

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

November 3, 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 Bruce Huston, President Mike Eagle, AFM David Petersen, Captain Ron Rasmussen, Firefighter Mike Snyder, Firefighter Rachel Hall, Paramedic Jim Gilden, Firefighter Sean Dahl, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

### **Minutes 16-10-20**

Motion to approve the October 20, 2016 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Chairman Gagnon.  
Vote Unanimous.

## FINANCIAL REPORT

### **Vouchers**

Motion to approve Expense Vouchers 1611001 through 1611034 in the total amount of \$29,317.08 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

Motion to approve Capital Vouchers 1611001 and 1611002 in the total amount of \$2,078.86 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Voucher 1611001 in the total amount of \$1,050.00 as submitted.  
Motion by Chairman Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## **Expense Reports**

Administrative Director Leah Schoof explained line item 522.10.44.005 for the Awards Banquet is 14% in negative, as more people have registered for the banquet than we anticipated. This amount will be offset by the amounts contributed for guests.

## **2017 Budget Presentation**

- 2017 Strategic Objectives and Planning
- General Expense Fund Budget
- 2017 Capital Plan
- 2017 Capital Project Fund Budget
- 2017 Strategic Fund Budget
- 2017 Emergency Contingency Fund Budget

**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

Chief O'Brien commented we are looking forward to presenting the proposed 2017 Budget. He thanked Administrative Director Leah Schoof for her leadership and hard work in this area. He also thanked Deputy Chief Huff and Deputy Chief Messer for their efforts; and thanked the crews for their input. A lot of work has gone into this process; and we have had to make decisions on what to include and what not to include.

The 2017 Budget focuses on the following:

- Supports current level of service to the citizens
- Focuses on firefighter safety
- Prepares us to meet an increasing demand for service
- Fiscal responsibility

Chief O'Brien reviewed our Decision Based Criteria:

- How does the decision address the community and departmental safety?
- How does it improve operational efficiency?
- What alternatives have been considered?
- Is the cost justified, with funding available, and is it sustainable?
- How does it reflect the needs of the community?
- With which strategic plan objective is it aligned?
- Is it transparent to department members, community members, and the Board of Commissioners?

Highlights of 2016 include:

- Increased staffing with the hiring of one paramedic and two firefighters
- Promoted three new captains to improve safety and supervision at Station 83
- Hired a Deputy Chief / Fire Marshal to enhance community safety
- Supported the community by jointly providing a Community Resource Paramedic with our neighboring fire districts to improve patient care and reduce 911 alarms
  - Improve the patient experience of care (including quality and satisfaction)
  - Improve the health of populations
  - Reduce the per capita cost of healthcare
- Bunker racks, fire hose, replacement of turnout gear (10 sets), Blue Card training equipment, command vehicle, Fire Marshal vehicle, Training Chief vehicle, video laryngoscopy equipment
- Supported six wildland fire deployments, supporting our neighbors affected by wildland fires

Influential factors for the 2017 Budget include:

- Alarm volume
- Firefighter safety and health
- Growth and development

Administrative Director Leah Schoof reviewed Fund Planning along with projected revenues and projected expenses:

- Capital Fund Plan
- Strategic Fund Plan
- Operational Fund Plan
- Emergency Contingency Fund Plan

Chief O'Brien reviewed long term objectives and short-term actions:

- Strategic and Operational Planning
- Stations: Renovation / Rebuild
- Sustainable Funding
- Enhanced Communication

Chief O'Brien reviewed 2017 Capital Plan Highlights and he thanked Deputy Chief Huff for his efforts in this area.

Chairman Gagnon commented he is happy to see the second set of bunker gear in the budget for our crews.

Commissioner Elmore commented there are times when ballistic vests will improve safety for the crews during certain situations.

Chief O'Brien commented this year we have a lot of planning to do and it is really exciting. The City of Lake Stevens has a lot of exciting projects going on as well.

Vice Chair Steinruck asked about the power stretchers. He recognizes it will be safer for our employees as well as the patient, and he just wants to confirm the need for five stretchers when considering the dollar amount.

Chief O'Brien commented having been in the business there are some patients who are very challenging to lift. The cost of the stretcher is relatively low when compared to the cost of an injury to one of our members. If we can do our best to limit injuries; it will help our people do their job and be more efficient in the field.

Firefighter Rachel Hall commented that Marysville Fire uses the system as well; and the ability to vary the heights is very convenient when moving a patient from the sitting position. It takes zero lifting for the members to get patients in the rig once they are on the stretcher.

Deputy Chief Huff confirmed these stretchers will go on all first out medic/aid units.

Commissioner Elmore commented these stretchers will reduce the chance of injury in the field for our members.

Chairman Gagnon commented Everett Fire has started using these as well. It is very proactive and it makes sense for our members.

## **CORRESPONDENCE**

None

## **OLD BUSINESS**

### **Discussion**

#### **Strategic Planning**

Chief O'Brien commented we had our second meeting on November 1st with our Strategic Planning Team and it is really impressive to see everyone working together. We have also reviewed Dr. Pat Sikora's report. In regards to our Community Survey, so far we have received 600 surveys. We still have a few hard copies to enter. Additionally we selected five stakeholders for BERK to interview, and we have received some good feedback.

#### **Capital Facility Update**

Chief O'Brien commented we are working on contract with Frank Lawhead; and hope to execute the contract at our next Commissioner Meeting.

#### **Revenue Planning Committee**

Chief O'Brien commented we met this week with Liz Loomis; and we are working on a plan for the next year.

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

Chief O'Brien commented there is nothing new to report regarding the sale of the Professional Building at this time. We are working with Keith McKinney regarding our leases for that building.

#### **Training Consortium Update**

Chief O'Brien commented we continue to move forward with the Training Consortium. Everett Fire, Marysville Fire and Lake Stevens Fire are looking forward to working together on this project.

#### **CRP Update**

Community Resource Paramedic Craig Fischer is unable to be here this month and he is planning to attend our first Commissioner Meeting in December.

### **Action**

None

## **NEW BUSINESS**

### **Discussion**

None

### **Action**

None

## **CHIEF'S REPORT**

### **City of LS Update**

City Council Representative Raichel McDaniel mentioned the City recently had City Administrator interviews and continues to move forward with the sub area planning.

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

We will be hosting the Sno-Isle Commissioner Meeting tonight at the Conference Center, with dinner at 7pm and the meeting at 7:30pm. The speakers will be from Seattle Fire with a presentation on Firefighter Suicide Prevention.

### **Education Grant**

Please let us know if you would like to apply for this Commissioner Education Grant.

### **Paramedic Testing**

Chief O'Brien commented we had a great testing process for paramedic. We are looking at three candidates and expect to offer a job to one of them very soon. He thanked Deputy Chief Huff for putting this together.

### **Halloween Event**

Thank you to B Shift for leading the costume walk with the engine and representing LSF at our booth on Main Street. We saw over 325 children during this event.

### **Lion's Club Crab Feed**

The Lion's Club Crab Feed is scheduled for Saturday, November 5<sup>th</sup> from 4:30pm – 7pm at North Lake Middle School. It is \$30 per ticket and all you can eat.

### **Annual District Banquet Reminder**

Our Annual District Banquet is scheduled for Friday evening, November 18<sup>th</sup>.

Our next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, November 17<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

## **GOOD OF THE ORDER**

Commissioner Elmore commented he is encouraged by positive words spoken within our community about Lake Stevens Fire.

Vice Chair Steinruck commented it is outside our District that people feel that way as well. He hears from others that Lake Stevens Fire has a great reputation. He thanked everyone for the hard work that has gone into the budget and he thanked Leah Schoof for leading these efforts. He commented we appreciate the quality product.

Chairman Gagnon thanked everyone for their efforts; and he especially appreciates the Capital Plan. He is happy to be here.

Chief O'Brien thanked the Commissioners for caring and he thanked the crews for their positive interaction with our community.

Firefighter Mike Snyder enjoyed our participation downtown on Halloween and at the fire station with trick or treaters. He commented he is proud to be a part of this organization.

Captain Ron Rasmussen commented it is hard to find a place where you can look forward to coming to work, and that is what we have here.

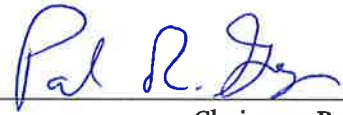
## **EXECUTIVE SESSION**

None

## **ADJOURNMENT**

Motion to adjourn the meeting at 1815 hours.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

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



---

Chairman Paul Gagnon

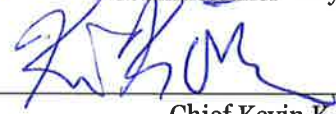
---

Vice Chair Jim Steinruck



---

Commissioner Troy Elmore



---

Chief Kevin K. O'Brien