

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

October 16, 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, Chief O'Brien, Deputy Chief Huff, Administrative Director Leah Schoof, President Mike Eagle, Battalion Chief Bruce Huston, Assistant Fire Marshal/Community Risk Reduction Officer Dave Petersen, Captain Ron Rasmussen, Firefighter Marck Fujiwara-Herbert, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 15-09-29

Motion to approve the September 29, 2015 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Steinruck.
Vote Passed. Vice Chair Gagnon abstained as he was not present at the September 29th meeting.

Minutes 15-10-01

Motion to approve the October 1, 2015 Commissioner Meeting minutes as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Minutes 15-10-13

Motion to approve the October 13, 2015 Commissioner Meeting minutes as submitted.
Motion by Commissioner Steinruck and 2nd by Chairman Elmore.
Vote Passed. Vice Chair Gagnon abstained as he was not present at the October 13th meeting.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1510028 through 1510073 in the total amount of \$99,787.64 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Vouchers 1510005 through 1510012 in the total amount of \$16,222.76 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers 1510002 through 1510004 in the total amount of \$3,844.98 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Payroll

Motion to approve the October 2015 Payroll in the total amount of \$428,501.92 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Expense Reports

CORRESPONDENCE

Correspondence from Davis Family
Thank You for Service

OLD BUSINESS

Discussion

Assistant Fire Marshal / Community Risk Reduction Officer

Chief O'Brien commented he is pleased to introduce our Assistant Fire Marshal/Community Risk Reduction Officer Dave Petersen. He also thanked staff for organizing the assessment center process. He commented that Dave has an energy and enthusiasm about him that is perfectly suited to the position, and we are fortunate to have him on board.

Assistant Fire Marshal Dave Petersen commented the assessment center was a well thought out process and he appreciated the opportunity to participate. There was a great representation from the community as part of the process. He mentioned he is already teaching at two schools and has a new appreciation for what we do and the impact we can have on our community.

Deputy Chief / Fire Marshal

Chief O'Brien commented we are still reviewing and evaluating applicants for the Deputy Chief / Fire Marshal position. We still have Fire Marshal services provided by Monroe Fire District #3.

Community Resource Paramedic

Commissioner Steinruck mentioned the article he submitted for review, as it talks about the bigger picture and having us play a part of the community risk assessment.

Vice Chair Gagnon asked if anyone is lobbying for funding in regards to our Community Resource Paramedic Program.

Commissioner Steinruck commented it is difficult because we have to come up with the metrics to show how we are making a difference; and over time we will have the metrics to show them.

Chief O'Brien commented we have been meeting with Providence about this topic. It is slow moving and we will continue to work on this.

2016 Budget Timeline

Chief O'Brien commented we have an amended timeline for the 2016 Budget:

- Thursday, November 5th Budget Presentation at Regular Commissioner Meeting
- Thursday, November 12th Special Commissioner Meeting/Budget Hearing
- Thursday, November 18th Approval of 2016 Budget at Regular Commissioner Meeting

Commissioner Steinruck commented he will be out of town for the November 5th and November 12th Commissioner Meetings. He will meet with Chief O'Brien to review the budget.

Commissioner/Labor/Admin Retreat

Chief O'Brien commented he would like to schedule our Commissioner/Labor/Admin Retreat either before Thanksgiving or in January. It looks like November will not work for everyone and he asked the Commissioners to consider a date during the third or fourth week of January. He suggested that we secure a January date at our next Commissioner Meeting.

Action

None

NEW BUSINESS

Discussion

Promotions

Chief O'Brien commented this is an exciting time for us and he thanked everyone for their assistance with the process for our recent promotions. He also thanked Chief Lingenfelter for charting a very responsible course through planning and financial management. We have hired an Assistant Fire Marshal, 1 Career Firefighter, and 3 Career Captains. This is a huge accomplishment for our department. Captains Keith Terry, Augie Cardona, and Mike Eagle will begin January 1st which will allow us to staff a Captain at Station 83. Firefighter Chris Robertson has been offered conditional full-time employment starting November 1st, which will fill the open position created by the Assistant Fire Marshal position.

Chief O'Brien commented we will review a Capital Plan further down the road. We are currently evaluating living quarters at Station 83.

Deputy Chief Huff reviewed our cross staffing commitments through 2017.

Chairman Elmore asked when the next academy would be.

Deputy Chief Huff commented we plan to send members to the 16-01 Class or 16-02 Class.

Vice Chair Gagnon asked that we consider sending a company officer to the Academy as well.

Action

None

CHIEF'S REPORT

Community Open House

Chief O'Brien thanked the Local for their support and for providing the towels at the Open House. It was a great community event, and we had a great showing with our members and the community.

Audit

Chief O'Brien thanked Administrative Director Leah Schoof and her staff for their efforts with the audit.

2015 WFCFA Conference

A reminder for the upcoming 2015 WFCFA Conference scheduled for October 22-24, 2015 and located at the Tulalip Resort.

District Banquet

Chief O'Brien thanked Labor/Management for taking the lead on our District Banquet. Our District Banquet is scheduled for Friday, October 23rd. Please be sure to RSVP with Captain Ron Rasmussen if you haven't already done so.

Coffee with the Chiefs

Our next Coffee with the Chiefs has been scheduled for Thursday, October 29th from 8-10am at the Lake Stevens Buzz Inn.

Change Your Clocks / Check Your Batteries / Practice Your Plan

Friday, October 30th we will be out in the community for a couple hours with reminders about the upcoming time change and asking families to also check their smoke alarm batteries and practice their fire escape plan.

Halloween Festival

Saturday, October 31st is the Halloween Festival from 4-7:30pm, downtown Lake Stevens. Our engine will lead the Children's Costume Walk and we will have a booth on Main Street.

The next regular Commissioner Meeting is scheduled for 9:30am Thursday, November 5th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Steirnuck thanked everyone for all their efforts. He appreciates the work going into our events, the audit and the testing processes. He congratulated members on their promotions.

Vice Chair Gagnon thanked everyone for their efforts.

Chairman Elmore thanked everyone for their hard work. It is great to see the collaboration and the teamwork. He commented the Open House went great and he is proud to be a part of this organization. He also congratulated those members who have been promoted.

EXECUTIVE SESSION

None

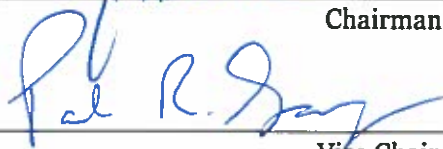
ADJOURNMENT

Motion to adjourn the meeting at 1020 hours.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
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