



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 4, 2025, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

DISTRICT HIGHLIGHTS

Badge Ceremony - Driver/Operator Kris Olsen

Chief Park welcomed everyone and introduced the Badge Ceremony. He invited Kris Olsen's wife, Rachel, to present the badge and pin it on Kris, and he gave the oath for Snohomish Regional Fire & Rescue. Congratulations to Driver/Operator Kris Olsen!

Oaths of Office - Commissioner Edwards and Commissioner Waugh were officially sworn into office. Commissioner Edwards assumed Position 4, and Commissioner Waugh assumed Position 1.

CHIEF'S REPORT

As presented. Chief Park recognized Lieutenant Jeff Dickinson for preparing 14 turkeys on Wednesday, November 26, which were donated to the Take the Next Steps organization. He expressed appreciation to Deputy Chief McConnell for his ongoing dedication to the community and thanked the commissioners for their active participation in community events. Chief Park also commended Firefighter Brandon Huber for his deployment to Jamaica, where he utilized his water rescue skills to assist with hurricane relief efforts. Additionally, Chief Park highlighted last week's retirement ceremony honoring Lieutenant Jeff Zornes for his 34 years of fire service. Congratulations, Lieutenant Zornes! Chief Park concluded by reminding everyone of upcoming events, including the retirement ceremony for Driver/Operator Rusty Hunt (37 years of service) on December 18, 2025, the retirement ceremony for Lieutenant Kevin Sullivan (31 years of service) on December 26, 2025, and the Graduation Ceremony for Recruit Class 2025-02 on December 11, 2025.



COMMISSIONER REPORTS

| Meeting | Chair | Last Mtg. | Next Mtg. | Reporting |
|------------------------------|-----------|-----------|-----------|-----------|
| Capital Facilities | Steinruck | 9/24/25 | TBD | No |
| Finance Committee | Elmore | 11/20/25 | 12/18/25 | No |
| Sno911 | Waugh | 11/20/25 | 12/18/25 | No |
| Sno-Isle Commissioners | Fay | 11/6/25 | 12/4/25 | Yes |
| Leadership Meeting | Schaub | 11/20/25 | TBD | No |
| Policy Committee | Schaub | 11/13/25 | 1/8/26 | No |
| Community Advisory Committee | TBD | 11/12/25 | TBD | No |

Sno-Isle Commissioners – Vice Chairman Fay was absent from tonight’s board meeting and he will provide an update at the next board meeting on Thursday, December 18.

COMMITTEE MEETING MINUTES

Policy Committee – November 13, 2025
 Finance Committee – November 20, 2025

CONSENT AGENDA

Approval of Vouchers

Benefits Vouchers: 25-02747 to 25-02761; (\$784,923.31)
 AP Vouchers: 25-02628 to 25-02746; (\$578,230.74)

Approval of Payroll

November 30, 2025 Payroll (\$1,590,611.00)

Approval of Minutes

Approve Regular Board Meeting Minutes November 20, 2025

Approval of Resolution 2025-10 Approve the Retirement Medical COLA

Approval of COLA Adjustment for Exempt, Non-Exempt, and Confidential Personnel based on the 2024-2025 June-June CPI-U

Approval of Professional Service Agreement with Tablet Command – The Commissioners removed this topic from the consent agenda, and it will be addressed at a later meeting.

Motion to approve the Consent Agenda as submitted.
 Motion by Commissioner Edwards and 2nd by Commissioner Waugh.
 On vote 4/0, with one abstention by Commissioner Steinruck.



OLD BUSINESS

Discussion

N/A

Action

N/A

NEW BUSINESS

Discussion

Policy Review

- Policy 1012 Discrimination and Harassment
- Policy 1014 Personnel Complaints
- Policy 1023 Workplace Violence
- Policy 1025 Smoke-Free Workplace
- Policy 1044 Anti-Retaliation and Whistleblowing

Legacy Policies to Rescind

- Policy 38 Equal Employment Opportunity
- Policy 39 Productive Work Environment
- Policy 64 Whistleblower

Action

2026 Board Chair Appointment

Motion to appoint Commissioner Steinruck as Chairman of the Board for Snohomish Regional Fire & Rescue for 2026.

Motion by Commissioner Waugh and 2nd by Chairman Elmore.

On vote 5/0.

Commissioner Waugh thanked Chairman Elmore for his years of service as Chairman with the Board.

2026 Board Vice Chair Appointment

Motion to appoint Commissioner Fay as Vice Chairman of the Board for Snohomish Regional Fire & Rescue for 2026.

Motion by Chairman Elmore and 2nd by Commissioner Steinruck.

On vote 5/0.



GOOD OF THE ORDER

Commissioner Waugh reported that the Public Safety Technology Committee is requesting completion of surveys for fire command staff, fire mobile systems, fire RMS, and law enforcement, and encouraged full participation and feedback. He also noted the upcoming Red Cross Heroes Luncheon on December 11 and emphasized filling all seats at the table.

Commissioner Steinruck shared about his visits to Stations 81, 82, and 83, observing strong morale and positive conversations.

Chief Park reminded everyone of our upcoming events, including the Recruit Class 25-02 Graduation, Lake Stevens WinterFest, SFRF Holiday Gift Wrapping Event, and the Monroe High School Career Fair.

ATTENDANCE CHECK

Regular Commissioner Meeting Thursday, December 18, 2025, at 1730 - Station 31 Training Room/Zoom

EXECUTIVE SESSION

N/A

ADJOURNMENT

Chairman Elmore adjourned the meeting at 1757 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Commissioner Jim Steinruck

Chairman Troy Elmore

Commissioner Roy Waugh

Vice Chairman Randy Fay