



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

February 13, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Assistant Chief Messer thanked everyone who went to the Cultural Leadership Team (CLT) Retreat, they had a great presentation from Dr. Ashby from Indianapolis. He also mentioned they attended the Ignite Conference this week, which was a first-time conference by the Western Fire Chiefs, and focused on the topics of wildland, health & safety, and information & technology.

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	1/28/25	2/25/25	Yes
Finance Committee	Elmore	1/23/25	2/27/25	No
Sno911	Waugh	1/16/25	2/20/25	No
Sno-Isle Commissioners	Fay	12/5/24	3/6/25	No
Leadership Meeting	Schaub	1/23/25	3/27/25	No
Policy Committee	Schaub	2/13/25	3/13/25	Yes
Community Advisory Committee	TBD	1/6/25	TBD	No

Policy Committee - Commissioner Schaub commented that they met earlier today, and they reviewed one policy on Emergency Recall.

Subcommittee for Fire Commissioner Appointment Process - Chairman Elmore commented that they met last week and spent a good amount of time discussing the process. They identified Business Administrator Schoof as their Admin Lead and they now have the interview questions for the process. The candidates will



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be provided the interview questions for review while they wait for their interview. They had seven applicants all together, during the first round, and they are planning for a Monday or Tuesday in March for the interviews.

Commissioner Schaub commented that the subcommittee will be looking to the Board to see if they agree with the four suggested candidates for interviews.

Commissioner Waugh confirmed that we will nominate candidates tonight and then go out once more to see if there are additional interested individuals.

COMMITTEE MEETING MINUTES

Finance Committee – January 23, 2025

Capital Facilities Committee – February 4, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-00001 to 25-00011; (\$784,108.00)

Benefits Vouchers: 25-00012 to 25-00027; (\$1,137,393.30)

AP Vouchers: 25-00028 to 25-00163; (\$8,149,390.65)

Approval of Payroll

January 31, 2025 Payroll (\$1,796,191.41)

Approval of Minutes

Approve Regular Board Meeting Minutes January 23, 2025

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.

On vote, Motion carried 5/0.

OLD BUSINESS

Discussion

N/A

Action

Capital Facilities: BN Builders Phase 1B Amendment

Assistant Chief Messer commented that this is authorizing the additional preconstruction and design services from BNB and Miller Hull. This will authorize an additional \$728,000 for services to be carried out over a 12-week period.



Motion to approve the BN Builders Phase 1B Amendment as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Schaub.
On vote, Motion carried 5/0.

Policy Review

- Policy 317 Carbon Monoxide Detector Activations
- Policy 331 Grocery Shopping On-Duty
- Policy 332 Scenes of Violence Incidents
- Policy 506 Chaplaincy Program
- Policy 603 Emergency Action Plan and Fire Prevention Plan Training
- Policy 1016 Personal Projects On-Duty
- Policy 1032 Temporary Modified-Duty Assignments
- Policy 1102 Wastewater Discharge
- Policy 1104 Fire Station Living

Motion to approve Policies 317, 331, 332, 506, 603, 1016, 1032, 1102, and 1104 as submitted.

Motion by Commissioner Waugh and 2nd by Commissioner Edwards.
On vote, Motion carried 5/0.

Commissioner Waugh mentioned that he had asked about Policy 506 to clarify the phrase “under review” on page 81 of the Commissioner Agenda Packet. It is not the actual policy under review, but the classification description of the chaplain.

Commissioner Vacancy Recruitment Process

Motion to nominate: Davin Alsin, Kyle Fisher, Steve Guptill, Dan Lorentzen, Jeff Pegrum and Randy Woolery; and to delegate the selection and scheduling of four candidates to the sub-committee after the final posting deadline for applicants.

Motion by Chairman Elmore and 2nd by Commissioner Edwards.
On vote, Motion carried 5/0.

Chairman Elmore initially made a motion to schedule a Special Board Meeting to interview the candidates on March 10th at 1800 hours and located at the Station 31 Training Room; and after further discussion he rescinded his motion. Chairman Elmore will call for a Special Meeting once they know the candidates' availability for interviews.

NEW BUSINESS

Discussion

N/A



Action
N/A

GOOD OF THE ORDER

Commissioner Waugh mentioned he was able to attend the CLT Retreat, and he appreciated their concerns and their ideas for consideration.

Chairman Elmore commented that he also appreciated the opportunity to participate with the CLT Retreat, and he can see how this team can have a very positive effect on the organization. He appreciated their guest speaker Dr. Ashby.

Commissioner Waugh mentioned the EMS Task Force, and that there needs to be additional clarification with their interlocal agreement. They will be going through the process of getting signatures once more.

ATTENDANCE CHECK

Regular Commissioner Meeting February 27, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

N/A

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1754 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Commissioner Jeff Schaub

Chairman Troy Elmore

Commissioner Jim Steinruck

Vice Chairman Randy Fay

Commissioner Roy Waugh