

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

March 20, 2015 0930 hours

## CALL TO ORDER

Chairman Elmore called the meeting to order at 0934 hours.

## ROLL CALL

Chairman Elmore, Vice Chair Gagnon, Commissioner Steinruck, Chief Lingenfelter, Deputy Chief Huff, Marshall Family, Chief Kevin O'Brien, Council Member Todd Welch, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Request to add Surplus Ambulances under New Business Action.

## MINUTES

Minutes 15-02-18

Minutes 15-02-19

Minutes 15-03-03

Minutes 15-03-11

Minutes 15-03-17

Motion to adopt the February 18, February 19, March 3, March 11, and March 17, 2015 Commissioner Meeting minutes as submitted.

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

## FINANCIAL REPORT

### Investment Report

#### Vouchers

Motion to approve Expense Vouchers 1503001 through 1503036 in the total amount of \$67,749.35 as submitted.

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

Motion to approve Expense Vouchers 1503037 through 1503081 in the total amount of \$53,070.33 as submitted.

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

Vote Unanimous.

Motion to approve Capital Vouchers 1503001 and 1503002 in the total amount of \$6,793.11 as submitted.

Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Steinruck.

Vote Unanimous.

#### Payroll

Motion to approve the March 2015 Payroll in the total amount of \$449,016.61 as submitted.

Motion by Commissioner Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

#### Expense Reports

**LAKE STEVENS**  
**FIRE**

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"Touching Lives Today - Planning for Tomorrow"

Fire Commissioners:  
Troy Elmore, Paul Gagnon, Jim Steinruck  
Fire Chief Dave Lingenfelter

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

## **CORRESPONDENCE**

Thank You from Firefighter Sean Dahl  
Thank You for Service  
Thank You from LS School District  
Condolences from Partners and Friends

## **OLD BUSINESS**

### **Discussion**

None

### **Action**

#### **Executive Search Process**

Chairman Elmore confirmed we are ready to make a motion to offer the Fire Chief position to Kevin O'Brien.

Motion to offer the Fire Chief position to Kevin O'Brien, effective April 15, 2015 under the terms agreed upon in the contract signed today.

Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Steinruck.

Vote Unanimous.

The Fire Chief contract was signed and the Commissioners welcomed Chief Kevin O'Brien to the Lake Stevens Fire team.

## **NEW BUSINESS**

### **Discussion**

#### **WFOA Saturday Seminar Series**

Chief Lingenfelter asked that the Commissioners please let Laana know if they would like to attend the Chelan conference.

All three Commissioners plan to attend, and possibly Chief O'Brien as well.

### **Action**

#### **Marshall Family Presentation**

The Commissioners presented Robert Marshall's helmet to his family, and thanked them for Robert's many years of dedicated service.

#### **Public Educator Job Description**

Chief Lingenfelter commented we have updated the Public Educator Job Description and have also included the previous job description for reference. The revision basically expands on the previous description.

Chairman Elmore asked if we should consider tabling this until the changes have been highlighted for review.

Chief Lingenfelter commented he would like to approve the job description today so we can move forward with the hiring and training process. The public educator's job is created by the individual, and we hope Jennye will pass along her goals to our new hire. The job description reflects what we were moving towards with Jennye as our Public Educator.

Vice Chair Gagnon asked how we are getting the word out about the position.

Chief Lingenfelter commented we are currently looking internally to fill the position.

Motion to approve revised Public Educator Job Description dated March 2015 as submitted.

Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Steinruck.

Vote Unanimous.

#### **Contract Addendum for Public Educator Jennye Cooper**

Chief Lingenfelter commented that Public Educator Jennye Cooper graciously asked Chief Haverfield to ask his Commissioners for permission to work with us the next month, during this time of transition. This will be especially helpful with our Risk Watch program in the schools.

Motion to approve contract addendum for Jennye Cooper effective April 1-30, 2015 as submitted.  
Motion by Commissioner Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Chairman Elmore commented we are very appreciative for her willingness to assist us during the next month.

### **Surplus Ambulances**

Deputy Chief Huff requested that we surplus the following ambulances:

- 1996 Ford, 179410 miles, 7.3 Diesel, Automatic Transmission and VIN #1FDKE30F7THB68235
- 1997 Ford, 126914 miles, 7.3 Diesel, Automatic Transmission and VIN #1FDKE30F7VHA46638
- 2001 International, 188639 miles, DT466 Diesel, Automatic Transmission and VIN #1HTSLAAM41H370364

Deputy Chief Huff confirmed this will leave us with two backup aid cars. Additionally Fire District 22 has been willing to loan us a backup unit if needed for a special event. We will get the word out about this surplus through Marsha Parker.

Motion to surplus the following three ambulances: 1996 Ford with VIN #1FDKE30F7THB68235, 1997 Ford with VIN #1FDKE30F7VHA46638, and 2001 International with VIN #1HTSLAAM41H370364 as requested.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Steinruck.  
Vote Unanimous.

Vice Chair Gagnon asked that Communications Director Laana Larson purchase a camera this year to replace the one she currently has.

Chief Lingenfelter commented she may want to consider using the camera we had purchased for our Fire Marshal.

### **CHIEF'S REPORT**

IT Report prepared by Troy Stevens.

### **Hiring Update**

Chief Lingenfelter commented we had great candidates who went through the interview process for both firefighter and paramedic.

### **PDC Filing Reminder**

Just a reminder that the Commissioners must file a Personal Financial Affairs Statement (F-1) with the Washington State Public Disclosure Commission by April 15.

### **Supervising Physician**

Chief Lingenfelter commented that our Supervising Physician Dr. Iguchi has turned in his resignation effective May 1<sup>st</sup> or sooner. Dr. Iguchi has had 29 years with Lake Stevens Fire and we will miss him.

### **Congratulations**

Congratulations once again to our members that we recognized on Tuesday: Battalion Chief Kosiba, Captain Nelson, Paramedic Defenbaugh, and Public Educator Jennye Cooper.

### **Retirement Reception**

Communications Director Laana Larson reminded everyone of our Retirement Reception for Chief Lingenfelter scheduled for Wednesday, April 1<sup>st</sup> at the Conference Center from 2pm – 4pm. Our program will begin at 2:15pm. Invitations have been sent out, and we look forward to seeing you there.

The next Regular Commissioner Meeting is scheduled for 9:30am Thursday, April 2<sup>nd</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

### **GOOD OF THE ORDER**

Commissioner Steinruck welcomed Chief O'Brien on board, and commented we appreciate all of our staff and operations within the department. He also thanked Chief Lingenfelter for his years of service. He commented Chief

has done an awesome job and he should take pride in what has been accomplished over the years.

Vice Chair Gagnon agreed with Commissioner Steinruck and commented we have great people behind the scenes. He thanked Chief Lingenfelter for his commitment to the community.

Chairman Elmore welcomed Chief O'Brien and commented we are excited to have you on board. He also noted his appreciation for Chief Lingenfelter and commented that Chief Lingenfelter has been the one constant for him throughout his history with Lake Stevens Fire. He took us through the recession where everyone kept their jobs, thank you.

Chief Lingenfelter confirmed that his last official day will be Tuesday, March 31<sup>st</sup> and suggested that Deputy Chief Huff take care of the first two weeks in April.

Chief O'Brien commented he will do his best to touch base with Chief Lingenfelter prior to his leaving at the end of the month.

Deputy Chief Huff agreed to be the Acting Chief for the first two weeks in April.

The Commissioners thanked Deputy Chief Huff for his assistance.


**EXECUTIVE SESSION**

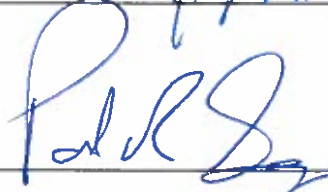
None


**ADJOURNMENT**


Motion to adjourn the meeting at 1027 hours.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Steinruck.  
Vote Unanimous.

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

  
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Chairman Troy Elmore

  
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Vice Chair Paul Gagnon

  
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Commissioner Jim Steinruck

  
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Deputy Chief Larry Huff