

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 7, 2016

0930 hours

CALL TO ORDER

Chairman Gagnon called the meeting to order at 0930 hours.

ROLL CALL

Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, Chief O'Brien, Administrative Director Leah Schoof, Battalion Chief Ray Kosiba, AFM Dave Petersen, President Mike Eagle, Captain Ron Rasmussen, Firefighter Cody Chester, Firefighter Marck Fujiwara-Herbert, Firefighter Rachel Hall, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an Executive Session to evaluate the qualifications of an applicant for public employment pursuant to RCW 42.30.110 (1) (g).

MINUTES

Special Meeting Minutes 15-12-17

Regular Meeting Minutes 15-12-17

Motion to approve the December 17, 2015 Special Commissioner Meeting minutes and the December 17, 2015 Regular Commissioner Meeting minutes as submitted.

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

Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1601001 through 1601040 in the total amount of \$28,503.51 as submitted.

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

Vote Unanimous.

Motion to approve Capital Voucher 1601001 in the total amount of \$575,993.00 as submitted.

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

Vote Unanimous.

Statement of Election Costs

Administrative Director Leah Schoof commented we received a Statement of Election Costs from the county and they directly sweep our account for this charge. This is just for your information, and it has been budgeted for 2016.

Expense Reports

CORRESPONDENCE

Greetings from Robert Marshall's Grandchildren

OLD BUSINESS

Discussion

Replacement Fire Engine

Chief O'Brien confirmed the new engine is on order, and we are looking at September for a possible delivery. He thanked crews for their efforts in preparing for this order.

Legal Counsel for Labor Relations

Chief O'Brien reviewed the Engagement Letter we have with Attorney Rich Davis. He has already helped us with our MOU with labor last month.

Commissioner/Labor/Admin Retreat

Chief O'Brien commented the goal for our upcoming Retreat is not necessarily for us to solve all of our challenges, but to come out of it with a common vision. We will take some time to review our Strategic Plan; analyze our level of service; review our Annual Report, Capital Plan and Level of Service Study; and review our financial situation for the present and the future. He mentioned he is meeting with the City on Monday to discuss future growth to help prepare for our discussions.

2016 Legislative Day

Chief O'Brien commented he is looking forward to Legislative Day and asked if the Commissioners would like to connect with a specific district. He has connected with Monroe Fire District 3, Sultan Fire District 5; and has also reached out to Granite Falls Fire District 17. We will plan to set up legislative appointments with the following individuals: Senator Steve Hobbs, Representative Hans Dunshee, and Representative Mark Harmsworth.

Community Risk Reduction

- **Deputy Chief / Fire Marshal**
- **Regional Fire Prevention Bureau**

Chief O'Brien commented we have reviewed the proposed Regional Community Risk Reduction Division Plan. He appreciates the concerns about partnering at this time and noted the budget is not yet finalized as Fire Districts 3 and 7 are still in the midst of merging their Administrations. Chief O'Brien commented he is concerned about the workloads and mentioned this would bring in higher work ratios for inspections and educational events. Considering that we are in the midst of growth and development, and we are currently experiencing a change in City leadership, it is important to maintain our partnerships with the City of Lake Stevens and our level of service. We need to continue to move forward and provide the best service we can for Lake Stevens.

Commissioner Elmore commented he is an advocate of partnerships, and there are things that he liked within the proposal. However we are well invested in our community and it appears there would be a reduction for us in those services.

Vice Chair Steinruck commented his concern about the program is that it seems to be a little too early on. He doesn't want to jeopardize the programs we have to date. We need to move ahead with the Deputy Chief / Fire Marshal position and find the right fit. Down the line we might want to reconsider a Prevention Bureau.

Commissioner Elmore commented the proposal reads there could be a cost savings for us, however it is all about serving our community. We value our strong connection with the community and we don't want to lose that.

President Mike Eagle commented he is not an advocate of this program at this time; we don't touch borders with Fire Districts 3 or 7 and we are not discussing any type of merger with their locals at this time.

Chairman Gagnon agreed it does not seem to be the right time for a Prevention Bureau.

Chief O'Brien commented that based on the sentiment of the Board; he will let the Districts know we are thankful for the opportunity to consider this proposal although we will not be moving forward with this plan at this time. Our goal is to remain partners and work together where we can. At this time we would like to move forward with the Deputy Chief / Fire Marshal position and we appreciate the Commissioners' support.

The Commissioners agreed that we should move forward with the Deputy Chief / Fire Marshal position.

Commissioner Elmore commented he looks forward to finding the right person for this position.

Action

None

NEW BUSINESS

Discussion

Level of Service/Station Location/Standard of Cover

Chief O'Brien commented this topic was already discussed earlier.

Action
None

CHIEF'S REPORT

Sno-Isle Commissioner Update

Chief O'Brien asked the Commissioners to let us know if they would like to sign up for the 2016 Sno-Isle Commissioner Meetings or if they'd like to register for the Sno-Isle Commissioner Banquet.

2016 Saturday Seminar Series

Chief O'Brien asked the Commissioners to let us know if they would like to be registered for the Saturday Seminar Series.

Coffee with the Chiefs

The next Coffee with the Chiefs is scheduled for Friday, January 29th from 3:30-4:30pm at the Frontier Village Starbucks.

Thank You

Chief O'Brien thanked Battalion Chief Perry Putnam for his assistance with his recent EFO project. He also thanked the crews for working hard with recent fires. On the 25th of January the excavator arrives at the Vernon Road fire location. Fire Marshal Fitzgerald is the lead investigator and he has been great to work with.

The next Commissioner Meeting is our Commissioner/Labor/Admin Retreat scheduled for 8am Thursday, January 21st and Friday morning, January 22nd at the Conference Center located at 10518 – 18th Street SE, Lake Stevens.

Vice Chair Steinruck commented he is planning to be at the Retreat for Thursday afternoon and he will try to be available Friday morning, if possible.

GOOD OF THE ORDER

Commissioner Elmore commented he is looking forward to another great year. It was a great 2015 and we made a significant amount of progress.

Chief O'Brien welcomed Paramedic Jake Johnston, and commented we are excited to have him on board.

Vice Chair Steinruck thanked the crews and staff for an awesome year of 2015, and commented he is glad to be on board. He also commented he is currently in charge of the full service clinic for Providence Medical, and he has been in touch with Chief McFalls as they have now budgeted for a Community Resource Paramedic. He mentioned they are planning to work with him regarding a Community Nursing Program.

Vice Chair Gagnon thanked everyone for their patience with his new role as Chair. He asked if we have started staffing Station 83 with three members.

Chief O'Brien confirmed we are still working on this.

Vice Chair Gagnon called for 10 minute break at 1010 hours.

EXECUTIVE SESSION

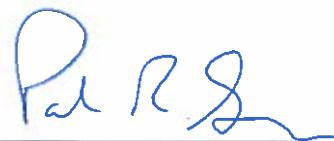
Chairman Gagnon requested an executive session to evaluate the qualifications of an applicant for public employment pursuant to RCW 42.30.110 (1) (g) for 15 minutes at 1020 hours with no anticipated action to follow. Executive session included Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, and Chief O'Brien. At 1035 hours Chairman Gagnon announced to the public that the executive session would be continued for an additional 35 minutes.

Chairman Gagnon reconvened the open public meeting at 1110 hours and there was no action taken. The meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1110 hours.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

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



Chairman Paul Gagnon



Vice Chair Jim Steinruck



Commissioner Troy Elmore

Chief Kevin K. O'Brien