

I. ROLL CALL

Chair Mills called the meeting to order at 1700. Vice Chair Erickson was present remotely via video conference.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

a. Commissioner Erickson would like to discuss the proposed county road changes. The Board added this as a topic in the Commissioner Comments.
b. Chair Mills requested to put the Executive Session at the end of the agenda, after the Commissioner Comments. The Board approved the change and adopted the agenda.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the August 11th, 2026 Regular Board Meeting Minutes or the September 1st, 2026 Special Board Meeting Minutes. Commissioner Flath moved to accept the August 11th, 2026 Regular Board Meeting Minutes and the September 1st, 2026 Special Board Meeting Minutes. Chair Mills seconded the motion. Chair Mills led a discussion about the process of how the minutes are processed and concluded that any substantial edits should be deliberated by the Board. The motion passed.

V. OPEN PUBLIC COMMENT

A member of the public, Hans Dunshee, complimented the District for going to the county council regarding the recent proposed road changes. He asked the Board why the new housing development off Terrace Ave does not have a second connecting road. The Fire Marshal will follow up with the individual and noted that the fire district can only enforce fire codes. The Board appreciates his question and that the fire district is limited on what can happen in that realm.

VI. IAFF Local 2694

The IAFF Local 2694 Executive Board representative, Aaron Hammer, thanked the Board for their collaboration on staffing, training and many other projects to staff the stations.

VII. INFORMATIONAL ITEMS

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

08/20/2026 for $ 16,243.77
08/21/2026 for $ 107,315.48
09/04/2026 for $ 49,004.59

There were questions regarding some of the AP items. It was clarified that AP 08/21/2026 Line 6210 was a typographical error and the correct description is *Tow #426.*

B. **Payroll** – August 2026 Payroll of $1,311,336.56 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.

VIII. DISCUSSION ITEMS

A. **Strategic Plan Proposal**

Discussion: Staff advertised a request for proposals to update the District's Strategic Plan and selected a vendor, Berk Consulting. Berk Consulting happens to be the same company that completed the previous plan that expired in 2025. Through the process, staff realized that the original budgeted amount of $10,000 was quite low for the market. The RFP was advertised as $10,000-$15,000. There was a discussion regarding the methodology and process of strategic consultants.

Action: Chair Mills moved to approve PA 26.54 for up to $20,000, transfer $10,000 from the General Fund to Line 4172, and authorize the fire chief to negotiate the final terms to enter into the contract. Commissioner Erickson seconded the motion. The motion passed.

B. **ACT+ Updates**

Discussion: Chelsea Diehl provided a status update on ACT+ and noted her appreciation for the Board's dedication to public education. The ACT+ program has successfully taught the course to various community organizations and schools. The program has gained interest from the community. Chelsea thanked the teaching cadre, FM Hill and Alex Williams for their work in getting this program running.

There was discussion about how the District has strengthened its relationship with the school district through this program. Furthermore, there have been broader conversations with the schools about emergency planning for large school events. The Board thanked Chelsea Diehl for her time and program update.

C. **Station 42 GCCM – Lawhead Architects**

Discussion: The Board had previously approved PA 2025.21 for the feasibility study of Fire Station 42. This contract would complete the schematic design (SD), develop the design development (DD), and construction design (CD) for Station 42. Stations 41 and 43 had multiple scopes similar to this.

Action: Commissioner Flath moved to approve PA 2026.55.6205 in the amount of $2 million for Lawhead Architects. Chair Mills seconded the motion. No discussion. The motion passed.

IX. Change Order and Furnishings Budget

Discussion: Chief Waller presented the budget and totals that were updated from the packet. There was minimal discussion regarding the subject.

Action: Chair Mills moves to adopt and approve the budget as presented. Commissioner Flath seconded the motion. No discussion. The motion was passed.

A. Large Warrants

a. **LG 26.31-** GenCap ($260,677.22)

Discussion: There was minimal discussion regarding the topic.

Action: Chair Mills moved to approve LG 26.31 for $260,677.22 as presented. Commissioner Flath seconded the motion. No discussion. The motion passed.

X. COMMENTS

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

a. AC Hodkinson

i. The District has the opportunity to host a medic student from the Boston program who is being precepted by PM Jackson Young via an agreement with the university. He thanked Jackson Young and Sean Witherow for volunteering.
ii. LifePack was put into service last week and given to the MSO.
iii. The shed at the Station 43 property is being sorted and Staff plans on presenting a surplus list to the Board soon.

b. FM Hill

i. FM Hill finds it beneficial to have the operational crews involved in the building inspections that the fire inspectors are completing for their education and awareness.
ii. Lt Leighty has begun fire inspections in the historic downtown, which will be the first priority, along with multifamily buildings. There was discussion regarding positive promotion of the program and having strategic ambassadors to educate the community on the process.

c. Chief Waller

i. It has been a laborious process to get the fence removed by the National Guard, and the process was supported by state representatives.
ii. Bonds have started being sold.
iii. The internship program has entered the recruitment phase and will be focusing on local college athletic programs.
iv. The budget season is beginning and will be brought to the Board soon.
v. Kaitlyn DeOliveira completed the FEMA reimbursement paperwork for the 2025 historic floods, and the District received ~$22,000.

B. COMMISSIONER COMMENTS

a. The board members attended the county council meeting and noted two ordinances:

1) Restructuring of the permitting process to build fire stations. This makes fire stations a permitted building in nearly all construction zones, so the zoning and lot sizes are less of an issue when applying for a permit. That ordinance passed.

2.) The second ordinance only allowed for new housing developments to have a single egress which is a large concern to life safety. The ordinance was sent back to the planning committee.

Commissioner Flath thanked Chair Mills for his input at the meeting and putting a human face on what the proposal challenged. Commissioner Flath thanked Commissioner Erickson for letting the council know that the Sno-Isle commissioners were not included in the discussion. Chief Waller stated that this issue was brought recently to the County fire chiefs, who have developed a plan to move forward. Commissioner Erickson wants to continue working on the issue through the Sno-Isle Commission, in parallel to the fire chiefs.

C. Executive Session

Per Chair Mills, the Board will be going into executive session pursuant to RCW 42.30.140 relating to collective bargaining issues and negotiations. The executive session will be for 20 minutes starting at 18:22. Chair Mills announced the executive session ended with no action completed and that the regular meeting was resumed at 18:42.

D. ADJOURN The meeting was adjourned at 18:43.

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

Minutes prepared and submitted by:

Shauna Harth, *Executive Specialist*

Don Waller, *District Secretary*

MINUTES APPROVED BY FIRE COMMISSIONER:

Brian Mills, *Board Chair*

10/12/26

Date