

# Board of Fire Commissioners Meeting Minutes

9811 Chapel Hill Road, Lake Stevens, WA

October 21, 2009

0930 hours

## CALL TO ORDER

Chairman Lorentzen called the meeting to order at 0932 hours.

## ROLL CALL

Chairman Lorentzen, Commissioner Elmore, Commissioner Foster, Chief Faucett, DC Lingenfelter, Leah Schoof, Ron Rasmussen and Alison Caton.

## ADDITIONAL AGENDA ITEMS

### **Fire Marshal's Contract**

Chief Faucett commented that the City is very pleased with the Fire Marshal service. He would like to recommend the renewal of the Fire Marshal contract, but the City wants to remove the language that states we are going to charge the City when we do investigations. Chief Faucett is okay with this because they are annexed into the fire district. We are their fire department and we don't charge the rest of the district, so they shouldn't be the exception. With permission, Chief Faucett would like authorization to sign the Fire Marshal contract with rates as is, but to discontinue with charging for investigations. By doing this, we aren't losing much money as last year only brought in about \$1,000 in investigation fees.

Motion to sign the Fire Marshal contract as submitted with the exception of the investigation fees.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Foster.  
Vote Unanimous.

### **Hiring of Three Career Firefighters**

Chief Faucett commented that he is now comfortable with hiring three firefighters. He needs permission to do so since it was not in the budget for this year. Chief Faucett would like to hire them as soon as possible.

Motion to hire three career firefighters.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

### **Office Assistant**

Chief Faucett commented that we can't get ahead in our finance division. Finance requirements continue to get more complex. It is his desire to get the Director of Administration more focused on oversight and planning, than doing the routine tasks of the position.

Chief requested authorization for one additional full-time office assistant position effective immediately. Chief stated he will continue to keep the funding for part-time help in the 2010 budget.

Commissioner Elmore commented that we need to take into account the growth of Administration in the next budgeting process.

Motion to approve the hiring of an additional full-time Office Assistant position for a total of two full-time Office Assistants.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Lorentzen.  
Vote Unanimous.

Chief Faucett verified that this did not preclude him from continuing to fund the part-time clerical help line item. The Commissioners agreed it did not preclude him.



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*"Touching Lives Today ~ Planning for Tomorrow"*

Fire Commissioners:  
Troy Elmore, Dan Lorentzen, Vern Foster  
Fire Chief Gary L. Faucett

9811 Chapel Hill Road  
Lake Stevens, WA 98258

## **MINUTES**

### **Minutes 09-10-06**

Motion to approve October 6, 2009 Commissioner Meeting minutes as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Passed. Commissioner Elmore was an excused absence at this meeting.

### **Minutes 09-10-12**

Motion to approve October 12, 2009 Commissioner Meeting minutes as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Passed. Commissioner Elmore was an excused absence at this meeting.

## **FINANCIAL REPORT**

### **Investment Report**

#### **Vouchers**

Motion to approve the Expense Vouchers 0910038 through 0910081 in the amount of \$73,691.46 as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Unanimous.

Motion to approve the Foster Press voucher in the amount of \$136.76 as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Passed. Commissioner Foster abstained.

Motion to approve the Capital Vouchers 0910006 through 0910014 in the amount of \$9836.17 as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### **Payroll**

Motion to approve October 2009 Payroll in the amount of 324,501.08 as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### **Budget Report**

### **CORRESPONDENCE**

Thank You from the Lake Stevens Family Center

### **OLD BUSINESS**

#### **Discussion**

#### **2010 Budget**

Chief Faucett commented that he's not trying to go through all of the numbers on the line items. All of the numbers presented here are based on assumptions. He stated we are projecting a 2.3% increase in revenue for next year. This 2.3% is a big deal for us. The worst case scenario from the 3<sup>rd</sup> quarter has not played out.

If we go down next year in revenue, we would need to increase the levy amount in which case, we could also ask for a lid lift. The table shown doesn't include the potential amount of revenue by leasing our other building at HQ. We have included a \$100,000 operating cost for HQ, worst case scenario.

In the three year projection, there is no increase in part-paid wages represented. This also includes the 31% increase in our health insurance premiums. The table also adds the three firefighters in 2010, the additional 1/2 time Office Assistant, and a new facility maintenance person. As of now, we are getting too big to have firefighters do maintenance work.

The table does not show pay raises for Union personnel in the next three years.

Chief Faucett commented that between last year and next year, there is a projected 1 million dollars of increased revenue. More money can be put into operations now that our "big ticket" item has been purchased. For Capital, the table shows what we might have purchases to support the EOC such as projectors and a generator. The numbers allocated are based on what we told the community we were going to do with the money. All of these are just plans. This is a grand-scheme overview.

Chief Faucett commented that we will end this year with an estimated 2.8 million in the bank. At no point can we go below 1.7 million. We need to pass our levies otherwise we're looking at a completely different story.

Commissioner Elmore commented that the longer you wait to do a levy, the more you are going to have to ask for. He asked if we should we consider doing a levy sooner rather than later to ask the public in more digestible amounts.

Chief Faucett commented if you try to put a fire levy in here (the table displayed), you'd be putting it back to back with the EMS levy. It would be hard to go to the public and ask for a levy if we didn't need it.

Commissioner Elmore commented that we said we would come back every five years, so the community wouldn't be surprised by it if we did do this levy sooner rather than later.

Chairman Lorentzen commented that a majority of the public doesn't know the difference between an EMS and Fire levy and that we should go with what we've got going. He would like to know the number differences if we didn't bump up the levy to the next year so he can make an informed argument to people who may come to him with questions as to why we are doing a levy if we don't need the money immediately.

Chief Faucett commented if we go to the public and show them what we have done with their finances, I don't think we will have a problem passing the levy.

Commissioner Elmore asked if we are coming out ahead money wise, and if the table shows the hiring of the rest of the firefighters in 2010.

Chief Faucett replied that it didn't show this on the table, but he would like to hire the rest of the firefighters as well as another Deputy Chief and a Public Educator if we had enough money to do so.

#### **Facility Use Policy**

Chief Faucett commented that at the last meeting we talked about having people who reserve the facilities put a million dollar underwriting on their insurance, which will cost them about \$76 per month.

Chairman Lorentzen commented that it was our intent to have a meeting space for the community and that having them have to pay that much a month on their insurance to use our facility is quite a bit.

Commissioner Elmore asked what the cost to run the room overall would be per year.

Chief Faucett said he wasn't sure but an estimate could range from \$50,000-100,000 per year for the conference room.

Commissioner Elmore stated that as of now, this is a complex and it might be easy to offset costs by establishing a baseline.

Chief Faucett said we can certainly put the \$76 a month in the budget to make sure the building is insured. He said we aren't asking the community to pay the full cost-load of the building. Chief Faucett requested that the Commissioners authorize Lake Stevens Fire taking on that insurance coverage.

Commissioner Elmore said it would be good to have anyone from outside the district pay additional costs since they aren't paying for the insurance coverage amount like our citizens are.

Chief Faucett's concern is that we don't have a locking system on the building yet. Someone has to be there to open and close the doors. We don't want to give out keys. That's one logistical issue we also need to work out before allowing the room to be reserved by the public.

Chairman Lorentzen stated that we need to make a motion to approve additional rider amount in case there is some sort of incident that occurs in the building while the public is using it.

Chief Faucett said that we will have to adjust the policy to take out the language about having the \$1 million rider coverage. Brian suggested putting language in there that gives us ability to require the rider if we see a need to require it for certain groups.

Motion to approve that we absorb the cost of the \$76 per month rider coverage.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### **Headquarters Update**

DC Lingenfelter commented that we are working on painting the upstairs and various rooms in the building and we are moving furniture around. He also commented that he and Chief Faucett are in the new building about 85% of the time. He is anticipating that Admin will be in the new building around the first of the month.

Commissioner Foster asked if tables and chairs were ordered for the training room.

DC Lingenfelter commented that round tables were ordered, we need to get rectangular tables and are waiting on the chairs to be delivered.

Chief Faucett is thinking about having one more Commissioner meeting at Station 82 and then making a resolution to move the meeting place to the HQ building.

#### **Chapel Hill Property Update**

Chief Faucett went to a small works roster about having three contractors come out and give their best bid on duties for fixing up the houses and an email was sent to the whole roster which makes for a long open house. Contractors can come see the houses all day today to place bids on projects. Chief Faucett said the bids are due by Monday, then we will approve the winning bids and they will go to work. We have received two offers on two of the houses. We're coming along.

#### **Labor Negotiation Update**

Chief Faucett commented that we are still in negotiations with the Union and will probably go to arbitration.

#### **Action**

None

#### **NEW BUSINESS**

##### **Discussion**

None

#### **Action**

##### **Member Recognition Policy**

Chief Faucett submitted this policy as is to the auditor. It needs approval as we don't have a signed copy from back in 2006.

Motion to approve Member Recognition Policy as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### **CHIEF'S REPORT**

Prevention Report prepared by FM Marshall

IT Report prepared by Stevens

#### **Audit Report**

Chief Faucett commented that we are almost done with the audit. Judy (auditor) will be working remotely. So far, the reports have been good.

The next regular Commissioner Meeting is scheduled for 0930 hours on Thursday, November 5, 2009, located at Station 82 Conference Room, 9811 Chapel Hill Road, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Foster commented he is glad to hear the auditors have good reports and glad to see the staff is working hard.

Commissioner Elmore thanked everybody for their patience. He hopes everybody is ready to move forward. Things are getting taken care of. Nice job to everyone who has hung in there.

Chairman Lorentzen commented he is glad to see things are working out. We still have some things to work out, but it's nice to see the plans are starting to fall into place.

**EXECUTIVE SESSION**

Chairman Lorentzen called for an executive session regarding personnel pursuant to RCW 42.30.110 (1) (g) for 5 minutes at 1106 hours. Executive session included Chairman Lorentzen, Commissioner Elmore, Commissioner Foster, and Chief Faucett. Meeting reconvened at 1111 hours with no action taken.

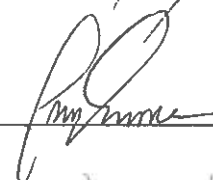
**ADJOURNMENT**

Motion to adjourn the meeting at 1113 hours.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

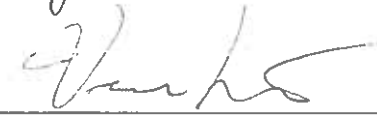
*Minutes respectfully submitted by Alison Caton, Office Assistant.*



Chairman Dan Lorentzen



Commissioner Troy Elmore



Commissioner Vern Foster