

Snohomish County Fire District #4

SPECIAL MEETING MINUTES

BOARD OF FIRE COMMISSIONERS

DATE: October 8, 2024
LOCATION: Headquarters Fire Station #43- Harvey Room
1525 Avenue D, Snohomish, WA 98290

BOARD MEMBERS PRESENT: BRIAN MILLS, Chair
CRAIG ERICKSON, Fire Commissioner
EVAN MERRITT, Fire Commissioner

ROLL CALL

Chair Mills called the meeting to order at 1330 hours.
All Board members were present.

ADOPT/ADJUST AGENDA

There was discussion on the agenda for the day.

GENERAL DISCUSSION

1. Staffing Proposal:

Discussion of hiring 4 new firefighter positions for the 2025 budget year.

ACTION: Chair Mills made a motion to approve the staffing proposal. It was seconded by Commissioner Erickson and was passed unanimously.

2. Capital Facility Schedule Review:

Ralph Rohwer from Turner, Townsend and Heery discussed upcoming schedules and goals for stations 41 and 43 with design and infrastructure packages.

All board members, Chief Waller, and Ralph Rohwer discussed utilities with stations 41 and 43.

Ralph Rohwer recommended not making any design changes at this stage to keep to schedule. Rohwer also stated the importance of getting the bids out at the beginning of the year due to the size, suppliers, subcontractors, and interest rates.

Rohwer presented and explained the bid process. Chief Waller and the Commissioners also discussed the payment process. Proposed the Commissioners will adopt a budget to let the Chief make timely decisions and Snure will be consulted to ensure it meets our current policy, or if any additional policies will need to be adopted.

Rohwer presented and explained change types and their normalcy, along with risk issues and mitigation. Rohwer complimented the design team and their communication and our relationship with the city.

Rohwer again reiterated the importance of getting bids in the first quarter of the year, starting construction in the spring, and continuing to be an engaged owner in the project.

Chair Mills and Chief Waller discussed the permitting process and joint application with the city on portions.

ADJOURN

The meeting adjourned at 1530 hours.

**MINUTES OF SPECIAL FIRE COMMISSIONERS MEETING,
October 8, 2024**

Minutes prepared and submitted by:



Don Waller, District Secretary

MINUTES APPROVED BY FIRE COMMISSIONER:



11/11/24 *Date*