

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

September 1, 2016

1730 hours

## CALL TO ORDER

Chairman Gagnon called the meeting to order at 1731 hours.

## ROLL CALL

Chairman Gagnon, Commissioner Elmore, Chief O'Brien, Assistant Fire Marshal David Petersen, City Council Member Rauchel McDaniel, Broker Keith McKinney, Guest, and Communications Director/District Secretary Laana Larson.

Vice Chair Steinruck is an excused absence.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an executive session regarding the performance of a public employee for approximately 15 minutes.

## MINUTES

Minutes 16-08-17

Motion to approve the August 17, 2016 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Gagnon.  
Vote Passed. Vice Chair Steinruck is an excused absence.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers 1609001 through 1609034 in the total amount of \$30,813.28 as submitted.  
Motion by Chairman Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Passed. Vice Chair Steinruck is an excused absence.

Motion to approve Capital Vouchers 1609001 through 1609003 in the total amount of \$13,848.25 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Gagnon.  
Vote Passed. Vice Chair Steinruck is an excused absence.

Motion to approve Strategic Fund Vouchers 1609001 and 1609002 in the total amount of \$3,762.50 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Gagnon.  
Vote Passed. Vice Chair Steinruck is an excused absence.

### Adjusted August 2016 Payroll

Chief O'Brien commented the August 2016 Payroll was modified due to a PERS 3 and PERS 2 calculation error with the county, and the overtime for our Wildland Mobilization.

Motion to approve the adjusted August 2016 Payroll in the total amount of \$483,267.17 as submitted.  
Motion by Chairman Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Passed. Vice Chair Steinruck is an excused absence.

## Expense Reports

## CORRESPONDENCE

Thank You for Service  
Thank You for Assistance

**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

## **OLD BUSINESS**

### **Discussion**

#### **2016 WFCA Conference**

Chief O'Brien mentioned the upcoming WFCA Conference and asked the Commissioners to let us know if they would like to be registered.

#### **LSF Facilities Plan**

Chief O'Brien commented our architects with Lawhead are working on a contract and they have begun to assess Station 83.

#### **Strategic Planning Team Update**

Chief O'Brien commented our next Strategic Planning meeting will be 6pm Thursday, September 15, at the Conference Center. This will be an extension of our Commissioner Meeting that evening. Additionally, Dr. Pat Sikora will be meeting with our members during the week of Sept 12-16. Please let us know if you have time and would like to meet her.

#### **CRP Update**

Chief O'Brien commented we are working with our Community Resource Paramedic Craig Fisher and Deputy Chief Scott Dorsey to plan for a future presentation highlighting the progress of this program.

#### **Sale of Professional Building**

Chief O'Brien formally introduced Keith McKinney and commented we appreciate what he has done in helping with our leases and presenting an excellent proposal. The listing agreement has been reviewed by legal counsel Brian Snure and we would like to move forward with the agreement. Chief O'Brien confirmed he plans to move forward with the listing agreement as it is written.

Keith McKinney confirmed we have the title policies here now; and he will work on amending the joint use of maintenance agreement that is a part of this plat.

#### **Action**

None

## **NEW BUSINESS**

### **Discussion**

None

#### **Action**

None

## **CHIEF'S REPORT**

### **Training Consortium**

Chief O'Brien commented they had a great meeting with the training consortium, and everyone is excited about moving forward. We hope to have everyone under the same roof in January and Chief O'Brien mentioned he will invite our Union President to the next meeting to see if he has any concerns. We plan for our agreement to be open ended so that others are welcome to join.

### **Sno-Isle Commissioner Meeting**

The next Sno-Isle Commissioner Meeting is scheduled for this evening at 7:30pm and located at North County Regional Fire Authority Station 99 in Stanwood.

### **Guns 'n Hoses Softball Challenge Update**

Chief O'Brien thanked everyone for coming out to join us for a great game at the Guns 'n Hoses Softball Challenge. Lake Stevens Fire reclaimed the victory with a score of 16-9. We collected 3 overflowing boxes of markers, colored pencils and other school supplies. The BBQ raised just over \$400 and proceeds will benefit the LS Family Center. Thank you to Communications Director Laana Larson for coordinating this event with LSPD.

**Back to School Resource Fair Update**

Thank you to Communications Director Laana Larson for representing LSF at the Back to School Resource Fair. The LS Family Center hosted this event at the LS Boys & Girls Club and it is estimated that we served approximately 200 children. We focused on Smart 911 info, and all families went home with information, as the majority of families had not yet connected to this service.

**First Day Back to School Event**

The first day back to school in Lake Stevens is coming up, Wednesday September 7<sup>th</sup>. The schools look forward to our presence each year on the first day back to school, and thank you to Assistant Fire Marshal David Petersen for coordinating this event.

**Wildland Mobilization Update**

Battalion Chief Ray Kosiba just returned from Spokane, where he trained as a strike team leader. Firefighter Brian Kees traveled to Spokane with a crew from Mt. Vernon to help fight wildfires in Eastern Washington. Firefighter Jerry Aamold and Firefighter Garth Lervold served at the Deep Creek Fire Complex in Eastern Washington.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, September 15<sup>th</sup> at the Conference Center located at 10518 – 18<sup>th</sup> Street SE, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Elmore thanked everyone for their efforts, and he thanked Keith McKinney for traveling out so we could meet him.

Keith McKinney mentioned he is available as a resource for any info that would be needed moving forward, his data resources are extensive.

Chairman Gagnon thanked everyone for their hard work.

**EXECUTIVE SESSION**

Chairman Gagnon requested an executive session regarding the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 20 minutes at 1755 hours with no expected action to follow. Executive session included Chairman Gagnon, Commissioner Elmore, and Chief O'Brien.

Chairman Gagnon reconvened the open public meeting at 1815 hours and there was no action taken. The meeting moved forward with Adjournment.

**ADJOURNMENT**

Motion to adjourn the meeting at 1815 hours.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Gagnon.  
Vote Passed. Vice Chair Steinruck is an excused absence.

*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