

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 18, 2015

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0931 hours.

ROLL CALL

Chairman Elmore, Vice Chair Gagnon, Commissioner Steinruck, Chief O'Brien, Deputy Chief Huff, Administrative Director Leah Schoof, President Mike Eagle, Battalion Chief Matt Bernethy, Captain Ron Rasmussen, Firefighter David Petersen, Paramedic Joe Virnig, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 15-06-04

Motion to approve the June 4, 2015 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1506029 through 1506080 in the total amount of \$62,943.97 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Presentation of Hurst Rescue Tool

Firefighter David Petersen commented their goal with the new Hurst Rescue Tool was to minimize the time of extrication. They now use a 25 volt Hurst battery, and he demonstrated inserting the battery into the tool. They no longer have to contend with cords and it is a push button start. They can literally begin cutting into a car within 20 seconds and they don't lose power by cutting and spreading. They are only limited by how long the battery will last; and each tool comes with two batteries. The tools are fully warranted and the batteries are interchangeable with all the Hurst tools. They purchased a backup battery as well, in case there might be a need for it. Duvall Fire has been a great resource for us; and the updated equipment is almost twice as powerful as what we previously used. Firefighter David Petersen thanked the Commissioners for the opportunity to bring our tools up to date.

Chief O'Brien thanked Firefighter David Petersen for his hard work in making this happen.

The Commissioners thanked Firefighter David Petersen for his informative presentation.

Motion to approve Capital Vouchers 1506003 through 1506006 in the total amount of \$90,825.83 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Voucher 1506001 in the total amount of \$1,000.00 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Payroll

Motion to approve the June 2015 Payroll in the total amount of \$416,008.18 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.
Vote Unanimous.

Expense Reports

Chief O'Brien commented that over the past month our sick leave usage is down 52%. Year to date we are down 22.9% with our sick leave usage.

Budget Biannual Expense Summaries of Accounts

Commissioner Steinruck thanked Administrative Director Leah Schoof for the detailed expense summaries.

Chief O'Brien thanked Deputy Chief Huff and Administrative Director Leah Schoof for their assistance with numerous budget meetings.

CORRESPONDENCE

Thank You from Relay for Life Lake Stevens

OLD BUSINESS

Discussion

None

Action

Fire Marshal Office Program Improvement

Chief O'Brien commented he would like to recap where we are. We have had a challenging situation with the passing of Fire Marshal Robert Marshall and the vacating of our Public Educator. As a new Fire Chief I would not necessarily plan to make such huge changes at the beginning. Lake Stevens Fire has a great track record with Community Risk Reduction and Prevention with the City. I spent a day with Dr. Amy Beth Cook and we both agree about the importance of continuing our partnership with the Lake Stevens School District. We have expected growth within the City that we need to plan for and we need to have a Fire Marshal to work well with the community so we can grow. It is critical that we have a strong Fire Marshal program. Our Strategic Plan identifies our commitment to Community Risk Reduction and we now have an opportunity to strengthen our Prevention Program.

Chief O'Brien commented that Deputy Chief Huff currently has too much on his plate. It is quite common with other districts to have a Fire Marshal who is also a Deputy Chief who would be in charge of logistics including Community Risk Reduction, Fleet Maintenance, Property Maintenance and Asset Management.

Chief O'Brien suggested that we establish the Deputy Chief Fire Marshal position. This position would be actively involved in Community Risk Reduction, facilities, maintenance, Fire Marshal services, working with the City and attending their planning meetings. The City has requested to be a part of the hiring process and we would welcome their participation.

This plan would allow Deputy Chief Huff to focus on Operations; Paramedic Program; Battalion Chief Program; codes, laws and standards; and be sure our Training/Safety division has good continued support.

Chief O'Brien suggested that we take the full-time Public Educator position and table it for now, and use those funds to fund a Deputy Fire Marshal/Community Risk Reduction Officer.

We are currently lacking in a succession plan, and this will support that goal. The Deputy Fire Marshal would be learning, and the first priority will be to stay strong with our school programs and community education. This position would have the equivalent rank of a captain. This is a great opportunity for someone within Lake Stevens Fire.

Chief O'Brien thanked President Mike Eagle for his help in developing this plan; and they are currently working on an MOU. He has also started on the job description. Time is of the essence. School starts in September and we would like to see the Deputy Fire Marshal position appointed as soon as possible; as well as hire a Deputy Chief Fire Marshal as soon as possible.

Chief O'Brien commented there will be a budget surplus of \$28,000 this year; and an impact of approximately \$102,000 in the future. When considering our projected revenues it appears we can absorb this without dropping service anywhere else.

Chief O'Brien also reviewed the updated organizational structure.

Chairman Elmore asked if an individual chooses to go into Deputy Fire Marshal position, would they have the opportunity to keep up their certifications such as EMT, Paramedic, etc. Will they have the opportunity to go into operational capacity from time to time and will they be on the Acting call list? Who would teach classes in the schools? Is this going to be the responsibility of the Deputy Fire Marshal or will the classes be taught by the line crews?

Chief O'Brien commented that Phase 1 for the Deputy Fire Marshal would have the number 1 responsibility of maintaining Risk Watch; to teach and be sure that classes are being taught along with the Everett Community College Nurses and Lake Stevens Police. We need to make sure the program flows. In the big picture our program may evolve and change over time; however teaching will not go away and will remain strong. Over time they will build their credentials; and we are still working on the structure. We hope this person is making a career choice who wants to be dedicated to prevention and have a career track moving towards Fire Marshal. Regarding the rank we would recruit from career firefighters and captains for this position. The thought is if you are a firefighter and you promote into this position, you are being promoted into a specialized Deputy Fire Marshal position and would not be transferring into the position of a line captain.

Commissioner Steinruck asked for clarification regarding the Public Educator position going on the back burner. Is the position going to be eliminated?

Chief O'Brien responded yes and no. According to the budget the answer would be yes; as we would not be funding the position in 2015 or 2016. As we grow and evolve over time, we will continue to consider and evaluate the need for this position. Funding would have to be available in the budget in order to bring it back.

Commissioner Steinruck commented he supports the concept; and emphasized we need to be sure we can rationalize this with the community.

Chairman Elmore commented he appreciates the internal mobility it affords the people within our organization.

Commissioner Steinruck commented the opportunity is today to implement these changes.

Vice Chair Gagnon commented he is happy with the results of this Improvement Plan.

Motion to approve the Fire Marshal Office Program Improvement Plan as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Chief O'Brien thanked the Commissioners, Deputy Chief Huff, Administrative Director Leah Schoof, and President Mike Eagle for their support on this Improvement Plan.

Community Resource Paramedic Interlocal Agreement

Chief O'Brien commented the final Interlocal Agreement and the Interlocal Agreement Addendum are included in your packet for review, along with the Share Cost Formulas for 2015 and 2016. We have an opportunity to be involved in this Community Resource Paramedic program with Monroe Fire and Snohomish Fire District 7, and Lake Stevens Fire will be included in the testing process. This program is based on the program at Snohomish Fire District 1. We are still working on the MOU with the Local, as we just received it from our attorney last night.

There are some projections in the cost formulas regarding: equipment, tools, vehicle, and benefits. We are looking at approximately \$50,000 per year. We are looking into the possibility of grants which may help reduce the cost. We do have patients within our District, with low acuity incidents on a recurring basis. We will monitor this program closely and be sure that it is beneficial to our community.

Chairman Elmore asked if we anticipate any delays with the MOU.

President Mike Eagle commented it shouldn't take long.

Commissioner Steinruck asked about the figures \$37,000 and \$160,000.

Chief O'Brien suggested that we disregard the \$37,000 and go with \$50,000 to be conservative. The original estimate was \$160,000 including everything, and we think it will be just over \$200,000.

Commissioner Steinruck clarified that we will have ongoing assessments.

Chief O'Brien commented yes, the districts are meeting together and there is a very strong collaboration.

Motion to authorize the Chief to sign the Community Resource Paramedic Interlocal Agreement Addendum as submitted pending the completion of the MOU with Local 3235.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Deputy Chief Huff commented by next week we should have the MOU.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

IT Report prepared by Troy Stevens

Health & Safety Fair Summary

Communications Director Laana Larson commented this was another great opportunity for our community and we had awesome weather for the event! It was a successful event, with an increase in booth participation and increased attendance. We saw approximately 450 - 500 guests and we had 95+ people involved in the booths. Thank you to Mike Frymire and Debbie Jennings for their help preparing for this event. Thank you to Debbie Jennings & Jennye Cooper for staffing our LSF booth and thank you to Firefighter Robertson & Firefighter Blue for staffing Fire Safety House. Thank you to A Shift for bringing in the engine and aid units for tours, calls permitting.

Additionally we had six community volunteers staff our Welcome/Raffle Booths throughout the event. And a special thanks to LSPD for their continued partnership with this community event.

Thank You

Chief O'Brien thanked Paramedic Joe Virnig for his recent efforts.

Chief O'Brien thanked Administrative Director Leah Schoof for her help working with renewal of our Allstate lease.

Chief O'Brien also mentioned he met with Chief Lorentzen regarding meeting with neighborhood associations.

Lake Stevens City Council

Chief O'Brien attended the City Council meeting on Monday evening, June 8th.

Coffee with the Chiefs

The next Coffee with the Chiefs is scheduled for Wednesday, June 24th from 8am - 10am at the Frontier Village Starbucks.

Chief O'Brien mentioned he continues to stay in touch with Chief Martin McFalls at Marysville Fire, who is currently testing for Fire Chief.

The next regular Commissioner Meeting is scheduled for 9:30am Thursday, July 2nd at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Steinruck thanked everyone for their efforts. It is an exciting time to be a Commissioner and he is thankful for the opportunity.

Vice Chair Gagnon thanked everyone for their hard work and he looks forward to the new programs. He thanked everyone for their involvement in the Health & Safety Fair and thanked Firefighter David Petersen for his presentation today.

Chairman Elmore commented it is good to see everyone is making it happen. We are moving along a great pace, and he appreciates everyone's dedicated service.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1032 hours.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

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

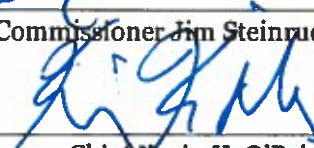


Chairman Troy Elmore

Vice Chair Paul Gagnon



Commissioner Jim Steinruck



Chief Kevin K. O'Brien