

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 2, 2016 1730 hours

CALL TO ORDER

Chairman Gagnon called the meeting to order at 1730 hours.

ROLL CALL

Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, Battalion Chief Perry Putnam, Assistant Fire Marshal/CRRO David Petersen, Captain Ron Rasmussen, City Council Member Raichel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 16-05-05

Motion to approve the May 5, 2016 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Gagnon.
Vote Passed. Vice Chair Steinruck abstained as he was not present at the May 5th meeting.

Minutes 16-05-26

Motion to approve the May 26, 2016 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Passed. Chairman Gagnon abstained as he was not present at the May 26th meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1606001 through 1606037 in the total amount of \$134,018.81 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Capital Vouchers 1606001 and 1606002 in the total amount of \$398.77 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers 1606001 through 1606005 in the total amount of \$14,498.28 as submitted.
Motion by Chairman Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Commissioner Elmore suggested that we invite Fire Marshal Mike Fitzgerald to the next banquet in appreciation of his service to Lake Stevens Fire over the last year.

Expense Reports

Administrative Director Leah Schoof explained the following line items:

522.10.41.002 Professional Consultants line item - We paid for fire marshal services through May. We anticipate the line item will go over and we are closely monitoring it.

522.12.40.001 City of Lake Stevens (Computer Techs) line item – This is a one-time expense that we pay in full.

522.26.48.002 Replacement & Repair line item - We would like to review this line item at the next meeting.

522.30.20.014 Fire Prevention Uniforms – This was an expense for our new Deputy Chief / Fire Marshal Messer.

Vice Chair Steinruck asked about line item 522.26.30.002 for Disposable Supplies.

Administrative Director Leah Schoof explained that there was a \$3000 charge for foam and this is just a timing issue.

CORRESPONDENCE

Correspondence from Dave Somers regarding implementation of a non-emergency number for 911 call centers in Snohomish County.

OLD BUSINESS

Discussion

Strategic Planning Team Update

Chief O'Brien commented our team met last month and we plan to meet again on June 17th. He is currently researching a facilitator and recently met with Brian Murphy with Berk Consulting; they produce a very professional product and they have great references.

Chief O'Brien commented additionally we met with CPSE regarding Standard of Cover and community risk analysis. We are requesting a proposal on what it would cost for them to direct the process along with consultants. This end product would comply with accreditation and approximately cost \$25,000 - \$35,000.

Commissioner Elmore asked for Chief's thoughts on accreditation.

Chief O'Brien commented it is smart to go through accreditation if you see some tangible benefits. For example, if we could see a decrease in our Washington Rating Bureau numbers, or if it is going to help our organization be better. Accreditation is a huge commitment and we would need a member to be solely focused on this project. Ideally it would be nice to become accredited down the road.

Vice Chair Steinruck commented it is interesting to review what we are doing for our community; to look at accreditation and what it would mean for our community. It seems that maintaining it would be easier once you have been accredited.

Chief O'Brien commented his vision would be for Lake Stevens Fire to be a model organization for fire, EMS, and risk reduction; and accreditation could be a good thing for us in the future.

Chief O'Brien explained as we look at the Strategic Plan and Standard of Cover, we will be sure that we coordinate things between these projects. We are doing our best to be efficient.

Fire Station Projects

Chief O'Brien commented Fire Station Projects include Station 83 and making sure we can equip it to house a third person by January 1st; looking at Station 81 and a future Station 84; as well as Station 82. Our research clearly shows we should prioritize all of our projects. We will need to focus on Station 83 and then look at Station 81 and the others. Chief O'Brien commented he is working with Legal Counsel Brian Snure on the request for qualifications. We plan to start with an engineering assessment and Brian Snure agrees this would be a good idea.

Commissioner Elmore asked if we are also looking at the tower, especially given the year that it was built.

Chief O'Brien commented yes; and he hopes to bring the RFQ to the next Commissioner Meeting.

WFCA 2016 Chelan Conference

Chief O'Brien wished the Commissioners a good conference in Chelan this weekend. There will be an opportunity to attend the Chelan Pancake Breakfast on Saturday morning if you have time.

Action

Resolution 2016-05 Changing Regular Meeting Schedule

Chief O'Brien asked if we are agreed to change the August 18 Commissioner Meeting to August 17, as stated in the Resolution. This change is requested, as our upcoming Guns 'n Hoses Softball Challenge has been scheduled for August 18th.

Motion to adopt Resolution 2016-05 Changing Regular Meeting Schedule as submitted.

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

Vote Unanimous.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Sno-Isle Commissioner Meeting

The next Sno-Isle Commissioner Meeting is scheduled for this evening at 7:30pm and located at the Whitehorse Community Center in Darrington with Snohomish Fire District 24.

Coffee with the Chiefs

Chief O'Brien commented he met with Interim Police Chief Krusey at the Haggen Café earlier this afternoon.

Glenwood Elementary Community Run

The Glenwood Elementary Community Run is scheduled for 10am-11am on Saturday, June 4th at the Glenwood Elementary Playground. We've requested an on-duty crew to join us, calls permitting. Our goal is to be available for tours prior to the run and have an encouraging presence as we walk/run with the students on the field. This is a fundraiser to add equipment to their playground.

Relay for Life Lake Stevens

Relay for Life Lake Stevens is scheduled for this weekend, from Noon Saturday, June 4th through 8am Sunday, June 5th. We will have our First Aid Tent on site, as we have done in previous years. Thank you to Firefighter Adam Blue who will be working at our First Aid Tent on Saturday & Sunday.

Health & Safety Fair

Our Health & Safety Fair is scheduled for Saturday, June 11th from 10am – 2pm at the County Market Parking Lot.

Communications Director Laana Larson commented we have 8 new booths joining us this year: SnoPac 911, Smith Brothers Farms, Senior Services of Snohomish County, Camp Fire Snohomish, NW Security & Sound, John L. Scott, Kaliki's Hawaiian Shave Ice and Boy Scouts of America. We appreciate our partnership with LSPD for this event and look forward to a great day with our community!

Member Recognition Ceremony

Chief O'Brien commented our next Member Recognition Ceremony is scheduled for 5:30pm Tuesday, June 21st at Station 82 located at 9811 Chapel Hill Road, Lake Stevens. We hope you can join us!

Chairman Gagnon mentioned he will be unable to attend due to a scheduling conflict.

City of Lake Stevens Update

Chief O'Brien commented he appreciates meeting with the City. They are currently working on the downtown sub area plan. They are about to engage in the IT consultant contract. It is interesting to note the Sewer District recently sent out a survey about grease with a positive return. The Library has a big summer reading program going on. Additionally, the Police Academy is struggling for funding; just as our Fire Academy is challenged in this area as well. And as you know we have a lot of bikes in Lake Stevens and the City is talking about a potential share the road campaign. Chief O'Brien commented he appreciates the City's vision about moving forward.

City Council Member Rauchel McDaniel commented there is Special City Council Meeting scheduled for 7pm Tuesday, June 7th.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, June 16th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Steinruck commented each year the Lake Stevens High School has their awards evening. Firefighter Pat Cook presented the Robert Marshall Memorial Scholarship on behalf of Local 3235, and it was very nicely done. He mentioned he is also looking forward to the WFCA Conference in Chelan this weekend.

Chairman Gagnon thanked everyone for their service. He is excited about the future.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1807 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