

Board of Fire Commissioners Meeting Minutes

10518 – 18th Street SE, Lake Stevens, WA 98258

September 15, 2016

1730 hours

CALL TO ORDER

Chairman Gagnon called the meeting to order at 1738 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 Bruce Huston, Captain Shane Nelson, Assistant Fire Marshal David Petersen, Council Member Rauchel McDaniel, Dr. Pat Sikora, BERK Consultant Brian Murphy, BERK Consultant Claire Miccio, and Communications Director/District Secretary Laana Larson.

Strategic Planning Team Members: President Mike Eagle, Firefighter Rachel Hall, Firefighter Joe Mulligan, Battalion Chief Perry Putnam and Captain Ron Rasmussen. (This team also includes Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, and Communications Director Laana Larson.)

Community Leaders Advisory Committee: LSSD Superintendent Dr. Amy Beth Cook, Snohomish County Deputy Fire Marshal Dan Lorentzen, Mayor John Spencer, Interim City Administrator Mary Swenson, Dr. Ryan Keay with Providence Hospital, LSPD Sergeant Craig Valvick, LS Sewer District General Manager Michael Bowers, LS Chamber President Doug Warren, American Legion Representative Tony Morea, Rotary Representative James Monroe, Lions Representative Vince Christopherson, Kiwanis Representative Herb Singleton, Erik Ashlie with Senator Hobbs Office, Sno-Isle Libraries Director Chy Ross, Aquafest President Christine Egelstad, Lake Stevens Ledger Cory Stevens and Architect Frank Lawhead. (This committee also includes Commissioner Gagnon, Commissioner Steinruck, and City Council Member Rauchel McDaniel.)

ADDITIONAL AGENDA ITEMS

Reminder for Strategic Planning Workshop to begin at 6pm

MINUTES

Minutes 16-09-01

Motion to approve the September 1, 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 September 1st meeting.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1609035 through 1609072 in the total amount of \$74,762.71 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Capital Vouchers 1609004 and 1609005 in the total amount of \$6,742.92 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers 1609003 and 1609004 in the total amount of \$20,626.73 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Chief O'Brien thanked Captain Keith Terry, Battalion Chief Perry Putnam and A Shift for their work on bunker gear storage racks. Chief O'Brien also thanked Battalion Chief Bruce Huston and C Shift for procuring firefighting foam at an economical price.

Payroll

Motion to approve the September 2016 Payroll in the total amount of \$494,678.00 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Expense Reports

CORRESPONDENCE

Thank You from Lake Stevens School District

OLD BUSINESS

Discussion

2016 WFOA Conference

Commissioner Elmore commented he could be available starting the second day of the conference if the Commissioners would like to attend.

Chairman Gagnon commented he will be unable to attend the conference.

Vice Chair Steinruck commented he will let us know if he is able to attend.

Strategic Planning

- The District will engage in the first Strategic Planning Workshop with the internal Strategic Planning Team and the Community Leaders Advisory Committee

Chief O'Brien thanked everyone in attendance for supporting our Strategic Planning process and he is looking forward to great workshop this evening. He thanked Brian Murphy and Claire Miccio with BERK Consulting for joining us this evening and facilitating the strategic planning process.

Action

None

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Training Consortium

Chief O'Brien commented discussions are going well in regards to the Training Consortium. More and more districts are becoming interested. The next meeting will include a presentation by the Deputy Chief from Kent who will walk us through the South King model. This meeting is scheduled for September 20th from 10am – Noon in Everett.

Wildland Mobilization

Chief O'Brien commented that Battalion Chief Ray Kosiba and Captain Ron Rasmussen just returned from the Grand Coulee Dam.

City of Lake Stevens Update

Chief O'Brien thanked Administrative Director Leah Schoof for attending the City's staff meeting in his place this week.

City Council Member Rauchel McDaniel mentioned they had 80 people in attendance for their downtown planning meeting.

First Day Back to School Event

Chief O'Brien thanked Assistant Fire Marshal David Petersen for organizing the First Day Back to School event. He also thanked Administration and A Shift and B Shift for working this event and representing Lake Stevens Fire.

9/11 Remembrance Service

Chief O'Brien thanked those who were able to join us for the 9/11 Remembrance Service at Fire Station 81. This event is hosted by the American Legion Post 181 each year. This year's special guests were 4th and 5th graders from Mt. Pilchuck Elementary.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, October 6th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore thanked everyone for everything they are doing; it is great to see such a team effort. He is looking forward to the team setting the vision for our future.

Vice Chair Steinruck thanked Administration and the men and women in the field for what they do every day. He thanked everyone for going out on the first day back to school. He looks forward to our strategic planning process; and thanked everyone who is here to join us in the process.

Chairman Gagnon agreed with both Commissioner Elmore and Vice Chair Steinruck; he is excited to be here.

EXECUTIVE SESSION

None

Chairman Gagnon requested a break for 10 minutes at 1750 hours.

STRATEGIC PLANNING WORKSHOP

At 1800 hours Chairman Gagnon reconvened the open public meeting and the meeting moved forward with our Strategic Planning Workshop.

Chief O'Brien opened the Strategic Planning Workshop with introductions of everyone present, including the LSF Commissioners and guests, Community Leader Advisory Committee, and the Strategic Planning Team.

Chief O'Brien explained we reviewed our current Strategic Plan and determined it is time for a new plan; we have analyzed our service and asked the question if we are on the right track; and we have examined our finance and asked ourselves if LSF funding is appropriate for now and into the future.

Chief O'Brien mentioned Dr. Pat Sikora has been meeting with each shift to give us an internal organizational health check. We are also working on an external survey and plan to release this to the community in order to receive feedback about our services. Chief O'Brien commented everyone in the room tonight plays a critical role in helping us get things started.

BERK Consultant Brian Murphy explained the goals of this evening's workshop and throughout the strategic planning process with the following groups represented:

- Community Leader Advisory Committee
- Strategic Planning Committee
- BERK Consulting – Facilitates the strategic planning process
- Dr. Pat Sikora – Conducts an internal assessment and assists with engagement

BERK Consultant Claire Miccio facilitated a SWOT Discussion with the group. This discussion included the following topics:

- What are the organization's greatest strengths?
- What are the organization's greatest challenges?
- What are the opportunities to better serve our constituents?

Strengths:

- People
- Strong leadership
- Interagency cooperation and communication
- Community steadily growing
- Easy to work with, open to new ideas
- Strong relationship with the community
- Financial stability
- Good job of employee recognition
- Strong community for Lake Stevens
- Progressive and forward thinking / planning infrastructure
- Strong EMS
- Good internal camaraderie
- Quality equipment and well maintained
- Well trained
- Transparency
- Good programs in the schools for education
- Do a lot with what we have / efficiency
- Good labor management relationships
- Morale
- Response times to incidents is good
- Good communications, both internally and externally

Challenges:

- Growing community
- Traffic congestion and safety infrastructure
- Staffing required to serve a growing community
- Finances
- The lake divides the community geographically
- Pockets of intensity create geographic challenges
- Need for facilities and equipment for a growing community
- External threats / privatization / partnerships
- IT infrastructure
- Drugs and homelessness, community issues
- Participation from community volunteers
- Increase social media connections
- Unfunded mandates / health care
- Adapting to change culturally
- Height of future buildings
- Industrial area with hazardous materials creates a different dynamic
- Demographics and succession plan
- Educating the community about our services
- Emergency management of a large scale disaster

Opportunities:

Standard of Cover – How our services address the needs of the community

Presented by LSF

The growth of the community gives us the opportunity to improve our services to meet increased needs. Growth of population increases your number of alarms and could bring our services to another level. We definitely want to maintain our current level of our service.

Increase Partnerships – City agencies, school districts, county agencies, and surrounding jurisdictions

Presented by LSF

If we partner with bordering agencies they are less likely to take us over; and most often we can decrease costs when working together. An example would be the Training Consortium we are currently working towards. Essentially both public and private partnerships help us run more efficiently and more cost effectively.

Planning for Future Growth – Stay ahead of the growth and not fall behind

Presented by Community Leaders

Consider the location of new stations and existing stations and working together with the City. New resources may be needed as the City expands their UGA. The opportunity is to get ahead of the growth whether it is regarding coverage, partnerships, technology, or education; and expand services beyond fire prevention such as the new Community Resource Paramedic program.

Partnerships and Growing with the Community

Presented by Community Leaders

There is a significant opportunity for political unity. Each jurisdiction can try to accomplish something on their own or they can get together and pool their resources. We can approach Olympia with a much greater impact with a united approach rather than individually. The culture today is much better for coalition building.

Funding – Educate the community on what needs to happen and determine where the funding is going to come from

Presented by Community Leaders

We need to seek out grants and write them; as we search for alternative sources of funding. It would be nice to see more of the department get involved in the community in regards to outreach, all levels of staff.

Mayor John Spencer commented the potential of height growth of incoming buildings creates an opportunity to work with the City even better and those who write the permits for these incoming buildings. We would like to try and reduce the time it takes to get permitted with all licensing organizations working together. It would be great to have a virtual one stop permit process in the future.

BERK Consultant Brian Murphy led the discussion on mission, vision, and values.

Chief O'Brien commented we have created a brief survey that we are going to send out to our community, and he asked everyone present to complete our beta survey and let us know if there are any concerns about the questions. Chief O'Brien concluded the meeting by thanking everyone for their time this evening.

ADJOURNMENT

Motion to adjourn the meeting at 1955 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