



BOARD OF FIRE COMMISSIONERS MEETING MINUTES

SNOHOMISH REGIONAL FIRE & RESCUE

SRFR Station 31 Training Room / Via Zoom

163 Village Court, Monroe, WA 98272

October 9, 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 Schaub, Commissioner Steinruck, and Commissioner Waugh; and via Zoom was District Secretary Snure. Additionally Commissioner Alsin was an excused absence.

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

DISTRICT HIGHLIGHTS

Proclamation Recognizing Fire Prevention Week

Commissioner Waugh presented a proclamation to our Fire Marshal/Assistant Chief Messer in recognition of Fire Prevention Week 2025.

Assistant Chief Messer shared a few key safety tips regarding lithium-ion batteries:

- Buy Smart – Make sure you are buying trusted batteries.
- Charge Smart – Use the right charger.
- Recycle Smart – Don't toss your batteries in the garbage, be sure to recycle them.

CHIEF'S REPORT

As presented. Chief Park thanked the Deputy Chiefs for connecting with our communities and attending local meetings and events. He highlighted our incident call summary and responses for the month of September. He thanked the crews for responding with their heart, skill and dedication. He congratulated our new Driver/Operators Perron and Bell; and highlighted the Lieutenant Promotional Process. He recognized the increase in plan reviews, annual inspections, permit inspections and operational permits this year and thanked the Office of the Fire Marshal for their work. He gave a special thank you to PIEO King and PIEO Mongillo for their work on the Open House event and thanked everyone involved. He also thanked everyone who participated in the Spaghetti Dinner for the Monroe Senior Center and the Walk to School event in Monroe.



Chief Park also commented that he attended his first live SRFR training exercise and he was very impressed with the real-life scenarios. Great job by the Training Division!

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Steinruck	9/24/25	11/24/25	No
Finance Committee	Elmore	9/25/25	10/30/25	No
Sno911	Waugh	9/18/25	10/16/25	No
Sno-Isle Commissioners	Fay	10/2/25	11/6/25	Yes
Leadership Meeting	Schaub	9/18/25	11/20/25	No
Policy Committee	Schaub	10/9/25	11/13/25	Yes
Community Advisory Committee	TBD	6/25/25	11/12/25	No

Sno-Isle Commissioners – Vice Chairman Fay mentioned that their October meeting was cancelled.

Policy Committee – Commissioner Schaub mentioned they met earlier today and reviewed Policies 204, 212, 214, 701, and 1042.

COMMITTEE MEETING MINUTES

Policy Committee – September 11, 2025

Capital Facilities Committee – September 24, 2025

Finance Committee – September 25, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-02125 to 25-02142; (\$1,318,057.57)

AP Vouchers: 25-02143 to 25-02251; (\$599,381.54)

Approval of Payroll

September 30, 2025 Payroll (\$1,582,317.23)

Approval of Minutes

Approve Regular Board Meeting Minutes September 25, 2025

Approve Station 31 Bedroom Remodel

Motion to approve the Consent Agenda as submitted.

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

On vote 5/0 and one abstention.



OLD BUSINESS

Discussion

N/A

Action

Resolution 2025-6 Changing Regular Meeting

Motion to approve Resolution 2025-6 Changing Regular Meeting as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Waugh.

On vote 6/0.

NEW BUSINESS

Discussion

2025 Budget Amendment #3

Business Administrator Schoof explained the Budget Amendment #3 is comprised of the general fund, retirement reserve fund and equipment fund for the revenue and expenditure changes. Please let us know if you have any questions.

Policy Review

- Policy 211 Physical Asset Management
- Policy 320 News Media Relations
- Policy 711 Apparatus and Specialized Equipment Standards
- Policy 1015 Outside Employment

Legacy Policies to Rescind

- Policy 14 Release of Public News Information
- Policy 19 Ancillary Emergency Equipment
- Policy 20 Identification of Department Owned Equipment
- Policy 23 Disaster Preparedness
- Policy 26 Inventory and Supply Control
- Policy 27 Emergency Medical Services
- Policy 28 Vocational Firefighter Program
- Policy 44 Outside Employment

Action

N/A

GOOD OF THE ORDER

Chairman Elmore commented that he enjoyed working at the SRFR Open House, it was very well done. He thanked everyone for their work.



SNOHOMISH REGIONAL FIRE & RESCUE

Commissioner Steinruck commented that he has a good friend who appreciated our assistance with their smoke alarms. Thank you to the crews for their work within our communities.

Vice Chairman Fay thanked everyone for all the work that takes place behind the scenes, so we can move forward with our policies.

ATTENDANCE CHECK

Regular Commissioner Meeting Thursday, October 30, 2025, at 1730 - Station 31 Training Room/Zoom

- Meeting date is per Resolution 2025-6 due to the WFLA Conference at Tulalip during Oct 22-25. Commissioner Edwards will be an excused absence for the October 30 Commissioner Meeting.

EXECUTIVE SESSION

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

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

RCW 42.30.140(4)(b): Labor Negotiations

RCW 42.30.110(1)(i): To Discuss Legal Risks of a Proposed Action or Current Practice

Chairman Elmore called for an Executive Session to begin at 1805 hours for 40 minutes, with possible action to follow. Chairman Elmore continued the executive session for 15 minutes. Chairman Elmore resumed the regular Board of Commissioners Meeting at 1900 hours and there was no action taken. Meeting moved to Adjournment.

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1900 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Commissioner Jim Steinruck

Chairman Troy Elmore

Commissioner Roy Waugh

Vice Chairman Randy Fay