

# ***Snohomish County Fire District #4***

## **MEETING MINUTES**

### **REGULAR MEETING** **BOARD OF FIRE COMMISSIONERS**

<b>DATE:</b>	Tuesday, June 09, 2025 1700 hours
<b>LOCATION:</b>	Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

<b>BOARD MEMBERS PRESENT:</b>	<b>BRIAN MILLS</b> , Chair <b>CRAIG ERICKSON</b> , Fire Commissioner <b>EVAN MERRITT</b> , Fire Commissioner
<b>STAFF MEMBERS PRESENT:</b>	Don Waller, Fire Chief, Assistant Chief Greg Osborne, Assistant Chief Thad Frater, Administrative Specialist Alex Williams, Records Specialist Christine Heike

#### **I. ROLL CALL**

Chair Mills called the meeting to order at 1700 hours. All members of the Board were present.

#### **II. FLAG SALUTE**

#### **III. ADOPT/ADJUST AGENDA**

**Discussion:** Chair Mills asked if Mr. Nelson would like to move up the informational items list. He had specifically asked to be where he was in agenda. Chief Waller added Large Warrant 25.07 to the agenda. Agenda adopted with added Large Warrant.

#### **IV. APPROVE PREVIOUS MEETING MINUTES**

**Discussion:** Regular Meeting and Special meeting minutes in packet.

**Action:** The minutes of the 5/12/25 and 6/3/25 meetings were adopted as presented.

#### **V. OPEN PUBLIC COMMENT**

None

#### **VI. BADGE PINNING/OATH OF OFFICE**

Chief Waller spoke and said this is one of the most exciting times in the organization.

- Firefighters: Jackson Young, Mitchell Pladsen, Eric Soucy sited oath of office.
- Engineer: Fletcher Collins sited the oath of office, and his wife pinned his new badge.
- Lieutenant: Claire Woofenden sited the oath of office, and her niece pinned her new badge.
- Battalion Chief: Brian Zehe sited the oath of office, and his wife and son pinned his new badge.

5- to 10-min break provided at 1711. Resumed meeting at 1719

## VI. INFORMATIONAL ITEMS

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

05/15/2025 for \$ 11,107.97

05/16/2025 for \$ 183,354.87

05/30/2025 for \$ 48,149.64

**Discussion:** Commissioner Mills asked about ALS/BLS refund. Frater confirmed that it's overpayment and either patient or insurance need to be paid back.

**B. Payroll – May 2025 Payroll** of \$917,989.51 was presented.

**Action:** Approved as submitted

**C. Awards Banquet Reminder** June 21<sup>st</sup>, at 1600 hours, American Legion Park.

**D. Chief Heike Retirement** June 27<sup>th</sup>, at 1000 hours at Station 43.

**E. Jim Nelson, DA Davidson – Presentation Capital Funding**

**Discussion:** Jim Nelson, a bond underwriter with DA Davidson presented to the board about bonds.

**F. Community Events**

**Discussion:** Upcoming events include most farmers markets, ice cream with Chair & Chief (6/17), Battle of the Badges (6/20), Kila Ha Ya Days which includes balloon glow, kids fair, parade, moving demo during parade, open house at Averill Field after parade. Commissioner Mills asked if we are still looking for people to ride along in trucks during the parade. Chief Waller said all are welcome for a ride along in the parade.

## VII. DISCUSSION ITEMS

**A. Bond Resolution**

**Discussion:** Discussion about bond resolution took place. Chair Mills is ready to move on to passing resolution. Jim Nelson suggested a few changes if we were to pass resolution today.

**Action:** Chair Mills **move to pass** resolution number 577, with the following changes: principal amount 14 million, rate of interest not to exceed 5.5 percent, total interest cost may not exceed 5.5%. Commissioner Merritt **seconded** the motion, and it **passed**.

**B. ILAs – Operational – Policy 106 review**

**Discussion:** Discussion surrounding Policy 106. Chair Mills questioned the ALS vs BLS agreement, wondering if they were out of order. Chief Waller explained what page each was on, and Chair Mills confirmed this made sense.

**Action:** No action taken

**C. Contract addendum – Staff**

**Discussion:** Chair Mills stated he thinks this is a good payout option. Chief Waller also said that having a shadow overlap has been invaluable. Suggested this be passed this month.

**Action:** Chair Mills **moves to approve** addendum, Commissioner Erickson **seconded** the motion, and it **passed**.

**D. Feasibility Study – Three Lakes**

**Discussion:** Discussion surrounding feasibility study addressed the need for studies with Lawhead, Geotech, and land surveyors, in the range of \$350k to ensure we can move forward with remodel of Station 42.

**Decision:** Commissioner Erickson Regarding 2025.21.6205 **authorize** expenditures up to \$350k, Chair Mills **seconds. Passed.**

**E. Latecomer's fees for infrastructure**

**Discussion:** Commissioner Merritt looking for clarification on this topic. Discussion surrounding that took place.

**Decision:** Board asked Chief Waller to work on getting answers from city before board moves forward with the decision for Chief Waller to work with Ken on this.

**F. Joint SRFR meeting**

**Discussion:** Key discussion items include:

Chair Mills – meeting with SRFR was not what we anticipated. He thought we would discuss the chief contractual arrangements, and that's not what happened.

Chair Mills – There are potential future discussions to identify areas the two agencies can work together for mutual improvement.

Chair Mills went to SRFR Meet & Greet of 4 final Chief candidates. There is 1 candidate from California and 3 from within SRFR.

Chair Mills - SRFR has invited one of us to join their Community Action Committee. (CAC) 6/25 at 1730, Commissioner Erickson will be out of town, Commissioner Merritt will check his calendar and let Chair Mills know if he can attend.

**VIII. ACTION ITEMS:**

**A. Records Officer – Resolution 575**

**Discussion:** To identify and appoint Records Officer.

**Action:** Chair Mills motion to **approve and adopt** Resolution 575 to appoint public records officer, Commissioner Merritt **seconded** the motion, and it **passed**

**B. Large Warrant 25.06 – Lawhead (\$60,212.78)**

**Discussion:** Chair Mills questioned if our last payment on this was late. Chief Waller clarified that based on how their invoices get sent out and how/when we make payments it always looks late, but it's not. Assistant Chief Frater – notation in packet that says it's been paid.

**Action:** Chair Mills **motion** to approve; Commissioner Erickson **seconded** the motion. It was **passed**.

**Large Warrant 25.07 – 3 chassis from Braun NW (\$190,389.00)**

**Discussion:** \$63,463 per chassis.

**Action:** Commissioner Erickson **motions** to approve, Commissioner Merritt **seconds**. The Resolution **passed**.

## **IX. COMMENTS:**

### **A. Executive Staff**

Assistant Chief Hodkinson and Fire Marshal Hill are not in attendance due to family matters. Chair Mills asked about the recent metro bus fire, was it a battery fire? Chief Waller – no, it was a diesel bus, fire came from reader board (electrical).

#### **Chief Osborne:**

- Community events are coming up; we are going to be busy. People have really stepped up on behalf of the district.
- We have a lot of public event requests from the community. Chief Waller, Chief Hodkinson, and staff will evaluate and manage requests.
- 6 fire explorers graduating from high school. A few are applying for scholarships for a future in fire service.
- Battle of Badges coming up.

#### **Chief Frater:**

- Nothing out of ordinary.
- We received payment from the city, most likely will not continue to point these payments out, because they will be continuing.
- Filed SARO report. Waiting until August, then the actual audit will start.
- The GEMT process will start soon.
- Ready for the wildland season.
- Mills – are people healthy? Waller – No long-term vacancies.

#### **Chief Waller:**

- Most interesting, medical trust had to be put on hold, ramping that back up.
- Will focus on ILA and contractors to see if we want to move forward. SRFR, SCFD4, Granite, Sultan, South County, will split evenly. \$5-12k range. Mills – do you think other departments may jump on board? Waller – yes, Marysville talked about coming on, Marysville is part of their city's risk pool. Do we want to do it and what would be the effects? Marysville, Everett, Mukilteo can be down the line.

Administrative Specialist Alex Williams asked to speak to board members and shared a story about a recent interaction she had with a community member who was positively impacted by Policy 208. The community member wanted to send his thanks directly to the Board and Chief for helping with an outstanding bill his mom had and how much that will benefit their family.

### **B. Commissioners**

- Commissioner Erickson – August is going to be a busy month with the block party and prime fishing season as an example. Is the department doing anything different in preparation for that? Do we have plans in place for large gatherings or times when we have more people in our district than normal?



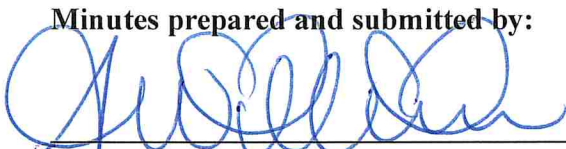
- Chief Osborne – I know we have been discussing the Block Party, DJ is involved in discussions. That's all we know.
- Chief Waller - Trying to build relationships with county marshals, especially now that the event is in their jurisdiction. When permits come through they ask for our needs. Will create and look at IAP.
- Commissioner Erickson – will we have explorers there?
  - Chief Osborne – no because it's typically a 21+ event.
- Chair Mills – do we have a threshold of projected extra people in the city for any event?
  - Waller – These events have been getting bigger in the last couple of years. Any event of over 50 people requires a permit per county. DJ working with the city to change permit rules or bring permit rulings together. EX: is Stocker Fields because they have property in both city and county land. Bigfoot is another example; it is county since it's on soccer fields. They have previously asked us to provide EMS on scene which we haven't been able to do. Hesitant to ever offer services like that no matter the event due to staffing.
  - Chris – city now using an app using cell phone data to track how many people are at events.

#### **X. ADJOURN**

At 1859 hours, the Regular Board Meeting was adjourned.


<b>MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING, June 09, 2025</b>
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Minutes prepared and submitted by:

  
 Alex Williams, Administrative Specialist

  
 Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:

  
 Brian Mills, Board Chair  
 7/15/25  
 Date