

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 4, 2016

0930 hours

CALL TO ORDER

Chairman Gagnon called the meeting to order at 0933 hours.

ROLL CALL

Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, Chief O'Brien, Administrative Director Leah Schoof, Assistant Fire Marshal Dave Petersen, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

City Council Member Rauchel McDaniel thanked Chief O'Brien for his presentation with the Lions Club earlier this week.

MINUTES

Minutes 16-01-21

Motion to approve the January 21, 2016 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 1602001 through 1602034 in the total amount of \$39,330.92 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Voucher 1602001 in the total amount of \$2,010.76 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Expense Reports

Administrative Director Leah Schoof explained our Operations Day to Day Expense line item is down to 56%. This is due to our purchase planning and she confirmed this was a planned expense.

CORRESPONDENCE

Thank You for Quick Response
Thank You for Service
Thank You for Response
Congratulations from Medic One Foundation
Thank You from WFCA

OLD BUSINESS

Discussion

Legislative Day

Chief O'Brien commented he and Commissioner Elmore visited with our legislators in Olympia last week.

Commissioner Elmore commented it was good to meet with our legislators. It is good for us to stay connected with them as they play an important role with our future.

Chief O'Brien commented we focused on topics such as sustainable funding, RFA structure, the academy, as well as volunteer recruitment and retention issues. It was a good day.

Deputy Chief / Fire Marshal

Chief O'Brien commented our candidate background check is going very well, and it should be complete by the end of the week. If all goes well we will start scheduling a visit for the last week of February; and fly him and his wife to Lake Stevens. We will set aside the week for interviews, (including labor, Battalion Chiefs, Admin, Commissioners, and City) and we are planning for an evening Open House. Our candidate is excited for the opportunity to meet with Lake Stevens Fire and the community.

Action

None

NEW BUSINESS

Discussion

Commissioner Meeting Schedule

Chief O'Brien commented the Northwest Leadership Conference falls during the first week of March during our first meeting of the month; and we are also revamping our idea for the retreat. An idea for consideration is that we tack on a topic to each Commissioner Meeting and extend our regular meetings, rather than setting aside an entire day and a half. We would have each topic noted on the agenda and everyone would still be invited to join us.

Chairman Gagnon agreed this might be more manageable for everyone involved.

Commissioner Elmore commented he does not think the current Strategic Plan provides a clear vision.

Chief O'Brien commented he appreciates the mission and vision for Lake Stevens Fire. It might be time to engage in a process and create a new Strategic Plan. He anticipates that our discussion of the current plan will lead to more questions.

Chairman Gagnon commented we don't want to have a retreat just for the sake of having a retreat.

Commissioner Elmore commented he would prefer to ask the question of our members if they would like to simply create a new plan rather than spending the time in review of our current plan.

Vice Chair Steinruck asked City Council Member Rauchel McDaniel how things went for the City's recent retreat.

City Council Member Rauchel McDaniel commented a retreat was a great idea for the City Council, and it was good to be away from home and various distractions.

Vice Chair Steinruck suggested that we might have a proposed plan with the desired outcome for each section. We want to look ahead and continue to make plans while things are going good.

Chief O'Brien explained our ultimate goal is to have common vision. We will take some time to discuss our Strategic Plan, deployment, and finance. It seems a series of topics at consecutive meetings could be more effective rather than trying to discuss everything in a short amount of time. We will have a plan for review by the next Commissioner Meeting.

Chairman Gagnon asked if either March 8th or 9th would work for rescheduling the Commissioner's Meeting. Both Chairman Gagnon and Commissioner Elmore can work with either day, and Vice Chair Steinruck can work with March 8th.

Chief O'Brien confirmed our first meeting of March will be 9:30am Tuesday, March 8th at the HQ Board Room.

City Council Member Rauchel McDaniel mentioned that our city council members will be in DC that week, and unable to attend.

Northwest Leadership Seminar

Vice Chair Steinruck commented he is trying to determine if he can attend the Northwest Leadership Conference. Both Chairman Gagnon and Commissioner Elmore are unable to attend.

Administrative Director Leah Schoof mentioned so far we have 9 LSF members registered to attend the conference.

Chief O'Brien commented we will be staying at the Oxford Suites; and Fire Districts 3 & 7 are both planning to attend as well.

Lexipol Policies

Chief O'Brien commented we are going to start working on the Lexipol policy process in the near future.

Action

None

Deputy Chief Contract

Chief O'Brien commented both Labor and Admin staff received a 2% cost of living adjustment effective January 1st and requested this for Deputy Chief Huff as well.

Motion to approve a 2% Cost of Living increase to Deputy Chief Huff's base wage effective January 1, 2016.
Motion by Vice Chair Steinruck and 2nd by Chairman Gagnon.
Vote Unanimous.

Commissioner Elmore suggested that we discuss this for Chief O'Brien as well.

Chief O'Brien mentioned his contract stated in February we should schedule a review.

Chairman Gagnon confirmed the Commissioners will plan for Chief's review at the April 21st Commissioner Meeting.

CHIEF'S REPORT

City Update

Chief O'Brien commented he met with City Staff at their Staff Meeting earlier this week, and he is encouraged about our partnerships with Police and City.

Conditional Offers of Employment

Chief O'Brien congratulated David Albert and Cody Chester on their conditional offers of employment with a potential start date of March 1, 2016.

Academy Update

Firefighter/EMT Chris Robertson and Paramedic/Firefighter Jake Johnston are currently at the academy and all is going well.

Turnout Gear Replacement

Chief O'Brien commented we have allocated funding for a second set of turnout gear for our members. There was an AFG grant available towards the end of last year, although we ran out of time to pursue this. We will continue to seek out grants for this purchase.

Commissioner Elmore asked if we have a specific life cycle stated in policy for our bunker gear, as he does not recall seeing it. This would help us be consistent and it would continue to be an expense that we plan for.

Administrative Director Leah Schoof commented that Deputy Chief Huff has this in our Capital Replacement Plan.

Commissioner Elmore commented as a Board we need to commit to this.

Coffee with the Chiefs

Our next Coffee with the Chiefs is scheduled for 11:30am Wednesday, February 24th at the Senior Center weekly luncheon.

Presentation with the Lions

Chief O'Brien thanked Rauchel McDaniel and the Lion's Club for inviting him to speak about Disaster Preparedness earlier this week. He appreciated the opportunity.

Chamber Luncheon

Chief O'Brien mentioned next week's Chamber Luncheon will include Mayor John Spencer speaking about his vision for 2016. Please let us know by Friday if you'd like to attend.

Commissioner Elmore commented he will plan to attend.

Chief O'Brien commented he received a text from Deputy Chief Huff, who is in Haiti helping build a school. He is having an amazing experience!

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, February 18th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore thanked everyone for their efforts and commented he enjoyed the trip to Olympia with Chief O'Brien for Legislative Day.

Vice Chair Steinruck commented he attended the Sno-Isle Commissioner Banquet and appreciated the opportunity to connect with other fire districts. He also thanked staff and members for their efforts. Additionally, he asked for an update on two recent fires, North Davies and Vernon Road.

Chief O'Brien confirmed the Vernon Road fire has been investigated and the cause was determined to be accidental. The North Davies fire looks to be accidental as well.

Vice Chair Steinruck commented our crews who worked these fires did a great job, and we appreciate the support we received from other agencies as well.

Chief O'Brien also mentioned the fire near Snohomish thanked the crews for doing a great job. He also thanked Assistant Fire Marshal Dave Petersen for his assistance with the investigation.

Chairman Gagnon also thanked members for their hard work.

EXECUTIVE SESSION

Chairman Gagnon called for 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 1040 hours with no anticipated action to follow. Executive session included Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, Chief O'Brien and Administrative Director Leah Schoof.

Chairman Gagnon reconvened the open public meeting at 1055 hours and there was no action taken. The meeting moved forward with Adjournment.


ADJOURNMENT

Motion to adjourn the meeting at 1055 hours.
Motion by Chairman Gagnon 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