



**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
November 24, 2020 1730 hours

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

PUBLIC COMMENT

None

UNION COMMENT

None

CHIEFS REPORT

As Presented with noted appreciations: Chief O'Brien presented his Chief's Report with special acknowledgement on the departure of Dr. Keay. Her time spent with Lake Stevens Fire and then Snohomish County Fire District 7 has been greatly appreciated. Chief O'Brien also paid tribute to Deputy Chief Michael Fitzgerald who will be leaving us on November 30, 2020. DC Fitzgerald began with Monroe Fire Department in 1995 as a Firefighter/Paramedic. He promoted to Fire Inspector in 2002 and then Fire Marshall in 2004 for Monroe. Beginning in 1999 he became the Fire Chief of Snohomish County Fire District 28 for twelve years. He sits as President on multiple boards and has a plethora of certifications in Fire Prevention Profession. Under his direction and standards our Fire Prevention Division has become a leader in the State of Washington. We have benefitted from his hard work and dedication and are deeply grateful. We wish him only the best in his new endeavors. Thank you.

CONSENT AGENDA

Approve Vouchers

AP Vouchers: 20- 02965 – 20-03052; (\$167,151.32)

Benefit Vouchers: 20-02957 to 20-02964; (\$565,975.30)

Approval of Payroll

November 15, 2020 \$1,163,562.58

Approval of Minutes

Approve Regular Board Meeting Minutes – November 12, 2020

Motion to approve the Consent Agenda as submitted.

Motion by Commissioner Schaub, 2nd by Commissioner Edwards.

On Vote, **Motion carried 9/0.**

CORRESPONDENCE

OLD BUSINESS

Discussion



SNOHOMISH REGIONAL FIRE & RESCUE

Action

Supervising Physician Contract

Motion to approve the Supervising Physician Contract as submitted.

Motion by Commissioner Fay, 2nd by Commissioner Woolery.

On Vote, **Motion carried 9/0.**

Resolution 2020-24 Substantial Need

Motion to approve the Resolution 2020-24 Substantial Need as submitted.

Motion by Commissioner Steinruck, 2nd by Commissioner Gagnon.

On Vote, **Motion Carried 9/0.**

Resolution 2020-25 Regular Levy

Motion to approve the Resolution 2020-25 Regular Levy as submitted.

Motion by Commissioner Snyder, 2nd by Commissioner Fay.

On Vote, **Motion Carried 9/0.**

Resolution 2020-26 EMS Levy

Motion to approve the Resolution 2020-26 EMS Levy as submitted.

Motion by Commissioner Woolery, 2nd by Commissioner Elmore.

On Vote, **Motion Carried 9/0.**

Resolution 2020-27 2021 Budget Approval

Motion to approve the Resolution 2020-27 2021 Budget as submitted.

Motion by Commissioner Gagnon, 2nd by Commissioner Schaub.

On Vote, **Motion Carried 9/0.**

NEW BUSINESS

Discussion

Resolution 2020-28 Surplus of fire hose-nozzles-axes and computer equipment: Ongoing clean-up of items not in use from various stations.

Executive Leave Sellback: Chief has asked for approval to allow executive staff to sell back more than 50% of their accrued vacation due to merger and COVID creating a need for certain employees to cancel or postpone vacations as to the need of the district. Chairman Waugh speaking for the Finance Committee brought up our lack of past practice in this area concerning COLA with those executive contracts. He has reached out to Commissioner Gagnon regarding the development of a process. Commissioner Gagnon accepted. Their recommendation regarding this process will be brought back to the Board at the regular meeting on December 10. Commissioner Snyder added normally the Chief has been given discretion to allow these recommendations as a by case need (usually on an individual) but this year is across the board need. CFO Tabor gave her opinion on her recommendation in which the Board of Commissioner approves the Chief's needs and the Chief approve the rest. Chairman Waugh confirmed the Chief will present to the Finance Committee his recommendations and the Finance Committee will vet the recommendation and present to the Board for their approval.



Action

COMMISSIONER COMMITTEE REPORTS

Joint Fire Board with Mill Creek (Elmore/Fay/Waugh): Commissioner Elmore summarized the monthly meeting. We will continue to move forward in good faith.

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

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

Labor/Management (Fay/Waugh):

Contract Bargaining (Fay/Waugh):

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

Strategic Plan Committee (Schaub/Fay/Snyder/Steinruck): Updated on the ongoing process to develop our strategic plan. A Survey was presented and the next meeting will present the results.

Capital Facilities Committee (Snyder/Gagnon/Schaub/ Woolery): Commissioner Snyder presented the highlights of the Committee's most recent meeting. Chairman Waugh asked about the purchase of a low degree freezer. Chief O'Brien commented this was for EMS. We along with South Snohomish County and Marysville fire have stepped up to be a possible site to provide COVID 19 vaccines. We are working with Emergency Management, this is very early in the process.

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): Chairman Waugh reported Sno911 us looking into the financial feasibility on purchasing a new facility versus continuing to rent. Tulalip will be joining the radio system. The recyclable radios will not work in vehicles at this time. Sno911 is working on correcting this issue.

Regional Coordination

Leadership Meeting (Fay/Schaub)

Sno-Isle Commissioner Meeting: Commissioner Fay gave an update on the Executive Board Meeting and the speakers for December's meeting.

GOOD OF THE ORDER

Commissioner Elmore congratulated Deputy Chief Fitzgerald on his new role also congratulating Deputy Chief Messer. Chairman Waugh mentioned it is time to start thinking about next year's Chairman of the Board position and its availability.

ATTENDANCE CHECK

All Board members noted they would be available December 10, 2020 at 1700 for the regular Commissioner Meeting at Station 31 Training Room/BlueJeans.

EXECUTIVE SESSION

None

ADJOURNMENT

Chairman Waugh adjourned the meeting at 1805 hours.



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Snohomish Regional Fire and Rescue

Randy Fay

Commissioner Randy Fay

by Virtual Attendance

by Virtual Attendance

Commissioner Rick Edwards

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
by Virtual Attendance

Chairman Roy Waugh

Randal Woolery

Commissioner Randal Woolery

by Virtual Attendance

Kevin K. O'Brien

Chief Kevin K. O'Brien