

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

July 2, 2015

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0930 hours.

ROLL CALL

Chairman Elmore, Commissioner Steinruck, Chief O'Brien, Deputy Chief Huff, Captain Ron Rasmussen and Communications Director/District Secretary Laana Larson.

Chairman Elmore commented that Vice Chair Gagnon is an excused absence from this meeting.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 15-06-18

Motion to approve the June 18, 2015 Commissioner Meeting minutes as submitted.
Motion by Commissioner Steinruck and 2nd by Chairman Elmore.
Vote Passed. Vice Chair Gagnon was an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1507001 through 1507021 in the total amount of \$15,675.47 as submitted.
Motion by Commissioner Steinruck and 2nd by Chairman Elmore.
Vote Passed. Vice Chair Gagnon was an excused absence.

Motion to approve Capital Vouchers 1507001 and 1507002 in the total amount of \$6,596.85 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.
Vote Passed. Vice Chair Gagnon was an excused absence.

Expense Reports

Commissioner Steinruck asked about line item 004 for Incentive Wages and Payouts with only 14% remaining.

Deputy Chief Huff confirmed this was for Chief Lingenfelter and Robert Marshall.

Commissioner Steinruck asked about the line item regarding vehicle equipment outsourcing and repair which is currently at a -46%.

Deputy Chief Huff confirmed this was for an unexpected pump issue.

CORRESPONDENCE

Thank You from Dr. Iguchi

Thank Yous from Hillcrest Elementary Second Grade Class

OLD BUSINESS

Discussion

Fire Marshal Office Program Improvement Plan

Chief O'Brien commented we are currently finishing the job description for Deputy Fire Marshal and we will be advertising in house in the next week or two. We are also working with the Local on an MOU. Additionally we are working on the preliminary draft of the job description for Deputy Chief/Fire Marshal. There is more to come and we will keep you posted. We appreciate your support for the program.

Action

Community Resource Paramedic

Chairman Elmore asked if the language in this Community Resource Paramedic MOU is similar to other participating locals.

Chief confirmed that yes, we are using similar language and this has been reviewed by our legal counsel as well. He thanked Deputy Chief Huff for his efforts on this project.

Motion to approve the Community Resource Paramedic MOU with Local 3235 in reference to Labor Agreement for 2013-2016 as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Steinruck.

Vote Passed. Vice Chair Gagnon was an excused absence.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

WFCA Health Care Workshops

Please let us know if you would like to be registered for a Health Care Workshop.

Sno-Isle Commissioner Meeting Reminder

The next Sno-Isle Commissioner Meeting will be the BBQ at Lake Roesiger at 6:45pm on Thursday, July 16th.

Summary of Comments from Health & Safety Fair

Communications Director Laana Larson commented a summary of positive feedback from our Health & Safety Fair Booth Participants was included in the packet. The Sunnyside Preschool Booth was voted most festive and they will be featured on next year's flyer. The Frontier Village Veterinary Clinic Booth was voted most informative they will receive a gift certificate from Papa's Mexican Grill.

Coffee with the Chiefs Update

Chief O'Brien commented they had their Coffee with the Chiefs on Wednesday, June 24th at the Frontier Village Starbucks. He had the opportunity to connect with General Manager of the LS Sewer District Michael Bowers and Tonya Christoffersen. The next coffee is scheduled for Thursday, July 30th at the Buzz Inn, downtown Lake Stevens.

LS City Council Update

Chief O'Brien mentioned he attended the last couple City Council meetings, and has appreciated the opportunity to meet our City Council members.

New Fire Engine Update

Deputy Chief Huff commented we have had the final inspection of the new fire engine, and identified items that need to be corrected. Items varied from the ladder rack to the screws that need to be painted. We are hopeful to have the fire engine here for AquaFest.

Chief O'Brien commented it would be nice to have a community introduction once the vehicle is on site, and take a moment to thank the community.

Chairman Elmore mentioned there is tradition on the east coast, basically a wetting down ceremony for the public.

The public wets down the fire engine with a low pressure fire hose, everyone helps dry vehicle, and then it is pushed back into the bay.

Fire Academy Update

Chief O'Brien commented he visited with our recruits at the Academy. Reports from the academy say our recruits are the cream of the crop. They have great attitudes, they know how to hustle, and they offer to help others as well. They are representing LSF extremely well – Sean Dahl, Bobby Zutter, Marck Fujiwara-Herbert. Their graduation is scheduled for Friday, July 24th. Chief O'Brien is planning to carpool with those who would like to attend.

Chairman Elmore commented he is planning to attend.

Fourth of July Update

Chief O'Brien thanked Fire Marshal Fitzgerald from Monroe for his assistance. They have been discussing the July 4th fireworks and Aquafest. Fire Marshal Fitzgerald is taking good care of us and serving Lake Stevens just like we are a part of his district. He is very knowledgeable and we appreciate his professional manner.

Chief O'Brien commented we have received a number of citizen phone calls regarding fireworks and concerns about the dry conditions. He thanked Debbie for fielding these calls; as we share the concern about these very dry conditions and we are working with LSPD to keep Lake Stevens safe. We plan to have two extra units in service, an ambulance and brush truck, and he is planning to work both Friday and Saturday as well.

Robert Marshall Memorial Fire Works Show

Chief O'Brien commented the Aquafest committee voted to dedicate their Fireworks Show to the Memory of Robert Marshall this year. They will plan to have a brief presentation for the Marshall Family at our next Commissioner Meeting, 10am Wednesday July 15th.

Cooling Center

Chief O'Brien mentioned the Conference Center is available to our community as a Cooling Center from 8am-4pm Monday through Friday, events permitting and excluding holidays. If we have a group using the facility, then we would make one of the HQ conference rooms available. DEM takes care of the advertising for this. We will track the usage over the summer, as guests will be asked to sign in at HQ prior to using the facility.

Upcoming Admin Luncheon

Chief O'Brien invited the Commissioners to join us for our next Admin Luncheon at the Conference Center on Friday, July 10th.

Commissioner Steinruck plans to attend, and Chairman Elmore is working that day.

Chief O'Brien mentioned he recently met with LS Director of Public Works, Mick Monken. He looks forward to future meetings and keeping informed on developments within Lake Stevens.

Chief O'Brien also commented he plans to meet with Chief Martin McFalls in the next week. They are still going through the executive search process for Fire Chief at Marysville Fire.

The next regular Commissioner Meeting is scheduled for 9:30am Wednesday, July 15th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Steinruck thanked everyone for all they do. He mentioned his concern about the Fourth of July and knows we are as prepared as we can be.

Chairman Elmore commented he will be working the weekend as well, and anticipates it will be a busy one. He is looking forward to the arrival of the new fire engine and the upcoming Aquafest weekend.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1008 hours.
Motion by Commissioner Steinruck and 2nd by Chairman Elmore.
Vote Passed. Vice Chair Gagnon was an excused absence.

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

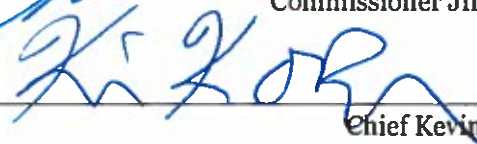


Chairman Troy Elmore

Vice Chair Paul Gagnon



Commissioner Jim Steinruck



Chief Kevin K. O'Brien