

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

April 14, 2016

1730 hours

CALL TO ORDER

Chairman Gagnon called the meeting to order at 1731 hours.

ROLL CALL

Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Administrative Director Leah Schoof, Battalion Chief Perry Putnam, Captain Ron Rasmussen, Mayor John Spencer, City Council Member Raichel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chairman Gagnon recognized Chief O'Brien and his upcoming one year anniversary with Lake Stevens Fire.

MINUTES

Minutes 16-03-17

Motion to approve the March 17, 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 1604001 through 1604036 in the total amount of \$56,460.61 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Expense Vouchers 1604037 through 1604068 in the total amount of \$56,717.36 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Vouchers 1604001 through 1604003 in the total amount of \$13,826.94 as submitted.
Motion by Chairman Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Capital Voucher 1604004 in the total amount of \$632.45 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Voucher 1604001 in the total amount of \$5,860.57 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers 1604002 and 1604003 in the total amount of \$16,347.94 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Expense Voucher 1604069 in the total amount of \$37,850.88 as submitted.
Motion by Chairman Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

LAKE STEVENS

"Touching Lives Today - Planning for Tomorrow"

FIRE

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Fire Commissioners:
Troy Elmore, Paul Gagnon, Jim Steinruck
Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Expense Reports

CORRESPONDENCE

Thank You for Service

OLD BUSINESS

Discussion

Professional Building Leases

Chief O'Brien commented we've had a market analysis done for the Professional Building by a real estate agent and the analysis shows that we are 50% below market rate. As leases come due we will begin to bring them up to the market rate as we work with each of the tenants.

Commissioner Elmore asked when the leases for Allstate and Subway are due.

Administrative Director Leah Schoof confirmed Allstate is due in the summer of 2017 and Subway is due in 2021. All leases, except the Subway restaurant, will be complete by December 2017.

Mayor John Spencer asked if we have a penalty clause included in the contract language to allow for canceling the leases.

Chief O'Brien commented we will look into this. We are stewards of the citizens' dollars; and we need to be sure we are charging a market rate.

Community Resource Paramedic Update

Chief O'Brien commented we have included a report from our Community Resource Paramedic Scott Koch. Since the Community Resource Paramedic program began in November, it has taken some time to develop the program. This report of contacts includes 19 referrals from Lake Stevens Fire. This is a good start. This is a growing program and we are looking forward to seeing the data from Dr. Finn. Things are going well so far.

Vice Chair Steinruck asked if we could also have an executive summary. Specifically, do we see any trends? What are the outcomes of the top 5 patients he has worked with the most? How is he doing with District 7 and District 3? Is he spending the amount of time as projected for each district?

Strategic Plan Update

Chief O'Brien commented he is working on a plan to address our Strategic Plan as discussed earlier. We will have an in-house planning team and perform an internal survey; a community survey; and we will create a community stakeholder group. He reviewed a preliminary timeline with a potential finish date of August. This plan will address the next five years.

Mayor John Spencer mentioned he worked on the Strategic Plan for Bellevue and it might serve some assistance with the strategic planning process.

Commissioner Elmore asked who on the Board would like to participate in this process.

Chief O'Brien commented we will be checking in with the Board throughout this process. In regards to the timeline, it is okay if someone needs to miss a meeting once in a while.

Commissioner Elmore agreed to participate on the Strategic Planning Team.

Action

None

NEW BUSINESS

Discussion

Lexipol Policies

Chief O'Brien commented we will get back into the Lexipol Policy process starting next week.

Bid for Ambulance

Chief O'Brien commented we are requesting sealed bids for one 2016 GMC G4500 Diesel Ambulance. An ad was placed in the Everett Herald and the information is posted on our website. Sealed bids are due by 3pm Thursday, May

5th and the bid opening will be at 3:15pm. He thanked the apparatus spec team for their efforts.

Commissioner Elmore asked if we are certain the Board does not need to participate in the bid opening, as it has been done in the past.

Deputy Chief Huff confirmed the bids will be opened publicly and the Commissioners will be kept informed.

IT Services

Chief O'Brien commented we are working with the City to have an outside IT consultant come in to evaluate the system we currently have in place. We are looking into the following areas: hardware, system infrastructure, fiber / connectivity, security, server configuration, software, systems management, wireless systems, help desk system, and website system evaluation. He is working with Interim City Administrator Mary Swenson, to define how we are doing today and where we need to go tomorrow.

Member Recognition

Chief O'Brien commented we are planning for a Member Recognition event on Tuesday evening, June 21 at Station 82 at 5:30pm. We will invite the public to join us as we honor our members. We have quite a few members we would like to recognize including firefighters, captains, deputy chief, etc.

Commissioner Elmore requested they receive notice in advance if they are participating in the ceremony.

Action

None

CHIEF'S REPORT

Incident at the City

Chief O'Brien commented our crews did an excellent job, as well as LSPD, with the recent incident downtown Lake Stevens.

Mayor John Spencer thanked the members of Lake Stevens Fire for what we do.

Mobile Data Terminals

Chief O'Brien commented we have begun taking delivery on our new budgeted MDTs and they will be installed soon.

Academy Graduation

Chief O'Brien commented we have an Academy Graduation scheduled for 10am Friday, April 15th and two of our members are graduating: Firefighter/EMT Chris Robertson and Paramedic/Firefighter Jake Johnston. Please let us know if you'd like to join us and carpool tomorrow.

Training Consortium

Chief O'Brien commented that he and Chief McFalls toured the South King Training Consortium, evaluating the potential opportunity for Snohomish County.

Deputy Chief / Fire Marshal Mike Messer Update

Chief O'Brien confirmed that Deputy Chief/Fire Marshal Mike Messer plans to arrive on April 29^h and his first day at the office will be Monday, May 2nd. His family plans to arrive on Friday, June 10th.

Chamber Luncheon Update

Chief O'Brien commented he attended the Chamber Luncheon this month and Senator Steve Hobbs formally announced his candidacy for Lieutenant Governor.

Upcoming Events:

Business EXPO

The annual Business EXPO is scheduled for Saturday, April 23rd from 10am – 3pm at the LSHS cafeteria. This event is hosted by the LS Chamber of Commerce. Calls permitting we will have an engine or aid car available for tours from 10am – Noon; and we will also have a booth staffed by Communications Director Laana Larson & Firefighter Adam Blue.

Coffee with the Chiefs

The next Coffee with the Chiefs is scheduled for 10-11am Friday, April 29th at the LS Buzz Inn.

Part-Paid Firefighters Update

Chief O'Brien commented we plan to interview 10 additional candidates for our part-paid firefighter program. Our goal is to have 25 part-paid firefighters and right now we are at approximately 16-20 part-paid firefighters.

Schedule Update

Chief O'Brien mentioned he has a scheduling conflict for the May 19th Commissioner Meeting. Would the Commissioners consider changing the date to May 23rd or May 26th?

The Commissioners agreed to change the second Commissioner Meeting of May to Thursday, May 26th at 5:30pm.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, April 21 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA.

GOOD OF THE ORDER

Vice Chair Steinruck thanked everyone for their hard work. He also mentioned that he attended this month's Sno-Isle Commissioner Meeting.

Commissioner Elmore thanked everyone for their efforts and commented he appreciates having representation from the City at our Commissioner Meetings. He also congratulated Chief O'Brien on his one year anniversary.

Chairman Gagnon thanked everyone for what they do.

Mayor John Spencer commented that today the City executed their contract with the Chapel Rock property. They will be moving forward with construction of a police station there; and they are looking forward to being close to Station 82. There is a potential to also locate the new City Hall there, but they will first need to go through the subarea planning process.

Mayor John Spencer commented they are currently working on the improvement of Grade Road. They are also bringing in a professional engineer to assess our roads in Lake Stevens; including an evaluation of the width of the roads, the shoulders and the condition of the pavement. This will give them the ability to prioritize road improvements throughout Lake Stevens.

Mayor John Spencer commented that Lake Stevens is currently setting records in real estate. Lake Stevens is experiencing the most rapid growth in the county, far more rapid than anything experienced in the history of Lake Stevens. Mayor John Spencer mentioned if the penalty isn't too great with the Professional Building leases; the City might consider the Professional Building for a temporary location for City Hall. It could be a minimum of two years, although more likely 3-4 years.

Chairman Gagnon called for a 10 minute break at 1830 hours and reconvened the Open Public Meeting at 1840 hours. Meeting moved forward with the Strategic Workshop.

STRATEGIC WORKSHOP

Deputy Chief Huff introduced his presentation including the following topics:

- Demographics
- Standard of Cover
- Annual Report
- Staffing Plan
- Station Location

Deputy Chief Huff reviewed the current demographics of Lake Stevens Fire, including population and housing units.

Deputy Chief Huff explained the purpose of a Standard of Cover and asked if we want to update our Standard of Cover.

Chairman Gagnon asked about staffing during peak activity hours.

Deputy Chief Huff reviewed the current staffing plan and the locations of our current stations. Are the current stations and their locations meeting the needs of the public? He also reviewed responses by unit station assignment by station area, apparatus reliability, and service delivery opportunities.

Next week's Strategic Workshop will focus on Service Delivery:

- New Staffing Plan
- Station Location
- Deployment Model

Deputy Chief Huff commented we will begin to get this information out to our members as well, as they may have additional ideas for consideration.

Chief O'Brien commented he is looking forward to further discussion next week.

Vice Chair Steinruck commented he may not be able to attend next week's meeting due to a scheduling conflict.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1926 hours.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
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