



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

June 27, 2024, 1730 hours

CALL TO ORDER

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

BADGE CEREMONY FOR FIRE MARSHAL'S OFFICE

Chief O'Brien commented that this ceremony will be postponed until a later date.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien commented that last weekend Snohomish Regional Fire & Rescue and South County Fire partnered to provide a Future Women in Fire Workshop. He thanked Jessica Hanna as our lead coordinator as well as our support team and instructors including Shanell Rasmussen, Julia Thomas, Jordan Noto, Dr. Brooke Lundquist, Peter Mongillo and Kaitlin King. He also thanked everyone for their hard work.

COMMISSIONER REPORTS

Capital Facilities – Commissioner Schaub commented that they reviewed the Station 83 progress and RAB for additional costs, the Station 31 project proposal, the Stations 32 & 81 updates, and the Station 72 update with crews back in the station.

Finance Committee – Chairman Elmore commented that they met earlier this afternoon and discussed the revision to the last PERS Resolution regarding post-employment medical. They also had a presentation regarding salary surveys, a presentation regarding the fire benefit charge, and they discussed the Station 83 RAB change orders and the Station 31 Shop Remodel.

Sno911 – Commissioner Waugh commented that they went through a Regional Resiliency Test, and practiced taking over another agency's dispatch so they can continue to work if they were to get diverted



due to an emergency. He also mentioned their radio replacement project will be on time, switching to a digital system in early 2025.

COMMITTEE MEETING MINUTES

Policy Committee – May 9, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01517-24-01527; (\$744,178.28)

AP Vouchers: 24-01529 to 24-01613; (\$331,637.92)

Approval of Payroll

June 15, 2024 (\$1,427,823.80)

Approval of Minutes

Approve Regular Board Meeting Minutes June 13, 2024

Approve Special Board Meeting Minutes June 18, 2024

Approve Special Board Meeting Minutes June 20, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Continuous Improvement: Hiring Committee

Chief O'Brien commented that we had a successful hiring process for entry level firefighters, and we have asked Battalion Chief Hammeren and Battalion Chief Basta to share about the process.

Battalion Chief Basta commented that a few months ago we formed the Hiring Committee to improve transparency, ensure that we are hiring the best candidate for the job and improve candidate retention. We asked our firefighters for their input; and as a team we created questions. We are hiring so many people without experience who don't really know what is different about our agency. We decided to set up a special Open House for those candidates who were moving on to the Chief's interview. The goal was to make the Open House fun for the candidates and their families; and show them what is so special about SRFR. We had a BBQ, we had Union Reps available, HR, Water Rescue Team, and the Chief was there to answer questions. He thanked HR for their cookie decorating station for the kiddos; and mentioned that many of those candidates were impressed with the Open House. Additionally, after each round of interviews, the panel members came back together to discuss what went well and what could be improved upon, to help finetune the process. Lastly, we requested that we have two Battalion Chiefs included in the Chief's interviews.



Battalion Chief Hammermen commented that he was in on the Round 1 Interview which was like a rapid-fire interview. We interviewed 130 candidates with very simple basic questions; and for the first time we gave them the questions prior to the interview. The next round was an Oral Board with more in-depth questions with the top 60 candidates; and then the top 30 candidates moved on to Chief's Interview and they were invited to the Open House. Battalion Chief Hammermen commented that this process allowed him to interact with the candidates three different times, with time to process everything in between the series of interviews. This process is going to add to our quality.

Commissioner Schaub asked if most of the candidates are looking to stay close to their home or are they interested in relocating. Battalion Chief Hammermen commented multiple candidates mentioned that SFRFR wasn't their first choice, but after the Open House they were reconsidering. Most will probably stay closer to their residence; recruitment basically comes down to opportunity and our contract. The Hiring Committee is a lot of extra effort, but it is a huge priority for us to recruit and retain high quality people, and we are doing our due diligence.

Action

PERS Resolution 2024-5

Chief O'Brien commented that we made a mistake by including dental for our retirees in the resolution, unfortunately our dental plan does not allow for that type of coverage. After much thought and discussion, we decided to add \$75 per month toward the retiree's VEBA in lieu of the dental.

Motion to rescind Resolution 2024-1 and approve Resolution 2024-5 as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

NEW BUSINESS

Discussion

Policy Review

- Policy 103 Governing Rules and Board Policies
- Policy 215 Community Advisory Committee
- Policy 330 Ride-Along Program
- Policy 607 Heat Illness Prevention Training
- Policy 904 High-Visibility Vests
- Policy 905 Body Armor
- Policy 920 Roadway Incident Safety
- Policy 1028 Uniform Regulations

Policies to be Superseded/Rescinded

- SCFD7 Policy 4 Entrance Requirements for All Personnel
- SCFD7 Policy 22 Response to Requests for Assistance



SNOHOMISH REGIONAL FIRE & RESCUE

- SCFD7 Policy 49 Automobile Usage
- SCFD7 Policy 68 Paid Family and Medical Leave

Chairman Elmore asked for any questions and there was no further discussion.

Station 31 Remodel

Deputy Chief Rasmussen introduced the Station 31 shop contract with GenCap Construction which covers the base bid price, bid alt 1, bid alt 2, and the do not exceed 10% of package proposal. This has been discussed in both the Capital Facilities and Finance Committees.

Action

Station 83 Change Orders

Chief O'Brien commented that this was supposed to be completed in June, and there have been quite a few challenges. Our goal is to get our crew back in the station as soon as possible. The best-case scenario would be the end of August. We are requesting this as an action item today because we want to take care of this as soon as possible.

Deputy Chief Rasmussen commented that this has been reviewed in both the Capital Facilities and Finance Committees. This is increasing the project costs of Station 83 to cover the 10% do not exceed amount, the siding change order, the water damage change order, and the new fire alarm panel. The new gross maximum price (GMP) is requested to be \$1,438,946 which is an increase of \$188,946 over the original request.

Motion to approve the Station 83 Change Orders as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.

GOOD OF THE ORDER

Chairman Elmore commented he had a discussion with chair of Snohomish County Fire District #4 regarding possible dates for future joint meetings. This will be a good way for us to get to know each other better. He also asked for a preliminary discussion with Chief Demarco with Everett Fire on what we can do together, and Chief O'Brien agreed. Chairman Elmore thanked everyone for their work.

Commissioner Schaub shared his concern regarding fireworks and noted that the majority of fires break out in Washington state on July 4th, and there is data to support this.

ATTENDANCE CHECK

Regular Commissioner Meeting July 11, 2024, at 1730 - Station 31 Training Room/Zoom.

EXECUTIVE SESSION

RCW 42.30.140(4)(a): Labor Negotiations



RCW 42.30.110(1)(g): To Review the Performance of a Public Employee
 RCW 42.30.110(1)(b): Discussing the Purchase of Real Estate

Chairman Elmore called for an Executive Session to begin at 1810 hours for 15 minutes. Chairman Elmore extended the executive session for an additional 5 minutes, until 1830 hours. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1830 hours and announced that there is no decision at this time.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1830 hours.

Snohomish Regional Fire & Rescue



 Commissioner Rick Edwards

Commissioner Troy Elmore _____
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 Vice Chairman Randy Fay



 Commissioner Paul Gagnon



 Commissioner Jeff Schaub



 Commissioner Jim Steinruck



 Commissioner Roy Waugh