



**BOARD OF FIRE COMMISSIONERS MEETING MINUTES  
SNOHOMISH REGIONAL FIRE AND RESCUE**

Fire District 7 Station 31 Training Room/ Via Blue Jeans  
163 Village Court, Monroe, WA 98272  
December 17, 2020 1730 hours

**CALL TO ORDER** Chairman Waugh called the meeting to order at 1730 hours via virtual platform. In attendance was Commissioner Fay. In attendance via video: Commissioner Edwards, Commissioner Elmore, Commissioner Gagnon, Commissioner Schaub, Commissioner Snyder, and Commissioner Steinruck. Commissioner Woolery was absent with prior notice.

**PUBLIC COMMENT**

None

**UNION COMMENT**

Union 2781 President, Michael McConnell, reflected on the year, thanked the board for their support during an unprecedented challenging year with both the merger and pandemic. He believes the adversities brought out the best in everyone with a healthier and stronger organization and reported that the members remain vigilant and ready to serve the community.

**CHIEFS REPORT**

Chief O'Brien presented his Chief's Report as submitted.

Chief Silva briefed the board on some of the current district health & safety projects. They worked with our HVAC company, Andgar, in looking at how to improve air quality in our facilities. A proposal has been received by Andgar with a couple options.

First option already being put into place is to put MERV-13 air filters in all the buildings and set the fans to run 24/7. This will result in changed filters more often but will improve air quality and hope to receive those in the next couple weeks. Station 83 currently has no HVAC system so 2 air purifiers, recommended by Andgar, has been purchased and placed at that station to improve air quality there.

The second option is to install air ionization units in each of the HVAC units to kill the germs as it moves through the system. If the District can find room in the budget for this, a recommendation will go to the board for approval hopefully in January.

**CONSENT AGENDA**

**Approve Vouchers**

Benefit Vouchers: 20-03240 to 20-03247; (\$580,261.72)

AP Vouchers: 20-03248 to 20-03352; (\$476,937.87)

**Approval of Payroll**

December 15, 2020 \$1,224,668.58

**Approval of Minutes**

Approve Regular Board Meeting Minutes – December 10, 2020



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

Motion by Commissioner Steinruck, 2<sup>nd</sup> by Commissioner Elmore.  
On Vote, **Motion carried 8/0.**

**CORRESPONDENCE**

Commissioner Waugh noted a generous donation made by one of our citizens, Cheryl Robinson and thanked her.

**OLD BUSINESS**

**Discussion**

*Washington State Auditor's Office* – This meeting was delayed until January 2021.

**Action**

*District 5 ALS Extension*

AC Huff commented that this amendment is to extend the ILA that will expire December 31, 2020. The extension is for one year to expire December 31, 2021.

**Motion to approve the Amendment to Interim District 5 ILA as submitted.**

Motion by Commissioner Schaub, 2<sup>nd</sup> by Commissioner Snyder.  
On Vote, **Motion carried 8/0.**

*District 17 Termination Letter*

AC Huff noted this letter is to notify District 17 of termination of our longstanding contract with them. Current contract calls for a required 180 day notice but this letter provides a full years notice to allow them to look for alternative ALS services.

**Motion to authorize Commissioner Waugh to sign the District 17 Termination Letter as submitted.**

Motion by Commissioner Gagnon, 2<sup>nd</sup> by Commissioner Elmore.  
On Vote, **Motion carried 8/0.**

*3rd Quarter 2020 Budget Amendment #2*

CFO Tabor explained to the board that this payroll includes Mr. Fitzgerald's leave cash outs that are included in this budget amendment.

**Motion to approve 2020 Budget Amendment #2 as submitted.**

Motion by Commissioner Steinruck, 2<sup>nd</sup> by Commissioner Schaub.  
On Vote, **Motion carried 8/0.**

*Task 2 Capital Facilities Plan*

**Motion to approve Task 2 of the Capital Facilities Plan with Rice Fergus Miller (Amendment # 001 – Service Order 06) as submitted.**

Motion by Commissioner Snyder, 2<sup>nd</sup> by Commissioner Schaub.  
On Vote, **Motion carried 8/0.**



## SNOHOMISH REGIONAL FIRE & RESCUE

### **NEW BUSINESS**

#### **Discussion**

At the end of each year, the Chaplains from Lake Stevens Fire were issued a stipend which represented their support of the citizens, support of internal employees and on-call status throughout the year. We have seen this support this year through the support of the citizens, as well as the support of our employees during a tragic event experienced by the District earlier this year.

Currently the Chaplains program is made up of three separate processes resulting from the previous mergers. In 2021, Deputy Chief Ron Rasmussen will be organizing the Chaplains program into one cohesive program to represent Snohomish Regional Fire and Rescue.

In the interim, the North Battalion Chaplains have not received payment for services during the year, so Camille had recommended to use the attached letter to provide the annual stipend that was provided under the Lake Stevens Fire program until DC Rasmussen has developed the new program in 2021.

The stipend is \$600/yr. per Chaplain and there are five chaplains so the total amount would be \$3,000 for all five. There are funds budgeted for this payment.

**Motion to move this discussion to an action and to approve paying \$600 to each of the former Lake Stevens Fire Chaplains as submitted in the stipend letter.**

Motion by Commissioner Snyder, 2<sup>nd</sup> by Commissioner Elmore.

On Vote, **Motion carried 8/0.**

#### **Action**

#### **COMMISSIONER COMMITTEE REPORTS**

*Joint Fire Board with Mill Creek (Elmore/Fay/Waugh):*

*Finance Committee (Waugh/Elmore/Snyder/ Woolery):*

*Policy Committee (Woolery/ Elmore/Edwards/Schaub):*

*Labor/Management (Fay/Waugh):*

*Contract Bargaining (Fay/Waugh):*

*Shop Committee (Woolery/Edwards / Gagnon/Snyder):*

*Strategic Plan Committee (Schaub/Fay/Snyder/Steinruck):*

*Capital Facilities Committee (Snyder/Gagnon/Schaub/ Woolery):*

*Government Liaisons:*

*Lake Stevens (Gagnon/Steinruck):*

*Monroe (Edwards/Snyder/Woolery):*

*Mill Creek (Elmore/Fay/Waugh):*

*Legislative (Elmore/Schaub):*

#### **OTHER MEETINGS ATTENDED**

*Snohomish County 911 (Waugh):* Commissioner Waugh reported they are moving on from design to implementation of the build out starting in January 2021. Portable radios will be subsequently distributed the first week of January. The mobiles will follow shortly after that.

Commissioner Waugh also noted a recent retirement of Susan Neely who was on the Board for many years as an executive. She put her whole heart and soul into that radio system and fire districts as a whole are better off and publicly thanked her for all her hard work and commitment.



SNOHOMISH REGIONAL FIRE & RESCUE

*Regional Coordination  
Leadership Meeting (Fay/Schaub)  
Sno-Isle Commissioner Meeting*

**GOOD OF THE ORDER**

**ATTENDANCE CHECK**

Regular Commissioner Meeting, January 14, 2021 at 1730 - Station 31 Training Room/BlueJeans

**EXECUTIVE SESSION**

**ADJOURNMENT**

Chairman Waugh adjourned the meeting at 1751 hours.

**Snohomish Regional Fire and Rescue**

by Virtual Attendance

Commissioner Randy Fay

by Virtual Attendance

Commissioner Rick Edwards

by Virtual Attendance

Vice Chairman Troy Elmore

by Virtual Attendance

Commissioner Paul Gagnon

by Virtual Attendance

Commissioner Jeff Schaub

by Virtual Attendance


Commissioner William Snyder

by Virtual Attendance

Commissioner Jim Steinruck



SNOHOMISH REGIONAL FIRE & RESCUE

  
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Chairman Roy Waugh

  
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Commissioner Randal Woolery

  
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Chief Kevin K. O'Brien