

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 4, 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 via conference call, Chief O'Brien, Deputy Chief Huff, Deputy Chief / Fire Marshal Messer, AFM Petersen, President Mike Eagle, Firefighter Rachel Hall, Firefighter Sean Dahl, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 16-07-21

Motion to approve the July 21, 2016 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1608001 through 1608033 in the total amount of \$30,346.27 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Voucher 1608001 in the total amount of \$3,319.01 as submitted.
Motion by Chairman Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Expense Reports

522.30.31.001 – Our fire prevention supplies are down to 31% due to timing and setting up our prevention department
522.45.43.015 – This is for our driving simulator, and due to timing with a once a year payment
522.50.41.004 – This is for our elevator system, and due to timing with a once a year payment

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Snohomish County Regional Training Consortium

Chief O'Brien commented it is exciting to move forward with a regional training consortium. We are essentially talking about coming together under one roof with our training officers, so that all of us in this region are doing the same thing and working together. On August 25th we have invited Chief Simmons from Fire District 4, as well as Fire Districts 3 & 7 to join us. Both Deputy Chief Huff and Battalion Chief Ray Kosiba will also be joining us. It is a very similar model to what they use in South King County. We are starting with a basic inter-local agreement and we will be sure to work through any labor issues.

Chairman Gagnon commented he will be a part of this meeting representing Everett Fire.

LAKE STEVENS
FIRE

Phone: 425.334.3034
Fax: 425.334.6981
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

IT Services

Chief O'Brien commented the evaluation of our IT Services is still on going. Our consultants have come on board to help since Troy has been out with a medical recovery.

Action

Fire Station Projects

Chief O'Brien commented we reviewed six statements of qualifications from various architectural engineering firms. Our fire station projects will include an evaluation of all our facilities; how to remodel Station 83 and Station 81; and plans for a global approach and building for the future. Chief O'Brien commented he met with Deputy Chief Huff and Deputy Chief Messer to screen the applications and they brought it down to three agencies. They then conducted three interviews. The candidates were very strong and very professional; and we have selected one who showed an ability to complete the work, and who is qualified with good experience. They will be a strong advocate for the District and we have chosen Lawhead Architects. In their history there has been no litigation between contractor and owner, their references were very positive, and they have had a lot of experience in planning. They took the time come out and meet me and visit our stations.

Chairman Gagnon commented he read through all three statements of qualifications, and it looks like it was a tough choice. He commented he supports the Chief's recommendation.

Commissioner Elmore commented it sounds like a solid choice.

Motion to authorize Chief to engage the services of Lawhead Architects consistent with the request for qualifications issued on June 15, 2016.

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

Vote Unanimous.

Strategic Planning Team Update

BERK Consulting Contract

Chief O'Brien commented BERK Consulting will facilitate the comprehensive strategic planning process. This will cost the District approximately \$22,915.

Motion to authorize Chief to sign the contract with BERK Consulting dated July 25, 2016 as submitted.

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

Vote Unanimous.

Dr. Pat Sikora Consulting Contract

Chief O'Brien commented Dr. Pat Sikora will handle the internal survey for our organization. This will cost the District approximately \$8,650.

Motion to authorize Chief to sign contract with Dr. Pat Sikora dated July 21, 2016 as submitted.

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

Vote Unanimous.

Chief O'Brien commented we anticipate the remaining strategic fund budget for consultants will be directed towards the architectural consultant and IT. He thanked the Commissioners for their support, this is going to be a great step for us.

NEW BUSINESS

Discussion

Business Associate Agreement

Chief O'Brien commented the Business Associate Agreement is an agreement that regulates how we share information with consistent care. He thanked Deputy Chief Huff for his help with this and confirmed that this contract has been vetted by Attorney Rich Davis. Chief O'Brien asked if there were any concerns about this agreement before he signs it.

Vice Chair Steinruck asked how they work with us and get paid.

Deputy Chief Huff commented they are a surveillance company. They keep an eye on the patient and case management.

Action

None

CHIEF'S REPORT

Recent Events:

Fire Academy Graduation

Chief O'Brien congratulated recent Fire Academy Graduates Firefighter Cody Chester and Firefighter David Albert.

Aquafest & Firefighters' Pancake Breakfast

Thank you to all who participated in the Aquafest Weekend. We served over 1,930 guests throughout the weekend at the Firefighters' Pancake Breakfast. Thank you Firefighter Rachel Hall for overseeing this event. Thank you for everyone's efforts with the Booth Inspections & Fireworks Inspections, Pancake Breakfast, First Aid Booth, EMS Bike, Children's Parade, Grand Parade, Grand Parade Judging, Family Fun Fest, Information Booth, and Fire Boat. It was a great weekend!

National Night Out

Thank you to Deputy Chief / Fire Marshal Messer & Debbie Jennings for staffing our LSF booth at National Night Out. Thank you to B Shift for being available to give tours throughout the event, and thank you to Laana Larson for helping coordinate the event. It was another fun competition between police and fire that evening, and the library presented us with two children's books for future reading events.

Coffee with the Chiefs

We had our monthly Coffee with the Chiefs event on Wednesday from 11am – Noon at the Frontier Village Starbucks. Another great opportunity to connect with community.

Upcoming Events:

Guns 'n Hoses Softball Challenge & BBQ Bash

Our Guns 'n Hoses Softball Challenge is scheduled for 6pm Thursday, August 18th at the LSHS Baseball Field. We will also have BBQ hotdogs starting at 5:30pm and proceeds will benefit the Lake Stevens Family Center. Throughout the game we will be accepting donations of colored markers and colored pencils for back to school families in need.

Back to School Resource Fair

The Back to School Resource Fair is scheduled for Saturday, August 27th from 10am – Noon at the LS Boys & Girls Club. This annual event is hosted by the Lake Stevens Family Center and last year we served over 350 Lake Stevens youth.

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

GOOD OF THE ORDER

Commissioner Elmore thanked Firefighter Rachel Hall for organizing the Pancake Breakfast and thanked everyone who helped out. He enjoyed working at the Lions Booth that weekend.

Vice Chair Steinruck commented it was great to be at the Pancake Breakfast both days and work the Rotary Booth, it was a great weekend. Thank you to everyone for what you did to help out.

Chairman Gagnon commented he enjoyed the opportunity to go out on the fire boat with Paramedic Dave Rayner.

Vice Chair Steinruck reminded the Commissioners to consider the upcoming WFCA Annual Conference in October.

EXECUTIVE SESSION

Chairman Gagnon requested an executive session to discuss the sale of real estate pursuant to RCW 42.30.110 (1) (c) for 10 minutes at 1800 hours with no anticipated action to follow. Executive session included Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore, and Chief O'Brien. Chairman Gagnon reconvened the open public meeting at 1810 hours and there was no action taken.

Chairman Gagnon reconvened the open public meeting and moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1810 hours.
Motion by Chairman Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

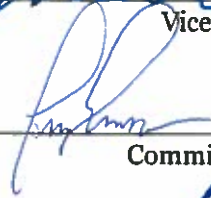
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



Chairman Paul Gagnon



Vice Chair Jim Steinruck



Commissioner Troy Elmore



Chief Kevin K. O'Brien