



SPECIAL COMMISSIONER BOARD MEETING

JANUARY 16, 2025

5:30 PM

SRFR STATION 31 TRAINING ROOM

VIA ZOOM

**SNOHOMISH REGIONAL FIRE & RESCUE
WASHINGTON**



AGENDA





BOARD OF FIRE COMMISSIONERS SPECIAL MEETING AGENDA

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

January 16, 2025, 1730 hours

CALL TO ORDER

PUBLIC COMMENT

UNION COMMENT

COMMISSIONER VACANCY RECRUITMENT PROCESS

EXECUTIVE SESSION

ADJOURNMENT

SNURE LAW OFFICE, PSC

A Professional Services Corporation

Brian K. Snure
brian@snurelaw.com

Clark B. Snure
1930-2014

April 24, 2024

MEMORANDUM

To: Snohomish Regional Fire and Rescue
From: Brian Snure
Re: Commissioner Vacancies

.....
Issue: What are the requirements for filling a single commissioner vacancy in a fire protection district with an assessed value of over \$5,000,000,000?

Commissioner Qualifications:

Commissioners must meet the following minimum requirements to hold office:

- 1. U.S. Citizen
- 2. 18 years old or older
- 3. Registered voter Residing in the District for at least 30 days
- 4. No Felony Convictions unless the individual has had his or her civil rights restored subsequent to the conviction. Conviction of anything less than a felony does not preclude an individual from holding public office.
- 5. No contractual conflict of interest with the District, i.e a contractual relationship with the District that exceeds \$3,000 per month in compensation.

Procedures (The Board has 90 days from the date the vacancy occurred to fill the vacancy):

- 1. Subject to the statutory nomination and notice requirements set forth under steps 2 and 3 below, the Board identifies the process and parameters it will use to fill the vacancy, i.e. will the Board require nominees to submit an application, a resume, interviews, etc.?
- 2. The Board must nominate at least one candidate at an open public meeting (RCW 42.12.080(1)). A vacancy cannot be filled until it exists so the commissioner that is leaving office cannot formally vote on the nomination or his or her successor.

Page 2

3. Publish notice of the vacancy in three public places within the District and on the District's website for at least 15 calendar days prior to the deadline for additional nominations to be submitted from District registered voters (RCW 42.12.080(1)).
 - a. The notice must state that a vacancy exists, must identify the candidate(s) nominated under step 2 and must indicate that the Board will accept additional nominations from District registered voters(RCW 42.12.080(1)).
4. The Board evaluates all nominees and appoints a new commissioner from the field of nominees within 90 days of the date the position became vacant at an open public meeting (RCW 42.12.080(1)).
5. If the Board does not fill the vacancy within 90 days, the Board's authority to fill the vacancy terminates and the County legislative body is required to fill the vacancy. (RCW 42.12.080(5)).
6. Applications and letters of interest for appointment to a vacant commissioner position, unlike employment applications, are subject to disclosure under the public records act.
7. Any interviews of commissioner candidates must occur in an open public meeting. The Board may evaluate, but not interview, the qualifications of the applicants in executive session RCW 42.30.110(1)(h).
8. The person appointed to fill the vacancy serves until the next general fire district election (commissioner elections are held only in odd numbered years) (RCW 42.12.070(6)). However, if the vacancy occurs in an odd numbered year after the regular filing period in May has closed, the appointed commissioner serves until the second general fire district election (RCW 29A.24.171). For example, if a position becomes vacant July 1, 2025 for a position whose term expires in 2029, the appointed commissioner serves until a successor is elected at the 2027 general election. If the vacancy occurred on May 1, 2025 the appointed commissioner would serve until a successor is elected at the 2025 general election.
9. The person elected at the general election takes office immediately on certification of the election and qualification for office (i.e. takes his or her oath) and serves the remainder of the term associated with the position (RCW 42.12.070(6)). If the term expires at the end of the 2025 term, the person elected will serve a full six year term.

If you have any questions or require any more detail, please advise.



EXECUTIVE SESSION

