

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 4, 2010

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0930 hours.

ROLL CALL

Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, District Secretary/Legal Counsel Brian Snure, Chief Faucett, DC Lingenfelter, Leah Schoof, and Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 10-01-21

Motion to approve the January 21, 2010 Commissioner Meeting minutes as submitted.
Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.
Vote Unanimous.

Minutes 10-01-27

Motion to approve the January 27, 2010 Special Commissioner Meeting minutes as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1002001 through 1002057 in the total amount of \$107,617.54 as submitted.
Motion by Commissioner Foster and 2nd by Commissioner Lorentzen.
Vote Unanimous.

Motion to approve Foster Press Voucher 1002058 in the amount of \$97.56 as submitted.
Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.
Vote Passed. Commissioner Foster abstained.

Motion to approve Capital Vouchers 1002001 through 1002004 in the total amount of \$9,241.47 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Expense Report

Leah Schoof explained all income goes into the expense account, and we transfer funding into capital as needed. Transfers are done at the county and confirmed via email.

CORRESPONDENCE

Thank You from the City of Lake Stevens

SECRETARY'S REPORT

Nothing additional to the current agenda.



"Touching Lives Today ~ Planning for Tomorrow"

Phone: 425.334.3034
Fax: 425.334.6981
www.lsfire.org

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

1825 South Lake Stevens Road
Lake Stevens, WA 98258

OLD BUSINESS

Discussion

Property Acquisition

Chief Faucett commented we sent the LOI to the owner and we're awaiting his response. He did get a phone call from our agent Erin Bee and the owner is in correspondence with the bank. We presented a low offer and the bank has ordered an appraisal which will take some time to complete.

Action

Property Leasing Agent Recommendation

Chief Faucett, DC Lingenfelter and Commissioner Lorentzen met to review the candidate packets.

Commissioner Lorentzen commented we reviewed what was submitted. We received three packets (Coldwell Banker Bain, Coast Firm, and a Preview Property agent) with one of those being the agent we are currently using. We came to the conclusion that who we currently have is doing an excellent job even without a contract.

Chief Faucett explained McKinney encouraged us to clean out the excess furniture. Once we settle on the lease agent and get our new maintenance person on board, this will become a top priority. McKinney also suggested we break up the space in the building a bit; possibly offer an upstairs and downstairs option. Chief Faucett confirmed we are not interested in selling Building D at this time and we prefer to lease. Building D is still an investment in our future needs.

District Secretary/Legal Counsel Brian Snure asked if we want to exclude the agent from current contacts.

Commissioner Lorentzen commented it may be helpful to have our agent take care of the remaining details.

Chairman Elmore commented he is not in favor of excluding our agent from current leads.

Commissioner Foster commented we need to have a leasing agent involved throughout the entire process.

Motion to authorize Chief Faucett to enter into a contract with Keith McKinney, Coldwell Banker Bain as our Property Leasing Agent once legal has reviewed the contract.

Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.

Vote Unanimous.

NEW BUSINESS

Discussion

Request for State Assistance regarding Maintenance Building

Chief Faucett commented we have two additional letters of support to send to Senator Hobbs. Lake Stevens Sewer District is also interested in a section of land for their vehicles. This project continues to gain momentum as we talk with other agencies and Senator Hobbs is very excited about the potential.

Action

Resolution 2010-02 Selling of Chapel Hill Properties

Chief Faucett commented that escrow for the selling of 9804 Chapel Hill property wanted a letter stating that he has the authority to sell.

District Secretary/Legal Counsel Brian Snure confirmed that Resolution 2010-02 addresses all the Chapel Hill residential properties and identifies them as surplus, which will make it easier to go through escrow.

Motion to approve Resolution 2010-02 Declaring Property Surplus and Authorizing the Sale as submitted.

Motion by Commissioner Foster and 2nd by Commissioner Lorentzen.

Vote Unanimous.

Strategic Plan Firm / Executive Hiring Firm

Chief Faucett recommended Waldron & Company as the Strategic Plan Firm and the Executive Hiring Firm. Going with a package offer will definitely save us some money. Waldron & Company has worked with cities and other special districts and they are offering the best package. We have not discussed the Battalion Chief testing process with them as of yet; especially since the Battalion Chief is not really an executive search and it is more technical.

Commissioner Lorentzen commented he has heard good things about Waldron and agreed they have the best offer.

Chief Faucett commented Waldron's representative Lane Youngblood is very professional and he is confident in her skills.

Chairman Elmore commented he is comfortable with Chief Faucett's recommendation.

Motion to authorize Chief Faucett to enter into a contract with Waldron & Company for services the Executive Hiring Search and the Strategic Plan.
Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.
Vote Unanimous.

Chief Faucett commented he would like to invite District 17 into the Strategic Planning process. He will offer them the opportunity to sit in and participate in the entire process if they would like to do so.

Chairman Elmore commented he is in contact with their Chairman Bill Gillam, as it is important for them to know we are here as friends, neighbors and as a resource.

The next regular Commissioner Meeting is scheduled for Thursday, February 18th at the Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

CHIEF'S REPORT

Status Report of Maintenance & Office Assistant Positions

DC Lingenfelter confirmed he received 98 applications for the maintenance position. He has eliminated 80% of them and currently working with Jack Sharpe, Larry Huff & Robert Marshall to come to a consensus. He plans to interview 8-10 candidates and forward the top candidates to Chief Faucett. He commented there are some very impressive candidates to choose from.

Leah Shoof confirmed she received 128 applications for the Office Assistant position. The candidates show a wide range of skills. She is currently reviewing the applications and hopes to start interviews in the next week.

Chief Faucett commented when Alison Caton goes full-time as Public Educator in July, we are considering whether this Office Assistant might become full-time.

Chairman Elmore commented that qualifications are one thing; however the type of person is just as important if not more so.

Sale of 9804 Chapel Hill Road

Chief Faucett confirmed he will sign the escrow papers. The offer may be a little lower than what we paid for it; however the ability to use the house for our firefighters during the Station 82 remodel process was critical.

Zone 11 Healthcare Meeting

Chief Faucett commented there has been a Zone 11 Healthcare Meeting scheduled for this Friday, February 5th. They will be hearing from five different companies, and each vendor gets one hour for their presentation. Ultimately it comes back to each contract and he will keep the Board posted on any new findings worth consideration.

Open House Recap

Laana Larson commented it was great to have everyone attend our Open Houses. She thanked the Commissioners and staff for participating. It was awesome to have everyone interacting with the community. Reporter Katya Yefimova confirmed there will be a brief article in the Our Towns section of the Herald on February 15th. We will have an Open House photo page in the next issue of the FACTs and we also plan to send photos of our members receiving awards to the papers.

Skate Park Update

Chief Faucett commented he met with the City and civic groups. They are still working through the process. Chief Faucett is considering stone walls which would provide a high angle rescue prop. The ground under the skate park could be also used as an underground confined space rescue prop.

District Secretary/Legal Counsel Brian Snure commented it is all legal for us to participate in except the skate park; however that shouldn't be an issue since we wouldn't be building the skate park.

Commissioner Foster brought up the plans for a new indoor park to open in March also located in Lake Stevens.

EXECUTIVE SESSION

Chairman Elmore called for an executive session regarding the Battalion Chief vacancy pursuant to RCW 42.30.110(1)(g) and RCW 42.30.140(4)(a) at 1041 hours for 30 minutes with no anticipated action to follow. Executive session included Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, District Secretary/Legal Counsel Brian Snure, Chief Faucett, DC Lingenfelter, Leah Schoof, and Laana Larson. At 1111 hours Chairman Elmore announced to the public that the executive session would be continued an additional 15 minutes. Chairman Elmore reconvened the open public meeting at 1126 hours.

GOOD OF THE ORDER

Commissioner Foster thanked everyone, especially Laana Larson for orchestrating the Open Houses for our community and members.


Commissioner Lorentzen commented our Open Houses were a great success. It was great to see our members and their families, and recognize our people. He is looking forward to the strategic planning process and our upcoming banquet.

Chairman Elmore commented he is pleased with how everything turned out with the Administrative Complex. He looks forward to seeing the EOC develop over time. He commented it has been a pleasure and he is looking forward to the year ahead.

ADJOURNMENT

Motion to adjourn the meeting at 1134 hours.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

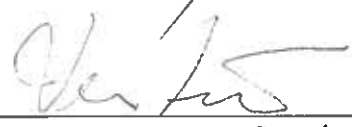
Minutes respectfully submitted by Laana Larson, Communications Director.



Chairman Troy Elmore



Commissioner Dan Lorentzen



Commissioner Vern Foster