



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

August 8, 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, and Commissioner Steinruck; and via Zoom were Chairman Elmore, Commissioner Gagnon and District Secretary Snure. Also, Commissioner Waugh was an excused absence.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Assistant Chief Messer commented that it has been a busy couple of weeks with public events. We've had Aquafest in Lake Stevens, then we had National Night Out with three locations, and additionally we've had teams deployed with several wildfires. Thank you to Community Relations and Operations for keeping all this going.

COMMISSIONER REPORTS

Policy Committee - Commissioner Schaub commented that we have several policies in the packet this evening for review. Today the committee met and reviewed Policies 615, 707, 803, and 220.

COMMITTEE MEETING MINUTES

Capital Facilities Committee - July 23, 2024

Finance Committee - July 25, 2024

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-01887 to 24-01901; (\$758,714.11)

AP Vouchers: 24-01902 to 24-02030; (\$935,212.54)

Approval of Payroll

July 31, 2024 (\$1,498,531.05)



SNOHOMISH REGIONAL FIRE & RESCUE

Approval of Minutes

Approve Regular Board Meeting Minutes July 25, 2024

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Edwards and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

OLD BUSINESS

Discussion

Continuous Improvement: Fire 7 Foundation: Pancake Breakfast

Battalion Chief Shevlin thanked Firefighters Gilbert and Timm for their leadership with the Firefighters' Pancake Breakfast this year. After expenses this year's breakfast raised approximately \$5,000 for the Fire 7 Foundation. We are currently working on a binder for reference with future breakfasts.

The Fire 7 Foundation is a 501c3 nonprofit organization and separate from the fire department. Board members include Shevlin, Basta, Chester, Bloomquist, and Nelson. The mission of the Fire 7 Foundation is to support the community and fire service family in times of need.

Branches of Disbursement include:

- Supporting families after a fire incident and units B31, B71, B81, MSO71 carry cash to provide support after a residential fire
- College scholarships to local high school students within SRFR jurisdiction
- Christmas Giving
- Community needs
- LODD and firefighter police injuries

Funding sources include:

- Monthly contributions by SRFR employees
- Lake Stevens Aquafest Pancake Breakfasts
- Fire 7 Foundation Golf Tournaments

Battalion Chief Shevlin asked members to please let them know if they see a need.

Action

Station 82 Asphalt Project

Deputy Chief Rasmussen commented that this is our second look at this project, and he asked if there were any questions. There was no further comment.

Motion to accept the bid from A-1 Asphalt as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.



NEW BUSINESS

Discussion

MOU: Medical Contract: Entry-Level Health Testing

Assistant Chief Lundquist commented that by utilizing the service contract with Dr. Walters for new hires, it will allow more flexibility with scheduling these exams, easier communication with our HR Division on subsequent fit for duty findings, as well as provide a cultural competence of a firefighter's duties as it relates to any Category B findings under NFPA 1582.

Dell Tablets: ePCR RAB

Deputy Chief Read commented that we are requesting the purchase of 15 Dell tablets used by our crews to complete ePCR's in the field. This is an essential piece of equipment necessary to facilitate proper documentation and timely report completion. This additional purchase will assist our IT team in keeping functioning tablets with our crews.

Assistant Chief Lundquist commented that right now in the budget we have the ability to purchase 6, and we are asking for funding for an additional 9 Dell tablets. This would be a total of 15 Dell tablets.

HRA-VEBA Self Insured Benefit IRS Testing Resolution

Business Administrator Schoof commented that after an internal audit to ensure that SRFR is in compliance with IRS Treasury regulations and a review by our attorney, it was noted that we meet the plan requirements however it was suggested that we adopt language to further clarify the differentiations.

Second Quarter Finance Report

Business Administrative Schoof thanked CFO Tabor for her hard work. Please reach out to Finance if there are any questions.

Policy Review

- Policy 213 Petty Cash Management
- Policy 216 District Finances
- Policy 617 Recording Response Video and Audio for Training
- Policy 706 Knox Box Access
- Policy 800 Records Management
- Policy 911 Vehicle Safety Belts
- Policy 1017 Personnel Records
- Policy 1021 Physical Fitness

No additional comment.

Surplus Resolution 2024-6

Deputy Chief Rasmussen commented that these items are no longer utilized by the District and we are requesting permission to surplus these items through Resolution 2024-6.



SNOHOMISH REGIONAL FIRE & RESCUE

Stormwater Cost-Sharing Agreement RAB

Vice Chairman Fay asked the Board if they might want to take action on this item this evening.

Assistant Chief Messer commented that we are the last one to sign the agreement with North Cove Ilc and the City of Lake Stevens. We've been working on this for 6-8 months, and this greatly benefits all three parties. SRFR has the land. The agreement has gone through legal and has been signed off by all three. It was just recently approved by the Lake Stevens City Council.

Deputy Chief Rasmussen thanked our legal counsel Brian Snure for his assistance, and the breakdown of stormwater usage: North Cove 59.6%, SRFR 24.2%, and the City of Lake Stevens 16.2%. The District will be given an opportunity to review and comment on the designer fees, construction bids, and design. Additionally, the District will be compensated for its easement rights granted to the other parties to the agreement. This will be very beneficial for our taxpayers.

Motion to move to move the topic of Stormwater Cost-Sharing Agreement to New Business Action.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

Motion to approve the cost sharing agreement for stormwater project as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

Action

Deputy Chief Contract

Human Resources Director Holtgeerts distributed copies of the Deputy Chief contract and Business Administrator Schoof commented that this is consistent with all our other Deputy Chief contracts.

Motion to approve the Deputy Chief Contract as submitted.

Motion by Commissioner Steinruck and 2nd by Commissioner Schaub.

On vote, Motion carried 6/0.

GOOD OF THE ORDER

Commissioner Steinruck commented that both the Pancake Breakfast and National Night Out were so well done. Thank you for all the work that went into these events.

Chairman Elmore thanked Vice Chairman Fay for leading the meeting this evening.

ATTENDANCE CHECK

Regular Commissioner Meeting August 22, 2024, at 1730 - Station 31 Training Room/Zoom.



EXECUTIVE SESSION

N/A

ADJOURNMENT

Vice Chairman Fay adjourned the meeting at 1812 hours.

Snohomish Regional Fire & Rescue

[Handwritten signature: Rick Edwards]

Commissioner Rick Edwards

[Handwritten signature: Troy Elmore]

Chairman Troy Elmore

[Handwritten signature: Randy Fay]

Vice Chairman Randy Fay

[Handwritten signature: Paul Gagnon]

Commissioner Paul Gagnon

[Handwritten signature: Jeff Schaub]

Commissioner Jeff Schaub

[Handwritten signature: Jim Steinruck]

Commissioner Jim Steinruck

Commissioner Roy Waugh