



## 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

December 11, 2024, 1730 hours

#### CALL TO ORDER

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

#### PUBLIC COMMENT

N/A

#### UNION COMMENT

N/A

#### CHIEF'S REPORT

As presented. Chief O'Brien reminded everyone of the Real Heroes Breakfast scheduled for 7:30am tomorrow morning at Tulalip. We also have our Graduation Ceremony tomorrow evening, 5pm at the Stanwood High School Performing Arts Center. It will be great to see our recruits graduate. He also thanked GIS Coordinator Elsa Sexton and team for going above and beyond with correcting a property address for family that is expecting a baby. Additionally we have some great things going on with capital facilities. The Shop had garage doors installed, and we are still on track for a January completion; regarding Stations 32 & 81 our committees toured the new Bothel Fire Stations 42 & 45 for reference as we work on the design our stations; and regarding Station 72 we are monitoring the repair to the tank. Chief O'Brien thanked our responders and team for their great work.

#### COMMISSIONER REPORTS

*Capital Facilities Committee* – Commissioner Steinruck commented that in addition to what Chief O'Brien has shared, they discussed their next project priorities, an updated Capital Facilities Plan, and they discussed the upcoming Design Conference in May. Their next meeting will be on January 28th.

*Sno-Isle Commissioners* – Vice Chairman Fay commented that their topic was elections, and the last Saturday in January will be their Sno-Isle Banquet at Shaun O'Donnell's.

*Policy Committee* - Commissioner Schaub commented that they met earlier today and reviewed six additional policies.



**COMMITTEE MEETING MINUTES**

N/A

**CONSENT AGENDA**

**Approval of Vouchers**

Benefits Vouchers: 24-03264 to 24-03278; (\$768,838.24)

AP Vouchers: 24-03279 to 24-03392; (1,059,661.65)

**Approval of Payroll**

November 30, 2024 (\$1,513,628.30)

**Approval of Minutes**

Approve Special Board Meeting Minutes November 18, 2024

Approve Regular Board Meeting Minutes November 25, 2024

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

Motion by Commissioner Gagnon and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

**OLD BUSINESS**

**Discussion**

*Snohomish County EMS Draft ILA Discussion*

Chief O'Brien commented that Commissioner Waugh played a big part in creating the Snohomish County EMS ILA.

Assistant Chief Lundquist commented that we had originally budgeted \$255,000, and we ended up going with the option for \$192,545.32.

Chairman Elmore commented he would like to see Chief O'Brien have a seat at the board and the Commissioners agreed.

**Action**

*2024 Budget Amendment #3*

**Motion to approve the 2024 Budget Amendment #3 as submitted.**

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

On vote, Motion carried 6/0.



### *Medic Unit Purchase*

**Motion to approve the Medic Unit Purchase as submitted.**

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

On vote, Motion carried 6/0.

### *Engines & Ladder Purchase*

Deputy Chief Rasmussen commented that the medic units will take approximately 500 days and the engines will take approximately 800-875 days.

**Motion to approve the Engines and Ladder Purchase as submitted.**

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On vote, Motion carried 6/0.

Chief O'Brien thanked Deputy Chief Rasmussen and the team for their hard work on this.

### *Policy Review*

- Policy 313 Swiftwater Rescue and Flood Search and Rescue Responses
- Policy 314 Confined Space Rescue Response
- Policy 316 Trench Rescues
- Policy 321 Scene Preservation
- Policy 801 Public Records Disclosure Policy
- Policy 802 Subpoenas
- Policy 913 Ground Ladders
- Policy 1003 Position Descriptions
- Policy 1006 Fire Officer Development
- Policy 1007 Educational Incentives
- Policy 1100 Facility Security
- Policy 1103 Flag Display

**Motion to approve Policies 313, 314, 316, 321, 801, 802, 913, 1003, 1006, 1007, 1100, and 1103 as submitted.**

Motion by Commissioner Schaub and 2nd by Commissioner Steinruck.

On vote, Motion carried 6/0.

## **NEW BUSINESS**

### **Discussion**

#### *Board 2025 Chair Appointment*

The Board agreed to nominate Commissioner Elmore to continue as Board Chair.

The Board agreed to nominate Commissioner Fay to continue as Vice Chair.

There were no additional nominees.



## SNOHOMISH REGIONAL FIRE & RESCUE

### *2025 Delegate Physician Contract*

Chief O'Brien commented that this is the same contract as we had last year, with the exception of the date. He is great to work with and we are pleased with his performance.

### *Intergovernmental Committee Discussion*

Chief O'Brien commented that he and Chief Waller and Chief Eastman are meeting on a monthly basis. We do have some interest with our commissioners and our first meeting will be February 24th at Snohomish Fire District #4 HQ.

### **Action**

*MRSC Small Public Works, Consultant and Vendor Rosters Resolution 2024-17*

**Motion to approve Resolution 2024-17 MRSC Small Public Works, Consultant and Vendor as submitted.**  
Motion by Chairman Elmore and 2nd by Vice Chairman Fay.  
On vote, Motion carried 6/0.

### *Resolution 2024-18 Changing Regular Meeting*

Chief O'Brien commented that we would like to change the December 23 Commissioner Meeting to December 19.

**Motion to approve Resolution 2024-18 Changing Regular Meeting as submitted.**  
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.  
On vote, Motion carried 6/0.

### **GOOD OF THE ORDER**

Commissioner Gagnon commented that he has sent the chair a letter of resignation, effective at the end of this year. He thanked the staff, the commissioners, the chief, and the unions, and commented that everyone has been great to work with.

### **ATTENDANCE CHECK**

Regular Commissioner Meeting December 19, 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)(a): Labor Negotiations

Chairman Elmore called for an Executive Session to begin at 1800 hours for 45 minutes, with no decision to follow. Chairman Elmore extended the Executive Session for 40 minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1925 hours and announced that there is no decision at this time.



**ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1925 hours.

**Snohomish Regional Fire & Rescue**

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon

*Jeff Schaub*

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh