

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

April 2, 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, Deputy Chief Huff, Administrative Director Leah Schoof, President Mike Eagle, Chief Kevin O'Brien, Danny Evanger, Council Member Todd Welch, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 15-03-20

Motion to approve the March 20, 2015 Commissioner Meeting minutes as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1504001 through 1504036 in the total amount of \$136,459.78 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Motion to approve Capital Voucher 1504001 in the total amount of \$1,668.50 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.
Vote Unanimous.

Motion to approve Strategic Vouchers 1504001 and 1504002 in the total amount of \$10,018.02 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Expense Reports

CORRESPONDENCE

Thank You for Service
Thank You from Marshall Family
Thank You from Chief Lorentzen

OLD BUSINESS

Discussion

Public Educator Update

Deputy Chief Huff commented the Public Educator job posting was included in the agenda packet. This opening closes April 6th. If we are unable to fill the position from within, our contingency plan will be to advertise outside the department.

Chairman Elmore commented they will need to address Deputy Chief Huff's contract next, and he requested the Commissioners be sent comparables for review.

LAKE STEVENS

FIRE

Phone: 425.334.3034
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"Touching Lives Today ~ Planning for Tomorrow"

Fire Commissioners:

Troy Elmore, Paul Gagnon, Jim Steinruck
Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Supervising Physician Update

Deputy Chief Huff commented we are working with the County MPD to fill the Supervising Physician position. We may use the current MPD, Dr. Eric Cooper, as our Supervising Physician until we go through the process and fill the position. This position requires 10 hours per month including run reviews, auditing calls, education and prep time, and preassigned QA calls that are reviewed and discussed on a monthly basis.

Commissioner Steinruck asked about the tracking of activities for this position.

Deputy Chief Huff commented Dr. Cooper is process driven as the MPD and he would be very helpful in crafting a process for tracking activity.

Chairman Elmore commented he spoke with Dr. Iguchi and he is very appreciative of his time working with Lake Stevens Fire.

Fire Marshal Update

Deputy Chief Huff commented we are still using the County Fire Marshal as needed, including incidents within the City limits. Fire Marshal Michael Fitzgerald from Monroe Fire is still performing plan reviews and providing follow up for any inspections that have failed. We continue to keep Chief O'Brien informed as we make plans for this position.

Commissioner Meeting Schedule

Commissioner Steinruck referred to an article in the Everett Herald regarding District 7 adding an evening meeting each month. We have discussed this before, and if we continue to keep our Commissioner Meetings scheduled in the morning we may prevent some community members from joining us.

Communications Director Laana Larson mentioned a previous suggestion of quarterly evening meetings that would be focused on various topics that might be of more interest to our community members.

The Commissioners support this idea and Chairman Elmore commented quarterly subject based meetings would be a good start.

Commissioner Steinruck suggested an educational open house to start with.

Chairman Elmore requested subject matter ideas for future evening meetings.

Action

Fire Chief Contract Addendum

Motion to approve Fire Chief Contract Addendum to clarify vacation language, as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

NEW BUSINESS

Candidate Filing

Deputy Chief Huff commented that candidate filing information was included in the agenda packet. This relates to Commissioner Position 2 which will be on the ballot this fall.

Action

None

CHIEF'S REPORT

Sno-Isle Commissioner Meeting

There will be a Sno-Isle Commissioner Meeting this evening in Silvana. Commissioner Steinruck mentioned he is planning to attend.

Congratulations

Deputy Chief Huff congratulated our newest full-time hires: Sean Dahl, Mark Fujiwara, and Bobby Zutter. Welcome Aboard!

Caring Community Award

Deputy Chief Huff congratulated Public Educator Jennye Cooper, as she has been selected to receive a "Caring Community" award. This is recognizing her selfless donation of time and service that has made a significant difference in the lives of young children, specifically with the Snohomish County ECEAP. Her award ceremony will be April 16th at the Everett Train Station. We will check into this and see if there is room for additional guests to attend.

Thank You

Deputy Chief Huff thanked everyone for their participation in Chief's Lingenfelter's Retirement Reception yesterday. It was a great day to honor his many years of dedicated service with Lake Stevens Fire, and we truly exceeded his expectations.

Station 81 Demo

Deputy Chief Huff mentioned there will be a demo of hydraulic tools today, starting at 10am at Station 81 and taking place for most of the morning. Feel free to stop by and observe if you would like to do so.

The next Regular Commissioner Meeting is scheduled for 9:30am Thursday, April 16th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA.

GOOD OF THE ORDER

Commissioner Steinruck commented that yesterday's Retirement Ceremony was well done. He welcomed Chief O'Brien to Lake Stevens Fire and commented we are looking forward to working together. He also thanked everyone for their efforts.

Vice Chair Gagnon thanked Deputy Chief Huff for stepping in as Acting Chief until Chief O'Brien's official start date. He apologized for being unable to attend the Retirement Ceremony yesterday afternoon.

Chairman Elmore thanked Laana Larson for her help over the past month and half, with numerous time sensitive projects. The Retirement Ceremony was a great tribute to Chief Lingenfelter, and it is a memory he will take with him for the rest of his life. We are looking forward to working with Chief O'Brien and we look forward to a great year.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1002 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



Deputy Chief Larry Huff