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
September 24, 2026, 1730 hours

CALL TO ORDER

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

PUBLIC COMMENT

N/A

UNION COMMENT

N/A

DISTRICT HIGHLIGHTS

Proclamation: HR Professionals Day 9/26
Commissioner Schaub presented a proclamation to Human Resources Anaylst Denise Mattern & Human Resources Assistant Isa Quevedo and their team in recognition of HR Professionals Day.

Proclamation: Fire Prevention Week 10/4-10
Commissioner Alsin presented a proclamation to Sparky and Public Educator Sydney Stout and their team in recognition of Fire Prevention Week.

CHIEF'S REPORT

Chief Park recognized the passing of one of our members, Peter Mongillo. Peter's Memorial Service will be held at 4:30pm Saturday, October 3 at Bright City Church in Everett. The support from our community has been overwhelming. Peter will be missed by everyone and we will rally around his family. Chief Park thanked everyone for stepping up to take care of Peter's family and take care of each other. We are so thankful for all that Peter contributed.

Chief Park mentioned we also have our Annual Open House scheduled for Saturday afternoon, October 3 at Station 31 in Monroe.

Chief Park reviewed the 2026 Organizational Health Pulse Survey. He also recognized Firefighter/Paramedic Jess Hanna for her work with the Camp Blaze Firecamp for young women and Driver/Operator Logan Harding for setting a good example and embracing our core values.

COMMISSIONER REPORTS

Meeting	Chair	Last Mtg.	Next Mtg.	Reporting
Capital Facilities	Schaub	9/21/26	11/16/26	Yes
Finance Committee	Steinruck	9/24/26	10/22/26	Yes
Sno911	Lundquist	9/17/26	10/15/26	Yes
Sno-Isle Commissioners	Fay	9/3/26	10/1/26	No
Leadership Meeting	Schaub	9/17/26	12/17/26	Yes
Policy Committee	Schaub	8/13/26	10/8/26	No
Community Advisory Committee	TBD	6/10/26	11/5/26	No
Labor Management	Steinruck	9/8/26	10/5/26	No
Intergovernmental Committee	Elmore	9/10/26	10/8/26	No
Lake Stevens City Council	Steinruck	9/22/26	10/13/26	Yes
Monroe City Council	TBD	9/22/26	10/13/26	Yes

Capital Facilities – Commissioner Schaub commented that they discussed Station 32 which has been fenced and they now have a drilling machine on site. They also reviewed the Groundbreaking at Station 81; the permits are coming along for Station 72; and after review of several bids, Makers Architecture has been chosen to help with Capital Facilities planning in the future.

Finance Committee – Commissioner Alsin mentioned that they did not meet today.

Sno911 – Assistant Chief Lundquist commented that they did a close out of the future facility fund.

Leadership Meeting – Commissioner Schaub mentioned it was another good Leadership Meeting, with an opportunity to hear updates from each of our divisions. There was also a Post Incident Analysis from Battalion Chief James Hammeren.

Lake Stevens City Council – Chief Park presented a report from Deputy Chief Rasmussen. The council meeting included a canine presentation from LSPD Officer Dreher, a staff request to rename their HR Department however the proposal did not pass, and discussion regarding their Budget Planning Workshops. It was great to have so many representatives from Lake Stevens at the Station 81 Groundbreaking.

Monroe City Council – Deputy Chief McConnell commented that they are working through a $5.4 million dollar budget deficit over the 2027-2028 budget cycle. Additionally they have eight vacant positions within the city in various departments.

Intergovernmental Committee – Commissioner Elmore commented that they discussed regional opportunities and challenges.

COMMITTEE MEETING MINUTES
N/A

CONSENT AGENDA
Approval of Vouchers
Benefits Vouchers: 26-2372 to 26-2382; ($870,974.89)
AP Vouchers: 26-2383 to26-2496; ($896,045.45)

Approval of Payroll
September 15, 2026 Payroll ($1,765,899.88)

Approval of Minutes
Approve Regular Board Meeting Minutes September 10, 2026

Approval of District Secretary Appointment & Policy Development

Motion to approve the Consent Agenda as submitted.
Motion by Commissioner Elmore and 2nd by Commissioner Edwards.
On Vote 5/0.

OLD BUSINESS
Discussion
N/A

Action
Draft Policies
- *Policy 213 Petty Cash Management*
- *Policy 216 District Finances: Internal Controls*
- *Policy 224 Credit Card and Fuel Card Usage*
- *Policy 225 Comprehensive Financial Management Policy*
- *Policy 227 Debt Management*

Motion to approve Policies 213, 216, 224, 225, and 227 as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Elmore.
On Vote 5/0.

NEW BUSINESS

Discussion

Policy 226 Reserve Funding & Resolution 2026-11 Emergency Reserve Fund

Business Administrator Leah Schoof commented that this is a first look and it has been reviewed by the Finance Committee. Please let us know if there are any questions.

HR Deputy Director & IT Analyst Classification Review

Chief Park commented that these recommended changes better align with the work needed within our District while maintaining our overall staffing level.

Motion to move the topic of HR Deputy Director & IT Analyst Classification Review to New Business Action.
Motion by Commissioner Schaub and 2nd by Commissioner Elmore.
On Vote 5/0.

Motion to approve the HR Deputy Director & IT Analyst Reclassification as submitted.
Motion by Commissioner Schaub and 2nd by Commissioner Alsin.
On Vote 5/0.

Resolution 2026-12 Changing Regular Meeting Dates

No discussion.

Action

N/A

GOOD OF THE ORDER

Commissioner Elmore commented that we will fiercely miss Peter Mongillo.

Vice Chairman Fay encouraged our members to take care of each other.

Chief Park requested that we close this part of the meeting in memoriam of Peter Mongillo.

ATTENDANCE CHECK

Regular Commissioner Meeting Thursday, October 8, 2026, at 1730 - Station 31 Training Room/Zoom
Commissioner Edwards will be unable to attend the October 8th Board Meeting.

EXECUTIVE SESSION

RCW 42.30.110(1)(i): Meet with Legal Counsel Regarding Legal Risks in Which Public Knowledge of the Discussion Would Increase the Risk of Financial or Legal Harm to the District

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SNOHOMISH REGIONAL FIRE & RESCUE

Vice Chairman Fay called for an executive session pursuant to RCW 42.30.110(1)(i) to meet with legal counsel regarding legal risks in which public knowledge of the discussion would increase the risk of financial or legal harm to the District. Executive session will begin at 1810 hours for 15 minutes, until 1825 hours, and with no expected action to follow. Vice Chairman Fay resumed the regular Board of Commissioners Meeting at 1825 hours and there was no action. Meeting moved to adjournment.

ADJOURNMENT

Vice Chairman Fay adjourned the meeting at 1826 hours.

Commissioner Davin Alsin

Commissioner Jeff Schaub

Commissioner Rick Edwards

Chairman Jim Steinruck

Commissioner Troy Elmore

Commissioner Roy Waugh

Vice Chairman Randy Fay