

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

November 18, 2015

0930 hours

CALL TO ORDER

Due to a scheduling conflict, at 0930 hours District Secretary Laana Larson continued the meeting to 1030 hours on Wednesday, November 18, 2015 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

Chairman Elmore called the meeting continuance to order at 1030 hours.

ROLL CALL

Chairman Elmore, Vice Chair Gagnon, Commissioner Steinruck, Chief O'Brien, Administrative Director Leah Schoof, Captain Ron Rasmussen, Assistant Fire Marshal Dave Petersen, President Mike Eagle, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 15-11-05

Motion to approve the November 5, 2015 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Passed. Commissioner Steinruck abstained as he was not present at November 5th meeting.

Minutes 15-11-12

Motion to approve the November 12, 2015 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Passed. Commissioner Steinruck abstained as he was not present at the November 12th meeting.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1511031 through 1511075 in the total amount of \$64,663.21 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Motion to approve Capital Vouchers 1511002 through 1511004 in the total amount of \$11,564.02 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers 1511001 and 1511002 in the total amount of \$6,046.26 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Payroll

Motion to approve the November 2015 Payroll in the total amount of \$585,286.08 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Expense Reports

Resolution 2015-06 EMS Ordinance

Motion to adopt Resolution 2015-06 EMS Ordinance for the 1% of the EMS Levy amount of \$15,766.25 for the calendar year of 2016 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Resolution 2015-07 Fire Ordinance

Administrative Director Leah Schoof noted that our fire ordinance is at 4% because we have bank capacity.

Motion to adopt Resolution 2015-07 Fire Ordinance for the Regular District Levy in the amount of \$252,571.05 for the calendar year of 2016 as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

2015 Levy Certification

Administrative Director Leah Schoof commented we are requesting authorization from the Commissioners to sign this document.

Motion to authorize Administrative Director Leah Schoof to sign the Levy Certification as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.
Vote Unanimous.

Resolution 2015-08 Substantial Need

Motion to adopt Resolution 2015-08 Substantial Need as submitted.
Motion by Commissioner Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

2016 Snohomish County Junior Taxing Districts Signature Authorization Form

Administrative Director Leah Schoof commented this is the signature page we fill out annually for the county, as our Commissioners are both signers and auditors.

Chief O'Brien thanked the Commissioners for their support of the 2016 Budget and thanked them for their past efforts that have brought us to where we are today. Additionally he thanked Administrative Director Leah Schoof for her leadership and hard work on the budget and budget presentation. He also thanked Local 3235 for their support of the budget process.

CORRESPONDENCE

Thank You for Service

OLD BUSINESS

Discussion

Deputy Chief / Fire Marshal

Chief O'Brien commented the Deputy Chief / Fire Marshal process is on hold while we develop the Fire Prevention Bureau concept, which we can further discuss under New Business. We are considering combined Fire Marshal Services with Monroe Fire District 3 and Snohomish Fire District 7 in order to create one stronger Fire Prevention Bureau. We are working on developing a clear plan. Both our Assistant Fire Marshal and labor are on board with the process and we working together to develop a plan for consideration.

Community Resource Paramedic

Chief O'Brien commented that training programs for our Community Resource Paramedic Program are currently going on for the crews. CRP Scott Koch has been meeting with our crews and making patient contacts.

Commissioner/Labor/Admin Retreat

Chief O'Brien commented we have a tentative date set for our Commissioner/Labor/Admin Retreat for January 21 & 22 at the Conference Center.

Commissioner Steinruck commented he is starting a new job tomorrow, and he will keep us posted on his availability. It may work out that he can attend a portion of the retreat.

Legal Counsel for Labor Relations

Chief O'Brien commented he would like to confirm the change of legal counsel would work for Commissioner Steinruck as well. He explained we are requesting a change as we move forward, and we would like to work with Rich Davis with Chmelik, Sitkin and Davis. He is a professional and very collaborative.

Chairman Elmore and Vice Chair Gagnon commented they would prefer a change with legal counsel.

Commissioner Steinruck agreed to support this decision.

Audit Update

Chief O'Brien commented our Management Rep Letter was included in your packet. Our Exit Conference is scheduled for 9:30am Thursday, December 3rd during the regular Commissioner Meeting. It looks like our review will be very positive.

Administrative Director Leah Schoof commented our Management Rep Letter is a representation of the District. It is not a guarantee, rather a summary of good faith on both parties that we have worked together on the audit process to be sure the District has been run well. We may receive a smaller follow up bill once this process is complete.

Action

2016 Budget

Administrative Director Leah Schoof presented the final version of the 2016 Budget Summary.

Motion to adopt the 2016 Budget Summary as submitted including the Expense Fund with an adopted Expense Budget of \$10,209,713.12 and Revenue Budget of \$11,705,928.76; the Capital Fund with an adopted Expense Budget of \$1,065,593.89 and Revenue Budget of \$5,406,000.00; the Strategic Fund with an adopted Expense Budget of \$481,515.00 and Revenue Budget of \$1,529,276.50; and the Emergency Contingency Fund with an adopted Revenue Budget of \$341,280.00.

Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.

Vote Unanimous.

NEW BUSINESS

Discussion

Resolution 2015-09 Surplus Equipment

Chief O'Brien commented we appreciate the Commissioners' support as we surplus these items.

Motion to adopt Resolution 2015-09 Surplus Equipment as submitted.

Motion by Vice Chair Gagnon and 2nd by Commissioner Steinruck.

Vote Unanimous.

Commissioner Position 2 Update

Chief O'Brien commented once the Commissioner Election results are certified on November 24th, Commissioner Steinruck will need to take his Oath of Office both for the short term (Nov 24 – Dec 31) and for the upcoming six year term beginning January 1st. He is planning to take his Oath for the short term on November 24th or 25th with Leah Schoof, as our Notary.

Commissioner Steinruck thanked everyone for their support, he is excited and grateful to be on the Board, serving as Fire Commissioner for the next term.

Chief O'Brien commented we are fortunate to have Commissioner Steinruck on the Board and we appreciate his service.

President Mike Eagle thanked Commissioner Steinruck for his dedication and commitment to service as a Fire Commissioner.

The Commissioners agreed we should plan for Commissioner Steinruck to take his Oath of Office for his six year term at the first Commissioner Meeting in December.

Legislative Day

Chief O'Brien commented the WFC and WFCFA Legislative Day is scheduled for Thursday, January 28, 2016 from 8:30am – 1:30pm. Please let us know if you would like to be registered for this event.

Chairman Elmore is planning to attend Legislative Day, and Vice Chair Gagnon is considering his availability to attend as well.

Chairman Elmore commented he looks forward to reviewing the key talking points prior to the event and suggested we extend an invitation to neighboring districts in case they would like to join together for our appointments in Olympia.

Lake Stevens Fire Guide to Retirement

Chief O'Brien commented we have included a Guide to Retirement in your packet. This is an excellent internal customer service tool to help members understand the retirement process.

Administrative Director Leah Schoof commented we wanted to help members prepare for the retirement process which is helpful for both our members and their families. We have included key contact information in case there are questions, as well as a guide to benefits. This has been posted on SharePoint for easy reference.

Vice Chair Gagnon commented this is a great tool for our members.

Administrative Director Leah Schoof thanked her team for their help with this process.

Vice Chair Gagnon commented he would like us to consider a health care bridge for our members as well.

Administrative Director Leah Schoof commented that health care options are included in the Retirement Guide.

Chairman Elmore thanked Administrative Director for her efforts, and suggested that Chief may want to offer this to neighboring district chiefs in case they could benefit from it as well.

Regional Fire Prevention Bureau

Chief O'Brien commented we are working towards developing a plan for a Regional Fire Prevention Bureau as we discussed earlier, and we will keep you posted.

Action

None

CHIEF'S REPORT

Windstorm Update

Chief O'Brien commented that yesterday Deputy Chief Huff set up our Fire Operations Center at Station 81. We had 54 calls in a 24 hour period. Most of the calls were for wires down and trees across the road; we had one call for a kitchen fire. Chief O'Brien thanked A Shift for their hard work throughout this shift.

Chief O'Brien commented that our outside phone system is currently down. Station 83 does not have power, though they do have the generator. Jack Sharpe and Mike Frymire are checking our facilities to be sure everything is good.

Vice Chair Gagnon asked if we call in extra crews to backfill when necessary.

Chief O'Brien commented yes; that option would be available to us, although we did not need to do so yesterday.

Recent Hiring

Chief O'Brien commented Paramedic Jacob Johnston was hired conditionally with a start date of January 1st. We are currently planning for the testing and interview process for two Career Firefighters. We are also hiring additional part-paid firefighters. He mentioned he truly appreciates the part-paid program as it creates a learning environment and we have the opportunity to get to know them.

Sno-Isle Commissioner Meeting Recognition

Chief O'Brien commented both Troy Elmore and Dan Lorentzen were recognized for their years of service as Fire Commissioners. Chief and Commissioners congratulated them for their dedicated years of service.

Veteran's Day

Chief O'Brien commented he attended the Mt. Pilchuck Elementary School Veteran's Day Assembly with Assistant Fire Marshal Dave Petersen.

Lake Stevens Chamber of Commerce Update

Chief O'Brien commented the Chamber has their end of year Gala, on Friday evening December 4th at Carleton Farms. Please let us know if you would like to join us. Additionally, Laana was re-elected to the Recording Secretary Position on the Chamber Board for 2016.

Upcoming Events

Dickens Fair

The Dickens Fair is scheduled for Saturday, December 5th from 10am – 4pm at Cavelero Mid High. We will be helping the Lake Stevens School District collect canned food donations at the door, as well as host a booth with fire safety information.

Tips for Firefighters

Tips for Firefighters is scheduled for Saturday, December 5th from 5pm – 9pm at Ixtapa.

Deliver Santa Downtown Lake Stevens

Station 81 will be delivering Santa downtown Lake Stevens on Saturday, December 5th at 6pm.

The next Regular Commissioner Meeting is scheduled for 9:30am Thursday, December 3rd at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Steinruck commented he appreciates everyone's ongoing support. He is excited for the opportunity to continue to work with Lake Stevens Fire for the upcoming term. He just recently accepted a contracted position as Tulalip Health Administrator, and he is looking forward to his new role.

Vice Chair Gagnon thanked everyone for their efforts, and congratulated Commissioner Jim Steinruck on his election.

Chairman Elmore congratulated Commissioner Steinruck, and thanked everyone for their efforts that have gone into the 2016 Budget.

EXECUTIVE SESSION

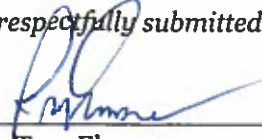
Chairman Elmore requested an executive session regarding the review of the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 20 minutes at 1135 hours with no anticipated action to follow. Executive session included Chairman Elmore, Vice Chair Gagnon, Commissioner Steinruck and Chief O'Brien. At 1155 hours, Chairman Elmore announced to the public that the executive session would be continued for an additional 10 minutes.

Chairman Elmore reconvened the open public meeting at 1205 hours and there was no action taken. The meeting moved forward with Adjournment.

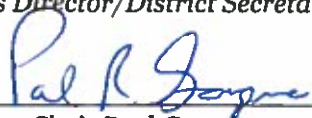
ADJOURNMENT

Motion to adjourn the meeting at 1207 hours.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

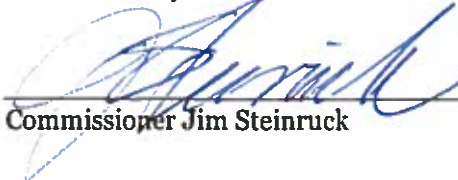
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



Chairman Troy Elmore



Vice Chair Paul Gagnon



Commissioner Jim Steinruck



Chief Kevin K. O'Brien