

Snohomish County Fire District #4

MEETING MINUTES

REGULAR MEETING **BOARD OF FIRE COMMISSIONERS**

DATE: Monday, November 11, 2024
LOCATION: Headquarters Fire Station #43 – Harvey Room – Snohomish, WA

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

I. ROLL CALL

Chair Mills called the meeting to order at 1900 hours. All members of the Board were present.

II. FLAG SALUTE

III. ADOPT/ADJUST AGENDA

Discussion: Chair Mills requested that the Executive Session be moved to the end of the agenda. Chair Mills also requested that we postpone the recognition of Chaplain Ussery due to a conflict of schedules and add an additional discussion item for Preparing the Packet. The agenda was adopted and amended.

IV. MINUTES OF PREVIOUS MEETING

Discussion: There were no questions or comments concerning the Regular Board Meeting minutes from October 24, 2024, and the Special Board Meeting minutes from October 8, 2024, and October 25, 2024. All meeting minutes were approved as presented.

V. RECOGNITION – Chaplain Ussery

Recognition was postponed and will be rescheduled.

VI. PUBLIC HEARING- 2025 Proposed Operating(expense) Budget RCW 84.55.120(1)

A. Presentation:

Chair Mills opened the 2025 Budget Presentation at 1904 hours. Chief Waller gave a presentation recapping highlights of 2024 and the proposed operating (expense) budget for 2025.

B. Public Comments:

Chair Mills highlighted that adding the three new administrative staff members

benefited the district and appreciated that the proposed budget supports the strategic plan. The Chiefs and Commissioners discussed hiring paramedics, Knox Box e-keys, RLB grants, and revenue. Chair Mills thanked staff again for all the work that was done on the budget, including all the cuts that were made without crippling the District. Chief Waller discussed how the budget has been streamlined and line items have been condensed. Commissioners Merritt and Erickson agreed the budget has been streamlined and appreciated the work done.

Chair Mills closed the 2025 Budget Presentation at 1946 hours.

VII. OPEN PUBLIC COMMENTS- Normal Agenda (No comments)

VIII. INFORMATION ITEMS

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

10/15/2024 for \$2,384.32
10/18/2024 for \$116,281.89
11/01/2024 for \$76,314.19
10/12/2024 for \$7,573.56
10/23/2024 for \$92,708.22

B. Payroll: October 2024 Payroll of \$937,931.83 was presented

Discussion: There were no questions concerning the information items, and Chair Mills approved them as presented.

IX. DISCUSSION ITEMS

A. CAB Charter Update

Discussion: Chair Mills discussed the update to the CAB Charter and additional information about how the CAB will operate and function.

Action: Commissioner Erickson moved to adopt all the updates to the CAB Charter. Commissioner Merritt seconded the motion, which passed unanimously.

B. 2025 Regular Board Meeting Schedule

Discussion: Chair Mills discussed Resolution 572 Regular Board Meeting Schedule and the changes for 2025.

Action: Chair Mills moved to approve Resolution 572. Commissioner Erickson seconded the motion, which passed unanimously.

C. Strategic Document Review

Discussion: Chair Mills encouraged everyone to continue looking at the documents and ensuring we are following them. Chair Mills also asked about the EMS goals, and Chief Waller discussed them.

D. Financial Policies

Discussion: Chair Mills discussed financial policies 200, 209, and 210.

Action: Commissioner Merritt moved to approve financial policies 200, 209, and 210. Chair Mills seconded the motion, which passed unanimously.

E. Loomis Contract

Discussion: Chair Mills discussed the Loomis contract and why it is critical to the District and the EMS Levy.

Action: Commissioner Merritt moved to approve the contract. Commissioner Erickson seconded the motion, which passed unanimously.

F. Budget Adjustment

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

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

G. Hire Ahead- Staff

Discussion: Chair Mills discussed the importance of hiring ahead for the replacement of office staff who will be retiring.

Action: Commissioner Erickson moved to approve the Hire Ahead plan as proposed. Commissioner Merritt seconded the motion, which passed unanimously.

H. ILA- Getchell

Discussion: Chair Mills and Chief Waller discussed the importance of the ILA with Getchell Fire.

Action: Chair Mills moved to approve the ILA. Commissioner Erickson seconded the motion, which passed unanimously.

I. Evaluation Policy- 512

Discussion: Chair Mills discussed the policy that will fairly, appropriately, and beneficially do evaluations of the Fire Chief regularly.

Action: Commissioner Erickson moved to approve the policy as written. Commissioner Merritt seconded the motion, which passed unanimously.

J. Preparing the Packet

Discussion: Chair Mills discussed changing how the draft and final packets would be assembled. The Commissioners and the Chiefs discussed the current process and how that could be updated to be more efficient for the staff and the commissioners.

X. ACTION ITEMS

A. Revenue Budget-Final

Discussion: Chair Mills and Chief Waller discussed Resolutions 570 and 571 and the Levy Certification.

Action: Chair Mills moved to approve Resolutions 570 and 571 and the Levy Certification. Commissioner Merritt seconded the motion, which passed unanimously.

B. Expense Budget-Final

Discussion: The Commissioners and Chief Waller discussed the Expense and Capital budgets.

Action: Chair Mills moved to approve the Expense and Capital budgets as presented. Commissioner Merritt seconded the motion, which passed unanimously.

C. Reimbursement Resolution 569

Discussion: Chief Waller and Chair Mills discussed Resolution 569.

Action: Commissioner Merritt moved to approve Resolution 569. Commissioner Erickson seconded the motion, which passed unanimously.

XI. COMMENTS

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

Chief Hodkinson

- + The workforce is healthy and at full strength
- + 4 members participated in and completed the County RS1 class
- + The water rescue team has been busy
- + 5 employees participated in the Pacific Northwest Fire Conference
- + Thanked Neil Broumley for putting together the EMS Conference

Chief Osborne

- + Geoff Andrist discussed how the Chaplains participated in an education day with Providence Hospital

- + The District has had a lot of requests for community outreach

DJ Hill

- + Has been attending conferences all month
- + Will be attending the Public Safety Townhall

Chief Frater

- + GEMT settlement came in as predicted
- + Working on the Financial Audit

Chief Waller

- + Spending a lot of time on the 2025 budget and the capital facilities
- + Working with Chiefs from South County and SRFR
- + Internal process review with the growth of the department

B. Commissioners

Chair Mills:

- + Recently had the opportunity to meet with South County and SRFR Commissioners to discuss future partnerships.

IX. Continued- The agenda was adjusted for the Executive Session

- K. Executive Session:** The Board will be going into an executive session pursuant RCW 42.30.110(1)g to evaluate the qualifications of an application for public employment. The executive session will be for 20 minutes starting at 2040 hours.

Discussion: At 2100 hours, the Board adjourned the Executive Session.

XII. Adjourn

At 2100 hours, the Regular Board Meeting was adjourned.

**MINUTES OF REGULAR FIRE COMMISSIONERS BOARD MEETING,
November 11, 2024**

Minutes prepared and submitted by:




Kaitlyn DeOliveira, Business Specialist



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



Brian Mills, Board Chair

12/9/24

Date