

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 6, 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, Community Resource Paramedic (CRP) Scott Koch, Guest Tom Matlack, Council Member Todd Welch, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Vice Chair Gagnon requested that we add Bunker Gear under New Business Discussion. He would like to discuss the possibility of a second set of bunker gear and look into grants to help cover the cost.

Guest Tom Matlack introduced himself. He identified his Lake Stevens address and mentioned his concern about fireworks. On July 4th there were some junipers that caught fire and his neighbor's house almost burned down. There was another fire over by the doctor's office. He is concerned about Lake Stevens as we continue to allow the use of fireworks, especially with as dry as the weather has been.

Chairman Elmore commented we have discussed fireworks within the region; and we brought in additional units to assist on July 4th. Ideally we would like to be sure the fire doesn't happen at all.

The Commissioners thanked Tom Matlack for sharing his concerns.

MINUTES

Minutes 15-07-15

Motion to approve the July 15, 2015 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1508001 through 1508042 in the total amount of \$20,624.41 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Voucher 1508001 in the total amount of \$7,601.22 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.
Vote Unanimous.

Expense Reports

Chairman Elmore asked the Chief to consider a replacement Chief's vehicle.

Commissioner Steinruck asked why the expense and capital vouchers have same exact voucher numbers.

Administrative Director Leah Schoof confirmed they are two separate funds and it is okay to use the same numbers.

Commissioner Steinruck asked about the line item for incentive wages and pay outs that is down to 13%.

Administrative Director Leah Schoof confirmed this is primarily a beginning of the year expense.

Commissioner Steinruck asked about line item 522.12.41.002 regarding Software/ IT.

Administrative Director Leah Schoof confirmed this is primarily a beginning of the year expense.

Commissioner Steinruck asked about the Physicians Advisors line item 522.26.41.001.

Administrative Director Leah Schoof commented this is paid quarterly.

CORRESPONDENCE

Thank You for the Work You Do

OLD BUSINESS

Discussion

Community Resource Paramedic Update

Chief O'Brien introduced CRP Scott Koch. He is beginning his new position as Community Resource Paramedic, partnering with Fire District 7, Fire District 3 and Lake Stevens Fire. Many communities throughout the country are using this position to help people in need who don't need to be transported to the hospital. Our CRP program is designed to help reduce the amount of our emergent calls which in turn helps keep our personnel available to the more emergent calls. Thank you to DC Huff, Scott Dorsey and Cindy Coker for creating a great testing process for this new position.

Chairman Elmore commented he is familiar with this program at Fire District 1.

CRP Scott Koch introduced himself and mentioned he now has two new employers from the start as we currently have three fire districts working together. Initially he is focused on meeting his new coworkers. He is excited for the program and appreciates the Chiefs' enthusiasm for the program. His first 6-8 weeks have been strategically planned, and additionally he plans to spend time with the CRP in Snohomish Fire District 1.

Chairman Elmore commented that Fire District 7 and Fire District 3 are great fire districts to work with.

Commissioner Steinruck suggested that CRP Scott Koch connect with Snohomish County Senior Services as they provide a wealth of resources. We are excited to see this program get started.

CRP Scott Koch agreed, though initially he will start with the fire districts involved.

Council Member Todd Welch asked how people would get connected to this new resource.

CRP Scott Koch commented there would be two ways. They would start by considering Fire District 1's program and they have a criteria checklist. The fire district crews know when something isn't right, and they will meet the immediate need when out on the call and then consider if their patient could benefit from CRP service in the future. The crew would fill out a form and ask the individual if they would like our CRP to follow up with them. Additionally all three agencies are using ESO review and will note the recurring patient calls and identify where there is a need for CRP service.

Commissioner Steinruck commented it seems it would be beneficial for our CRP and incoming Community Risk Reduction Officer to collaborate.

Action

Assistant Fire Marshal / Community Risk Reduction Officer Update

Chief O'Brien commented with the vacancy of Robert Marshall/Fire Marshal and Jennye Cooper/Public Educator, we are reorganizing our Fire Marshal's Office. We have the job descriptions ready for your review and we are requesting your approval. We also have a couple MOUs addressing the Assistant Fire Marshal/CRRO & Deputy Chief/Fire Marshal positions and we are requesting your authorization to sign them after the Union approves them. We have already had one person indicate their interest in applying for the Assistant Fire Marshal/CRRO position. The goal is to have this position filled by October 4th. Tomorrow we would like to post the Deputy Chief/Fire Marshal position.

Motion to approve the Assistant Fire Marshal/Community Risk Reduction Officer job description as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Motion to authorize the Chief to sign the Fire Marshal Office MOU 2015-02 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.
Vote Unanimous.

Fire Marshal / Deputy Chief Update

Motion to approve the Deputy Chief/Fire Marshal job description as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to authorize the Chief to sign the Battalion Chief Training Additions MOU 2015-03 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.
Vote Unanimous.

Chairman Elmore commented he thought it was important for the Commissioners to initial the job description for the Fire Chief and the job descriptions for these two new positions. However, going forward they would not need to be initialing job descriptions for the Chief's staff; though they would appreciate updates as revisions occur.

Vice Chair Gagnon and Commissioner Steinruck agreed.

NEW BUSINESS

Discussion

Bunker Gear

Vice Chair Gagnon mentioned he was talking with the crews at the Pancake Breakfast and he had made the assumption that everyone has a second set of bunker gear, which is not the case. He would like us to research the cost and determine if we could possibly receive a grant to help fund this. He also suggested some type of a drying room for the gear.

Chief O'Brien commented we appreciate your thoughts and we will research the cost.

Deputy Chief Huff commented the cost is approximately \$2,700 for a full set of bunker gear.

Chairman Elmore commented he supports the effort to equip our crews with a second set of bunker gear.

Action

None

CHIEF'S REPORT

Thank You

Chief O'Brien thanked Firefighter Garth Lervold for putting the finishing touches on our sign for Station 81. Additionally Safeway staff commented how nice our Battalion Chief of Training is to work with. It is great to see our members involved in the community.

Sno-Isle Commissioner Meeting at Lake Roesiger

Chief O'Brien commented he enjoyed the opportunity to meet with the Chiefs and Commissioners at the Sno-Isle Commissioner Meeting at Lake Roesiger.

American Legion Post 181

Chief O'Brien commented he enjoyed meeting with the American Legion Post 181 at their recent BBQ located at the Schwarzmiller Farm.

Marysville Chief Announcement

Chief O'Brien congratulated Martin McFalls as the new Fire Chief for Marysville Fire, and mentioned we will continue to talk about collaborative efforts.

Academy Graduation

Chief O'Brien congratulated our recent Academy Graduates:

- Sean Dahl received the First Due Truck Award and Leadership Award
- Marck Fugiwara-Herbert received the Leadership Award
- Bob Zutter received the Bulldog Award, First Due Engine Award, Leadership Award and he was Valedictorian

All three graduates were recognized throughout the evaluation process for being outstanding leaders and mentors and helping fellow recruits after hours. They excelled in the program. Chief O'Brien thanked Chairman Elmore, Battalion Chief Kosiba, President Eagle, Paramedic Dillon, Firefighter Mulligan and his wife Veronica for joining him in attending the Graduation Ceremony.

Aquafest

Chief O'Brien commented Aquafest was an amazing weekend. The Pancake Breakfast was definitely the highlight and it was great to connect with our community. Thank you to Firefighter Cody Chester for coordinating the details of the breakfast this year.

National Night Out

Chief O'Brien commented National Night Out was another great opportunity to connect with our community. Thank you to Debbie Jennings & Firefighter Adam Blue for working our booth and thank you to C Shift for their support and having our rigs available for tours.

Coffee with the Chiefs

Chief O'Brien mentioned our last coffee was held at the Buzz Inn, downtown Lake Stevens. This month we will meet at Rainy Days Café prior to her closing the shop, from 8-10am on Thursday, August 27th.

Zone 11 Update

Chief O'Brien commented the Zone 11 meeting had some good discussion. The main topic was a potential merger between Fire District 7 and Fire District 3. We have been invited to attend and observe their discussions at their upcoming Joint Commissioner Meeting. If we have multiple Commissioners planning to attend, we will call it a Special Meeting as advised by Legal Counsel Brian Snure.

Relocation Expenses

Chief O'Brien reminded the Commissioners he will be requesting reimbursement for relocation expenses; as they have found a house that they will be moving into at the beginning of September.

Community Open House

Chief O'Brien commented we are working on scheduling a Community Open House at Station 82 for the fall. The agenda would include a wetting down ceremony for the new fire engine, an introduction of our Community Resource Paramedic; and the swearing in for new firefighters and Fire Chief.

Upcoming Guns 'n Hoses Softball Challenge & BBQ

Our Guns 'n Hoses Softball Challenge is scheduled for 3pm Saturday, August 8th. The BBQ hosted by the LS Family Center will be from 2-4pm in the parking lot. Thanks to Captain Ron Rasmussen for coaching our team and hope you can join us!

The next Regular Commissioner Meeting is scheduled for Thursday, August 20th at 9:30am and located at the HQ Board Room.

GOOD OF THE ORDER

Commissioner Steinruck commented he received a lot of positive comments about Chief's leadership and our organization; we have such great opportunities right now and it is encouraging to see us partner with neighboring districts. It was great to see our new fire engine at the Pancake Breakfast!

Vice Chair Gagnon commented our organization is a reflection of our leadership, and he thanked Chief O'Brien for his leadership.

Chairman Elmore thanked everyone for their efforts; and he is excited about where we are going. He appreciated Cody's email with a word of thanks regarding the Pancake Breakfast. He also thanked Battalion Chief Putnam for sending out an email reminding everyone how important it is to have those end of life discussions before it is too late.

Vice Chair Gagnon asked if we might offer to place this type of information in our members' personnel files. Then it would be in a safe place and available to the family if anything were to happen.

Commissioner Steinruck mentioned he is involved in a coalition with advanced care planning, which initiates a two hour discussion about these details. This is a county wide initiative that can be brought into any organization free of charge, including the necessary forms. We work with a national model that works with and is funded through the Snohomish County Health Leadership Coalition partners.

EXECUTIVE SESSION

Chairman Elmore requested an executive session regarding the selection of real estate pursuant to RCW 42.30.110 (1) (b) for 20 minutes at 1035 hours with no anticipated action to follow. Executive session included Chairman Elmore, Vice Chair Gagnon, Commissioner Steinruck, Chief O'Brien, Deputy Chief Huff and Administrative Director Leah Schoof.

Chairman Elmore reconvened the open public meeting at 1055 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1055 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