



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 23, 2024, 1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1735 hours. In attendance were Chairman Elmore, Vice Chairman Fay, and Commissioner Gagnon; and via Zoom were Commissioner Schaub, Commissioner Waugh and District Secretary Snure. Also, Commissioner Edwards and Commissioner Steinruck were excused absences.

BADGE CEREMONY FOR FIRE MARSHAL'S OFFICE

Chief O'Brien presented the badges to the families so they could pin the badges on their loved ones this evening and he gave members their oath for Snohomish Regional Fire & Rescue. Congratulations to Senior Deputy Fire Marshal Bowen, Deputy Fire Marshal 1 Fisher and Deputy Fire Marshal 1 LeDuc. This evening Deputy Fire Marshal 1 Schwartz was unable to join us.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien commented that we have some big retirements coming up next week, Driver Operator Joel Lengkeek on May 28th with 31 years of service and Battalion Chief Troy Elmore on May 29th with Mukilteo Fire with 35 years of service. Congratulations! Chief O'Brien commented that we have a lot going on and he thanked the crews and staff for their hard work. He congratulated our members for graduating from the Snohomish County Fire Training Academy: Quinn Evans, Karlie McMillan, and Seth Lawson. He mentioned that we held first round interviews for Entry Level Firefighter and Paramedic during the week of May 21st, and we also had first round interviews for Deputy Chief on May 21st and 22nd. He thanked our newly established hiring committee for their efforts.

COMMISSIONER REPORTS

Finance Committee - Chairman Elmore commented that the Finance Committee met earlier this afternoon and they reviewed the 2024 First Quarter Report highlights and budget actual reports; and he thanked CFO



Tabor for her work. They also discussed L&I, the contractor design team regarding Station 32 and Station 81 projects, and post-employment medical for PERS employees.

Sno911 Committee - Commissioner Waugh commented that Sno911 addressed the Sno911 Interlocal Agreement, discussed improvements with the Nurse Navigator Line, listened to a presentation by Chief DeMarco regarding the Snohomish County EMS Task Force, and reviewed the budget.

COMMITTEE MEETING MINUTES

N/A

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01237 to 24-01247; (\$762,534.08)

AP Vouchers: 24-01248 to 24-01352; (\$445,146.12)

Approval of Payroll

May 15, 2024 (\$1,440,653.62)

Approval of Minutes

Approve Regular Board Meeting Minutes May 9, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Gagnon.

On vote, Motion carried 5/0.

OLD BUSINESS

Discussion

Continuous Improvement

Chief O'Brien commented that we plan to have an update at each meeting on what we are doing to improve.

Captain Fetcho commented that the Cultural Leadership Team (CLT) had a three-day workshop from May 13-15 with 17 members in attendance. After thorough research of the Sikora Report, our team developed the following themes: communication, trust, accountability, and taking care of people. Next we determined the challenges and solutions, and then determined how we might address them. The top 10 are as follows:

- Leadership Training for All Personnel
- Regular Leadership All Hands Meetings
- Start Contract Negotiations Earlier
- Representative from CLT at Leadership Meetings
- 360 Degree Evaluations



SNOHOMISH REGIONAL FIRE & RESCUE

- Improving the Hiring Process with More Transparency
- Officer Development Academy
- Bolster Our Mental Health Peer Support Program for All Personnel
- Prompt Promotions
- Create an Email Distribution Group for the CLT So Members Can Easily Access the Team – CLT@SRFR.org

Vice Chairman Fay commented that after the Sikora Report there seemed to be some anxiety regarding trust and communication, and he asked how discussions are going on this. Captain Fetcho commented that it has been discussed and it might be too early to answer. The 360 Evals started before the Sikora Report. We have done those before, and they were valuable.

Vice Chairman Fay asked if there were any other themes emerging that we need to pay attention to. Captain Fetcho responded not at this time; we did our best to consolidate our ideas.

Action

Compensation Study

Chief O'Brien commented that this is a second touch on the Compensation Study and we are seeking approval to engage in the compensation study regarding the executive staff.

Motion to approve the Compensation Study with Compensation Connections as submitted.

Motion by Commissioner Gagnon and 2nd by Vice Chairman Fay.

On vote, Motion carried 5/0.

Sno911 ILA Proposed Amendments

Chief O'Brien commented this is also a second touch. We are looking for approval to address the Sno911 ILA proposed amendments.

Motion to approve the proposed amendments to the Sno911 Interlocal Agreement as submitted.

Motion by Vice Chairman Fay and 2nd by Commissioner Gagnon.

On vote, Motion carried 5/0.

Fire Training Facility Agreement

Chief O'Brien commented that this is a second touch, and we anticipate moving forward with this interlocal agreement with Snohomish Fire District 4. This is a great partnership.

Motion to approve the Interlocal Agreement with Fire District 4 for the use of the District 4 Training Facility. The fee for the use of the Everett water hydrant shall be \$75 per day for hand line use and \$150 per day when there is use of master streams over 750 gal/min capable.

Motion by Chairman Elmore and 2nd by Vice Chairman Fay.

On vote, Motion carried 5/0.



Chairman Elmore commented that this a great partnership.

NEW BUSINESS

Discussion

Policy Review

- Policy 318 Safe Haven for Newborns
- Policy 322 Child Abuse Reporting
- Policy 323 Disposition of Valuables
- Policy 325 Adult Abuse
- Policy 335 Firefighter Rescue Survey
- Policy 604 Hazard Communication Program Training
- Policy 710 Non-Official Use of District Property
- Policy 903 Communicable Diseases

Assistant Chief Messer presented the next policies for review. All policies have been reviewed and approved by our committees, legal, and bargaining groups. Chairman Elmore thanked Acting Deputy Fire Marshal Dahl for his efforts in this area.

Action

Contractor and Design Team: Stations 32 and 81 Projects

Chief O'Brien commented that we are making some great headway finding a team to help with these station projects. This is simply a one-touch request for Board approval to move forward and let BNB/Miller Hull know that we want to work with them.

Assistant Chief Messer commented that out of seven teams who put in for a statement of qualification review, we had three teams move forward with an interactive meeting. With the information they received at the interactive meeting, they created a management plan for our review. After reviewing the final scores, our Progressive Design Build Selection Committee recommends the selection of BNB/Miller Hull as our architecture firm. This Intent to Award letter will begin the contract negotiation process. Once complete, the contract will be returned to the Board for a two-touch brief and vote.

Chief O'Brien mentioned he received very positive feedback from Bothell, who has worked with them as well.

Commissioner Schaub commented that Washington is one of the leaders in progressive design build, and professionals at the design conference suggested we work with BNB as well.

Motion to approve an "Intent to Award" letter to BNB/Miller Hull as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Gagnon.

On vote, Motion carried 5/0.



GOOD OF THE ORDER

Chairman Elmore gave an update on Fire District 4, and there has not been a lot of development in the last month. The chiefs between South County Fire, Fire District 4 and SRFR are meeting together. There will be a BBQ Social next Tuesday, May 28th, at Snohomish District 4 HQ including regional partners to simply explore areas that we can partner and work together better. There will be a follow-up meeting on June 18th. Additionally, we are considering joint meetings in the future to help build relationships.

Vice Chairman Fay encouraged everyone as it has been an intense couple of weeks, please let us know if there is anything we can do to help.

Commissioner Waugh congratulated Chairman Elmore on his upcoming retirement. He also thanked Captain Fetcho and the CLT for inviting him to their workshop and he thanked the CLT for leading us forward.

ATTENDANCE CHECK

Regular Commissioner Meeting June 13, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

N/A

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1811 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon



Jeff Schaub

Commissioner Jeff Schaub

Jim Steinruck

Commissioner Jim Steinruck

Roy Waugh

Commissioner Roy Waugh