



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

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

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

August 28, 2025, 1730 hours

#### **CALL TO ORDER**

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

#### **PUBLIC COMMENT**

N/A

#### **UNION COMMENT**

N/A

#### **DISTRICT HIGHLIGHTS**

##### *Badge Ceremony*

Chief Park welcomed everyone and introduced the Badge Ceremony this evening. He presented the badge to the family so they could pin it on their loved one, and he gave the oath for Snohomish Regional Fire & Rescue. Congratulations to Captain John Rouse and thank you to the family for their ongoing support!

##### *Capital Facilities Project Update Stations 32 & 81*

Deputy Chief Rasmussen commented that the new Stations 81 and 32 are progressing through the design phase, with Station 81 set to be a 16,000 sq ft, two-story building and Station 32 set to be a 11,500 sq ft, one-story facility. Construction is set to begin in June 2026, with completion expected in September 2027.

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

As presented. Chief Park highlighted the Monroe Parade on Saturday, August 23, and thanked everyone who attended. Chief Park congratulated Cory Odgers on the recent promotion to Lieutenant MSO, the first in SRFR history! Congratulations Cory! Additionally, on Saturday, August 23, our SRFR softball team won their softball game with a walk-off double against the Lake Stevens Police Department. Thank you to everyone who participated! Chief Park concluded by reminding everyone about the upcoming Fire Prevention Week Open House on October 4 at Station 31 and the Monroe Senior Center Spaghetti Dinner on September 26.



## **COMMISSIONER REPORTS**

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	7/22/25	9/23/25	No
Finance Committee	Elmore	8/28/25	9/25/25	Yes
Sno911	Waugh	8/21/25	9/18/25	Yes
Sno-Isle Commissioners	Fay	7/3/25	9/4/25	No
Leadership Meeting	Schaub	5/15/25	9/18/25	No
Policy Committee	Schaub	8/14/25	9/11/25	No
Community Advisory Committee	TBD	6/25/25	11/12/25	No

*Finance Committee* – The Finance Committee meeting featured a light agenda focused primarily on the update on the Affordable Care Act reporting.

*Sno911* – Commissioner Waugh was disconnected from the Zoom call and will provide an update at the next Board Meeting on Thursday, September 11.

## **COMMITTEE MEETING MINUTES**

N/A

## **CONSENT AGENDA**

### **Approval of Vouchers**

Benefits Vouchers: 25-01798 to 25-01808; (\$765,352.12)

AP Vouchers: 25-01809 to 25-01900; (\$580,275.37)

### **Approval of Payroll**

August 30, 2025 Payroll (\$1,559,889.62)

### **Approval of Minutes**

Approve Regular Board Meeting Minutes August 14, 2025

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

Motion by Chairman Elmore and 2nd by Commissioner Edwards.

On vote 6/0.

## **OLD BUSINESS**

### **Discussion**

N/A



## **Action**

### *Policy Review*

- Policy 400 Fire Inspections
- Policy 403 Code Enforcement
- Policy 407 Maximum Occupancy – Overcrowding

### *Legacy Policies to Rescind*

- 1-7 Uniform and Dress Code
- 1-8 Displaying Fire Department Identification on Private Vehicles
- 1-11 Training
- 1-12 Use of Department Owned Vehicles
- 1-13 Station Security
- 1-15 Safety
- 1-16 Personal Protective Equipment (PPE)
- 1-17 Vehicle Accident Prevention and Reporting
- 1-18 Preventive Maintenance of Fire District Vehicles
- 1-21 Emergency Incident Reporting
- 1-22 Response to Requests for Assistance
- 1-24 Radio Communication System

**Motion to approve Policies 400, 403, and 407 & to rescind Legacy Policies 1-7, 1-8, 1-11, 1-12, 1-13, 1-15, 1-16, 1-17, 1-18, 1-21, 1-22, and 1-24 as submitted.**

Motion by Commissioner Steinruck and 2nd by Commissioner Edwards.

On vote 6/0.

## **NEW BUSINESS**

### **Discussion**

#### *2025 2nd Quarter Finance Report*

CFO Tabor presented the finance report for the 2nd Quarter of 2025 and confirmed that SRFR is performing as expected compared to previous years.

### *Policy Review*

- Policy 1000 Recruitment and Selection

Assistant Chief Messer provided the Board with a first formal review of the updated recruitment and selection policy.



#### *Legacy Policies to Rescind*

- 1-01 Policy Manual
- 2 Position Statement
- 4 Entrance Requirements for All Personnel
- 5 Employee Benefits
- 6 Local Board of Trustees
- 25 Energy Conservation

Chairman Elmore explained that the rescinded policies are part of a thorough review to include relevant historical practices and remove outdated or conflicting policies for clarity and consistency.

#### **Action**

N/A

#### **GOOD OF THE ORDER**

Commissioner Steinruck expressed gratitude for the dedication of the troops at the stations and the administrative staff, acknowledging their excellent work. He shared his appreciation for serving as a commissioner.

Vice Chairman Fay reaffirmed the district's commitment to transparency and invited public engagement. He suggested the Board consider strengthening efforts to monitor progress on the Sikora Report goals, noting that Chief Park is actively reviewing the report to ensure continued improvement.

#### **ATTENDANCE CHECK**

Regular Commissioner Meeting Thursday, September 11, 2025, at 1730 - Station 31 Training Room/Zoom

#### **EXECUTIVE SESSION**

RCW 42.30.110(1)(i): To Discuss Agency Litigation or Potential Pending Litigation with Legal Counsel

Chairman Elmore called for an Executive Session to begin at 1800 hours for 10 minutes, with no expected action to follow. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1810 hours and announced that there is no decision at this time. Meeting moved to Adjournment.

#### **ADJOURNMENT**

Chairman Elmore adjourned the meeting at 1810 hours.



Snohomish Regional Fire & Rescue

Commissioner Davin Alsin

Commissioner Rick Edwards

Chairman Troy Elmore

Vice Chairman Randy Fay

Commissioner Jeff Schaub

Commissioner Jim Steinruck

Commissioner Roy Waugh