

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 16, 2016

1730 hours

CALL TO ORDER

Chairman Gagnon called the meeting to order at 1733 hours.

ROLL CALL

Chairman Gagnon, Vice Chair Steinruck, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, City Council Member Raichel McDaniel, Battalion Chief Bruce Huston, Assistant Fire Marshal David Petersen, and Captain Mike Barry.

Commissioner Elmore is an excused absence.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 16-06-02

Motion to approve the June 2, 2016 Commissioner Meeting minutes as submitted.
Motion by Commissioner Steinruck and 2nd by Commissioner Gagnon.
Vote Passed. Commissioner Elmore is an excused absence.

FINANCIAL REPORT

Investment Report

Vouchers

Municipal Emergency includes replacement bunker gear
Dept Graphics includes graphics for the Fire Chief's vehicle

Motion to approve Expense Vouchers 1606038 through 1606079 in the total amount of \$63,435.92 as submitted.
Motion by Commissioner Steinruck and 2nd by Commissioner Gagnon.
Vote Passed. Commissioner Elmore is an excused absence.

Motion to approve Strategic Fund Voucher 1606006 in the total amount of \$1,845.48 as submitted.
Motion by Commissioner Gagnon and 2nd by Commissioner Steinruck.
Vote Passed. Commissioner Elmore is an excused absence.

Payroll

Motion to approve the June 2016 Payroll in the total amount of \$489,904.44 as submitted.
Motion by Commissioner Gagnon and 2nd by Commissioner Steinruck.
Vote Passed. Commissioner Elmore is an excused absence.

Expense Reports

522.19.41.001 Pre-employment: new part-pays and new Deputy Chief / Fire Marshal

522.26.48.002 EMSAR: opportunity to provide maintenance on stretchers twice a year; will increase the budget in 2017

Financial Summary Report 2015

Summary of the Comprehensive Annual Report. Director Schoof noted the Comprehensive Annual Financial Report has been submitted on time per RCW and thanked Rosie Richmond for her hard work on the report.

LAKE STEVENS
FIRE

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"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

CORRESPONDENCE

Thank You from Highland Elementary

OLD BUSINESS

Discussion

Strategic Planning Team Update

Meeting tomorrow to discuss consultants and moving forward.

Fire Station Projects

Issued an RFQ yesterday. Chiefs and legal worked together on the RFQ to help us evaluate station remodeling / rebuild, fire maintenance facility and headquarters. Looking for an architectural firm to provide qualifications and perform a needs assessment. Met with Mackenzie to discuss options, including Station 83 flood plain. Deadline for the submittal is July 14th. Once reviewed, staff will make a recommendation to the Board about moving forward with contracting.

IT Services

The City of Lake Stevens, Lake Stevens Fire and IS Outsource met Monday. IS Outsource has started their assessment and will keep the Commissioners updated on their progress.

Action

None

NEW BUSINESS

Discussion

Support Vehicle Purchase

Looking broadly at command vehicles. We see challenges with current vehicles like the Training Chief transporting contaminated equipment inside the current vehicle; the proper vehicle would be a truck. Deputy Chief Messer put together information regarding costs related to vehicles for vehicle replacements for the Deputy Fire Chief/Fire Marshal, and Battalion Chief of Training. We're looking at the long-term capital budget to make adjustments to support this purchase. We are also looking at replacing the Deputy Fire Chief and Assistant Fire Marshal vehicles. All vehicles are purchased on the state bid. Chief O'Brien noted the Tahoe is excellent for a command vehicle.

Deputy Chief Messer noted the cost-savings benefits of streamlining the fleet for maintenance and service.

Action

None

CHIEF'S REPORT

City of Lake Stevens Update

Possible annexations in the north; hiring a mechanic; and going through some big-picture finance planning
Paddleboarding/Kayak concession at Lundeen Park is open Father's Day, June 19th

Police volunteer program starting up

Police Chief Candidate reception is June 28th; Chief O'Brien will be participating in the interview process on the 29th

Glenwood Community Run

Thank you B Shift!

Relay for Life Lake Stevens

Thank you Firefighter Adam Blue and B Shift for their presence at this event.

Health & Safety Fair

Our rough numbers show 500-600 people in attendance:

- We gave out approximately 388 Raffle Entry Forms
- We had at least 127 people who did not take the forms
- We had 100 people represented in working the various booths

Thank you Mike Frymire for the awesome help with set up and clean up.
Thank you Firefighter Adam Blue and Cody Mulligan for working the Fire Safety House and connecting with community.
Thank you Debbie Jennings & Deputy Chief/Fire Marshal Messer for working our LSF Booth and connecting with community.
Thank you C Shift for touring the emergency vehicles and helping with clean up.
Thank you Communications Director Laana Larson for all the hard work in organizing this event.
A huge thank you to our Lake Stevens Community for their support!

Weekly Reports

Trending about 13% up in alarm volume during the week of June 6-12

Member Recognition Ceremony

5:30pm Tuesday, June 21st at S82
Looking at more recognition at the Annual Banquet in the fall

Commissioner Steinruck asked about an agenda for the Annual Banquet

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, July 7th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Chairman Gagnon – Thank you to Leah Schoof for her great work on the Financial Summary. Thank you to Laana Larson for her great work at the Health and Safety Fair. Thank you to Deputy Chief Messer for his hard work. Thank you to both Deputy Chief Huff and the operations group for their hard work.

Vice Chair Steinruck – Really enjoyed the Health and Safety Fair. Appreciate the work of the group out in the community. The cards and thank you letters are a great example of how the community feels. Thank you to Deputy Chief Messer for his work at the Rotary.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 18:04 hours.
Motion by Commissioner Steinruck and 2nd by Commissioner Gagnon.
Vote Passed. Commissioner Elmore is an excused absence.

Minutes respectfully submitted by Administrative Director Leah Schoof.



Chairman Paul Gagnon



Vice Chair Jim Steinruck

Commissioner Troy Elmore



Chief Kevin K. O'Brien