



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

March 13, 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, Commissioner Schaub, Commissioner Steinruck, and Commissioner Waugh; and via Zoom was District Secretary Snure.

EXECUTIVE SESSION

RCW 42.30.110(1)(h): To Evaluate the Qualifications of a Candidate for Appointment to Elected Office

Chairman Elmore called for an Executive Session to begin at 1732 hours for 10 minutes, with expected action to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1742 hours and the Commissioners moved forward with the following motion.

Motion to appoint Davin Alsin to fill Fire Commissioner Position 6 for the remainder of the year through December 31, 2025.

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On vote, Motion carried 4 affirmed / 2 opposed.

OATH OF OFFICE

District Administrative Coordinator / Notary Mel Jenkins administered the Oath of Office for Davin Alsin.

Commissioner Davin Alsin joined the Board Meeting as Commissioner, once he took his Oath of Office.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

CHIEF'S REPORT

As presented. Chief O'Brien welcomed our newest firefighters to shift with a run this morning, a jump in the lake, and then they had breakfast together. Welcome Emma Arnold, Anthony Counts, Hunter Fritz, Logan Gash, Randy Hatori, Nathan Labine, Nate Lawson, Josh Osburn, Cody Stocker, Tani Tupou, and Romey Xayamouangbo.



Chief O'Brien recognized those firefighters who are now off probation: Katherine Dennis, David Rouse, Shawn Pittman, Rande Gruenwald, Nathaniel Pardo, Bret Litten, Erik Marty, and Scott Guittar. Congratulations! He also thanked everyone for their hard work and welcomed Commissioner Alsin to the Board this evening.

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	2/25/25	3/25/25	No
Finance Committee	Elmore	2/27/25	3/27/25	No
Sno911	Waugh	2/20/25	3/20/25	No
Sno-Isle Commissioners	Fay	3/6/25	4/3/25	Yes
Leadership Meeting	Schaub	1/23/25	3/27/25	No
Policy Committee	Schaub	3/13/25	4/10/25	Yes
Community Advisory Committee	TBD	1/6/25	6/25/25	No

Sno-Isle Commissioners – Vice Chairman Fay commented that the EMS group is coming together and Position 7 on the council is reserved for a fire commissioner. At the upcoming Sno-Isle Meeting they will be caucusing to see if they can come to a decision on who will fill that position. He encouraged all the Commissioners to attend in person or remotely.

Policy Committee – Commissioner Schaub commented that we will be reviewing Policy 1010 this evening; and the committee met earlier today and reviewed Policies 220 and 611.

COMMITTEE MEETING MINUTES

Capital Facilities Committee – February 25, 2025

Finance Committee – February 27, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-00293 to 25-00308; (\$824,717.70)

AP Vouchers: 25-00309 to 25-00440; (\$418,093.91)

Approval of Payroll

February 28, 2025 Payroll (\$1,770,785.07)

Approval of Minutes

Approve Regular Board Meeting Minutes February 27, 2025



Motion to approve the Consent Agenda as submitted.

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

On vote, Motion carried 6 affirmed / 1 abstention.

OLD BUSINESS

Discussion

Member Highlights: Proposed Project Implementation Plan (PPIS)

Assistant Chief Lundquist reviewed the PPIS, explaining that this helps us work through the idea process. We've talked about the request for action from the Board (RAB), and we thought it would be good to review the PPIS form as well. It is working well for us as it helps us consider the various impacts of the numerous ideas suggested for consideration.

Action

Policy Review

- Policy 1010 Emergency Recall

Chairman Elmore commented that this is our second look at Policy 1010.

Motion to approve Policy 1010 as submitted.

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

On vote, Motion carried 6 affirmed / 1 abstention.

NEW BUSINESS

Discussion

2024 Fourth Quarter Report and Budget Amendment

Business Administrator Schoof commented that this is a first look at the 2024 Fourth Quarter Report and Budget Amendment.

CFO Tabor commented please let us know if you have any questions. You'll note that every program in the budget for 2024 was within the appropriated budgeted amounts, everyone did a great job.

Chairman Elmore and Commissioner Waugh both thanked CFO Tabor for her great work on the budget.

Action

N/A

GOOD OF THE ORDER

Commissioner Waugh – He appreciated the opportunity to attend the Northwest Leadership Seminar and he highlighted one of the speakers, Dr. Dale Henry and his class, "Ethics, Nobody Needs It until They Get Caught." Three takeaways: If you tell the truth, you don't have to remember anything. You should never say, it's not my job. You should never have to say, I wish I would have (fill in the blank).



SNOHOMISH REGIONAL FIRE & RESCUE

Chairman Elmore – He thanked the Commissioners for attending the Northwest Leadership Seminar, and thanked them for their support during his medical incident.

Vice Chairman Fay – He thanked the staff for putting together a smooth process for filling the commissioner vacancy; we appreciate all the hard work.

Commissioner Schaub – He thanked everyone for the opportunity to attend the Northwest Leadership Seminar.

ATTENDANCE CHECK

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

EXECUTIVE SESSION

RCW 42.30.110(1)(g): Performance of a Public Employee

Chairman Elmore called for an Executive Session to begin at 1805 hours for 5 minutes, with no decision to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1810 hours and announced that there is no decision at this time.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1810 hours.

Commissioner Davin Alsin

Commissioner Rick Edwards

Chairman Troy Elmore

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh

Vice Chairman Randy Fay