



BOARD OF FIRE COMMISSIONERS MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via Zoom

163 Village Court, Monroe, WA 98272

November 9, 2023, 1730 hours

CALL TO ORDER: Vice-Chairman Fay called to order the meeting at 1730 hours. In attendance were Commissioner Edwards, Commissioner Emore, Commissioner Schaub, and Commissioner Waugh. In attendance via video Commissioner Gagnon. Commissioner Steinruck absent with notice.

PUBLIC COMMENT: NA

UNION COMMENT: NA

CHIEF'S REPORT: *As presented.* Highlights included new promotions, Congratulations to the soon to be Lieutenants -Winter, Virnig, Dillon, James, Merritt, and Pick. A big **Thank You** to our constituents for voting yes on our Levy request.

COMMISSIONER REPORTS: Sno Isle update by Commissioner Fay. Commissioner Schaub reported on the recent policy committee meeting.

COMMITTEE MEETING MINUTES

Capital Facilities

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-02638 to 23-02655; (\$709,414.86)

AP Vouchers: 23-02656 to 23-02813; (\$618,281.23)

Approval of Payroll

October 15, 2023 (\$1,216,840.70)

October 31, 2023 (\$1,274,824.15)

Approval of Minutes

Approval of Minutes from the Commissioner's Workshop October 10, 11, &12, 2023.

Approve Regular Board Meeting Minutes October 19, 2023

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Waugh.

On Vote, Motion carried 5/0. Commissioner Edwards abstained.



Vice-Chairman requested the Cultural Health Assessment: Scope of Work be moved from Old Business Action to New Business Action.

OLD BUSINESS

Discussion

Action

Policy Update

- *Policy 202 District Directives*
- *Policy 205 Electronic Mail*
- *Policy 206 Administrative Communications*
- *Policy 207 Constant Staffing Levels*
- *Policy 324 Performance of Duties*
- *Policy 900 Accident, Illness, & Injury Prevention*
- *Policy 1027 Personal Appearance Standards*
- *Policy 1034 Return to work*

Motion to approve Policies 202, 205, 206, 207, 324, 900, 1027, and 1034 as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On Vote, Motion carried 6/0.

NEW BUSINESS

Discussion

2024 District Budget Presentation: Business Administrator Schoof thanked the staff for their hard work in completing the 2024 Budget. She emphasized the focus for the 2024 Budget would be Professional Development, Reinforcing Infrastructure, and Continuous Improvement. Chief Financial Officer Tabor presented the 2024 Budget.

- *Resolution 2023-11 Regular Levy Ordinance*
- *Resolution 2023-12 EMS Levy Ordinance*
- *Resolution 2023-13 Budget 2024*

Ladder Truck Change Order: Deputy Chief Rasmussen explained the change order process. The original motion approved by the Board of Commissioners did not allow for additions to the purchase price for change orders. Staff recommends amending the original "Do Not Exceed" of \$1,816,878 to a new "Do Not Exceed" of \$1,850,783.43 to account for a 10% increase of the purchase price of \$1,682,530.43 for required change orders. There has been a Legal review.

Policy Review

- *Policy 334 Decontamination*
- *Policy 704 Information Technology*
- *Policy 709 Photograph & Electronic Imaging*
- *Policy 1040 Driving History Review*



- Policy 1045 Automobile Usage
- Policy 1046 Entrance Requirements for all Personnel

Commissioner Schaub proclaimed the policies have been reviewed by Board members, Staff and Administration. Deputy Chief McConnell commented that this was the Board of Commissioner's first look and that all these policies have been approved by the Policy Committee.

Action

Cultural Health Assessment: Scope of Work: Assistant Chief Lundquist reported the Cultural Leadership Team has recommended Dr. Sikora to complete a cultural health assessment as described in scope of work. AC Lundquist explained the need for urgency of approval. After discussion it was recommended to vote.

Motion to approve the scope of work for Dr. Sikora as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Elmore .
On Vote, Motion carried 6/0

GOOD OF THE ORDER: Commissioner Elmore congratulated the newly promoted group of Firefighters. Commissioner Schaub thanked everyone for Levy passing. Commissioners offered gratitude to FF Millich, the Chaplains and Captain Fetcho for their time provided at the Washington Fire Commissioners Association Banquet.

ATTENDANCE CHECK: Board Members noted availability for the Regular Commissioner Meeting November 21, at 1730-Station 31 Training Room/Zoom.

EXECUTIVE SESSION: Vice-Chairman Fay asked for executive session to review the performance of a public employee: RCW 42.30.110(1)(g) to begin at 1815 hours with expected return at 1830 hours. Vice-Chairman Fay resumed the regular Board of Commissioner's meeting at 1830 hours with no action taken.

ADJOURNMENT: Vice-Chairman Fay adjourned the meeting at 1830 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore



SNOHOMISH REGIONAL FIRE & RESCUE

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Vice Chairman Randy Fay

A handwritten signature in black ink, appearing to read "Paul R. Gagnon", written over a horizontal line.

Commissioner Paul Gagnon

A handwritten signature in blue ink, appearing to read "Jeff Schaub", written over a horizontal line.

Commissioner Jeff Schaub

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

Commissioner Jim Steinruck

A handwritten signature in black ink, appearing to read "Roy Waugh", written over a horizontal line.

Commissioner Roy Waugh