



SNOHOMISH REGIONAL FIRE & RESCUE

## BOARD OF FIRE COMMISSIONERS MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via Zoom  
163 Village Court, Monroe, WA 98272  
September 14, 2023, 1730 hours

**CALL TO ORDER** Chairman Elmore called to order the meeting at 1730 hours. In attendance were Commissioner Fay, Commissioner Edwards, Commissioner Schaub, and Commissioner Waugh. In attendance via video was Commissioner Gagnon and Commissioner Steinruck.

**UNION COMMENT:** NA

**CHIEF'S REPORT:** Chief O'Brien asked Assistant Chief of Operations Lundquist to report on a significant fire we responded to in the North Battalion. This was a multi-storied, multi-dwelling fire that occurred at 0130 hours on September 13, 2023. AC Lundquist explained "this is what we train for." SRFR's preparation and training helped to keep this situation in check. Special thank you's to first-in company officer's Lieutenant James and Battalion Chief Basta.

**COMMISSIONER REPORTS:** Commissioner Waugh gave highlights on the recent Sno-911 meetings of shareholders.  
Commissioner Elmore reported on the recent Policy Committee meeting.  
Commissioner Fay encouraged fellow Commissioners to run for one of the five open positions for Sno-Isle Commissioners.

### **CONSENT AGENDA**

#### **Approve Vouchers**

Benefit Vouchers: 23-02050 to 23-02166; (\$697,427.79)  
AP Vouchers: 23-02167 to 23-02319; (\$2,443,376.09)

#### **Approval of Payroll**

August 31, 2023 (\$1,219,292.15)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes - August 23, 2023

**Motion to approve the Consent Agenda as submitted.**  
Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Edwards.  
**On Vote, Motion carried 7/0**

### **OLD BUSINESS**



## Discussion

### Action

*Admin Building Lease*

**Motion to authorize the Chief to sign the lease renewal with the Department of Enterprise Services.**

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Steinruck.

**On Vote, Motion carried 7/0**

*Resolution 2023-8: Three (3) New Ambulance Chassis Commitment*

*Due to an issue with the meeting notice for the Board of Commissioner's meeting held on August 23, 2023, we wish to confirm the final action taken at the meeting regarding Resolution 2023-8. Accordingly, Chairman Elmore moved to ratify Resolution 2023-8.*

## **NEW BUSINESS**

### Discussion

*Policy Review:* Deputy Chief McConnell overviewed the process taken to bring the policies before the Board of Commissioners. Commissioner Fay as a member of the committee offered his endorsement of the procedures guiding this process.

Policy 202 District Directives: no comments.

Policy 205 Electronic Mail: Commissioner Waugh recommended quoting the RCW or WAC that specifically addresses e-mail instead of using the term Washington law. He also suggested the addition of training language to this policy.

Policy 206 Administrative Communications: no comments.

Policy 207 Constant Staffing Levels: Commissioner Waugh identified points of confusion with wording in this policy. Commissioner Elmore suggested the chairman of the Policy Committee bring this back to the group for further evaluation.

Policy 324 Performance of Duties: Commissioner Waugh suggested the addition of a morality clause.

Policy 900 Accident, Illness, and Injury Prevention Program: Commissioner Waugh asked about a ~~Decommission~~ Decontamination policy.

Policy 1027 Personal Appearance Standards: Commissioner Waugh had a question regarding religious accommodation being under the personal appearance standards. District Secretary Snure gave assurance that this was appropriate placement.

Policy 1034 Return to Work: Commissioner Waugh suggested setting a time frame for long term light duty. It was explained that type of language may be more appropriate in procedures.

*2<sup>nd</sup> Quarter Finance Report:* Reported by Chief Financial Officer Tabor. She stated we are doing quite well. Currently, we are well under budget. She explained that a significant reason for this is due to the Firefighters contract not being complete. She gave an overview on future Ground Emergency Medical Transportation (GEMT) funding.

*CERT MOU:* Deputy Chief Rasmussen explained our role sponsoring the Paradise Valley Community in the CERT program.



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*Stryker Remount Power Load RAB:* Deputy Chief established the need for the Power Load in our new transporting units. The Power Load will be purchased using the funding from the Medicare Transformation Grant.

**Action**

*Resolution 2023-9: Date change of regular Board Meeting*

**Motion to approve Resolution 2023-9: Date change of regular Board of Commissioners Meeting from October 12, to October 19, 2023.**

Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Schaub.

**On Vote, Motion carried 7/0**

**GOOD OF THE ORDER:** Commissioner Fay would like a to see calendar coordination on the agenda for a future BOC meeting.

**ATTENDANCE CHECK** Board Members noted availability for the next Commissioners Meeting September 28, 2023, at 1730 hours at Station 31 Training Room/Zoom. Commissioner Gagnon will be absent.

**EXECUTIVE SESSION:** NA

**ADJOURNMENT:** Chairman Elmore adjourned the meeting at 1813 hours.

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

Commissioner Jeff Schaub



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A handwritten signature in blue ink, appearing to read "Jim Steinruck", is written over a horizontal line.

Commissioner Jim Steinruck

Commissioner Roy Waugh