

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE: Monday, September 9, 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 Greg Osborne, Assistant Chief

I. CALL TO ORDER

The meeting was called to order at 1902 hours. All members of the Board were present.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Item VIII.F (Cooperative Work Measures) was added to the agenda, and item VIII.E was moved to the last item of the meeting. The amended agenda was adopted.

IV. MINUTES OF PREVIOUS MEETING

Discussion: August 12th minutes were adopted as presented.

V. OPEN PUBLIC COMMENT

No comments from the attendees, email, or by phone.

VI. INFORMATIONAL ITEMS

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

08/9/2024 for \$62,153.05
08/15/2024 for \$7,190.44
08/23/2024 for \$84,579.51
08/16/2024 for \$246.65

B. Payroll - August 2024 Payroll of \$955,581.00 was presented.

Discussion: There were no questions or discussions concerning the information items.
(No Audio)

VII. DISCUSSION ITEMS

A. Audian Cyber-Security Update

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Discussion: Audian speaker discussed all the current security implemented across SFD4 systems, which included identity and access management, computer protection, email security and employee awareness, patch management and vulnerability scanning, data backups and recovery network hardware and protection, and ransomware protection and response. Chief Waller discussed upcoming improvements that will help with cyber security risks.

B. Grant Purchase

Discussion: Commissioner Merritt moved to adopt the recommendation described as presented, approving PA's 2024.25_3150 and 2024.26_3501. The motion passed unanimously.

C. Ambulance Purchase

Discussion: Chief Waller discussed purchasing new ambulances and increasing the fleet. BC Witherow discussed the research that went into the selection of ambulances. Chair Mills moved to expend the funds requested from PA 2024.28 pending legal review by Brian Snure. The motion passed unanimously.

D. TDA Purchase

Discussion: Chief Waller discussed the need to purchase a Tiller Drawn Aerial (TDA). BC Witherow discussed the research that went into TDA selection and the need within the county. BC Witherow mentioned training and strategy that will be done before the TDA is complete and discussed the pricing. Chief Waller discussed how the pricing would be over multiple years. Chair Mills appreciated all the work and effort that went into the research. Chair Mills suggested purchasing two, one for reserve, or finding a used model, with Chief Waller agreeing. Chair Mills discussed the prepayment options. Commissioner Erickson moved to expend the funds requested from PA 2024.29 pending legal review by Brian Snure. Commissioner Merritt seconded the motion. The motion passed unanimously.

E. Cooperative Work Measures

Discussion: Chair Mills discussed the future with South County and SRFR. Not consolidating/merging, but working together the best we can, starting with joint commissioner meeting in the future. Commissioner Erickson agreed with the idea and mentioned how it would be beneficial.

VIII. ACTION ITEMS

A. CAB Selection Process and Guidelines

Discussion: Chief Osborne discussed the Community Advisory Board (CAB), including the requirements of applicants and timelines. Commissioner Erickson asked about other departments having a CAB.

Action: Chair Mills moved to proceed with the CAB, and Commissioner Merritt seconded the motion. The motion passed unanimously.

IX. COMMENTS

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

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Chief Frater

+Currently deployed on the Whiskey Creek Fire

Chief Hodkinson

+ Participation in a 2-alarm fire in Everett.

+Participation in County Coordinator for moving resources around, which is happening more often.

+SNO911 paged out that they were literally using paper and pencils. They could receive 911 calls but couldn't send anything out for station alerting or paging, lasting about 5 hours.

+Acknowledged MSO Broumley for his raving review of documentation and maintaining records from Skims audit

+SFD4 will provide a TO up to Snohomish County Training Academy in 2025, which is a one-year assignment. Lieutenant Bartelheimer and Lieutenant Higbee are both interested and will be separated out one at a time to attend.

+Acknowledged Lieutenant Leighty for his passion for the CPR program.

+Conducting Entry Level and Lateral Fire Fighter interviews in late September. With a focus on paramedics.

+First Arriving at all stations

Chief Osborne

+ Community BBQ on September 27th

+ All Mobe apparatus were back and in service, shortly after BR43 was dispatched to fire in Lewis County with 3 crew members working the night shift with no mention of demobilization.

+Cancer screenings are going on for 3 weeks and are county-wide. Next year there will be more offerings, such as dermatology, and will be held in Everett.

+Discussed the Chaplain who was involved in a call.

Chief Waller

+ Shauna has been working on Data with Jennifer from South County but is now taking it on her own and will take an SQL class in the future.

+Annual report will be done soon

+Discussed upcoming community event on September 27th

B. Commissioner

+No comments

VII. Continued- The agenda was adjusted for VII.F to be the last item.

A. Executive Session:

The Board will hold an executive session for 20 minutes to review an employee's performance pursuant to RCW 42.30.110(1)(g). Starting at 2033.

Discussion: At 2053 hours, the board adjourned to Executive Session

X. ADJOURN

At 2053 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
SEPTEMBER 9, 2024**

Minutes prepared and submitted by:



Kaitlyn DeOliveira, Business Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER: 

10/14/24 _____
Date

10-15-24
District Secretary - Date