



SNOHOMISH REGIONAL FIRE & RESCUE

BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

January 16, 2025, 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, and Commissioner Schaub; and via Zoom were Commissioner Waugh and District Secretary Snure. Additionally, Commissioner Steinruck was an excused absence.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

COMMISSIONER VACANCY RECRUITMENT PROCESS

Chairman Elmore reviewed the document from District Secretary Snure regarding Commissioner Vacancies. The Commissioner Vacancy Recruitment Process will include the following: announcement, advertisement, and determine what we want for the application process (for example – application, letter of intent, resume, interviews, interview questions, etc.)

The Board determined good options for advertising would include the *Daily Herald*, SRFR website, Facebook, local Monroe paper, and the SRFR fire stations.

District Secretary Snure confirmed that the Board will need to nominate one or more candidates and then seek any other nominations from the community. In summary: advertise, nominate, advertise, accept additional nominations if any are made, interview, and then select.

Commissioner Waugh suggested that we advertise and ask for applicants and then nominate an applicant. If we were to nominate someone tonight, it would seem that we were showing bias. Chairman Elmore agreed.

Chairman Elmore suggested the candidates provide a letter of intent and resume, and the Board agreed.

Chairman Elmore asked how many candidates we would want to take forward to the interviews and Vice Chairman Fay suggested four. The Board agreed on four candidates for the interview process.



Assistant Chief Lundquist suggested Tuesday, January 21st for the first advertisement and HR Director Holtgeerts agreed, although she will have to check with the *Daily Herald* on their schedule for ads. Assistant Chief Lundquist confirmed we could get the information to our fire stations and post on our SRFR website and Facebook on Tuesday, January 21st.

District Secretary Snure suggested that with the first posting we use the fire stations, Facebook, and the website. Then with the second posting we could add in the papers – The *Daily Herald* and Monroe papers.

Chairman Elmore suggested a subcommittee to determine specific interview questions, how many questions, etc.

Vice Chairman Fay suggested a few key topics for interview questions, including background, personal interests, and what they know about the position.

The subcommittee will include Commissioner Schaub, Commissioner Steinruck, and Chairman Elmore. If another commissioner decides that they would like to participate, Chairman Elmore would be happy to step down.

Commissioner Waugh suggested the candidates know the questions ahead of time so that they would be more prepared for the interview. Chairman Elmore agreed, even sharing the interview questions five minutes prior to their interview would be helpful. Vice Chairman Fay also suggested releasing the interview questions once the four finalists have been determined.

Chairman Elmore commented that our preliminary timeline will be based on Tuesday, January 21st.

The interview process will take place in an open public meeting. Chairman Elmore encouraged the unions to attend, so they see the process. If the unions have any thoughts, the Board welcomes their comments.

EXECUTIVE SESSION

N/A

Next Regular Commissioner Meeting January 23, 2025, at 1730 - Station 31 Training Room/Zoom

Event Reminders:

- SRFR Leadership Meeting on Thursday morning, January 23, 2025
- SRFR Annual Banquet on Saturday evening, February 1, 2025

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1752 hours.



Snohomish Regional Fire & Rescue

A handwritten signature in blue ink, appearing to be "R Edwards", written over a horizontal dashed line.

Commissioner Rick Edwards

A handwritten signature in blue ink, appearing to be "Jeff Schaub", written over a horizontal dashed line.

Commissioner Jeff Schaub

A handwritten signature in blue ink, appearing to be "Troy Elmore", written over a horizontal dashed line.

Chairman Troy Elmore

Commissioner Jim Steinruck

A handwritten signature in blue ink, appearing to be "Randy Fay", written over a horizontal dashed line.

vice Chairman Randy Fay

A handwritten signature in blue ink, appearing to be "Roy Waugh", written over a horizontal dashed line.

Commissioner Roy Waugh