



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

May 9, 2024, 1730 hours

CALL TO ORDER

Vice Chairman Fay called the meeting to order at 1730 hours. In attendance were Commissioner Edwards, Vice Chairman Fay, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh; and via Zoom were Chairman Elmore, Commissioner Gagnon, and District Secretary Snure.

PUBLIC COMMENT

Three comments from Local 425 regarding future construction projects.

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien congratulated our newly promoted Deputy Fire Marshal 1 Leroy Schwartz, and he thanked the crews for their recent rescue from a tree.

Assistant Chief Messer commented that Leroy Schwartz was promoted to Deputy Fire Marshal 1 effective May 1st. Ratification of the IAFF 2023-2025 CBA on March 14th provided for retitling and rank recognition of positions within the Office of the Fire Marshal and included a career development plan for our members. There has been a significant increase in demand for our services. Our plan reviews have increased by 56% from 2021 to 2023, construction inspections have increased by 67% from 2021 to 2023, and the total number of annual safety inspections needed to be completed is 2,117.

COMMISSIONER REPORTS

Capital Facilities Committee - Commissioner Steinruck thanked Deputy Chief Rasmussen for submitting the minutes from April 23rd.

Sno-Isle Commissioners - Commissioner Fay commented that he was unable to attend in person. Commissioner Waugh commented that they had a nice turnout in Sultan. They voted to write a letter to the County Council to ask that fireworks sales be banned where the discharge of fireworks is already banned. Commissioner Steinruck commented that the Snohomish County Sheriff's message was well received.



Policy Committee - Commissioner Schaub commented that they met earlier today, and they continue to make progress. They are currently working through eight additional policies.

COMMITTEE MEETING MINUTES

Capital Facilities Committee - April 23, 2024

Finance Committee - April 25, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01092 to 24-01107; (\$745,998.05)

AP Vouchers: 24-01108 to 24-01235; (\$631,371.22)

Approval of Payroll

April 30, 2024 (\$1,451,620.11)

Approval of Minutes

Approve Regular Board Meeting Minutes April 25, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On vote, Motion carried 7/0. Commissioner Gagnon abstained from the April 25th Board Meeting Minutes.

OLD BUSINESS

Discussion

Fire Training Facility Agreement

Chief O'Brien commented that this is a new agreement with Snohomish County Fire District 4, and it is a great opportunity to partner.

Assistant Chief Lundquist commented that this gives our training divisions an opportunity to preplan the years ahead and coordinate scheduled training events. There is no financial impact with this agreement, as we currently budget this same amount.

Cultural Health Report / Continuous Improvement: PPIS and RAB Review

Chief O'Brien shared a presentation about the commissioner board approval process that we currently have in place. He explained that this process is highly accountable and very efficient. It starts with an idea, then the next step is the PPIS (Proposed Project Impact Statement) which is a form that outlines the plan. Then it goes to the Executive Staff, then it goes to Senior Staff, and then the next step is the RAB (Requested Action by the Board) which is emailed to the Board of Commissioners with a detailed explanation. The next step is that it goes to the Commissioner Subcommittee, and then we have a commissioner review period where there would be a first touch with the Commissioner Board Meeting. Next there would be the second touch with the next Commissioner Board Meeting where it would be



approved or not approved. We need to make sure it is right for the community, right for our people, and make sure it is safe and based on our mission. It needs to be fiscally responsible. We need to consider innovation and advancement and be sure it is approved by legal. It is a very efficient system; however we can do better at letting people know about the system we have in place.

Commissioner Steinruck asked how we can share this with our members and Chief O'Brien commented that he plans to share this presentation with the crews as well.

Action

Shop Contract: Hour Correction MOU

Deputy Chief Rasmussen commented that the Shop has moved to a 4/10 schedule, and this simply updates the language to reflect this.

Motion to approve the Shop 4/10 Holiday Time Adjustment MOU as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Gagnon.

On vote, Motion carried 7/0.

NEW BUSINESS

Discussion

Compensation Study

Chief O'Brien commented that we want to be sure the Executive Staff contracts are in line with the market.

Business Administrator Schoof commented that we had this in the budget for 2024. We brought this proposal to the Finance Committee, and it is now ready for the Commissioners' initial review.

Commissioner Schaub asked how we find comparable districts; and Business Administrator Schoof commented that one of their first steps will be to meet with the Finance Committee to determine comparable districts. Chairman Elmore let the Commissioners know they can reach out to him if they have thoughts on what should be considered to help determine the comparables.

Sno911 ILA Proposed Amendments

Assistant Chief Lundquist commented that we have an interlocal agreement with Sno911. They are looking to amend language that does not directly impact us. These changes address a proposed way of selecting the governing board members and alternates as well as the elimination of the single non-voting board seat.

Action

Resolution 2024-4 for Property Acquisition

Chief O'Brien commented that SRFRR has been in search of property to relocate Station 32 in Monroe. We have found an ideal piece of property that is in a very good location on Oaks Street, immediately behind



Coastal Farm & Ranch. The property is 2.16 acres, with enough room to build a fire station.

Please note, a final closing of the property is contingent upon a rigorous feasibility study.

- Price: \$1,300,000
- Earnest Money: \$10,000
- Feasibility Period: 60 days
- Closing: 30 days but the seller has the right to extend it up to 180 days and will give possession once the initial 30-day period has passed.
- One (1) thirty (30) day feasibility extension for \$5,000 which will be nonrefundable and nonapplicable.
- The agreement is subject to approval of the Board of Commissioners within 30 days.

Chief O'Brien thanked Deputy Chief Rasmussen, Assistant Chief Lundquist, and legal counsel Brian Snure for their efforts on this.

Motion to approve Resolution 2024-4 for Property Acquisition as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote, Motion carried 7/0.

GOOD OF THE ORDER

Vice Chairman Fay commented that the County Council will be meeting next week, and South County will be presenting this proposal to the county.

Motion to support the adoption of Snohomish County Ordinance #23-057 which amends Snohomish County code section 30.53A.710 to prohibit the sale of fireworks in areas where they are not allowed for discharge.

Motion by Commissioner Schaub and 2nd by Commissioner Waugh.

On vote, Motion carried 7/0.

Commissioner Steinruck noticed there was water training at Davies Beach the other day and commented that it was well organized and great to see them in action.

Chairman Elmore apologized for attending today's meeting remotely, as he is dealing with back issues.

Commissioner Waugh was invited to attend the Cultural Leadership Team (CLT) retreat next week, and after checking in with our Chair and Vice Chair, he accepted the invitation.

ATTENDANCE CHECK

Regular Commissioner Meeting May 23, 2024, at 1730 - Station 31 Training Room/Zoom.

Commissioner Steinruck will be unavailable for the May 23rd Commissioner Meeting and Commissioner Waugh plans to attend remotely.



EXECUTIVE SESSION

N/A

ADJOURNMENT

Vice Chairman Fay adjourned the meeting at 1820 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Commissioner Rick Edwards

Troy Elmore

Chairman Troy Elmore

Randy Fay

Vice Chairman Randy Fay

Paul R. Gagnon

Commissioner Paul Gagnon

Jeff Schaub

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Jim Steinruck

Roy Waugh

Commissioner Roy Waugh