

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA

December 16, 2009

0930 hours

## **CALL TO ORDER**

Chairman Lorentzen called the meeting to order at 0935 hours.

## **ROLL CALL**

Chairman Lorentzen, Commissioner Elmore, Commissioner Foster, Chief Faucett, DC Lingenfelter, Leah Schoof, President Rasmussen, President Elect Mike Eagle, Notary Jenn Anderson and Laana Larson.

## **New Business Action**

### **Oath of Office**

Commissioner Lorentzen took the Oath of Office and Jenn Anderson notarized it.

## **ADDITIONAL AGENDA ITEMS**

### **Schedule Special Commissioner Meeting**

Chief Faucett requested a Special Commissioner Meeting before the end of the year for the purpose of signing bills. The Special Commissioner Meeting was set for Monday, December 28<sup>th</sup> at 9:30am.

### **Commissioner Compensation**

Chief Faucett clarified that the Commissioners have been paid correctly since July 2008.

## **MINUTES**

### **Minutes 09-12-07**

Motion to approve the December 7, 2009 Commissioner Meeting minutes as submitted.

Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.

Vote Passed. Commissioner Foster abstained as he was an excused absence for the December 7, 2009 Commissioner Meeting.

## **FINANCIAL REPORT**

### **Investment Report**

#### **Vouchers**

Motion to approve expense vouchers 912034 through 912065 in the amount of \$28,675.11 as submitted.

Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.

Vote Unanimous.

Motion to approve capital vouchers 0912018 through 0912023 in the amount of \$32,375.09 as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Foster.

Vote Unanimous.

#### **Payroll**

Motion to approve December 2009 Payroll in the amount of \$347,162.30 as submitted.

Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.

Vote Unanimous.

Motion to approve Retro Payroll in the amount of \$143,752.33 as submitted.

Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Foster.

Vote Unanimous.



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*"Touching Lives Today ~ Planning for Tomorrow"*

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

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

Chief Faucett thanked Ron Rasmussen and Mike Eagle for their hard work through the negotiation process and thanked Leah Schoof for her hard work throughout the Thanksgiving weekend finalizing the contract details.

## **Expense Report**

### **Pension for Robert Pike**

Leah Schoof confirmed the Volunteer Board tracks these records and this is their notification of payment. Chairman Lorentzen signed the appropriate paperwork.

## **CORRESPONDENCE**

Thank You for Your Help and Support

Thank You from HOAs

Risk Watch Thank You from Everett Community College Nursing Student

## **OLD BUSINESS**

### **Discussion**

None

### **Action**

#### **Facility Use Policy**

Chief Faucett commented this revision is a better policy overall. We removed the deposits due to the excess burden on our administrative personnel to deposit and write checks on each use. This revised policy and fees cover the deposit issue.

Motion to approve revised Policy #140 Use and Rental of District Facilities as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## **NEW BUSINESS**

### **Discussion**

#### **Sell/Lease Agreements**

Chief Faucett commented that we are currently leasing through CB Bain and he is not sure that this is in the best interest of the community. He recommended that the Commissioners authorize us to go out for an RFP. He has talked with Keith McKinney and Keith is willing to let us out of our contract. Chief Faucett confirmed we want to keep it on the lease block while we are going through the RFP process.

Commissioner Elmore asked if we have addressed SnoPac's request to use the building.

Chief Faucett responded yes; however they are still seeking other alternatives as well as trying to find the funding for the lease.

Chairman Lorentzen commented it seems best to stay status quo and work towards the RFP.

Chief Faucett will get in touch with District Secretary/Legal Counsel Brian Snure and start the RFP process.

Chief Faucett also commented that Keith McKinney has said he would let us out of our contract on the houses and that he would prefer to continue to lease Building D. Chief Faucett recommended that we ride out the remainder of the six month contract and then go for the RFP. CB Bain recommended we lower the price of the houses if we want to be competitive with the market around us. Chief Faucett said the houses are costing us very little in utilities and we want to be careful not to take a big loss, in order to simply to get them off our books. He recommended that we keep them on the market and take our time selling them.

Commissioner Elmore agreed and prefers to wait. Let's let the market turn around.

Chairman Lorentzen also agreed that we maintain status quo.

## **CHIEF'S REPORT**

Prevention Report prepared by FM Marshall  
IT Report prepared by Stevens

### **Water Damage**

DC Lingenfelter commented we had a pipe break at Station 82 and it has been fixed. There was some leakage in the Station 82 conference room and thankfully the damage was not significant. We are working on getting it fixed. Additionally the heat is not working at Station 82 and the problem has been patched. We are currently checking into the system and making sure it is capable of meeting our needs once it has been fixed. It seems there was no insulation around the pipes which contributed to the problem. All the water meters have been shut off at the Chapel Hill houses.

Chief Faucett commented if the Mitsubishi's can't perform as they claimed, then we may have to pursue this further. We need to be sure that the system is going work for us.

### **Chapel Hill Houses for Sale**

DC Lingenfelter commented we are still finishing up a few things. Hopefully by the end of next week we will be done with the final details.

### **Resignation of BC Hots**

Chief Faucett commented this was surprising news, and we will continue with actors for the time being. Eventually we will get another Battalion Chief. Fortunately we have an actor who can help out during this time.

### **Newsletter**

We hope to get one out by the end of the year or first thing in January.

### **Open House**

We are planning for sometime in January and we will keep you posted. The Open House will include our membership oath presentations as well as a retirement presentation for DC Adkins.

### **Facility Maintenance Position**

We are still working on this.

### **Three New Firefighter Hires**

Firefighters Kees, Petersen, and Lervold have been hired. They are currently going through the hiring process. Their start date is January 25<sup>th</sup> and they report to the academy on January 28<sup>th</sup>. Chief Faucett commented he is pleased with the quality of these individuals.

### **Conference Center Update**

The Audio Visual is being installed throughout this week and next week.

### **Admin Painting**

The painting is now complete in the downstairs area and they are currently working on the upstairs area.

### **Legislative Day**

This will be Wednesday, January 20<sup>th</sup>. Chief Faucett asked if a Commissioner would like to attend. Commissioner Elmore will plan to attend.

A resolution will be prepared to change Regular Commissioner Meetings from the first Wednesday of the month to the first Thursday of the month. This will keep meetings more consistent, the first Thursday of the month and the third Thursday of the month.

## **GOOD OF THE ORDER**

Commissioner Foster thanked Leah Schoof for working over the Thanksgiving weekend so that we could finish the contract details. He thanked everyone for their hard work and looks forward to the next year. He also thanked Dan Lorentzen for taking on the Commissioner's chair position over the last two years.

Commissioner Elmore thanked Dan Lorentzen for serving as chair over the last two years. He also thanked Leah Schoof for working with the county to finalize the details of the contract. He looks forward to taking on the chair position next year.

Chairman Lorentzen thanked everyone for their hard work and service. He commented it is great to see things move forward. He wished everyone a Merry Christmas and a Happy New Year.

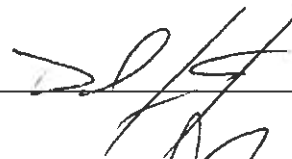
**EXECUTIVE SESSION**

None

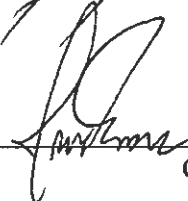
**ADJOURNMENT**

Motion to adjourn the meeting at 1032 hours.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

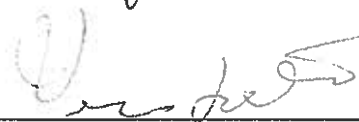
*Minutes respectfully submitted by Laana Larson, Communications Director.*



Chairman Dan Lorentzen



Commissioner Troy Elmore



Commissioner Vern Foster