



## **BOARD OF FIRE COMMISSIONERS MEETING MINUTES**

### **SNOHOMISH REGIONAL FIRE & RESCUE**

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

June 26, 2025, 1730 hours

#### **CALL TO ORDER**

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

#### **PUBLIC COMMENT**

One public comment with congratulations to Chief O'Brien on his upcoming retirement and a welcome to Chief Park as our new Fire Chief. The Special Meeting last night regarding strategic planning was very well done. It was great to see the engagement within the group and the ideas presented.

#### **UNION COMMENT**

N/A

#### **DISTRICT HIGHLIGHTS**

*What Is a Fire Commissioner Video*

Video was postponed until the next meeting.

#### *2024 Annual Report*

Deputy Chief McConnell presented the 2024 Annual Report and asked for any questions. Thank you to all who contributed to this report.

Chairman Elmore commented that he has heard multiple positive comments on this report, and it looks great.

#### **CHIEF'S REPORT**

As presented. Assistant Chief Messer highlighted two promotions, John Rouse as Captain MSO & Kerry Pray as Journeyman Mechanic; and he recognized Travis Rask for being awarded the International F.O.O.L. of the Year. He also congratulated Paramedic Matt Ball who was recognized for his outstanding contributions in airway management and Costas Zweekhurst who successfully completed Central Washington University's Paramedic Program. Additionally, we recently took delivery of Boat 31; and earlier this week the Fire Marshal's Office was called out to an explosion of an over pressurized tank for code enforcement and to help with the investigation.



## **EXECUTIVE SESSION**

RCW 42.30.140(4)(b): Labor Negotiations

RCW 42.30.110(1)(c): Potential Litigation

Chairman Elmore called for an Executive Session to begin at 1745 hours for 15 minutes, with no expected action to follow. Chairman Elmore continued the executive session for 10 additional minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1810 hours and there was no action to follow. The Regular Commissioner Meeting moved forward with Commissioner Reports.

## **COMMISSIONER REPORTS**

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	6/24/25	7/22/25	Yes
Finance Committee	Elmore	6/26/25	7/24/25	Yes
Sno911	Waugh	6/19/25	7/17/25	Yes
Sno-Isle Commissioners	Fay	5/1/25	7/3/25	No
Leadership Meeting	Schaub	5/15/25	9/18/25	No
Policy Committee	Schaub	6/12/25	7/10/25	No
Community Advisory Committee	TBD	6/25/25	11/12/25	Yes

*Capital Facilities Committee* – Commissioner Schaub commented that they met on Tuesday and discussed updates for Stations 32 & 81 and reviewed phase 1C of the contract with BN Builders. They also discussed an update on Station 72.

*Finance Committee* – Chairman Elmore commented that they met earlier today, and discussed the progressive design build, negotiations, shop budget amendment, and the annual financial report.

*Sno911* – No comment this evening.

*Community Advisory Committee* – Chairman Elmore commented that they met last night. It was a very positive evening, and it was good to hear everyone participate. Commissioner Schaub thanked Deputy Chief McConnell for moderating the committee meeting.

## **COMMITTEE MEETING MINUTES**

Policy Committee – June 12, 2025

## **CONSENT AGENDA**

### **Approval of Vouchers**

Benefits Vouchers: 25-01255 to 25-01265; (\$793,638.72)

AP Vouchers: 25-01266 to 25-01382; (1,212,217.04)



### **Approval of Payroll**

June 15, 2025 Payroll (\$1,512,965.40)

### **Approval of Minutes**

Approve Special Board Meeting Minutes May 16, 2025

Approve Regular Board Meeting Minutes May 28, 2025

Approve Regular Board Meeting Minutes June 12, 2025

Approve Special Board Meeting Minutes June 18, 2025

### **Motion to approve the Consent Agenda as submitted.**

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

On vote 5/0.

### **OLD BUSINESS**

#### **Discussion**

N/A

#### **Action**

*2026 Letters of Retirement*

### **Motion to approve the 2026 Letters of Retirement as submitted.**

Motion by Chairman Elmore and 2nd by Commissioner Schaub.

On vote 5/0.

### **NEW BUSINESS**

#### **Discussion**

##### *Public Record Index Resolution*

Business Administrator Schoof thanked District Administrative Coordinator Jenkins and Administrative Specialist Gonzalez for their hard work on this. There is a lot of work that goes into indexing every record of the District, and based on the data collected, the project cost and timeline would be a significant burden to complete. We recommend that we pass the resolution that states this, and it has been reviewed by legal. Please let us know if there are any questions.

##### *BN Builders Phase 1C Contract Amendment*

Deputy Chief Rasmussen commented that the proposed phase will be Phase 1C. This will be a 34-week phase. Phase 1C will include (1) project management and meetings, (2) design and permitting management to 100% design, (3) constructability review, (4) cost model support and milestone estimates, (5) GMP development, and (6) schedule management. Phase 1C is proposed to last 44 weeks and it is anticipated to be completed in May 2026.



#### *Budget Amendment #2 Shop Wages*

Assistant Chief Messer presented the Budget Amendment #2 Shop Wages for consideration. This budget amendment focuses on two items, (1) certification pay for our shop personnel, and (2) promotion of two apprentice mechanics to journeyman.

First, over the last year several of our mechanics have earned additional certifications towards master level ASE and EVT. Per the current employment agreement, the District compensates for additional certifications earned over the seven required. In this case Kerry Pray earned 42 certifications, and Jeremy Jensen earned 37 certifications. The additional funds needed to cover certification pay is \$50,430.

Second, as of May 15, Brandon Watkins (Journeyman Over-Hire Mechanic) resigned his position with SRFR. The District with the recommendations of Deputy Chief Rasmussen and Shop Manager John Thomas reviewed the needs of the shop. The recommendation is to hold rehiring the over-hire FTE until January 2026 (backfill for Mike Camerer) and instead promote two apprentice mechanics (Kerry Pray and Jeremy Jensen) to journeyman mechanics. The additional funds needed to cover wages and benefits is \$10,175.

#### *Darkhorse Contract Amendment*

Deputy Chief McConnell commented that during early summer 2024 we entered into a beta-testing / development agreement with Darkhorse Emergency to help build the new Community Risk Assessment module of the software platform. The CRA module uses historical call data, demographic data, built environment data, and geospatial data to appraise community risk. We have contributed to the platform to meet our needs and be the foundation of our risk assessment. The beta period has ended, and as budgeted, the District wishes to amend its contract dated December 15, 2023, to include the new CRA module. The initial additional contract cost is \$21,880 (tax included) with an additional annual cost of \$20,000.

Deputy Chief McConnell confirmed that Darkhorse has the potential to include District 4's data, and there is a lot of opportunity at the county level as well. Since we have been a part of this format, they have been very responsive and there are additional features that they are adding in which we will benefit from.

Chairman Elmore commented that our District meetings with Snohomish County Fire District #4 have been postponed until the fall. He will be meeting with their chair next week. Vice Chairman Fay asked if the Boards could still hold those meeting dates so that the Commissioners could observe the meeting process for each district and continue to build on these positive relationships. Chairman Elmore encouraged our Commissioners to meet with the District #4 Commissioners and go to their meetings.

#### *Policy 804 Standardization of Station Files*

Deputy Chief McConnell commented that this is the first look at Policy 804, and we welcome any questions.



## SNOHOMISH REGIONAL FIRE & RESCUE

### 2024 Annual Financial Report

CFO Tabor commented that this is simply for your review and please feel free to ask any questions. The report was submitted on time, and we finished the year strong.

### Action

N/A

### GOOD OF THE ORDER

Chairman Elmore commented that he enjoyed the strategic planning meeting with ESCi. He welcomed Chief Park to SRFR and welcomed his family. He also commented that he has absolutely loved working with Chief O'Brien, and he has appreciated his leadership over the years.

Vice Chairman Fay thanked Chief Park for making an effort to travel up here, when it is such a busy time back at his home right now. He also thanked Assistant Chief Lundquist and Assistant Chief Messer for going through the fire chief hiring process. He confirmed that the Commissioners only want the best for both of them.

### ATTENDANCE CHECK

Regular Commissioner Meeting Thursday, July 10, 2025, at 1730 - Station 31 Training Room/Zoom

### ADJOURNMENT

Chairman Elmore adjourned the meeting at 1838 hours.

Commissioner Davin Alsin

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh