



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

May 8, 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, and Commissioner Steinruck; and via Zoom were Commissioner Waugh and District Secretary Snure.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

DISTRICT HIGHLIGHTS

Capital Facilities Update

Deputy Chief Rasmussen gave the following updates on Capital Facilities:

- Station 32: ± 38,223 SF Land Improvement
 ±11,559 SF Gross Building
 3 Drive-through Bays
 7 Bunk Rooms
 3 Shower Rooms
 \$23.7 Million
 Single-Story Site Plan
 Single-Story Floor Plan

- Station 81: ±33,000 SF Land Improvement
 ±16,726 SF Gross Building
 4 Drive-through Bays
 8 Bunk Rooms
 4 Shower Rooms
 Community Room
 \$27.1 Million
 Two-Story Site Plan
 Two-Story Floor Plan



Assistant Chief / Fire Marshal Messer reviewed the following design phases:

- Phase 1A includes project kickoff, land use research, test fits, onboarding civil and structural engineers, and initial cost model and schedule.
- Phase 1B includes concept designs, programming development, initial basis of design and design requirements, updated cost model and schedule, and MEP trade partners onboarded.
- Phase 1C includes design milestones at 30%, 60%, 75% and 100%; each design milestone includes design drawing package, cost model, basis of design and schedule; and early works packages for elevator, switch gear, generator, structural steel, and ground improvements.

Assistant Chief / Fire Marshal Messer explained that we are coming up at the end of Phase 1B.

Projects Costs and Funding Summary

- ±71,223 SF Land Improvement
- ±28,285 SF Gross Building
- 7 Bays, 15 Bunks
- \$47 million in Design, Construction and Soft Costs
- \$3.8 Million in Potential Risk

Funding options for consideration include increasing cash to capital construction fund, councilmanic bond, and postponing station(s).

CHIEF'S REPORT

As presented. Chief O'Brien mentioned that on April 27, three of our apparatus showed error codes at the same time. This placed them out of service and there were no reserve rigs available. Mike Cameron was able to respond and took care of the error codes. We appreciate the hard work! Also congratulations to Jeremy Karapostoles who will be promoted to Battalion Chief on June 1. Chief O'Brien mentioned there have been some great rescues by the crews, and he thanked everyone who helped with the Recruit Open House. Additionally, on Sunday May 4, our SRFR softball team won their softball game against Monroe Police Department. Thank you to everyone who participated!

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	4/22/25	5/27/25	No
Finance Committee	Elmore	4/24/25	5/22/25	No
Sno911	Waugh	4/17/25	5/15/25	No
Sno-Isle Commissioners	Fay	5/1/25	6/5/25	Yes
Leadership Meeting	Schaub	3/27/25	5/15/25	No
Policy Committee	Schaub	5/8/25	6/12/25	Yes
Community Advisory Committee	TBD	1/6/25	6/25/25	No



Sno-Isle Commissioners – Vice Chairman Fay commented that the June meeting has been cancelled due to the WFCM Chelan Conference.

Policy Committee – Commissioner Schaub commented they discussed how they are going to streamline the process. He thanked Sean Dahl for his invaluable help with the policy process. Deputy Chief McConnell commented they are working on a sustainability phase, including procedures and validating the review cycle. We are looking to the future to make this process sustainable, and we are working within available staff capacity to support this process long term.

COMMITTEE MEETING MINUTES

Capital Facilities Committee – April 22, 2025

Finance Committee – April 24, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-00810 to 25-00825; (\$774,644.06)

AP Vouchers: 25-00826 to 25-00941; (\$364,955.20)

Approval of Payroll

April 30, 2025 Payroll (\$1,556,800.99)

Approval of Minutes

Approve COMEX Workshop Meeting Minutes March 18-20, 2025

Approve Regular Board Meeting Minutes April 24, 2025

Motion to approve the Consent Agenda as submitted.

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

On vote 7/0.

OLD BUSINESS

Discussion

Fire Chief Recruitment Process

- *Search Status Discussion: Posting Open, Rolling Interviews*
- *Finalist Review Date – May 28*

Chairman Elmore commented that the consultants are working hard and interviewing candidates as they go along. They requested from legal that they provide a document to provide the Board with a framework for the finalists that will be interviewed, so that once the Board enters into the negotiations process, they have something to work from. This will be sent out to the Board through the staff, once we get closer to the decision-making process.



Action
N/A

NEW BUSINESS

Discussion

Deputy Chief MOU

Chief O'Brien commented that he would like to go into executive session to discuss this Deputy Chief MOU with possible action to follow.

Strategic Plan Contract Review

Chief O'Brien commented that our team is working hard, and we are planning for the next strategic plan. He commented it is important for the new Fire Chief to be a part of the process, and we might want to pause on this until the next Fire Chief is on board. The strategic plan will help us chart our course and it will help with accreditation.

Deputy Chief McConnell commented that we received proposals from (1) MED Enterprises for \$11,350, (2) ESCI for \$20,119, and (3) Berk for \$56,260. ESCI falls within our budget, and they are available. June was tentatively planned to be our kickoff meeting. After a thorough review of services, we feel that ESCI will be the best fit for our needs and includes the following deliverables:

- Foundational (Internal) Strategic Plan Document
- External or Public-Facing Strategic Plan (PDF or Web Application)
- Strategic Plan Work Plan in Excel Format

We were most excited about the ESCI team's willingness to engage with our community advisory committee which we feel is valuable equity that we need to build knowing what is on our horizon.

Assistant Chief / Fire Marshal Messer asked the Commissioners to please share any concerns they have on moving forward with the strategic plan.

Chairman Elmore mentioned his concerns about involvement with the new Fire Chief have been answered, and it is good to know next Fire Chief will be involved with the process.

Commissioner Alsin asked about the timeline. Deputy Chief McConnell reviewed the potential timeline:

- Internal Members Survey on May 28
- Community Advisory Meeting June 25 – Potential Initial Kick Off
- Stakeholder Meetings on the Next Two Days
- Receive an Initial Draft on August 16, Subject to Review and Approval

Commissioner Waugh commented that he wants to be sure we have full involvement with the department and all departments within our department.



Action

South County CARES ILA Addendum

Deputy Chief Read commented that we needed to add language to the ILA to help with HIPAA protection.

Motion to approve the South County CARES ILA Addendum as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Steinruck.

On vote 7/0.

Resolution 2025-2 Changing Regular Meeting

Chief O'Brien mentioned there was a conflict with the May 22 Board Meeting date for those attending the Station Design Conference and he requested that we move the Regular Meeting date to May 28 with a start time of 1730 hours.

Motion to approve Resolution 2025-2 Changing Regular Meeting to May 28 as submitted.

Motion by Commissioner Alsin and 2nd by Commissioner Edwards.

On vote 7/0.

GOOD OF THE ORDER

Chairman Elmore thanked administration and operations for their work, especially the mechanics who took care of business over the weekend.

Commissioner Steinruck thanked Penny for joining tonight's meeting and mentioned he was able to watch some great training at Davies Beach.

ATTENDANCE CHECK

Regular Commissioner Meeting May 28, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

RCW 42.30.140(4)(b): Labor Negotiations

Chairman Elmore called for an Executive Session to begin at 1825 hours for 15 minutes, with a possible decision to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1840 hours and the Commissioners moved forward with the following motion.

Motion to approve the Integration of Deputy Chiefs into Represented Chief Officers Collective Bargaining Agreement MOU as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Schaub.

On vote 6/0, with one abstention by Commissioner Waugh.



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ADJOURNMENT

Chairman Elmore adjourned the meeting at 1842 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Commissioner Jim Steinruck

Chairman Troy Elmore

Commissioner Roy Waugh

Vice Chairman Randy Fay