

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 18, 2010

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0933 hours.

ROLL CALL

Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, Chief Faucett, DC Lingenfelter, Leah Schoof, President Eagle, PM Rasmussen, Waldron & Company Representative Lane Youngblood, and Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 10-02-04

Motion to approve the February 4, 2010 Commissioner Meeting minutes as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1002059 through 1002092 in the total amount of \$55,768.84 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Motion to approve Capital Vouchers 1002005 through 1002007 in the total amount of \$8,085.06 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Lorentzen.
Vote Unanimous.

Payroll

Motion to approve February 2010 Payroll in the amount of \$338,900.60 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Expense Report

CORRESPONDENCE

Letter of Support from City of Lake Stevens
Thank You from City of Lake Stevens

OLD BUSINESS

Discussion

Presentation by Waldron & Company

Chief Faucett introduced Lane Youngblood as our representative from Waldron & Company who will be leading our executive hiring search and strategic plan.



Phone: 425.334.3034
Fax: 425.334.6981
www.lsfire.org

"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

Lane Youngblood commented she appreciated the opportunity to meet the Commissioners and provide some context of what we are working on. She wants to be sure that they are comfortable with what we are doing and will provide updates as we go along. She is trying to use time efficiently and work with the executive hiring and strategic plan simultaneously as much as possible. She recognizes there are a lot of financial strains out there right now and wants to be responsive to the Commissioners as elected officials. She is looking forward to the positive aspects in finding an exemplary employee and helping line out plans for Lake Stevens Fire for the next few years.

Lane Youngblood asked the Commissioners to consider how they use the plan currently in place? Where is it hitting the mark and where is not hitting the mark? We want to be sure the plan meets your needs. She asked if the Commissioners had any questions for her.

Chairman Elmore commented it has been a fun process, and we have grown even in the hard economic times. We still have some benchmarks to work towards.

Commissioner Lorentzen commented we tried to stay within the timelines, and for the most part we have achieved what we set out to do.

Chairman Elmore commented he is not sure if the current format is best for our membership. Something like the Gantt chart would be much easier to refer to. The public is not going to want to read through a thick document.

Lane Youngblood summarized an executive summary would be preferred.

Commissioner Lorentzen commented there is no plan for five years that is going to go through without changes along the way. He would love to see more community involvement. We have made a lot of strides over the last five years and it is important that we are transparent with our public.

Lane Youngblood summarized the importance of invitation to public involvement.

Commissioner Foster has been a Commissioner for two years and he has been learning along the way. He agreed the ease of use is important.

Lane Youngblood asked if the hope is for a review every year.

Chief Faucett commented that we do review and update the plan annually at our annual commissioner retreat as necessary.

Lane Youngblood summarized that it is a priority to have a concise, portable document that is easy to understand. Members should be able to check progress in a rational way. It is also important to incorporate community involvement in the beginning of the process and provide the opportunity for engagement throughout the duration of the plan.

Chief Faucett confirmed that Laana Larson will be the point of contact for both of these processes.

Action

Policy 62 Employee Responsibilities and Conduct

Chief Faucett suggested that we remove Policy 086 and place in archives and approve the revised Policy 062 which is a combination of the two policies.

Chairman Elmore confirmed there were no additions or omissions of language in the revised Policy 062.

DC Lingenfelter clarified only duplicate language was removed, and nothing was arbitrarily removed or added.

Commissioner Lorentzen commented we just want to be sure we didn't add or delete, or change working conditions.

Chief Faucett offered to send the old policies for review if the Commissioners would prefer this.

Motion to approve the revised Policy 062 Employee Responsibilities and Conduct as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Foster.
Vote Unanimous.

Motion to remove Policy 086 Personnel Appearance and place it into archives.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Property Acquisition

This topic will be addressed at the end of the meeting in executive session.

NEW BUSINESS

Discussion

None

Action

None

The next regular Commissioner Meeting is scheduled for Thursday, March 4 at 9:30am and located at the Board Room, 1825 South Lake Stevens Road, Lake Stevens.

CHIEF'S REPORT

Prevention Report prepared by FM Marshall

Property Leasing Agent

Chief Faucett commented District Secretary/Legal Counsel Brian Snure has reviewed the contract and we did sign the contract with Keith McKinney. Chief Faucett also commented we signed closing papers for 9804 Chapel Hill Road. They requested an escrow that was unfamiliar with government proceedings and so a portion of the paperwork will need to be corrected. We will need to be consistent with who we use.

Chairman Elmore confirmed those funds will go into capital.

Chief Faucett commented that overall we paid \$220,000 for the house and we paid approximately \$10,000 for repairs. Given that we were able to use the house for firefighters over the years, we really have a good deal.

Commissioner Lorentzen agreed we would have spent even more if we had set up portables for the firefighters.

Chief Faucett commented we have had a few interests in the other two houses and he will keep the Commissioners posted.

Healthcare Update

Chief Faucett commented we did attend a combined seminar over at Sno 4. We learned a lot and were able to compare the companies. We are still considering whether there should be a move for the department. We were told the reason our rates went up is because they didn't change the plan. As it turns out they have made changes in our coverage. The Union has notified us they will be sending a letter regarding impact bargaining.

Chairman Elmore asked if there was notification of these changes.

Chief Faucett commented there was no notice and he has not yet called Jim Lux to find out why this has happened. Commissioners today are more responsive to what is right rather than simply committing to an association. He clarified we held healthcare out of negotiations.

President Mike Eagle commented the local had a unanimous vote to move forward with the Leoff Trust.

Chief Faucett clarified the fire department is under no obligation to go with Leoff Trust, we are entitled to make our choice. However, we will have to bargain the impacts of any changes.

Exec Hiring / Strategic Plan

Chief Faucett commented he is excited about the process and Lane Youngblood is very professional and responsive to our needs.

Maintenance Position Update

DC Lingenfelter commented they have narrowed down the pool to nine candidates and he will give Chief Faucett the top three candidates. Interviews are scheduled for tomorrow. Robert Marshall, Larry Huff and Jack Sharpe will also be involved in the interview process.

Admin Position Update

Leah Schoof commented that interviews are scheduled for Tuesday and Wednesday next week.

Chief Faucett commented we could look at this as part-time or potentially this could work into the full-time office assistant position once Alison Caton becomes our Public Educator.

Labor Relations

Chief Faucett requested an executive session at the end of the meeting to discuss this topic.

GOOD OF THE ORDER

Commissioner Foster had no additional comment.

Commissioner Lorentzen had no additional comment.

Chairman Elmore commented he is researching ALS contracts from Thurston to Whatcom and making sure our contract is of a similar nature. It is important to our neighbors that we stay abreast of the latest trends. We are definitely on the lower end of the spectrum with our charges. He also commented he is looking forward to the strategic planning and executive search.

Chairman Elmore announced a five minute recess at 1035 hours and reconvened the open public meeting at 1040 hours.

Chief Faucett commented there had been a public concern regarding whether we need to mention if there is action to be taken or not in our minutes. He clarified after talking with District Secretary/Legal Counsel Brian Snure that we are not legally required to give information unless action is taken.


EXECUTIVE SESSION


Chairman Elmore called for an executive session regarding labor relations pursuant to RCW 42.30.140 (4) (a) and property acquisition pursuant to RCW 42.30.110 (1) (b) for 30 minutes at 1049 hours with possible decision to follow. Executive session included Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, Chief Faucett, DC Lingenfelter, Leah Schoof, and Laana Larson. At 1119 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 1134 hours and announced there was no decision to follow.

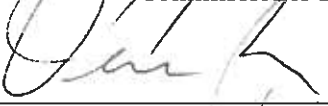
ADJOURNMENT

Motion to adjourn the meeting at 1135 hours.
Motion by Chairman Elmore and 2nd by Commissioner Foster.
Vote Unanimous.

Minutes respectfully submitted by Laana Larson, Communications Director.


Chairman Troy Elmore


Commissioner Dan Lorentzen


Commissioner Vern Foster