



**Snohomish County Chiefs' Association**  
**Board Meeting**  
**1:00 pm**  
**January 24, 2024**

**PRESENT:** Dave Kraski **President** North County Fire  
Shaughn Maxwell **Vice-President** South County Fire  
Jim Haverfield **Secretary/Treasurer** SCFD 17  
Eric Andrews **Medium Agencies Director** SCFD19  
Keith Strotz **Small Agencies Director** SCFD19 (called out)  
Thad Hovis **Immediate Past President** South County Fire  
Scott Dorsey **SCEMS**

**A. Call to Order** Meeting called to order at 1308 hours.

**B. Adopt/Adjust Agenda** No adjustments to the agenda.

**C. Minutes**

Action: A motion was made by Chief Hovis to approve the previous meeting's minutes (January 4, 2024). Chief Haverfield seconded the motion. Minutes were unanimously approved.

**D. Old Business**

Update SNO911 Governance Task Force

Keith has been replaced by Gary Lingel as Small Agency Representative. Chief Haverfield questioned whether a retired person can continue to serve on the SCEMS Board. Chief Maxwell shared that the SCEMS Board failed to follow their own bylaws by not holding an election last fall. An election has since been requested by Chief Maxwell who is waiting for a response. It would be preferable to have the Board Chair's replacement be available to attend the meetings before the group becomes more heavily engaged in the process. Page 3, article 1, section 5 of the SCFCA bylaws addresses retired members and their ability/inability to vote. Should the retiree choose to remain involved, they would not have a vote. This Board discussed whether this would enable the SCFCA Executive Board to step in and encourage the SCEMS Board to hold their election in a timely manner.

Chiefs Haverfield, Maxwell, Hovis, O'Brien, and Kraski reached consensus that a retired staff person should not hold a role on the SCEMS Board or on the Governance Task Force. This will be addressed at the February 5<sup>th</sup> SCFCA General Membership Meeting.

Task Force Update:

Chief Maxwell shared that the ground rules have been established. The group is formatting a matrix around responsibilities/roles taking into consideration past practices, RCWs, laws,

MPD roles and responsibilities, SCEMS roles and responsibilities, EMS director responsibilities, and agency responsibilities.

Incident Response Identification – Joshua Cole

Chief Cole was unable to attend. This will be addressed at another meeting.

**E. New Business**

Behavioral Health Subcommittee – Ned Vander Pol

Chief Vander Pol shared that in conjunction with the Health & Safety side of things he'd like to see more discussion surrounding behavioral health for employees.

It was suggested that this topic be addressed by a subcommittee encompassing peer support, chaplains, and other mental wellness resources. This could include providing the opportunity for personnel to discuss issues with peer support/chaplains, etc. with staff from surrounding agencies, should they find it helpful.

Chief Maxwell shared that he's heard the State is working to establish a similar resource.

The Chair of the County Health & Safety Committee or a member will be invited to attend the General Membership meeting on February 5<sup>th</sup> to begin discussions surrounding this idea.

**F. Committee Updates**

None.

**G. Announcements/Good of the Order**

Chief Maxwell shared that Health & Safety has been addressing the uniform PFAS issues; sleep education tools; Galleri cancer blood tests; united diagnostic ultrasound testing. Some of the testing has been covered by medical insurance, which has helped to encourage participation. RECESS, a program developed by a firefighter in Denver, has also been rolled out to help support people before they reach a crisis breaking point. This has helped to keep people from going off shift while encouraging them to attend to their own mental and physical wellness.

Chief Haverfield inquired as to whether there has been any movement or suggestions as to how to move forward regarding uniform safety. SCF is working with a statewide group on testing a type of cotton and a type of wool to see if they meet the requirements. Chief Haverfield requested that someone send him the information so that he might start to investigate potential options. Washington State seems to be on the forefront of research in this area. Updates will be provided, as available.

**H. Adjournment**

The meeting adjourned at 1341 hours. The motion was made by Chief Hovis and was seconded by Chief Kraski.

Minutes prepared and submitted by: **Susan Bjorling**

Executive Assistant, Office of the Fire Chief  
South County Fire

**Next Meeting:**  
**Wednesday, January 24, 2024**  
**1:00 pm**

**Attachments:**  
SCFCA Bylaws

## **Part 1**

### **Constitution**

#### **Article 1**

##### **Name**

The name of this organization shall be  
**Snohomish County Fire Chiefs Association**

#### **Article 2**

##### **Objectives**

The objectives of the **Snohomish County Fire Chiefs Association** shall be:

- To promote a better working relationship between member agencies and amongst association members. To work for the common good of the citizens of Snohomish County through coordinating efforts in the following areas:
  - Develop, promote, and implement standard operating procedures and mutual aid agreements.
  - Work with other regional chiefs associations and the State Chiefs Association on issues of importance to the **Snohomish County Fire Chiefs Association**.
  - To help promote and coordinate fire and injury prevention, education, and legislative initiatives.
  - To promote the sharing of ideas, research, information, guidance, and knowledge.
  - To promote the coordinated utilization of emergency responding resources through the development of mutual aid/auto aid agreements, mobilization, and dispatch procedures.
  - To promote training and education in all disciplines relevant to the fire service mission.
  - To promote an effective disaster response by providing support to county disaster and mobilization drills, disaster leadership training, and incident management team development.
  - To promote a better working relationship with agencies not affiliated with this association which have similar goals. These agencies may include, but are not limited to, law enforcement, dispatch centers, departments of emergency management, Department of Natural Resources, etc.
  - To collectively work on, promote and or to provide assistance with regional grant requests.

- To promote research and development of improved firefighting practices for the fire service.
- To promote close partnerships between the branches of the fire service in the State of Washington.
- To represent high professional and ethical standards as Fire Chiefs.

### **Article 3**

#### **Membership**

The conditions and regulations of membership and the rights or other privileges of and the classes of membership shall be determined and fixed in the bylaws.

### **Article 4**

#### **Amendments of the Constitution and the Bylaws**

The Constitution and the bylaws can be amended by submission of a written change to the Bylaws Committee. The Bylaws Committee shall have thirty (30) days to review all proposed amendments, after which they shall make recommendations and submit the proposed amendment and recommendations to the membership thirty (30) days prior to a regularly scheduled meeting where the proposed amendment will be presented to the members present for action. A super-majority of the membership in attendance is required to amend the Constitution and Bylaws.

The Bylaws Committee shall ensure that all approved amendments are distributed to each member.

## **Part 2**

### **By-Laws**

#### **Article 1**

##### **Membership**

###### **Section 1 Active Members**

Chief Officers of fire agencies in Snohomish and Island Counties shall be the Active Members of the **Snohomish County Fire Chiefs Association**. Fire chiefs, assistant chiefs, fire marshals, deputy chiefs, battalion chiefs, division chiefs or such other titles as may be used in the various local fire departments or fire districts shall be the Active Membership of this Organization. Active Members shall be voting members.

###### **Section 2 Associate Members**

Fire apparatus companies, fire equipment companies, fire insurance companies, rating bureaus, boards of underwriters, or other fire service related agencies and other interested persons who are not eligible for active membership may become Associate Members. Associate Members shall be non-voting members.

###### **Section 3 Honorary Members**

Any person who has performed outstanding public service may be elected as an Honorary Member by a two-thirds majority vote of the membership present at any monthly meeting. Honorary Members shall be non-voting members.

###### **Section 4 Life Members**

Past Presidents of the **Snohomish County Fire Chiefs Association** shall be considered Life Members. Life Members shall be non-voting members unless otherwise qualified.

###### **Section 5 Retired Members**

Former Active Members of the **Snohomish County Fire Chiefs Association** who are no longer active with a Snohomish County fire agency shall be designated Retired Members. Retired Members shall be non-voting members.

###### **Section 6 Support Services Members**

To be a Support Services Member a person must belong to a local fire department or fire district that has at least one Chief Officer who is an Active Member of the **Snohomish County Fire Chiefs Association**. Support Services Members shall be non-voting members.

## Article 2

### Officers and Executive Board

#### Section 1 Qualifications

Any Active Member is eligible to hold an office in the **Snohomish County Fire Chiefs Association**.

#### Section 2 Officers

The Officers of the **Snohomish County Fire Chiefs Association** shall be the:

- President
- Vice President
- Secretary/Treasurer
- Immediate Past President

#### Section 3 Directors

There shall be three (3) Directors and three (3) Alternates representing the large, medium, and small fire agencies in the county (one [1] Director and one [1] Alternate for each of the size categories). The Directors and Alternates shall be selected by a caucus comprised of one voting representative from each agency within a size category. The three categories are defined as follows:

- A large agency is defined as an agency serving more than 20,000 in population.
- A medium agency is defined as an agency serving between 5,000 and 20,000 in population.
- A small agency is defined as an agency serving less than 5,000 in population.

The current categorization is contained in Appendix A and shall be reviewed and approved by a simple majority vote of the members present at the general membership meeting in December of even years prior to the caucus for election of Directors and Alternates.

#### Section 4 Executive Board

The **Snohomish County Fire Chiefs Association Executive Board** shall be comprised of seven (7) voting members as follows:

- The four (4) Officers of the **Snohomish County Fire Chiefs Association**.
- The three (3) Directors of the **Snohomish County Fire Chiefs Association**.

Non-voting members of the **Snohomish County Fire Chiefs Association Executive Board** shall be comprised of the Division Chairpersons and the Chairperson of the Snohomish County Trauma Care Council.

The quorum for a meeting or a vote of the **Snohomish County Fire Chiefs Association Executive Board** is any four (4) voting members.

Voting members may designate an alternate for a meeting or vote of the **Snohomish County Fire Chiefs Association Executive Board**. The preferred method of

notification for alternates is via email to the **Snohomish County Fire Chiefs Association Executive Board** at least two (2) business days prior to a meeting or vote of the **Snohomish County Fire Chiefs Association Executive Board**.

## Article 3

### Support Divisions

There shall be Support Divisions within the **Snohomish County Fire Chiefs Association**. Divisions may be organized under their own bylaws providing that such bylaws shall be consistent in effect with the general objectives of the **Snohomish County Fire Chiefs Association**. The Divisions shall be related to interests that are directly beneficial to the **Snohomish County Fire Chiefs Association**. The **Snohomish County Fire Chiefs Association** has identified the following groups as Support Divisions that are directly beneficial to the general objectives of the organization:

- Administration Division
- Fire Prevention Officers Division
- Operations Division
- Special Operations Division
- Training & Safety Officers Division

#### Section 1 Membership in the Support Divisions

Members of the Support Services Divisions shall comply with the Membership requirements of Article 1.

#### Section 2 Support Divisions Operational Guidelines

All Divisions within the **Snohomish County Fire Chiefs Association** shall file Division Operational Guidelines or bylaws with the **Snohomish County Fire Chiefs Association Executive Board** for review and approval. The Operational Guidelines shall include:

- Name of the Division
- Purpose of the Division
- Selection Process of Division Officers
- Duties of Officers
- Annual Schedule of Meetings

#### Section 3 Support Divisions Dues

The **Snohomish County Fire Chiefs Association Executive Board** shall set all dues with input from the specific Division Chairperson. All monies collected by any Division shall be accounted for and deposited. Unless otherwise directed by state law, all Division funds are to be in the **Snohomish County Fire Chiefs Association's** account.



#### **Section 4 Support Division Reporting**

The Division Chairperson or a designee shall make a regular report during general membership business meetings of the **Snohomish County Fire Chiefs Association**. By June 30<sup>th</sup> of each year, the Division Chairperson or a designee shall submit financial requests for the following fiscal year to the **Snohomish County Fire Chiefs Association Executive Board**.

#### **Section 5 Trauma Care Council**

The Snohomish County Trauma Care Council (SCTCC) is organized under the provisions of Washington State law and is a complementary organization to the **Snohomish County Fire Chiefs Association**. The SCTCC is subsidiary in nature only to the extent that the majority of Trauma Care Council members agencies are also members of the **Snohomish County Fire Chiefs Association**. The Chairperson of the SCTCC may serve as an ex officio (non-voting) member of the **Snohomish County Fire Chiefs Association Executive Board** or appoint a liaison to serve in this role. The SCTCC Chairperson or appointed liaison is also entitled to attend general membership meetings of the **Snohomish County Fire Chiefs Association**.

### **Article 4**

#### **Snohomish County Fire Chiefs Association**

##### **Finances Section 1 General Finances**

The **Snohomish County Fire Chiefs Association Executive Board** shall develop policies and procedures for the setting of the yearly budget, the administration of the budget, and the auditing of all funds generated and expended by the association.

The general membership shall approve by vote of the members all policies, procedures, budgets, reports, and audits findings.

The **Snohomish County Fire Chiefs Association Executive Board** shall make available, in a timely manner, all reports, budgets, and audit findings before the general membership votes.

##### **Section 2 Dues for Active Members**

The annual dues for **Fire Agencies** shall be payable by January 30 of each fiscal year and are based on the Snohomish and Island County Assessed Value "AV" formula spreadsheet with a minimum dues set at \$50.00.

##### **Section 3 Dues of Associate Members**

The annual dues for **Associate Members** of the **Snohomish County Fire Chiefs Association** shall be \$75.00 per person.

##### **Section 4 Dues of Honorary, Life and Retired Members**

Honorary, Life and Retired Members of the **Snohomish County Fire Chiefs Association** will not be charged dues.

## Article 5

### Voting

Active Members of the **Snohomish County Fire Chiefs Association** in attendance at any general membership meeting are eligible to vote. Voting shall be limited to one (1) individual per member fire agency.

A simple majority vote shall consist of the affirmative votes of fifty percent (50%) of the voting members present, plus one (1).

A super-majority vote shall consist of the affirmative votes of sixty-six percent (66%) or more of the voting members present.

## Article 6

### Termination of Membership

#### Section 1 Active Members

The membership of any Active Member shall be terminated upon their fire agency default of payment of dues by March 30th.

#### Section 2 Associate Members

The membership of any Associate Member shall be terminated upon default of payment of dues by six (6) months or more.

#### Section 3 Any Member

The **Snohomish County Fire Chiefs Association Executive Board** has the authority to suspend or expel any member from the **Snohomish County Fire Chiefs Association** for just cause with regard to immoral conduct, unethical practice, or behavior deemed detrimental to the **Snohomish County Fire Chiefs Association**.

Detrimental conduct can be charged for but is not limited to the following:

- A. Degrading fellow **Snohomish County Fire Chiefs Association** Members.
- B. Providing unwarranted, derogatory news media releases and/or interviews.
- C. Violating any section of **Snohomish County Fire Chiefs Association** Constitution and/or By-laws.
- D. Being convicted of a felony criminal act or a misdemeanor act involving use or distribution of mind or body altering drugs, theft or acts involving moral turpitude (emergency suspension before the hearing is permissible if serious charges warrant it).
- E. Being convicted of a felony criminal act against another individual.

Charges of unethical behavior or misconduct must be submitted in writing to the President and/or the **Snohomish County Fire Chiefs Association Executive Board**. An Ethics Committee Chairperson shall be appointed by the **Snohomish County Fire Chiefs Association Executive Board** and a committee formed to review the incident. The Ethics Committee Chairperson shall notify the accused member of the incident under review.

The **Snohomish County Fire Chiefs Association Executive Board** shall hold a hearing to review the evidence presented by the Ethics Committee and shall issue a decision within fourteen days of the hearing date. The decision shall be by a majority vote of the **Snohomish County Fire Chiefs Association Executive Board**. The decision shall outline the evidence supporting the decision. When a decision involves probation, suspension, or expulsion, the notice shall include the length of such or the effect such discipline has on the member's standing.

Any member placed on probation, given suspended status or removed from the **Snohomish County Fire Chiefs Association** shall be notified of their status by the President and/or the **Snohomish County Fire Chiefs Association Executive Board** in a timely manner. Notice to the member shall either be by certified mail or by delivering said notice in person. Said notice shall include:

- A. The specific reasons for the probation, suspension, or termination of membership.
- B. Information to the member of their right and opportunity to request a hearing in order to contest the reason(s) for their restricted status in the organization.
- C. A petition for a hearing must be in writing and postmarked or received by the **Snohomish County Fire Chiefs Association**, on or before the expiration of fourteen calendar days after notification of the member's probation, suspension or termination.
- D. The restricted member shall have the right at a hearing to:
  1. Explain the circumstances of the alleged violation(s).
  2. Present evidence and witnesses to support the member's position.
  3. Present evidence to mitigate possible disciplinary action.
- E. It shall be the duty of the Ethics Committee Chairperson to ensure all members of the **Snohomish County Fire Chiefs Association** may present evidence at the hearing.
- F. The **Snohomish County Fire Chiefs Association Executive Board** shall guarantee due process to any member wishing to appeal a disciplinary decision.
- G. When an appeal of a **Snohomish County Fire Chiefs Association Executive Board** decision is made, an appeal board will be established consisting of five members from the general membership and heard within a reasonable time of the incident. The appeal must be made in writing, must state reasons why the **Snohomish County Fire Chiefs Association Executive Board** decision is in error, and must be received by the President and/or the **Snohomish County Fire Chiefs Association Executive Board** within fourteen days of the decision. Failure to do so will waive the right of appeal.

## Article 7

### Reinstatement of Membership

Any member terminated for non-payment of dues shall be automatically reinstated upon payment of said dues.

## Article 8

### Executive Board

#### Section 1 Authority, Duties and Responsibilities

The **Snohomish County Fire Chiefs Association Executive Board** shall:

- Conduct all business of the **Snohomish County Fire Chiefs Association**.
- Approve contracts and determine the appropriate level of compensation for contracted positions.
- Review, discuss and approve policies, priorities, goals and objectives of the **Snohomish County Fire Chiefs Association**.
- Consider and act on policy, positions and other business of the **Snohomish County Fire Chiefs Association**.
- Designate an Administrative Professional of the **Snohomish County Fire Chiefs Association**.
- Review and approve Operational Guidelines from the various Divisions.
- Review the annual financial reports from the Secretary/Treasurer or their designee.

#### Section 2 Executive Board Meetings

The **Snohomish County Fire Chiefs Association Executive Board** should meet monthly (meetings are typically cancelled for June and July). The **Snohomish County Fire Chiefs Association Executive Board** shall determine the date and time.

## Article 9

### Duties of the Officers

#### Section 1 President

The Chairperson of the **Snohomish County Fire Chiefs Association** shall be the duly elected President and that individual shall be responsible for:

- Presiding over all meetings of the **Snohomish County Fire Chiefs Association**.
- Appointing standing committees.
- Appointing special committees.
- Appointing Liaisons.
- Ensuring the performance of all duties and functions of the **Snohomish County Fire Chiefs Association**.

## **Section 2 Vice President**

- Perform the duties of the President in his/her absence.
- Schedule programs for general membership meetings.
- Assist the Secretary/Treasurer of the **Snohomish County Fire Chiefs Association.**
- Coordinate the committees of the **Snohomish County Fire Chiefs Association.**
- Chair the By-Law Committee and conduct an annual review.

## **Section 3 Secretary/Treasurer**

- The Secretary/Treasurer shall be the financial officer of the **Snohomish County Fire Chiefs Association.**
- Recommend payment of invoices incurred by the **Snohomish County Fire Chiefs Association.**
- Oversee financial accounts and records.
- Report the **Snohomish County Fire Chiefs Association** financial status at each general membership meeting.
- Maintain **Snohomish County Fire Chiefs Association** funds in an interest-bearing account.
- Inform the President of all pertinent financial business.
- Ensure compliance with any and all finance procedures defined by the **Snohomish County Fire Chiefs Association.**
- In the absence of the Administrative Professional the Secretary/Treasurer shall assume that position's tasks to include handling general correspondence and keeping attendance records.

## **Section 4 Executive Board**

- Regularly attend meetings of the **Snohomish County Fire Chiefs Association Executive Board.**
- Attend general membership meetings of the **Snohomish County Fire Chiefs Association.**
- Individually serve as representatives of the **Snohomish County Fire Chiefs Association** at Division meetings as appointed by the President.

## **Article 10**

### **Election and Term of Office**

#### **Section 1 Nominating Committee**

The Nominating Committee shall meet at least sixty (60) days prior to the December meeting. The most immediate past president that is an active member shall serve as the Nominations Chairperson.

#### **Section 2 Nominations**

Any active member may make nominations for the Officers of the **Snohomish County Fire Chiefs Association**. No second is required for a nomination.

#### **Section 3 Elections**

All open elective positions shall be filled by a simple majority vote of the active members present and voting at the December meeting. When there is more than one candidate nominated for a position, a written ballot shall be used. Nominations shall be allowed from the floor at the December meeting.

#### **Section 4 Terms of Office for Officers**

The terms of office and election cycle for Officers are as follows:

- The Officers shall be elected for a term of two (2) years or to fill an unexpired term.
- The election of the President will occur in odd numbered years, with the President's term beginning the subsequent month following election.
- The election of the Vice-President and Secretary/Treasurer will be held in even-numbered years, with the terms of those offices beginning the subsequent month following the election.

#### **Section 5 Terms of Office for Directors and Alternates**

Directors and Alternates representing agencies in each of the size categories shall be selected annually for a term of two years. Each size category caucus will meet in conjunction with the **Snohomish County Fire Chiefs Association** meeting in December of even years to select their Director and Alternate for the following two years. All Director and Alternate positions shall be filled by a simple majority vote of the active members present and voting at the even year December caucus meeting. Any vacancies in the Director or Alternate positions shall be filled by the appropriate caucus at the general membership meeting in the month following the occurrence of the vacancy.

## **Article 11**

### **Vacancy in Office**

#### **Section 1 President**

A vacancy in the office of the President shall be filled by the Vice-President by a vote of the membership. This shall be accomplished by a simple majority vote of the active members present at the next regularly scheduled general membership meeting after the position becomes vacant.

#### **Section 2 Vice-President or Secretary/Treasurer**

A vacancy in the Vice-President or the Secretary/Treasurer position shall be filled at the next regularly scheduled general membership meeting by appointment of the President and confirmed by a simple majority vote of the general membership.

## **Article 12**

### **Meetings of the Snohomish County Fire Chiefs Association**

#### **Section 1 General Membership Meetings**

The general membership meetings of the **Snohomish County Fire Chiefs Association** should be held monthly. The **Snohomish County Fire Chiefs Association Executive Board** shall determine the date and time.

The presence of representatives from a simple majority of Snohomish County Fire Chiefs Association member agencies shall constitute a quorum for the purpose of conducting business during general membership meetings.

These meetings are generally held on the first Monday of the month. Membership does not usually meet during the months of July and August. During these months a joint Snohomish and Island Commissioners meeting is held in conjunction with the **Snohomish County Fire Chiefs Association**.

#### **Section 2 Location of all General Membership Meetings**

The Administrative Professional shall be responsible for scheduling the location of all general business meetings of the **Snohomish County Fire Chiefs Association**.

#### **Section 3 Attendance**

Attendance shall be recorded for each meeting to verify the presence of a quorum for the conduct of business.

## **Article 13**

### **Fiscal Year**

The Fiscal year of the **Snohomish County Fire Chiefs Association** shall begin the 1<sup>st</sup> day of January and end on the 31<sup>st</sup> day of December.

## **Article 14**

### **Committees**

#### **Section 1 Auditing**

The President at the September meeting shall appoint an Auditing Committee of two members. It shall be the duty of the Committee to audit the Secretary/Treasurer and Administrative Professional's accounts at the close of the fiscal year and to report to the general membership their findings at the February meeting.

#### **Section 2 Other Committees**

The President of the **Snohomish County Fire Chiefs Association** shall appoint such other committees, standing or special, as required. The President shall be an ex-officio member of all committees except the Nominating Committee.

## **Article 15**

### **Rules of Order for the Snohomish County Fire Chiefs Association**

The rules of order shall be the latest revised edition of Robert's Rules of Order.



## Appendix A

### Agency Caucuses

For the purpose of electing Directors and Alternates, member agencies are separated into the following categories based on population served:

#### Large Agencies (population served larger than 20,000)

South County Fire  
Snohomish Regional/Fire District 7  
Everett FD  
Marysville RFA  
Snohomish/Fire District 4  
North County RFA  
Mukilteo FD

#### Medium Agencies (population served\* from 5,000 to 20,000)

Arlington FD  
Camano Island/Island County FD 1  
Paine Field Fire  
Fire District 10  
Granite Falls/Fire District 17  
Fire District 21  
Sultan/Fire District 5  
Fire District 15  
Fire District 22  
Gold Bar/Index/Fire Districts 26/28

#### Small Agencies (population served less than 5,000)

Fire District 19  
Darrington/Fire District 24  
Fire District 16  
Fire District 25  
Fire District 23  
Fire District 27

\*Paine Field Fire does not have a resident population and is placed with the medium agencies based on organizational size.