

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

March 8, 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, Deputy Chief Huff, Administrative Director Leah Schoof, President Mike Eagle, Firefighter Scott Boswell, Firefighter David Albert, Guest Grace Marshall Hamby, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Just a reminder of our Special Presentation from the Marshall Family at 10am.

MINUTES

Minutes 16-02-18

Vice Chair Steinruck requested a correction of the spelling of Dr. Fenn's last name on page 2 of the minutes.

Motion to approve the February 18, 2016 Commissioner Meeting minutes as submitted, including correction of the spelling of Dr. Fenn's name on page 2.

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

Vote Passed. Commissioner Elmore abstained as he was not present at the February 18th meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1603001 through 1603035 in the total amount of \$31,257.52 as submitted.

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

Vote Unanimous.

Motion to approve Strategic Vouchers 1603001 and 1603002 in the total amount of \$2,249.46 as submitted.

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

Vote Unanimous.

Expense Reports

Board of Volunteer Firefighters

Administrative Director Leah Schoof verified the pension and commented we simply need signatures confirming we have received notification of this.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Regular Meeting Schedule

Chief O'Brien commented the first Commissioner Meeting in April is currently scheduled during Spring Break. Do we want to consider rescheduling this for the second week of April?

Chairman Gagnon commented he would be available for an evening meeting during the second week of April. The Commissioners agreed on 5:30pm Thursday, April 14th for the first meeting of April.

LAKE STEVENS

FIRE

Phone: 425.334.3034

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www.lsfire.org

"Touching Lives Today ~ Planning for Tomorrow"

Fire Commissioners:

Troy Elmore, Paul Gagnon, Jim Steinruck

Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road

Lake Stevens, WA 98258

Action

Deputy Chief / Fire Marshal

Chief O'Brien presented the final draft of the contract for Mike Messer. We are requesting authorization to sign the contract with Mike Messer for the position of Deputy Chief / Fire Marshal as submitted. We are looking at a start date of May 1st with a three year contract.

Motion to authorize Chief to sign the contract with Mike Messer for the position of Deputy Chief / Fire Marshal as submitted.

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

Vote Unanimous.

NEW BUSINESS

Discussion

Managed Laptop Agreement

Chief O'Brien reviewed the contract for our Managed Laptop Agreement with SnoPac. He thanked Deputy Chief Huff for his work with this. It is a five year program and a very good value for the District.

Deputy Chief Huff explained with this agreement we will receive Tech Support from SnoPac, and we will receive a better cost on our data plan.

Motion to authorize Chief to sign the Managed Laptop Agreement with SnoPac as submitted.

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

Vote Unanimous.

Professional Building Leases

Chief O'Brien commented we have been working with Real Estate Agent Steve Strong with John L. Scott and asked him to review our leases as well as the value of our Professional Building. His research shows our leases to be low when compared to the area. We have engaged his services to negotiate the leases. We are currently working through one lease as a pilot, on a trial basis. Chief O'Brien confirmed it is in the best interest of the District to have a third party negotiate these leases for the Professional Building.

Commissioner Elmore asked how long it might take to complete this process.

Chief O'Brien commented most likely a couple of years, as we have different length leases that we are working with.

Vice Chair Steinruck commented we need to be sure that we are charging fair market value. He also suggested that we have a "not to exceed amount" on his charge for services so that we would be informed when we reach that point. He would also like to see the agent provide a list of services provided.

Special Presentation with Marshall Family

Chief O'Brien welcomed Grace Marshall Hamby to our Commissioner Meeting and thanked her for joining us today.

Grace commented she is happy to be here. She mentioned that she likes to paint; and wants to present to Lake Stevens Fire and Local 3235 a painting that represents her appreciation for all that has been done for her and the Marshall Family over the last year.

The Commissioners thanked Grace for her painting and thanked her especially for sharing her dad, Robert Marshall, with the fire district for so many years. Chief O'Brien also thanked Grace for her generous gift to the District.

Action

None

CHIEF'S REPORT

Coffee with the Chiefs

Chief O'Brien commented that he and Chief Lorentzen had lunch at the Senior Center on Wednesday February 24th. They introduced our Deputy Chief / Fire Marshal Candidate Mike Messer and his wife Gloria and enjoyed visiting with everyone.

Thank You

Chief O'Brien thanked the Commissioners and everyone for their support at Chief Lorentzen's Open House Reception.

Northwest Leadership Seminar

Chief O'Brien commented a large group from Lake Stevens Fire went to the Northwest Leadership Seminar and it was an excellent seminar. The presenters were great, and it was time well spent as a team builder.

Kiwanis Pancake Breakfast

Chief O'Brien mentioned he attended the Kiwanis Pancake Breakfast this past weekend and helped Retired Chief Welch prepare the breakfast sausage.

Stair Climb

Chief O'Brien commented the Stair Climb on Sunday was a great event. Our LSF team included Team Captain Lisa Defenbaugh, Adam Blue, Marck Fujiwara-Herbert, Jerry Aamold, Rachel Hall, Hunter Day, Chris Harrott, and Sean Dahl was our bottle changer. Cody Chester and Dave Albert also helped raise funding for our team. Thanks to everyone's generosity our team was able to raise \$10,075.00 for a great cause.

Upcoming Live Fire Training

Chief O'Brien mentioned we have live fire training scheduled this week for March 8, 10, and 12. The location of this training is adjacent to Station 82. It is great to keep our members inside the District and available. Additionally the classroom training the crews received prior to this week's live fire training was excellent.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, March 17th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

GOOD OF THE ORDER

Commissioner Elmore commented we have a promising year ahead; and he appreciates everyone's efforts.

Vice Chair Steinruck commented he is excited to get Mike Messer on board. The hiring the process was well done and he thanked everyone for their support. He appreciates that we are continuing our prevention education in the schools and commented it is an honor to be a Commissioner here.

Chairman Gagnon commented he is excited to hear that our members made it to the Northwest Leadership Seminar this year.

EXECUTIVE SESSION

None

STRATEGIC PLAN

Chief O'Brien thanked everyone for being here for our Retreat Workshop. Our ultimate goal is assuring a common vision. Over the next three months we will cover the following three topics for our Retreat Workshops:

- Reviewing Strategic Plan
- Analyze Service
- Examine Finance

Chief O'Brien reviewed the following highlights from 2015:

- Improved Staffing at S82 – Paramedic and 3 Firefighters
- Improved Training and Safety by reinstating Battalion Chief
- Reorganized Fire Marshal Office / Assistant Fire Marshal – Community Risk Reduction Officer
- Deputy Chief / Fire Marshal Search
- Began Training a New Fire Chief
- Community Resource Paramedic Partnership
- Replacement Fire Engine
- Replacement Command Unit
- Replaced Aging Extrication Tools
- 11 Wildland Deployments
- Successful Audit
- Reinstated District Banquet

We are looking forward to the following in 2016:

- Improved Staffing at S81 – Paramedic and 2 Firefighters
- Improve Service with 3 Captains
- 6 New Part-Paid Firefighters
- Ordered Replacement Engine
- Command Unit on Order
- Hire New Deputy Chief / Fire Marshal
- Ambulance Replacement
- Replace Aging Tools and Equipment
- Facility Maintenance
- Back up Turn-Out Grants
- Standards of Cover / Station Location
- Architectural Planning

Vice Chair Steinruck suggested that we might mention a continued collaboration with the surrounding districts in various programs, especially with our Community Resource Paramedic Program.

Chief O'Brien introduced our Strategic Plan Review:

- Do we approve of the general direction of the Strategic Plan?
- What changes are needed?
- Should we develop a new plan?

Chief O'Brien reviewed the following topics:

- Mission
- Vision
- Values
- Decision Based Criteria
- Ongoing Objectives
- New Objectives

Commissioner Elmore asked about the objective of Fire Sprinkler Education and where we would like to focus in this area.

Chief O'Brien reviewed the Strategic Initiatives.

Chief O'Brien requested that everyone review these topics prior to the next Commissioner Meeting; and when we meet on March 17th we will discuss them further. Our main focus for the next workshop will be our Mission, Vision and Values. Additionally the Interim Director of Planning & Development for the City of Lake Stevens, Russ Wright, will join us with a presentation on expected growth within Lake Stevens.

Commissioner Elmore commented that we, as Commissioners, are simply here to support where we are going and oversee. We want to hear from the members on these topics.

Chairman Gagnon commented we, as Commissioners, appreciate being a part of the process and we want our members to be empowered in the discussion. He commented it is also important that the Commissioners are a part of the process.

Chief O'Brien commented we appreciate your support. Everyone plays a critical role as we move forward together.

Chairman Gagnon suggested we might want to consider sending a survey out to our members. For example, list your top four values or ask if there is an additional value you might like to add.

Chief O'Brien commented he is looking forward to engaging in the discussion at our next Commissioner Meeting. We will be sure to keep our organization included.

Chief O'Brien asked how Lake Stevens Fire meets the needs of the community. Specifically what is their vision and what do they think of our Strategic Plan?

Chairman Gagnon asked if we do any type of follow up customer survey, asking about our service, etc.

Commissioner Elmore commented we need to be careful of the situation and who we send it to, i.e. what if the patient passes away?

Chief O'Brien commented these are good things to consider.

ADJOURNMENT

Motion to adjourn the meeting at 1052 hours.
Motion by Commissioner Elmore and 2nd by Chairman Gagnon.
Vote Passed. Vice Chair Steinruck left the meeting early due to a scheduling conflict.

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



Chairman Paul Gagnon



Vice Chair Jim Steinruck



Commissioner Troy Elmore



Chief Kevin N. O'Brien