



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

SRFR Station 31 Training Room/ Via Zoom
163 Village Court, Monroe, WA 98272
November 21, 2023, 1730 hours

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

PUBLIC COMMENT: NA

UNION COMMENT: NA

CHIEF'S REPORT: *As presented.*

COMMISSIONER REPORTS: Commissioner Elmore gave highlights of the recent Finance Committee meeting; included were Ladder Truck change orders, MOU on wellness incentive date changes, third quarter Finance Report, and 2024 letters of intent to retire. Sno911 meeting was reported on by Commissioner Waugh.

COMMITTEE MEETING MINUTES: See attachments.

CONSENT AGENDA

Approve Vouchers

Benefit Vouchers: 23-02814 to 23-002825; (\$713,859.82)

AP Vouchers: 23-02826 to 23-02932; (\$472,804.10)

Approval of Payroll

November 15, 2023 (\$1,252,512.18)

Approval of Minutes

Approve Regular Board Meeting Minutes November 9, 2023

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Schaub

On Vote, Motion carried 7/0.

OLD BUSINESS

Discussion



SNOHOMISH REGIONAL FIRE & RESCUE

Action

2024 District Budget Presentation

- *Resolution 2023-11 Regular Levy Ordinance*

Motion to approve Resolution 2023-11 Regular Levy Ordinance as submitted.

Motion by Commissioner Elmore and 2nd by Commissioner Gagnon.

On Vote, Motion carried 7/0

- *Resolution 2023-12 EMS Levy Ordinance*

Motion to approve Resolution 2023-12 Levy Ordinance as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.

On Vote, Motion carried 7/0.

- *Resolution 2023-13 Budget 2024*

Motion to approve Resolution 2023-13 Budget 2024 as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.

On Vote, Motion carried 7/0.

Ladder Truck Change Order

Motion to authorize the Fire Chief to execute change orders related to the purchase of the NXT Aerial Apparatus in an amount of up to 10% over the not to exceed price approved by motion on January 12, 2023.

Motion by Commissioner Elmore and 2nd by Commissioner Gagnon.

On Vote, Motion carried 7/0.

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*

Motion to approve Policies 334, 704, 709, 1040, 1045, and 1046 as submitted.

Motion by Commissioner Elmore and 2nd by Commissioner Schaub.

On Vote, Motion carried 7/0

NEW BUSINESS

Discussion

- *Policy 300 Incident Management*
- *Policy 301 Emergency Response*
- *Policy 302 Fire Ground Accountability*



- *Policy 303 Rapid Intervention Two-in Two-Out:* Discussion regarding language “all personal assigned” perhaps removing the word “assigned” from the policy would be more encompassing.
- *Policy 305 Tactical Withdrawal*
- *Policy 500 Patient care Reports (PCR)*
- *Policy 501 Medical Supplies*
- *Policy 503 Advance Health Care Directives:* Request to consider adding language regarding the next level of supervision called to scene in these situations.
- *Policy 504 Latex Sensitivity*
- *Policy 613 Training Records:* Request to consider including a timeline for completion of training.
- *Policy 616 Live-fire Training*
- *Policy 901 Division of Occupational Safety and Health (DOSH)*
- *Policy 915 Personal Protective Equipment:* request to consider tracking when PPE undergo decon.

Benefits Resolutions 2021-14 and 2022-04: Juneteenth: Chief O'Brien ask the Board of Commissioner's to consider adding Juneteenth to the list of observed holidays for Executive and Exempt contracts.

Executive and Exempt contracts & Fire Chief Performance Review: [Chief O'Brien asked to move these items to Executive Session.](#)

Collaboration Discussion: The Board was informed of a letter addressed to Chair Elmore from Snohomish Fire District #4. This letter asked if the Board would be interested in participating in a discussion with Snohomish Fire District #4 and South County Fire on potential partnerships and various joint ventures up to and including various mergers. It was agreed Chairman Elmore would send a reply letter reviewed by the Board of Commissioner.

Post-Retirement Medical Contract

- Rob Fisher
- Ray Kosiba
- Joel Lengkeek
- Erik Liddiatt
- Jeff Thompson

Chief O'Brien explained this was the first review for the individual seeing Post-Retirement Medical benefits.

Action

GOOD OF THE ORDER: Commissioner Waugh expressed his sadness in the resignation of Kendra Timm and wished her all the best.

ATTENDANCE CHECK: Board Members noted availability for the Regular Commissioner Meeting December 14, at 1730-Station 31 Training Room/Zoom. Commissioner Gagnon will be absent.



EXECUTIVE SESSION: Chair Elmore called for Executive Session to begin at 1800 hours for 20 minutes pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee and the addition of RCW 42.30.140(4)(b) Labor Negotiations. The Regular Board of Commissioner meeting resumed at 1820 hours with no action taken.

ADJOURNMENT: Chairman Elmore announced adjournment at 1820 hours.

Snohomish Regional Fire & Rescue



Commissioner Rick Edwards



Chairman Troy Elmore



Vice Chairman Randy Fay

Commissioner Paul Gagnon



Commissioner Jeff Schaub



Commissioner Jim Steinruck



Commissioner Roy Waugh