

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 19, 2015

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0930 hours.

ROLL CALL

Chairman Elmore, Vice Chair Gagnon, Commissioner Steinruck, Chief Lingenfelter, Deputy Chief Huff, Administrative Director Leah Schoof, Fire Marshal Robert Marshall, Captain Ron Rasmussen, Guest, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 15-02-05

Motion to approve the February 5, 2015 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Passed. Commissioner Steinruck abstained, as he was not present at the February 5th meeting.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1502031 through 1502076 in the total amount of \$57,249.43 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Strategic Voucher 1502002 in the total amount of \$3,363.27 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Payroll

Motion to approve the February 2015 Payroll in the total amount of \$416,117.99 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Expense Reports

CORRESPONDENCE

Thank You for Professional Response

OLD BUSINESS

Discussion

Testing Process

Deputy Chief Huff distributed a timeline for the current recruitment process. We have three different recruitments in process; one for part-paid firefighters, one for full-time firefighters, and one for a full-time paramedic. Brandie Reece is conducting an orientation for our new part-paid firefighters this morning and Battalion Chief Kosiba will start his training with them on the February 28th weekend. April 15th is their expected start date.

Deputy Chief Huff commented we are planning to hire two full-time firefighters. We started out with 22 candidates and they had their oral interviews this week. The top 5 candidates will move onto the Chief's Interviews next week. We plan to hire two firefighters and their projected start date is April 1st. They will go to the Fire Academy on April 30th.

Our plan is to hire one full-time paramedic and we started out with 77 candidates on National Testing. We narrowed it down to 8 for the written test and assessment center; and the top 5 candidates will move forward to the Chief's Interviews next week.

Captain Ron Rasmussen commented it was a very dynamic assessment center and they are all great candidates to choose from.

Chief Lingenfelter thanked Deputy Chief Huff for all the hard work he has put into the recruitment process, and all those who have helped him.

Commissioner Steinruck asked if our testing was standardized or unique to our department.

Deputy Chief Huff commented there is a standard application process, National Testing Network contracts with public safety departments across the country (Public Safety and National Testing Network are the two largest companies), the oral board is typical of most recruitments, and an assessment center is pretty much the standard. We have learned more about the hiring process by helping out other agencies throughout the county.

Executive Search Process

Chief Lingenfelter commented he received a phone call from Greg Prothman asking about travel accommodations for the final candidates. This would include airfare, hotel, and rental cars. He also suggested that we invite spouses. He just wants to be sure that it is okay to move forward with these details.

The Commissioners agreed to proceed with travel and lodging arrangements for our final candidates and their spouses.

Commissioner Steinruck suggested that we consider the Mansion Inn at Lake Stevens Bed and Breakfast for lodging for our out of town candidates.

Chief Lingenfelter also mentioned we have included the responses from our community regarding their participation in the final interview process.

Action

None

NEW BUSINESS

Discussion

Community Paramedicine

Commissioner Steinruck presented an article, *How firefighters are helping one Minnesota hospital reduce readmissions*. His company, Snohomish County Senior Services, is currently working on population health management and it is making a difference in South County with transportation, meals on wheels, minor home repair, etc. They are able to service individuals who are 60 & over, as well as those who are 18 and over and disabled. Essentially they are trying to fit into community paramedicine. This will be a strategic move for fire services in regards to additional staffing and funding. Swedish has committed ¾ of a million dollars per month to provide health and wellness to South County. It is exciting to see Snohomish County Senior Services get involved in this, and it seems we should be thinking about this with fire services as well.

Chairman Elmore asked if Providence has a vision for this. Is there grant funding available?

Commissioner Steinruck commented he has connected with Providence numerous times. They are talking about social home care services and discussions continue. The Everett Clinic understands the need and they want to put together a pilot project, although it takes time to get something in motion. They want to keep clients safe at home.

Chief Lingenfelter commented it is good to see Senate Bill 5591 is in the works and Fire District 1 is paving the path. We need to be proactive, as this will be a big part of fire service in the future. Funding is an issue; and there may be private grants available.

Chairman Elmore commented he could potentially see a team effort in the future. This is good information.

Action
None

CHIEF'S REPORT

Fire Marshal Report prepared by FM Robert Marshall

Resignation from Jennye Cooper

Chief Lingenfelter presented a resignation letter from our Public Educator Jennye Cooper. She has accepted a different role with Granite Falls Fire that will include some public education and begin to assist Chief Haverfield with all office operations. We wish her the best, as she has done a great job for Lake Stevens Fire. We are currently considering how to bridge the gap when she leaves.

Commissioner Gagnon asked for additional details on bridging the gap.

Chief Lingenfelter commented we could advertise for a public educator, however we are looking at doing something more creative. There would be no impact on the labor group.

Commissioner Steinruck commented that he has personally observed her in the classroom and she does a great job.

Chief Lingenfelter commented she wants to expand her horizons and get into HR issues, etc.

Thank You

Chief Lingenfelter mentioned that Laurie with SnoPac called to thank us for the use of the Conference Center for their Fire TAC meeting. They used the facility on Wednesday evening, March 11th.

Dispatch Newsletter

Chief Lingenfelter commented we will be sending out an email requesting newsletter articles from the Commissioners in the near future, with plans to distribute this newsletter by the end of March.

Next Recognition Reception

Can we determine a date in March for our next Recognition Reception that would work best for everyone? We plan to recognize Battalion Chief Kosiba, Captain Nelson, Paramedic Defenbaugh and Public Educator Jennye Cooper.

The Commissioners decided on Tuesday, March 17th at 9:30am. Chairman Elmore mentioned that he will be unable to attend. We will confirm with our honored guests to be sure this date works for everyone.

The next Regular Commissioner Meeting is scheduled for 9:30am Tuesday, March 3rd at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Steinruck thanked our staff, both administration and operations, for all that they do. We appreciate it! Additionally he thanked Deputy Chief Huff for all his work on the recruitment process.

Vice Chair Gagnon thanked Sonya for her informative update about our current billing process.

Chairman Elmore commented he is excited to see the next wave of employees come into the department. The chiefs have a solid approach to hiring and it is good to see those who have been promoted. He thanked everyone for their efforts.

EXECUTIVE SESSION

None

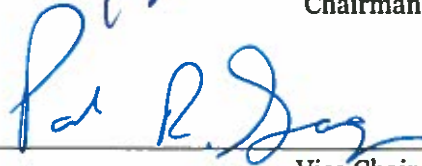
ADJOURNMENT

Motion to adjourn the meeting at 1014 hours.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



Chairman Troy Elmore



Vice Chair Paul Gagnon



Commissioner Jim Steinruck



Chief Dave Lingenfelter