

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

July 7, 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 David Petersen, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an executive session to discuss the sale of real estate.

MINUTES

Minutes 16-06-16

Motion to approve the June 16, 2016 Commissioner Meeting minutes as submitted.

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

Vote Passed. Commissioner Elmore abstained as he was not present at June 16, 2016 Commissioner Meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1607001 through 1607036 in the total amount of \$32,953.81 as submitted.

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

Vote Unanimous.

Expense Reports

2017 Budget

Chief O'Brien commented we have begun working on the 2017 Budget and we will be reporting on that in the near future. Thanks to Administrative Director Leah Schoof for her efforts in preparing us. We are also looking at our current needs and restructuring our Capital Plan. Deputy Chief Huff is currently working on this.

CORRESPONDENCE

Thank You from Glenwood Elementary

Thank You from Lake Stevens Home Link

Thank You for Service

Thank You for Your Help

OLD BUSINESS

Discussion

Fire Station Projects

Chief O'Brien commented so far we have met with a couple architects in person and spoke with a couple architects over the phone. Our Request for Qualifications deadline is July 14, and then we will make a recommendation for the Commissioners to approve a firm. There will be more to come.

IT Services

Chief O'Brien commented our IT Service evaluation is ongoing. IS Outsource is currently working with the City, and then they will begin working with us at Lake Stevens Fire.

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

Snohomish County Regional Training Consortium

Chief O'Brien commented we are working on an interlocal agreement with Everett Fire and Marysville Fire to bring our training divisions together. This will be similar to the arrangement in South King County. The first step is bringing our training offices together and working with labor to make this happen. Both Battalion Chief Ray Kosiba and President Mike Eagle are excited to move forward with this. We are open to any other organization that would like to join us; and down the road we will be working towards a Regional Training Center.

Community Resource Paramedic

Craig Fisher with Monroe Fire has been selected as our next Community Resource Paramedic, replacing Scott Koch on the 15th of this month. He is riding along with Scott and learning the job the best he can. His brings his experience as a paramedic and fire inspector from Monroe Fire to the position. Monroe Fire has asked for our help in the area of inspections until they can fill his Fire Inspector position.

Strategic Planning Team Update

Chief O'Brien commented we are working with Berk Consulting. This firm was recommended by the Strategic Planning Team to help us through the process. Berk Consulting has submitted a contract and it is currently being reviewed by legal counsel. We hope to have this ready for the Commissioners' review at the next meeting.

Chief O'Brien also commented he is working with Dr. Pat Sikora to survey the employees of LSF and evaluate the health of our organization. Her history is with larger corporations, though she wants to work more with fire agencies because of what we do. She comes across very positive and very current with today's organizations.

Action

Support Vehicle Purchase

Chief O'Brien commented we had a Fire Marshal vehicle budgeted for last year and we did not purchase one at that time. Now that we have Deputy Chief / Fire Marshal Messer on board we would like to move forward with this purchase. Chief O'Brien reviewed the details of this vehicle.

Chief O'Brien commented the second vehicle purchase is for our Battalion Chief of Training. We are essentially replacing a vehicle that is really not appropriate for what he does. Chief O'Brien reviewed the details of this vehicle, and mentioned that both vehicles are on state bid. The state bid deadline is July 21st; and if we wait until next year the prices will most likely increase.

Chairman Gagnon asked what we will do with the vehicles we are replacing.

Deputy Chief / Fire Marshal Messer commented these vehicles would be used for training for the firefighters.

Motion to authorize Chief to move forward with the July 7, 2016 Proposal for Staff Vehicle Replacement as submitted in the total amount of \$139,872.00.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

NEW BUSINESS

Discussion

None

Action

Resolution 2016-06 Surplus Equipment

Chief O'Brien commented we are planning to have a sale in August, and he thanked Battalion Chief Perry Putnam and Firefighter David Pick for getting things ready for sale.

Motion to adopt Resolution 2016-06 Surplus Equipment as submitted.
Motion by Chairman Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Commissioner Elmore commented if items don't sell, we may want to consider donating to those departments who can use this equipment.

CHIEF'S REPORT

City of Lake Stevens Update

City Council Member Raichel McDaniel commented they held a reception for the Police Chief final candidates on June 28th and then candidates went through an interview process on June 29th. The Mayor will be making an announcement soon regarding his decision.

Chief O'Brien mentioned the City is working through the permit process for Grade Road.

Weekly Reports

Chief O'Brien commented that Pam Stevens may start placing information from our Weekly Reports into the *Lake Stevens Ledger*.

WA State Fire Chief's Legislative Committee

Chief O'Brien commented he attended the WA State Fire Chief's Legislative Committee on June 27 and plans to be more involved with this committee.

Public Health Advisory Committee for Snohomish County

Chief O'Brien commented he has been asked to serve on the Public Health Advisory Committee for Snohomish County with Commissioner Steinruck.

Everett Community College Fire Science Advisory Committee

Chief O'Brien also commented he is serving as Chair on the Everett Community College Fire Science Advisory Committee, along with Commissioner Gagnon. This is an opportunity to advise on their fire science program from our perspective.

Member Recognition Ceremony

Chief O'Brien thanked everyone for joining us at our Member Recognition Ceremony.

Coffee with the Chiefs

Chief O'Brien commented he met with Interim Police Chief Krusey for Coffee with the Chiefs on Wednesday, July 6th at the Lake Stevens Buzz Inn from 10:30-11:30am.

Next Sno-Isle Commissioner Meeting

The next Sno-Isle Commissioner Meeting is the Annual Burger Bash at Lake Roesiger on Thursday, July 21st at 6:45pm.

Aquafest Festival

Aquafest is scheduled for Friday through Sunday, July 29-31. Lake Stevens Fire will be involved in the following services throughout the weekend: Children's Parade, Grand Parade, Pancake Breakfast, First Aid Booth, Fire Boat, EMS Bike, Fireworks & Booth Inspections, Fire Safety House, Judging Grand Parade, and Chamber Information Booth.

National Night Out

National Night Out is scheduled for Tuesday, August 2nd from 5pm – 8:30pm, downtown Lake Stevens.

Chief O'Brien commented they will begin Collective Bargaining Negotiations on July 20th. Additionally he will be out of town next week on vacation.

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

GOOD OF THE ORDER

Commissioner Elmore thanked everyone for all they do.

Vice Chair Steinruck thanked everyone for their hard work. He is looking forward to Aquafest and our Pancake Breakfast.

Chairman Gagnon thanked everyone for their efforts.


EXECUTIVE SESSION

Chairman Gagnon requested an executive session to discuss the sale of real estate pursuant to RCW 42.30.110 (1) (c) for 25 minutes at 1800 hours with no anticipated action to follow. Executive session included Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, and Administrative Director Leah Schoof. Chairman Gagnon reconvened the open public meeting at 1825 hours and there was no action taken. The meeting moved forward with Adjournment.


ADJOURNMENT

Motion to adjourn the meeting at 1825 hours.
Motion by Chairman Gagnon 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