

Board of Fire Commissioners Meeting Minutes

9811 Chapel Hill Road, Lake Stevens, WA

November 5, 2009

0930 hours

CALL TO ORDER

Chairman Lorentzen called the meeting to order at 0930 hours.

ROLL CALL

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

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 09-10-21

Motion to approve the October 21, 2009 Commissioner Meeting minutes as submitted.
Motion by Chairman Lorentzen and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve expense vouchers 0911001 through 0911024 in the amount of \$44,225.52 as submitted.
Motion by Chairman Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Motion to approve capital vouchers 0911001 through 0911003 in the amount of \$2,056.89 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Lorentzen.
Vote Unanimous.

Budget Report

CORRESPONDENCE

None

SECRETARY'S REPORT

District Secretary/Legal Counsel Brian Snure provided a laws update on a thumb drive and Laana Larson will distribute the information to the Commissioners.

OLD BUSINESS

Discussion

Draft 2010 Budget

Chief Faucett introduced the draft staffing plan, the draft capital budget, and the draft expense budget.

Draft Staffing Plan

Chief Faucett presented a draft staffing plan. This is a five year plan and it does affect the budget. The plan continues to include hiring a public educator. Currently this has been delayed to July of 2010; a deputy chief of operations is in the plan for January 2011 and a maintenance person by January 1, 2010.

It is most likely not going to be feasible to contract with the city for a maintenance person. This position's main focus will be maintenance of the buildings, supplies, and acting as quartermaster. If there is still time available we would consider adding in grounds maintenance of the fire stations as well.

The plan also accounts for hiring three firefighters in 2010 and three more firefighters in 2011. Chief is considering promoting three captains in 2011 and placing them at S83. This is dependent on some negotiated issues with the union.

Chairman Lorentzen commented we need to be sure to these plans are reflected in the Strategic Plan.

Chief Faucett commented we are looking at a Commissioner Retreat potentially in April of next year to discuss our Strategic Plan.

Draft Capital Plan

Chief Faucett reviewed the draft capital purchase plans including vehicles, equipment, facilities, and technology. He commented in regards to the vehicles that Hybrids are very expensive. We would have to make the decision to go that route if that is what we want to do.

Commissioner Elmore commented if we were racking up a ton of mileage it might make more sense to do so.

Chairman Lorentzen commented whatever the staff decides to buy, it doesn't seem that one staff car would be enough for administration based on the staff we are bringing in and the services we provide the public.

Chief Faucett agreed and commented we are potentially getting another staff car in the following year. It is possible we could get two vehicles up front if we find some good deals.

Chief Faucett also commented in regards to the remodel of Station 81 we will need to bring out the architects to look at the structure and assess what we would be able to accomplish with a remodel. We will need to regroup with the Battalion Chiefs regarding phase two of the remodel of Station 82 and confirm the plan. He emphasized this phase includes bunk rooms.

Draft Expense Budget

Commissioner Elmore asked about plans for paving around the tower at Station 83.

Chief Faucett commented the question is whether we are going to invest any more into Station 83 or if we are going to plan for a new training center. This is part of our strategic planning. Additionally we currently have no money set aside for a Station 84 and that would take a commitment on our part to decide how to strategically move forward on this.

Chairman Lorentzen agreed it is important for us to review our Strategic Plan and have the discussion.

Commissioner Foster asked if we could hold onto the incoming banquet deposit checks for the Conference Center and simply return them if the deposit is going to be fully refunded after the event.

District Secretary/Legal Counsel Brian Snure commented it would be best to deposit monies within 24 hours, even the banquet deposits.

Chairman Lorentzen asked about the possibility of having groups serve alcohol while renting the Conference Center.

District Secretary/Legal Counsel Brian Snure commented it is a risk management issue, and we would need to have a policy in place with our guidelines.

Chief Faucett commented we do not necessarily want alcohol, yet it is a Conference Center for our community and we are currently thinking through our options.

Chairman Lorentzen commented we could consider groups with alcohol coming before the board for approval.

Commissioner Foster commented it seems it would be good to have a policy that controls this and asked if it would create more liability if the Commissioners were to approve each group separately.

District Secretary/Legal Counsel Brian Snure responded no.

Chief Faucett commented we will be bringing an updated policy to the Commissioners.

Chief Faucett commented that all Rescue line items have been cut. He had requested a program justifying these expenses and it was not provided, so these line items have been cut. He confirmed that we can call for mutual aid in this area when we need to.

Chief Faucett confirmed he will send out any budget updates prior to the next Commissioner Meeting for the Commissioners to review.

Action

Personnel Contracts

Administrative Director Leah Schoof commented Chief Faucett's contract is a revision correcting a clerical error.

Motion to amend Chief Faucett's contract correcting a clerical error on original contract as submitted.
Motion by Chairman Lorentzen and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Rosie Richmond's contract as submitted.
Motion by Chairman Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

NEW BUSINESS

Discussion

None

Action

2007 & 2008 Write Off Accounts

Chief Faucett explained these accounts are the write offs by the contract with District 17. Billing Manager Sonya Dudder has exhausted the process and we are unable to turn them over to collections.

Motion to write off the accounts for 2007 and 2008 in total amount of \$24,646.19 as submitted, as we have exhausted all of our options and the District 17 contract prevents us from sending them to collections.
Motion by Chairman Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Resolution 2009-15

Chairman Lorentzen commented he is not in agreement in requesting the 1% from the public.

Commissioner Foster commented he understands this perspective although the 1% seems necessary with the financial hits we have taken over the last year.

Motion to approve Resolution 2009-15 Substantial Need as submitted.
Motion by Commissioner Elmore and 2nd by Commissioner Foster.
Vote Passed. Chairman Lorentzen opposed.

Resolution 2009-16 & Resolution 2009-19 EMS Levy

Both Resolution 2009-16 and 2009-19 have been postponed until the next Commissioner Meeting which occurs after the public budget hearing.

Resolution 2009-17 Commissioner Meeting Schedule Changes

Motion to approve Resolution 2009-17 to change the regularly scheduled November 18th Commissioner Meeting to 1830 hours. This meeting will be held at the Headquarters Board Room located at 1825 South Lake Stevens Road, Lake Stevens, Washington.
Motion by Chairman Lorentzen and 2nd by Commissioner Elmore.
Vote Unanimous.

Resolution 2009-18 Commissioner Meeting Location Change

Motion to approve Resolution 2009-18 to change the location of all regularly scheduled Commissioner Meetings to the Headquarters Board Room located at 1825 South Lake Stevens Road, Lake Stevens, Washington.
Motion by Chairman Lorentzen and 2nd by Commissioner Elmore.
Vote Unanimous.

Commissioner Foster asked about scheduling one Commissioner Meeting per quarter in the evening.

Chairman Lorentzen commented this would be a good decision for next chairman in the next year.

CHIEF'S REPORT

Headquarters

Chief Faucett commented we are getting settled. IT has spent a lot of time with us getting us up and running. We have had some connection problems and we are working on it. All of Administration has moved out of Station 82. The cleaning service has gone through the entire inside of the building and it is looking good. It seems the lights in the upstairs entry way can be repaired. We are currently working on the locking system.

The city has voiced an interest in purchasing Building D, rather than leasing it. We are still discussing the options.

Property Purchase

Chief Faucett commented when our maintenance person comes on board we will get the house ready to be used.

Chapel Hill Property Update

Chief Faucett commented we are moving forward on getting them ready and the houses are on the market.

Labor Negotiations Update

Chief Faucett confirmed we are still in the process, and neither local has certified going to arbitration.

Firefighter Hiring Status

Chief Huff has put out the notice and we are creating the list. Communications Director Laana Larson will be notifying BC Huff when Chief Faucett is ready to do interviews.

Maintenance Position

Chief Faucett asked the Commissioners about hiring a maintenance person.

Chairman Lorentzen commented we could use the small works roster for projects until we adopt the 2010 Budget.

Chief Faucett asked if the Commissioners were behind the concept of hiring of a maintenance position.

Chairman Lorentzen asked that we discuss the issue at the next meeting.

Chief Faucett will bring the details forward at the next Commissioner Meeting.

Commissioner Elmore commented there is nothing wrong with preparing for the next move.

Chairman Lorentzen agreed, and commented he looks forward to hearing the details at the next meeting.

GOOD OF THE ORDER

Commissioner Foster commented it is good to see everyone moved and hopes that Administrative Director Leah Schoof is seeing some relief with the additional help that has been provided.

Commissioner Elmore commented we are in transition and he is looking forward to next year.

Chairman Lorentzen thanked the staff for their work, and it is good to see administration moved over to the new building.

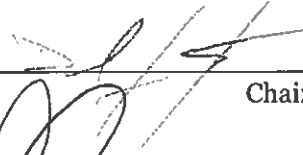
EXECUTIVE SESSION

None

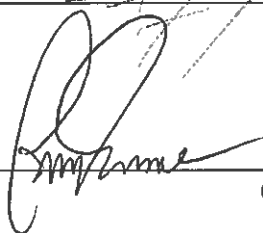
ADJOURNMENT

Motion to adjourn the meeting at 1146 hours.
Motion by Chairman Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.


Minutes respectfully submitted by Laana Larson, Communications Director.



Chairman Dan Lorentzen



Commissioner Troy Elmore



Commissioner Vern Foster