



BOARD OF FIRE COMMISSIONERS SPECIAL MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

April 3, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

KICKOFF MEETING WITH GMP CONSULTANTS

Chairman Elmore introduced GMP Consultants. He commented that we appreciate the service of GMP Consultants as we find the right fit for our organization.

- Greg Prothman, President, GMP Consultants
- Chief Gordie Olson, Lead Consultant
- Kate Hansen, Operations Manager
- Jessica Newman, Project Manager

Chief Olson introduced himself and explained that he will be leading the search. This is the kickoff meeting where we talk about schedules, talk about the process, and learn about what the District is looking for. We are planning for final interviews at the end of June. If we need the interviews to be scheduled sooner, we would need to speed up the process.

The Board agreed they would like to identify a candidate by June 30/July 1. The Board would like the new chief to have two weeks with Chief O'Brien which would have the new chief in place by the first of July. Geographically, the Board is looking to limit the candidates to Washington & Oregon.

Chief Olson explained that they will plan for a full day of face-to-face interviews mid-April to help build a profile and learn which qualities the District is looking for in their new chief. They can limit things to some extent, although they may still get candidates from other regions. Through the screening process, Chief Olson confirmed he would not suggest a final candidate with a weak



background in labor. They plan to open up for applications by the end of April, and by the end of May they could have a good list of potential candidates for the position. They could possibly set up final interviews for the end of June. If the District chooses an out of state candidate, many times the candidate will need 30-45 days in order to relocate for the position. The Board may want to reconsider the timeline.

Chief Olson explained that it is suggested that the internal candidates no longer be part of the process once the application period opens. We want to be sure all the candidates are treated equally.

Dates to work around:

- May 19-22 Station Design Conference, Arizona with three Commissioners planning to attend
- June 6-7 WFCR Spring Conference, Chelan, WA with all Commissioners planning to attend

The Board agreed that Staff along with Chairman Elmore will approve the schedule, so there will be no need to schedule a Special Meeting.

Chief Olson confirmed they can build the profile in mid-April and have a discussion about finalists right after Memorial Day weekend. This would allow for final interviews during the week of June 9. If they were to open the application process on April 28, they generally would like to have it open for four weeks, which would then take us to Memorial Day weekend. He explained that he could perform some of his interviews with the preferred candidates as they come in.

Kate mentioned it would be helpful if the District would identify the stakeholders as soon as possible, so they can move forward with the interviews.

Business Administrator Schoof confirmed with the Commissioners that a drop box has been set up.

Chief Olson confirmed there is room for people to be involved in the process. Chairman Elmore confirmed that the Board wants significant inclusion within the organization at the various levels. It is important to the Board that people are involved with the process.

Chief Olson commented that for the most part, once they have a list of final candidates it may become public knowledge, and the candidates will be given advance notice. Any decisions by the Board will need to be made in an open public forum.

District Secretary Snure explained that Washington state law says that all application materials and application documents are exempt from the Public Records Act and the Board can interview candidates in executive session. Within that framework the Board has the flexibility to be as open and transparent as they want to be.

Jessica confirmed that they will be advertising through online job boards (for example the *Daily Dispatch*, WFCR, government jobs, etc.), physical mailers, and an email blast.



The Board agreed they want to approve the scope for advertising, and they will be mindful of being responsive.

District Secretary Snure reminded the Board that all decisions by the Board need to be made in an open public meeting, and this could be through a Special Meeting.

Chairman Elmore thanked GMP Consultants for their time and their service.

EXECUTIVE SESSION

N/A

The next Regular Commissioner Meeting is April 10, 2025, at 1730 - Station 31 Training Room / Zoom.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1824 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Commissioner Jim Steinruck

Chairman Troy Elmore

Commissioner Roy Waugh

Vice Chairman Randy Fay