



## SNOHOMISH REGIONAL FIRE & RESCUE

### BOARD OF FIRE COMMISSIONERS MEETING MINUTES SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room/ Via Zoom  
163 Village Court, Monroe, WA 98272  
December 14, 2023, 1730 hours

**CALL TO ORDER:** Chairman Elmore called to order the meeting at 1730 hours. In attendance were Commissioner Edwards, Commissioner Fay, Commissioner Schaub, Commissioner Steinruck. Attending via Zoom was Commissioner Waugh. Commissioner Gagnon was absent with notice.

**PUBLIC COMMENT:** Public comment was made regarding the relationship between Snohomish County Fire District 4 and Snohomish Regional Fire & Rescue.

**UNION COMMENT:** NA

**CHIEF'S REPORT:** *As presented.* Highlights included kudos to the water rescue teams and crews for their two water rescues on December 5<sup>th</sup>. Congratulations to the 14 new recruits that graduated from academy today.

#### **COMMISSIONER REPORTS:**

*Capital Facilities:* Reported by Commissioner Steinruck

*Sno-Isle:* Commissioner Fay reported that beginning January 2024 Steve Fox will be the new president and Commissioner Fay will be serving as Vice President. Commissioner Waugh will serve as a Trustee. The annual banquet will be January 27<sup>th</sup> at Shawn O'Donnell's.

*Policy Committee:* Commissioner Schaub shared that there are several policies that we will be approving. There are more policies in the pipeline, and we continue to make progress. Kudos to Deputy Chief McConnell and Firefighter Dahl for their hard work on these policies.

#### **COMMITTEE MEETING MINUTES**

##### **CONSENT AGENDA**

###### **Approve Vouchers**

*Benefit Vouchers:* 23-02935 to 23-02950; (\$700,450.19)

*AP Vouchers:* 23-02951 to 23-03115; (\$780,690.11)

###### **Approval of Payroll**

*November 30, 2023* (\$1,229,865.65)

###### **Approval of Minutes**

*Approve Regular Board Meeting Minutes December 14, 2023*



## SNOHOMISH REGIONAL FIRE & RESCUE

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

Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Schaub.

**On Vote, Motion carried 6/0.**

### OLD BUSINESS

#### Discussion

#### Action

- Policy 300 Incident Management
- Policy 301 Emergency Response
- Policy 302 Fire Ground Accountability
- Policy 303 Rapid Intervention Two-in Two-Out
- Policy 305 Tactical Withdrawal
- Policy 500 Patient care Reports (PCR)
- Policy 501 Medical Supplies
- Policy 503 Advance Health Care Directives
- Policy 504 Latex Sensitivity
- Policy 613 Training Records
- Policy 616 Live-fire Training
- Policy 901 Division of Occupational Safety and Health (DOSH)
- Policy 915 Personal Protective Equipment

### **Motion to approve Polices 300, 301, 302, 303, 305, 500, 501, 503, 504, 613, 616, 901, and 915 as submitted.**

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Commissioner Edwards.

**On Vote, Motion carried 6/0.**

Benefits Resolutions 2023-15 and 2023-16: addition of Juneteenth Holiday

### **Motion to approve Resolutions 2023-15 and 2023-16 as submitted.**

Motion by Commissioner Fay and 2<sup>nd</sup> by Commissioner Schaub.

**On Vote, Motion carried 6/0.**

Executive and Exempt contracts

### **Motion to approve cost of living adjustment consistent with June 2023 CPI-U for Executive and Exempt Contracts as submitted.**

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Chairman Elmore.

**On Vote, Motion carried 6/0.**

Post-Retirement Medical Contract

- Rob Fisher
- Ray Kosiba
- Joel Lengkeek
- Erik Liddiatt



- Jeff Thompson

**Motion to approve Post-Retirement Medical Contract for 2024 Retirees as submitted.**

Motion by Commissioner Schaub and 2nd by Commissioner Edwards.

**On Vote, Motion carried 6/0.**

## **NEW BUSINESS**

### **Discussion**

*Board Chair and Vice Chair 2024 Appointment:* Commissioner Schaub called to have current Chairman Elmore continue to be Chair. Chairman Elmore nominated Commissioner Fay to continue as Vice Chair.

*Fire Chief Contract:* Moved to executive session per RCW 42.30.110(1)(g) To review the performance of a public employee.

### *Policy Review*

- Policy 304
- Policy 326
- Policy 402
- Policy 702
- Policy 902
- Policy 908
- Policy 909

Deputy Chief McConnell offered to take any questions on the proposed policies. Commissioner Waugh said he appreciated DC McConnell's attention to detail and thanked him for answering all his questions.

*Budget Amendment #3:* Business Administrator Schoof explained this is a first look at the proposed budget amendments. She thanked Chief Financial Officer Tabor for her hard work.

*Progressive Design-Build PRC process: Attorney services:* Deputy Chief Rasmussen explained, due to the differences with the progressive design build process, it has been suggested we use an attorney with construction management and procurement experience. We would like to move forward using Pacifica Law Group for this process.

*Brightwater Contract Renewal:* Business Administrator Schoof shared the interlocal agreement is up for renewal. The agreement has a 5-year term with the interlocal agreement having three consecutive terms. This will be our 2<sup>nd</sup> of three term renewals.

*Resolution 2023-14 Surplus Equipment:* Deputy Chief Rasmussen reported this is a first look at a large list of surplus items that have been accumulating.

### **Action**

*Oaths of Office:* Chairman Elmore and Commissioner Fay were sworn in for their next 6 years of service.



**GOOD OF THE ORDER:** Chairman Elmore thanked the Executive Team for their high-quality work and Chief O'Brien for his leadership. Also complimented the strong work of the crews on the streets during the recent flooding.

**ATTENDANCE CHECK:** Board Members noted availability for the Regular Commissioner Meeting December 28, 2023, at 1730-Station 31 Training Room/Zoom.

**EXECUTIVE SESSION:** Chairman Elmore called for Executive Session to begin at 1755 hours for thirty (30) minutes pursuant to RCW 42.30.110(1)(g) To review the performance of a public employee and RCW 42.30.140(4)(a) labor negotiations. The Regular Board of Commissioner meeting resumed at 1840 hours after extension requests of fifteen (15) minutes.

Chairman Elmore made a motion to approve the Fire Chief's annual review as submitted and approve the benefits and wage package as discussed in executive session. Motion was 2<sup>nd</sup> by Commissioner Fay.

**Motion to approve the Fire Chief's Annual Review and Approve the Benefits and Wage Package as Discussed in Executive Session.**

Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Fay.

**On Vote, Motion carried 6/0.**

**ADJOURNMENT:** Chairman Elmore adjourned the meeting at 1842 hours.

Snohomish Regional Fire & Rescue

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Paul Gagnon



Commissioner Jeff Schaub

A handwritten signature in blue ink, appearing to read 'Jim Steinruck', is written over a horizontal line.

Commissioner Jim Steinruck

A handwritten signature in black ink, appearing to read 'Roy Waugh', is written over a horizontal line.

Commissioner Roy Waugh