

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING
BOARD OF FIRE COMMISSIONERS

DATE: Monday, October 14, 2024
LOCATION: Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

BOARD MEMBERS PRESENT: BRIAN MILLS, Chair
CRAIG ERICKSON, Fire Commissioner
EVAN MERRITT, Fire Commissioner
STAFF MEMBERS PRESENT: Don Waller, District Secretary/Fire Chief
Jason Hodkinson, Assistant Chief
Thad Frater, Assistant Chief
Kaitlyn DeOliveira, Business Specialist

I. ROLL CALL

Chair Mills called the meeting to order at 1902 hours. All members of the Board were present.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Commissioner Mills requested that the Executive Session be moved to the end of the agenda. The agenda was adopted as amended.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the September 9, 2024 Regular Board Meeting minutes, and they were approved as presented.

V. OPEN PUBLIC COMMENT (No comments)

VI. INFORMATIONAL ITEMS

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

09/13/2024 for \$ 9,708.42
09/06/2024 for \$ 89,598.22
09/20/2024 for \$ 85,451.00
10/04/2024 for \$ 58,958.42
09/24/2024 for \$ 88,121.02
09/25/2024 for \$ 82,633.48

B. Payroll - September 2024 Payroll of \$855,606.00 was presented.

Discussion: There were no questions concerning the information items, and Chair Mills approved them as submitted. Chair Mills also thanked Chief Frater, Sam Drake, and Kaitlyn DeOliveira for all the work continually done with Accounts Payable and Payroll.

VII. DISCUSSION ITEMS

A. Revenue Budget 2025-Draft

Discussion: Chair Mills appreciated all the work done by all staff for all the work done to bring it to completion. Chief Waller discussed an overview of the Revenue budget. Mills asked for clarification on EMS and Fire assessed values, which Chief Waller explained.

B. Expense Budget 2025-Draft

Discussion: Chief Waller discussed an overview of the Expense budget, some main highlights, and big changes to line items. Waller thanked all staff for their hard work to cut from the budget where possible for the coming year. Chief Frater and Chief Waller also discussed changes from the county treasurer and investments. Commissioner Merritt asked about the significant increase in insurance costs, which Chief Waller stated is still an estimate and could be larger. Chair Mills said he would like to wait until the next meeting before making a decision on the 2025 budget.

C. Reimbursement Resolution

Discussion: Chair Mills discussed the importance of the reimbursement resolution. All the commissioners acknowledged the importance of the resolution and will need to continue to review it.

VIII. ACTION ITEMS

A. E40A Repair

Discussion: Chief Waller discussed the repair of E40A while on wildland in California.

Action: Commissioner Erickson moved to approve Purchase Authorization PA 2024.37_4801. Chair Mills seconded the motion, which passed unanimously.

B. Budget Adjustments-2024

Discussion: Chief Frater discussed proposed adjustments and why they are needed.

Action: Chair Mills moved to approve all budget adjustments per the recommendations presented. Commissioner Merritt seconded the motion, which passed unanimously.

C. Annual Report-Draft

Discussion: Chair Mills thanked the staff involved in preparing the Annual Report. Commissioner Erickson also enjoyed the information presented in the report.

Action: Chair Mills moved to accept the draft to become final. Commissioner Erickson seconded the motion, which passed unanimously.

IX. COMMENTS

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

Chief Hodkinson

+ Overtime hours report is lower than what they have been averaging.

+10 Firefighters from our district completed a 40-hour confined spaces training.

+5 Firefighters currently in RS1 class at RLB this week

- +2 recruits in Academy
- +Completed 3 days of oral boards to interview candidates
- +Congratulated Jason Leighty for building up CPR instructors
- +Thanked all committees involved in helping complete the budget
- +Gave overview to Chair Mills about fire extinguisher training at the Senior Center
- + Reviewed general interview process

Chief Frater

- + The District came across pensionable income that has not been reported correctly since 2009. Payments from both the District and the Local will be due. Planning to be completed by the end of the year.
- + Financial audit is scheduled to start the second week of December.

Chief Waller

- + Attended an invitation-only 3 day training
- + 4 Firefighters were authorized to be hired by Commissioners, but only 3 were selected after Chief Interviews.
- + Has seen a significant decrease in Medic applicants

B. Commissioner (No comments)

VII. Continued- The agenda was adjusted for Executive Session

D. Executive Session

The Board will be going into an 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, starting at 2013 hours.

Discussion: At 2033 hours, the board adjourned the Executive Session.

X. ADJOURN

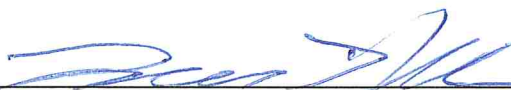
At 2033 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
October 14, 2024**

Minutes prepared and submitted by:



Kaitlyn DeOliveira, Business Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



11/11/24

Date

 11-11-24

District Secretary - Date