

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

October 20, 2016

1730 hours

CALL TO ORDER

Chairman Gagnon called the meeting to order at 1732 hours.

ROLL CALL

Chairman Gagnon, Vice Chair Steinruck, Commissioner Elmore via conference call, Chief O'Brien, Deputy Chief / Fire Marshal Messer, Administrative Director Leah Schoof, AFM David Petersen, City Council Member Raichel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 16-10-06

Motion to approve the October 6, 2016 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1610046 through 1610081 in the total amount of \$95,288.37 as submitted.
Motion by Chairman Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Capital Vouchers 1610005 through 1610010 in the total amount of \$24,001.08 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers 1610004 and 1610005 in the total amount of \$18,649.79 as submitted.
Motion by Chairman Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Payroll

Motion to approve the October 2016 Payroll in the total amount of \$468,096.58 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Board for Volunteer Firefighters Voucher

Administrative Director Leah Schoof confirmed the Board for Volunteer Firefighters approves and pays the invoice. This is a one-time reimbursement for one of our members, and we simply need signatures from the Chairman of the Board and District Secretary in order to move forward with the process.

Expense Reports

CORRESPONDENCE

Thank You for Service

LAKE STEVENS

"Touching Lives Today - Planning for Tomorrow"

FIRE

Phone: 425.334.3034
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www.lsfire.org

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

Strategic Planning

Chief O'Brien commented we have scheduled our second organized strategic planning meeting for the first week of November. We are receiving good feedback from our survey; and BERK Consulting has been great to work with. Dr. Pat Sikora has issued her report and we are reviewing it internally.

Budgeting Process

Administrative Director Leah Schoof commented this is the final week of our budgeting process and everyone has worked really hard. We are working the budget along with our Strategic Plan and Capital Plan with a focus on safety and our community. We look forward to presenting it at the first Commissioner meeting of November and plan for adoption at the second Commissioner Meeting of November. Do we want to consider an additional meeting in between the first and second regular Commissioner Meetings?

Chief O'Brien commented we will send out a press release for the Budget Presentation at our November 3rd Commissioner Meeting. If there are additional budget questions to address at the second meeting in November, at that time we can schedule an additional meeting for adoption of the Budget.

Capital Facility Update

Chief O'Brien commented he is working with Frank Lawhead on his contract and we are moving forward. Our plan is to have three people at Station 83 by January 1st.

Sale of Professional Building

Chief O'Brien commented the Professional Building is still on the market. There has been some activity, though nothing new to report at this time.

Communications Consulting Agreement with Liz Loomis Public Affairs

Chief O'Brien commented we have been in touch with Liz Loomis and we recognize the funding needs. We have been proactively looking at a potential levy lid lift and potential bond measure in the next year or so; and to be sure we are messaging correctly Liz will help us with the education process so that it is very clear for our community. Liz submitted a very detailed proposal; and recently she submitted a consulting agreement and scope of work that mirrors her proposal. She has a great track record with District 7, and Chief Silva gives her great reviews. Legal Counsel Brian Snure has reviewed her agreement and we recommend it. This contract would begin November 1, 2016 and expire November 30, 2017. Her fee is \$4000 per month and we have the funds budgeted in our Strategic Fund. We request approval to execute the contract with Liz Loomis.

Motion to authorize Chief to enter into the contract with Liz Loomis as submitted, not to exceed \$52,000.

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

Vote Unanimous.

Training Consortium Update

Chief O'Brien commented the Training Consortium continues to move forward; we just recently had a meeting in Snohomish. We now have an administrative committee that will determine the details of the necessary costs to make this happen. We have reached out to all fire districts within Snohomish County and so far our key participants include Everett Fire, Lake Stevens Fire, Marysville Fire, Fire District 7, Arlington Fire, North County Fire, Camano Island Fire, Mukilteo Fire, Fire District 1, and Lynnwood Fire. Additionally Snohomish Fire has shown some interest. It is great working together with everyone!

Community Resource Paramedic Update

Chief O'Brien commented we met with Fire District 7 and Community Resource Paramedic Craig Fisher a couple weeks ago including Chief Silva, Deputy Chief Huff, Chief Meek and Chief O'Brien. Craig is enjoying the job and he has been very busy. Recently he has been working with one of our patients that we see on a regular basis. We are asking him to attend a Commissioner meeting next month to provide some data and let us know how things are going.

Vice Chair Steinruck commented it would be nice to receive a quarterly CRP update. If he is unable to present it in person, then it would be helpful to receive something in writing that would provide the data and show current trends.

Commissioner Elmore commented he would be okay with a written summary provided every six months after the initial introduction. We don't want operations to report directly to the Commissioners.

Chief O'Brien confirmed we can provide the Commissioners with the data.

Vice Chair Steinruck commented this is the only way we will know if the program is truly making a difference.

Chief O'Brien commented we would like CRP Craig Fisher to come to a Commissioner Meeting and so the Commissioners can meet him and we want the data as well.

Action

None

NEW BUSINESS

Discussion

Honorary Member

Chief O'Brien suggested Dr. Amy Beth Cook for our Honorary Member this year. She clearly supports our mission of safety and creating a stronger community. Carving out curriculum time for our prevention programs in the Lake Stevens schools is a huge deal and we appreciate her support. She has also actively supported our hiring process and strategic planning process.

The Commissioners agreed to make Dr. Amy Beth Cook our next Honorary Member.

Chief O'Brien confirmed we will honor her at our upcoming District Banquet.

Sno-Isle Commissioner Meeting

Chief O'Brien commented we will be hosting the November 3rd Sno-Isle Commissioner Meeting at the Conference Center. Refreshment is planned for 7pm and the meeting begins at 7:30pm. Our guest speakers are from Seattle Fire with a presentation on Firefighter Suicide Prevention. We need to determine what type of refreshment we want to provide.

The Commissioners agreed they would like to provide a meal for this meeting.

Revenue Planning Committee

Chief O'Brien commented he recommends that we form a Revenue Planning Committee including staff, our Union President and a Commissioner. He is working with Liz Loomis and getting feedback from our Strategic Planning Team. The goal would be to meet once a month, at a time that works best for everyone. We would like to have Commissioner representation as we review our levy options and make a recommendation of where we need to go.

Chairman Gagnon commented this is a great idea.

Vice Chair Steinruck commented his schedule would not allow him to meet earlier in the day prior to the regular Commissioner Meetings.

Chairman Gagnon offered to be on this committee.

Chief O'Brien commented our first meeting will be with Liz Loomis.

Action

None

CHIEF'S REPORT

City of LS Update

Rauchel McDaniel commented the City will be hosting their City Administrator Reception on Wednesday evening, October 26th at the Community Center.

Paramedic Testing

Chief O'Brien commented we have five applicants for entry level paramedic testing who went through the written test on Monday and the Assessment Center on Wednesday. Our plan is to hire one paramedic to replace the position for Nick Harris who retired. We will be interviewing the top three candidates on Monday.

Annual District Banquet Reminder

The Annual District Banquet is scheduled for Friday evening, November 18th. Please remember to RSVP with Debbie Jennings if you can join us. Chairman Gagnon confirmed that he plans to attend.

Chamber Political Candidate Forum for Community

The Chamber will be hosting one more political candidate forum at the Conference Center, and this is open to the community. It is scheduled for 6:30pm Wednesday, October 26th.

Upcoming City Administrator Interviews

Chief O'Brien commented he will be participating in the City Administrator Interviews on Thursday, October 27th.

Annual Halloween Festival

The Annual Halloween Festival is scheduled for Monday, October 31st from 5:30pm – 8pm downtown Lake Stevens. Lake Stevens Fire will lead the children's costume walk from the Boys & Girls Club to Main Street in front of Jay's Market and we will have a booth on Main Street to distribute our prevention cards along with candy.

Dungeness Crab Feed

The Lake Stevens Lions Club will be hosting their annual Crab Feed on Saturday, November 5th from 4:30pm – 7pm at North Lake Middle School. Tickets are \$30 per person, and it is all you can eat.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, November 3, 2016 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Chairman Gagnon commented keep doing what you are doing. Thank you for all the work going into the budget.

Commissioner Elmore thanked everyone for their efforts.

Vice Chair Steinruck thanked everyone for all that they do. He appreciates our relationship with the City and thanked Raichel McDaniel for attending our meetings.


EXECUTIVE SESSION

None


ADJOURNMENT

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

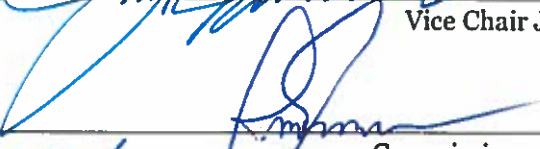
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.




 Chairman Paul Gagnon



 Vice Chair Jim Steinruck



 Commissioner Troy Elmore



 Chief Kevin K. O'Brien