



**BOARD OF FIRE COMMISSIONERS MEETING MINUTES**  
**SNOHOMISH REGIONAL FIRE & RESCUE**  
 SRFR Station 31 Training Room / Via Zoom  
 163 Village Court, Monroe, WA 98272  
 July 11, 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.

Vice Chairman Fay announced that we have additional items under New Business Discussion – Advocacy and Public Safety Permits.

Vice Chairman Fay introduced and welcomed a guest, Fire Board Director Philip Griswold from Sun City, Arizona.

**BADGE CEREMONY FOR FIRE MARSHAL'S OFFICE**

Postponed.

**PUBLIC COMMENT**

N/A

**UNION COMMENT**

N/A

**CHIEF'S REPORT**

As presented. Chief O'Brien congratulated recently promoted Captain MSO Jerry Aamold and thanked HR Director Holtgeerts and the team for their hard work with the Deputy Chief hiring process. We are now down to two finalists, and we will be interviewing them next week. We had a very busy 4th of July with 96 calls, and we assisted Sky Valley with a water rescue at Eagle Falls. Chief O'Brien thanked everyone for their work.

**COMMISSIONER REPORTS**

*Sno 911* – Commissioner Waugh mentioned the EMS Task Force, and that they approved the slide show that will be presented to the chiefs next Monday. This information will be available as of next week.

*Policy Committee* - Commissioner Schaub commented that they met earlier today, and they have a list of policies ready for action. Today they reviewed Policies 213, 216, 617, 706, 800, 911, 1017, and 1021. They also reviewed Policies 1033, 1035, and 1036.



## COMMITTEE MEETING MINUTES

Finance Committee – June 27, 2024

### CONSENT AGENDA

#### **Approval of Vouchers**

Benefits Vouchers: 24-01614 to 24-01632; (\$1,249,563.88)

AP Vouchers: 24-01633 to 24-01776; (\$2,909,388.51)

#### **Approval of Payroll**

June 30, 2024 (\$1,676,273.92)

#### **Approval of Minutes**

Approve Regular Board Meeting Minutes June 27, 2024

#### **Motion to approve the Consent Agenda as submitted.**

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote, Motion carried 7/0.

### OLD BUSINESS

#### **Discussion**

*Continuous Improvement: Shop Recruitment Outreach*

Chief O'Brien introduced SRFR Shop members Journeyman Daniel Kindig, Apprentice Mechanic Cameron Main and Shop Foreman John Thomas.

Journeyman Daniel Kindig explained that they visited with the Sno-Isle Skill Center in May, and presented a PowerPoint presentation and walked the students through the process of becoming an emergency vehicle technician and explained how our apprenticeship program works. They also reached additional shop students through WA Alliance. It has been great to educate students and let them know there actually is a specialized technician opportunity to work on fire apparatus.

Vice Chairman Fay thanked our mechanics for promoting and developing the team. Shop Foreman John Thomas thanked everyone for their support and the ability to add members to our team.

#### **Action**

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

**Motion to approve Policies 103, 215, 330, 607, 904, 905, 920 and 1028 as submitted and to supersede/rescind SCFD7 Policies 4, 22, 49, and 68 as submitted.**

Motion by Commissioner Waugh and 2nd by Commissioner Schaub.

On vote, Motion carried 7/0.

*Station 31 Remodel Contract*

Chief O'Brien commented that we are asking for approval of this contract with GenCap for the Station 31 remodel.

**Motion to authorize the Chief to enter into a contract with GenCap for the Shop 31 addition.**

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On vote, Motion carried 7/0.

**NEW BUSINESS**

**Discussion**

*Policy Review*

- Policy 601 Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training
- Policy 602 Bloodborne Pathogen Training
- Policy 605 Hazardous Materials (HAZMAT) Training
- Policy 610 Respiratory Protection Training
- Policy 910 Health and Safety Officer
- Policy 921 Extreme Outdoor Conditions Plan

*Advocacy*

Chairman Elmore commented that he spoke with the Chair of Snohomish County Fire District 4, and they have set up two dates for joint meetings to discuss how we can work together.

- Thursday, September 26th at Snohomish Regional Fire & Rescue
- Monday, October 14th at Snohomish County Fire District #4

Please let Chairman Elmore know if you have any suggested topics for the agenda.



### *Public Safety Permits*

Chairman Elmore commented that Council Member Mead verified they are in the process of drafting two documents regarding public safety permitting; so police, fire, and ambulance service will no longer get delayed on public safety projects. A huge thank you to Council Member Mead and his staff for their work on this.

### **Action**

None

### **GOOD OF THE ORDER**

Commissioner Steinruck thanked the crews, admin staff, and everyone involved in the Deputy Chief interview process on Tuesday. It was very well done.

### **ATTENDANCE CHECK**

Regular Commissioner Meeting July 25, 2024, at 1730 - Station 31 Training Room/Zoom.

### **EXECUTIVE SESSION**

RCW 42.30.110(1)(g): To Review the Performance of a Public Employee

RCW 42.30.140(4)(b): Labor Negotiations

RCW 42.30.110(1)(b): Real Estate

Vice Chairman Fay called for an Executive Session to begin at 1800 hours for 20 minutes, with no decisions to follow. Vice Chairman Fay resumed the regular Board of Commissioners Meeting at 1820 hours and announced that there is no decision at this time.

Chief O'Brien reminded everyone of the upcoming Aquafest Pancake Breakfast in Lake Stevens on Saturday and Sunday, July 27 & 28. He also mentioned that he will be on vacation from July 19 through August 18. We will have Acting Chief Lundquist for a period of time and then we will have Acting Chief Messer for a period of time.

### **ADJOURNMENT**

Vice Chairman Fay adjourned the meeting at 1823 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