

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 7, 2010

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0934 hours.

ROLL CALL

Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, District Secretary/Legal Chief Faucett, DC Lingenfelter, Leah Schoof, President Eagle, PM Rasmussen, State Auditor Judy Perry, State Auditor Casey Dwyer, and Laana Larson. Patrick McCourt, Erin Bee, and Mark Neal arrived at 1030 hours.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 09-12-16

Motion to approve the December 16, 2009 Commissioner Meeting minutes as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Minutes 09-12-28

Motion to approve the December 28, 2009 Commissioner Meeting minutes as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve expense vouchers 1001001 through 1001025 in the amount of \$16,553.20 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Motion to approve capital vouchers 1001001 through 1001006 in the amount of \$12,045.07 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Elmore.
Vote Unanimous.

Expense Report

CORRESPONDENCE

Resignation of BC Hots

Chief Faucett commented that BC Hots said he has been spending too many hours running between two departments and it was affecting his family life. BC Hots made the choice to go with Getchell Fire. We appreciate his hard work at Lake Stevens Fire and we wish him the best at Getchell Fire.

Chairman Elmore commented we appreciate his time with Lake Stevens Fire and we wish him the best of luck.

Chief Faucett commented BC Hots did meet with his crew once he resigned. We could ask him for a public statement for the rest of the department and place it in the FACTs.



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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

Commissioner Lorentzen asked if we might recognize him at our upcoming Open House.

Chief Faucett agreed we could certainly acknowledge him and his time with us.

SECRETARY'S REPORT

District Secretary/Legal Counsel confirmed that the Commissioner compensation has now been sorted out.

District Secretary/Legal Counsel Brian Snure also commented on Good of the Order which has been listed on special meeting agendas. A special meeting is called for a special purpose and legally no other topics can be discussed at this time. He usually doesn't see this posted on the agenda for a special meeting. He recommended that we delete "Good of the Order" from the standard agenda for special meetings.

OLD BUSINESS

Discussion

Audit Exit Interview

State Auditor Judy Perry passed out hand outs and State Auditor Casey Dwyer explained that years 2007 and 2008 were covered in this audit.

There will be two audit reports sent out. The Financial Statement Opinion which is clean and then the Accountability Report which has no findings.

State Auditor Judy Perry reviewed the following recommendations:

She identified the uncorrected misstatements which are listed in back of their report. There were no findings or management letters, and this is a big improvement from the last audit.

Open Public Meetings – It was recommended that the documents specifying the extension of executive session include more details.

Cell Phone Policy – It was recommended that the auditors should not be referred to in this policy.

Text Messaging – It was recommended procedures be put into place to prevent employees from going over the allotted amount or catching it sooner when they do.

Petty Cash – It was recommended that someone different from Leah Schoof perform the reconciliation.

Ambulance Billing – It was recommended that we maintain evidence to support adequate review of all bank reconciliations.

Financial Statement Prep – There was a drastic improvement on this, and it was recommended that we improve financial controls.

State Auditor Judy Perry also reviewed status of prior audit recommendations.

State Auditor Casey Dwyer concluded the next audit will be a two year cycle and in the year 2011 we will look at 2009 & 2010. She commented they appreciated all the help from staff throughout this audit period.

Chief Faucett stated a huge thank you goes to Laura Kipp, as she was the Administrative Director during the years this audit focused on. It might be nice if the Commissioners would write a letter thanking her for her efforts, as she took us a long ways from where we were.

Chairman Elmore commented let's recognize her at our next awards banquet. He commented we can write her a letter of appreciation and recognize her at the banquet as well. He thanked everyone for their efforts toward this audit.

Action

None

NEW BUSINESS

Discussion

Property Acquisition

Chief Faucett requested an executive session at 10:30am regarding this topic.

Employment Negotiations

This topic was postponed until later in the meeting.

Strategic Plan

Chief Faucett confirmed it has been five years since our last strategic plan. Five years is a long time to be working with the same base plan. Chief Faucett recommended that the Commissioners authorize the funding to bring in a company to help revise our current strategic plan. It could cost \$25,000 – \$30,000 to bring someone in. Especially with more and more of our district area included within the city limits we would like to have our plan adopted by the city's comprehensive plan. Chief Faucett commented he is still researching potential consulting firms to help us with this project.

Chairman Elmore asked if the current line item in the budget has enough funding to cover these expenses and Chief Faucett responded yes. Chairman Elmore confirmed he is in favor of this project.

Commissioner Lorentzen commented he is in favor of exploring our options. The amount of \$30,000 seems like a conservative number when considering an actual comprehensive plan.

Chief Faucett agreed and will continue his research on what is available to us. He will plan to come back to the Commissioners with a recommendation.

Chairman Elmore recommended that we touch base with our neighbors, invite them to watch the process and potentially join the process.

Chief Faucett confirmed that we will open it up to those who will be impacted by the plan.

Boy Scouts Reoccurring Use of Station 82 Conference Room

Chief Faucett commented the Boy Scouts have a peer program where high school students stay in one location with a cell phone which has been provided by the school district. The goal is for them to be available in case another student was to need a ride home. They basically need a room to call home base and they would like to use the Station 82 Conference Room Friday and Saturday evenings until the end of the school year.

Chairman Elmore asked if this group is funded and insured by the Boy Scouts and School District.

Commissioner Lorentzen commented the program is called Safe Rides and they have been using the police lobby.

Chief Faucett commented that in the past we have been unable to accommodate such a request and our policy does not address minors specifically. With the recent Station 82 Remodel we would be able to accommodate an evening group and they would not have access to remaining areas of the station. He recommended that we try this out and see how it goes. It doesn't seem that we should have to modify the policy.

District Secretary/Legal Counsel Brian Snure agreed there is no need to revise the policy.

Chairman Elmore commented it sounds like the right thing to do for our community and the Commissioners agreed.

Action

Resolution 2010 – 01

Motion to approve Resolution 2010-01 Regular Meeting Schedule Change as submitted which changes our regular meetings to the first and third Thursday of the month.

Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.

Vote Unanimous.

EXECUTIVE SESSION

Meeting continued with New Business Discussion on Employment Negotiations. Chairman Elmore called for an executive session regarding labor negotiations pursuant to RCW 42.30.140 (4)(a) and the Fire Chief's contract pursuant to RCW 42.30.110 (1)(g) at 1014 hours for 15 minutes. Executive session included Chairman Elmore,

Commissioner Lorentzen, Commissioner Foster, District Secretary/Legal Counsel Brian Snure and Chief Faucett.

At 1029 hours Chairman Elmore announced to the public that the executive session would be continued an additional 5 minutes. Chairman Elmore reconvened the open public meeting at 1034 hours.

Chairman Elmore called for a 6 minute recess.

The open meeting reconvened at 1040 hours. Chairman Elmore then called for an executive session regarding property acquisition pursuant to RCW 42.30.110 (1)(b) at 1040 hours for 30 minutes. Executive session included Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, District Secretary/Legal Counsel Brian Snure, Chief Faucett, DC Lingenfelter, Leah Schoof, Patrick McCourt, Erin Bee and Mark Neal. At 1110 hours Commissioner Elmore announced to the public that the executive session would be continued an additional 50 minutes. Chairman Elmore reconvened the open public meeting at 1200 hours.

Chairman Elmore authorized Chief Faucett to move forward and research prices and group firms in order to move forward with the hiring of an Operations Chief for the organization.

CHIEFS REPORT

Sell/Lease Agreement

Chief Faucett commented we went out for the RFP for the "Professional Building". He suggested that when we get the RFP back he would like a Commissioner to assist him and DC Lingenfelter with the final review and recommendation.

Chairman Elmore recommended that Commissioner Lorentzen be a part of this process and Commissioner Lorentzen agreed.

Chapel Hill Houses

DC Lingenfelter commented we are about ready to remove the dumpster from the property and the final details will be taken care of. The final step will be to give the houses a thorough cleaning.

Facility Maintenance Position

We are planning to post this information on the website in the very near future.

Administration

This painting project is complete. The company was great at working around our staff and the finished product looks great.

Signage

We have some of our signage posted at Headquarters. We are still working on the lighted sign.

Open House

Just a reminder that we have a Community Open House scheduled for Tuesday, January 26th from 5-7pm. There will also be an Open House for District Members on Wednesday, January 27th from 5-7pm. Chairman Elmore commented he will be unable to attend the second Open House due to work.

GOOD OF THE ORDER

Commissioner Foster commented it was a great job on the audit and would like to see Laura Kipp recognized for her diligent efforts.

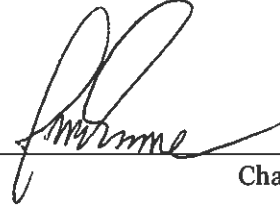
Commissioner Lorentzen thanked everyone for their hard work. He commented the Lions met at the Conference Center for a zone meeting and they enjoyed using it. However we do need to address the lighting in the parking area. Chief Faucett responded he recognizes the need and he is considering our options. Commissioner Lorentzen also commented it would be nice to have a flag in the Conference Center. He is looking forward to the open houses coming up at the end of the month.

Chairman Elmore commented great job on the audit. He is looking forward to doing chair work this year and looking forward to everyone's input on the strategic plan.

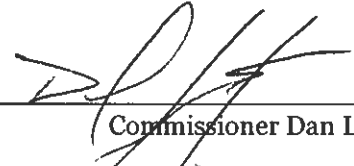
ADJOURNMENT

Motion to adjourn the meeting at 1210 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