



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

November 14, 2024, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien commented that on Veteran's Day we had the opportunity to honor a family with a citizen's award with the crews. When leaving the boat launch area, the daughter saw a truck heading into the lake with child still in the truck, and they did their part to help rescue the child. Thank you to BC Adolf and the Awards Committee for recognizing this family and they will also be invited to our banquet. Chief O'Brien also introduced Kristi Szilak, our Confidential Support Specialist. We have a lot going on, and we finished Chief's Interviews for laterals today. We have offered positions to one firefighter paramedic and three firefighters. Thank you to the Hiring Committee for their hard work.

COMMISSIONER REPORTS

Capital Facility Committee – Commissioner Steinruck commented that their meeting was cancelled due to the WFCA Conference, and their next meeting is scheduled for November 26. Commissioner Schaub commented they will have a station tour on December 4th.

Sno911 Committee – Commissioner Waugh commented that on November 18th they will initiate a new non-emergency line that will use AI, and they have been practicing with this.

Sno-Isle Committee – Commissioner Fay commented that they had a great meeting with Kurt Mills as their speaker. Their next meeting will deal with elections, and he reported they have now filled their secretary position. Their banquet has been scheduled for the last Saturday in January at Shaun O'Donnell's.



Leadership Meeting - Chief O'Brien commented that the next Leadership Meeting is scheduled for 9am Thursday, November 21st at the Station 31 Training Room.

Policy Committee - Commissioner Schaub commented that they met earlier today and reviewed Policies 313, 314, 316, 321, 801, 802 and 913. Thank you to everyone for their efforts on these policies.

COMMITTEE MEETING MINUTES

None

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 24-02756 to 24-0265; (\$748,311.47)

Benefits Vouchers: 24-02766 to 24-02780; (\$762,075.01)

AP Vouchers: 24-02781 to 24-02981; (\$2,105,629.82)

Approval of Payroll

October 31, 2024 (\$1,464,549.82)

Approval of Minutes

Approve Regular Board Meeting Minutes October 21, 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

None

Action

2025 Medical Retiree Letters

Chief O'Brien commented that these letters were drafted according to resolution, and they are ready for approval.

Motion to approve the 2025 Medical Retiree Letters as submitted.

Motion by Commissioner Waugh and 2nd by Commissioners Steinruck.

On vote, Motion carried 7/0.



NEW BUSINESS

Discussion

Budget Hearing: Levy Resolutions & Budget Resolution

Chief O'Brien thanked the staff for their work on the 2025 Budget. Our theme for 2025 is supporting people, strengthening infrastructure, continuous improvement, and fiscal responsibility.

Chief Financial Officer Tabor presented the 2025 Budget including general fund revenues and expenditures, taxes from new construction, regular property tax, EMS property tax, staffing, new apparatus, equipment purchases and leases, construction and capital projects, and the administration building.

- Resolution 2024-09 Regular Levy Ordinance
- Resolution 2024-10 EMS Levy Ordinance
- Resolution 2024-11 Budget 2025

The Commissioners thanked CFO Tabor for her work.

Retirement Date Change Resolution 2024-14

Assistant Chief Lundquist asked if there were any questions, and he confirmed that the Union is aware of this. In order to hire the right number of individuals we are making a May 31st change, and this will also help with budgeting purposes. This would go into effect for the 2026 individuals.

Policy Review

- Policy 311 Elevator Entrapments
- Policy 312 Elevator Restrictions During Emergencies
- Policy 319 Hazardous Materials Response
- Policy 609 National Incident Management System (NIMS) Training
- Policy 912 Fire Station Safety
- Policy 916 Hazardous Energy Control
- Policy 1001 Performance Evaluations
- Policy 1002 Promotions and Transfers
- Policy 1005 Career Advancement
- Policy 1037 Family Support Liaison

Assistant Chief Messer reviewed the policies and asked if there were any questions. He mentioned we are currently reviewing our performance evaluations with our permanent staff.

Chairman Elmore requested a blank copy for the Fire Chief's evaluation, and Business Administrator Schoof will take care of this.



Commissioner Waugh asked Assistant Chief Messer to confirm which NIMS categories our Commissioners need to train on.

Transport Rates Update Resolution 2024-15

Business Administrator Schoof commented that the Finance Committee requested a summary of information related to current rates as well as the rates of neighboring jurisdictions to determine whether current rates support provided services and meet the demands of increasing costs. It is recommended that the District increase rates to continue to provide SRFR's high-quality service and meet the demands of rising costs.

Retirement Medical COLA Resolution 2024-13

Business Administrator Schoof commented this is the annual resolution to increase the retirement medical benefit by COLA.

CARES ILA

This topic has been postponed until a future meeting.

Action

MOU: Longevity Benefit for Lateral Hires

Chief O'Brien commented that we currently have a need for more seasoned members and the Union suggested that we consider a longevity benefit for lateral hires. This is exclusively for longevity pay at the sole discretion of the District.

Motion to approve MOU for Longevity Benefit for Lateral Hires as submitted.

Motion by Commissioner Waugh and 2nd by Chairman Elmore.

On vote, Motion carried 7/0.

GOOD OF THE ORDER

Commissioner Waugh asked if there is an update on the Teamsters contract, as it has been a year; and Vice Chairman Fay commented that this topic would be addressed in Executive Session.

Vice Chairman Fay thanked everyone for their work towards COMEX.

Commissioner Waugh asked about the appropriate smoke alarm; and Assistant Chief Messer reminded everyone to change their batteries each year and replace their alarms at ten years.

ATTENDANCE CHECK

Special Commissioner Meeting November 18, 2024, at 1730 – Station 31 Training Room/Zoom

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



EXECUTIVE SESSION

RCW 42.20.140(4)(b): Labor Negotiations

Vice Chairman Fay called for an Executive Session to begin at 1825 hours for 15 minutes, with no decision to follow. Vice Chairman Fay resumed the regular Board of Commissioners Meeting at 1840 hours and announced that there is no decision at this time.

ADJOURNMENT

Vice Chairman Fay adjourned the meeting at 1840 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh

Commissioner Paul Gagnon