



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

April 24, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

DISTRICT HIGHLIGHTS

Badge Ceremony

Chief O'Brien welcomed everyone and introduced the Badge Ceremony this evening. He presented the badges to the families so they could pin the badge on their loved ones this evening, and he gave the oath for Snohomish Regional Fire & Rescue. Congratulations to Battalion Chief Ryan Lowe, Assistant Fire Marshal Jason Bowen, and Lieutenant Marck Fujiwara-Herbert and thank you to their families for their ongoing support!

EMS Staffing Initiative

Chief O'Brien commented these District Highlights are areas where we are moving forward and improving. This EMS Staffing Initiative improves our service with the citizens and thank you to our Ops Team for their work on this.

Enhancing Paramedic Staffing for Improved Patient Care presented by Deputy Chief Read:

- Constant Staffing, Staffing with OT, and Supporting Medics
- Paramedic Overtime Changes in 2025
- Benefits of Dual-Medic Units
- Dual-Medic Units as a Recruitment Tool

Deputy Chief Read concluded the District's decision to increase paramedic staffing through overtime has led to the creation of three dual-medical units when staffing allows, resulting in improved teamwork, patient care, staff morale and retention.



Deployment & Staffing Overview presented by Deputy Chief Titland:

- Constant Staffing
- Deployment Overview – East Battalion, West Battalion, North Battalion
- Brown-Outs
- Mandatory Overtime
- A31 Upstaffing

Deputy Chief Titland concluded that our numbers are great and he thanked the union for their work. The strategic upstaffing of A31 ensures efficient use of staffing while supporting the District's operational goals and response capability. This approach requires no additional funding in 2025.

CHIEF'S REPORT

As presented. Chief O'Brien welcomed Victoria Vega as our new Administrative Assistant / Receptionist. Last week we recognized retired Battalion Chief Bill Wirtz as HazMat Supervisor for his service during the OSO Landslide in 2014. Thank you to everyone for their hard work. Earlier this week we celebrated Administrative Professionals Day with a special lunch, and we recognized Admin, Finance, HR, Training, Community Relations, Strategic Analysis, Logistics, the Shop, and IT. We are grateful for the hard work of our support staff, as their efforts are vital to the mission, our team, and the communities we serve.

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	4/22/25	5/27/25	Yes
Finance Committee	Elmore	4/24/25	5/22/25	Yes
Sno911	Waugh	4/17/25	5/15/25	Yes
Sno-Isle Commissioners	Fay	4/3/25	5/1/25	No
Leadership Meeting	Schaub	3/27/25	5/15/25	No
Policy Committee	Schaub	3/13/25	5/8/25	No
Community Advisory Committee	TBD	1/6/25	6/25/25	No

Capital Facilities Committee – Commissioner Steinruck mentioned he recently had cancer surgery, which is why he is wearing a hat during tonight's meeting. The committee discussed the GMP review for Stations 32 & 81, reviewed Station 72 update from Alderwood Water, discussed the next priorities for Capital Facilities, and reviewed the upcoming Station Design Conference from May 20-22. Their next Capital Facilities Meeting is May 27.

Finance Committee – Chairman Elmore commented that they met earlier this afternoon to discuss the Exit Audit Conference and everything looks outstanding. Thank you to everyone for your efforts, and a special thank you to CFO Camille Tabor for her work. They also discussed contracts and upcoming negotiations. Their next Finance meeting is May 22.



Sno911 Committee – Commissioner Waugh mentioned that Sky Valley Fire is looking at consolidating with King County Fire District #50. Additionally, on May 6 at 8am the digital radio system will go live. Commissioner Waugh commented that he will be dropping off the EMS Task Force because they have transitioned into the Snohomish County EMS Agency. The ECSF (Emergency Communications Systems & Facilities) Program Advisory Board approved the budget for 911. On May 13 and May 20 there will be an open house at the new dispatch center (4th Ave W & SW Everett Mall Way) from 1400 – 1600 hours. He also mentioned the Nurse Help Line where low acuity calls get diverted. They recently had a workshop to gain a better understanding of the need for this service.

COMMITTEE MEETING MINUTES

N/A

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-00693 to 25-00703; (\$829,352.96)

AP Vouchers: 25-00704 to 25-00809; (\$473,703.34)

Approval of Payroll

April 15, 2025 Payroll (\$1,533,669.48)

Approval of Minutes

Approve Regular Board Meeting Minutes April 10, 2025

Motion to approve the Consent Agenda as submitted.

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

On vote 7/0.

OLD BUSINESS

Discussion

N/A

Action

Policy Review

- *Policy 220 Meals, Lodging, Travel and Incidentals*

Motion to approve Policy 220 as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Steinruck.

On vote 7/0.



First Quarter Surplus Resolution 2025-1

Motion to approve First Quarter Surplus Resolution 2025-1 as submitted.

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

On vote 7/0.

Post-Retirement Medical Agreement

Motion to approve the Post-Retirement Medical Agreement as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Edwards.

On vote 7/0.

Fire Chief Recruitment Process

- *Search Schedule Update & Status Discussion*
- *Candidate Profile & Advertising Plan*

GMP Consultants Representative Chief Olson commented that he was in town last week, meeting with different groups from different parts of the community. He appreciated the honest feedback, and he was very impressed. Tonight we are presenting the Candidate Profile for your approval. Ideally, we would launch the advertising and application period next week. Chief Olson commented he wants to be sure that he is on the same page with SRFR, as he wants to find a candidate who is qualified and a good fit for the organization.

Chairman Elmore mentioned there were a couple communications that were discussed with the Finance Committee. The salary range was based on the salary survey. We also need to discuss whether post-retirement medical should be included with the benefits.

The Commissioners chose to wait with the post-retirement medical agreement, until it becomes necessary to address. We have this in place for many of our members and this benefit is subject to negotiation.

Motion to approve the Candidate Profile and Advertising Plan as submitted and authorize minor changes by the Board Chair.

Motion by Commissioner Waugh and 2nd by Commissioner Steinruck.

On vote 7/0.

Chief Olson confirmed they will plan to launch early next week. They are planning to get back to the Board just after Memorial Day weekend, with potential finalist candidates for consideration.

Commissioner Waugh mentioned that he will be out of the country during the week of June 9.



NEW BUSINESS

Discussion

N/A

Action

N/A

GOOD OF THE ORDER

Chairman Elmore thanked District Administrative Coordinator Mel Jenkins for organizing yesterday's lunch for everyone.

Commissioner Waugh commented that as Chair of the State Education Committee, he reminded everyone of the upcoming Chelan conference in June. There will be a webinar on May 14 regarding DNR & Legislative updates. Additionally, the fall conference will include Steve Robbins who will give the key note about why we make the decisions we make. Other topics at the conference will include emotional support programs, how to hire a fire chief, and planning/funding and communicating the building of new fire stations.

Commissioner Waugh also commented that he has been contacted by two commissioners about the opportunity for a merger during the time we have without a fire chief. Chairman Elmore commented there are always conversations going on with elected officials from other entities. We are not in any formal talks with any fire departments at this time.

Commissioner Schaub commented that we appreciate our support staff and he enjoyed the luncheon earlier this week.

Vice Chairman Fay thanked Penny for her attendance this evening.

ATTENDANCE CHECK

Regular Commissioner Meeting May 8, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

RCW 42.30.140(4)(a): Labor Negotiations

RCW 42.30.110(1)(g): To Review the Performance of a Public Employee

Chairman Elmore called for an Executive Session to begin at 1850 hours for 15 minutes, with no expected decision to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1905 hours and announced that there is no decision at this time.



ADJOURNMENT


Chairman Elmore adjourned the meeting at 1905 hours.



Commissioner Davin Alsin



Commissioner Jeff Schaub



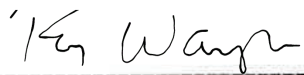
Commissioner Rick Edwards



Commissioner Jim Steinruck



Chairman Troy Elmore



Commissioner Roy Waugh



Vice Chairman Randy Fay