

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

December 15, 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/Fire Marshal Messer, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, Community Resource Paramedic Craig Fischer, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Expense Budget Deficit Report has been added to Financial Report.

## MINUTES

Minutes 16-12-01

Motion to approve the December 1, 2016 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

## FINANCIAL REPORT

### Investment Report

#### Vouchers

Motion to approve Expense Voucher 1612022 in the total amount of \$3,086.57 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Expense Vouchers 1612023 through 1612078 in the total amount of \$97,846.36 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

Motion to approve Capital Vouchers 1612006 through 1612015 in the total amount of \$263,972.10 as submitted.  
Motion by Chairman Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers 1612002 and 1612003 in the total amount of \$5,512.57 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Gagnon.  
Vote Unanimous.

#### Payroll

Motion to approve the December 2016 Payroll in the total amount of \$472,265.41 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

#### Expense Reports

##### Expense Budget Deficit Report

Administrative Director Leah Schoof commented we still have payroll and benefits so there may be a few more changes to this Deficit Report in January. The purpose of this report is transparency.

**LAKE STEVENS**

*"Touching Lives Today ~ Planning for Tomorrow"*

**FIRE**

Phone: 425.334.3034  
Fax: 425.334.6981  
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

Chief O'Brien thanked Leah for the Deficit Report.

## **CORRESPONDENCE**

Thank You for Service

## **OLD BUSINESS**

### **Discussion**

#### **Strategic Planning Update**

Chief O'Brien commented our next Strategic Planning team meeting will be January 19<sup>th</sup> or possibly January 20<sup>th</sup>. We have some work to do for BERK Consulting and we look forward to discussing this further next month. Chief O'Brien commented he hopes to have a draft for review in February.

#### **Capital Facility Update**

Chief O'Brien commented we have spent a good amount of time reviewing our contract with Lawhead Architects and it has been reviewed by Legal Counsel Brian Snure. Chief O'Brien requested approval to move forward with Lawhead Architects.

Motion to authorize Chief to sign the contract with Lawhead Architects as submitted.  
Motion by Chairman Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Chief O'Brien commented we have an opportunity ahead of us and he thanked the Commissioners for their support.

#### **Community Resource Paramedic Update**

Community Resource Paramedic Craig Fischer thanked the Commissioners for having him join tonight's meeting and apologized for missing the last meeting. He asked if there are any questions on the Community Resource Paramedic report.

Chief O'Brien thanked Craig for joining us this evening; and commented we are just looking to see how things are going for him in this role.

CRP Craig Fischer reviewed his draft report reflective of service during the timeframe of October 2015 through November 2016. There have been 98 referrals and 49 patients have received at least one home visit. There has been a reduction in call volume over 52% for 29 patients; and the cost savings for our districts is approximately \$84,364 for those 29 patients. 30% of the people we see are in Lake Stevens; and second in call volume is Monroe.

Chief O'Brien thanked CRP Craig Fischer for his efforts.

Vice Chair Steinruck offered to help CRP Craig Fischer connect with Providence Hospital and help build a partnership in this area.

Chief O'Brien reviewed an email from CRP Scott Koch, where he was recently mentioned in an obituary for his dedicated efforts as Community Resource Paramedic with the patient.

#### **Local 3235 Collective Bargaining Agreement**

Chief O'Brien commented we have reached a tentative agreement on the collective bargaining agreement. Right now it is with the Local and they are in the process of voting. We hope to have an answer by next week; and we may ask for a Special Meeting to adopt a contract before the end of the year.

#### **Information Technology Assessment**

Chief O'Brien commented we met with IS Outsource and City Administrator Mary Swenson to review their report for the District. The report discusses areas for improvement; and identified that our Fire District systems are different from the systems of the City. This is probably a good time for us to make a change that will work best for everyone; and we plan to send a letter to Mary Swenson and have the discussion about how we move forward from here.

Commissioner Elmore commented he appreciates the comprehensive report.

Vice Chair Steinruck asked how our concerns about ISO have been addressed.

Chief O'Brien commented the report took too long to develop; however it still talks about real issues and the areas we need to address. Our systems are becoming more and more complex.

Vice Chair Steinruck asked how this will influence how projects get done for LSF moving forward.

Chief O'Brien commented we will decide how to move forward. We don't have to work with ISO; although other fire districts are very happy with them. We will continue to keep you updated throughout the process and we will continue to share an excellent partnership with the City.

**Action**

None

**NEW BUSINESS**

**Discussion**

None

**Action**

**2017 Commission Chair Positions**

Motion to appoint Commissioner Steinruck as Commission Chair for 2017.  
Motion by Chairman Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to appoint Commissioner Gagnon as Vice Chair for 2017.  
Motion by Commissioner Elmore and Vice Chair Steinruck.  
Vote Unanimous.

**CHIEF'S REPORT**

**Website Update**

Chief O'Brien commented we are working on updating our website and he thanked Deputy Chief / Fire Marshal Messer for his help with this project. Our website committee will be working with Liz Loomis to develop a plan for the new site.

**Sno-Isle Commissioner Meeting**

Chief O'Brien mentioned we now have the Sno-Isle Commissioner Meeting schedule for 2017 and Lake Stevens Fire is scheduled to host on Thursday, May 4<sup>th</sup>. Our invoice for annual dues has been submitted for payment.

**Revenue Planning**

Chief O'Brien commented that Revenue Planning is going well and there will be more to come next month.

**Snure Seminars**

Please let us know if you'd like to attend any of the upcoming Snure Seminars.

**City of Lake Stevens Update**

City Council Member Raichel McDaniel commented over 600 building permits have come in this year for Lake Stevens. Interviews for the 7<sup>th</sup> City Council position are scheduled for the 20<sup>th</sup>; and all letters of intent were due today.

Chief O'Brien commented it was good to see both our Fire Marshal and Assistant Fire Marshal attending the City Meeting this week. We are looking at potentially leasing some space from the City for our mechanic, possibly in July of next year.

**New Medic Unit / New Engine**

Chief O'Brien commented the new ambulance is here and we expect the new engine in approximately six weeks.

**Recent Donation**

Chief O'Brien commented we recently received a generous donation, from someone who would like to remain anonymous. Thank you to Deputy Chief Huff who works on these details behind the scenes for our department.

**Dispatch Newsletter**

Our Dispatch Newsletter was delivered to the Post Office on Wednesday; and we are planning for two Dispatch newsletters in 2017 as a direct mailing.

**Chamber Gala**

Thank you to those who joined us at the Chamber Gala!

**Dickens Fair**

Chief O'Brien thanked Firefighter Adam Blue and Firefighter Christie Pater for representing LSF at our booth at the Dickens Fair this month.

**14<sup>th</sup> Annual Tips for Firefighters**

Chief O'Brien thanked our Lake Stevens community for their support at the 14<sup>th</sup> Annual Tips for Firefighters. There was over \$5000 in donations received and this will provide Christmas for 70 youth within our Lake Stevens community. Thank you to Firefighter Pat Cook for organizing this event each year and this evening they are purchasing the gifts.

**Delivery of Santa**

Chief O'Brien thanked C Shift for working with the Kiwanis and delivering Santa downtown Lake Stevens for the annual tree lighting.

Chief O'Brien wished everyone a nice holiday.

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

**GOOD OF THE ORDER**

Chairman Gagnon commented he was so sorry to hear about one of our members losing a family member this month and he is thinking about him. He thanked everyone for their efforts over the past year.

Vice Chair Steinruck thanked everyone this month for their community involvement; we have great visibility in the community and we appreciate Ixtapa and their support of Tips for Firefighters each year.

Commissioner Elmore commented it has been a great year and he is looking forward to next year. It is good to see our involvement in the community.

Assistant Fire Marshal David Petersen thanked everyone for supporting community risk reduction; it is good to see our total fire loss percentage is down 25% in comparison to last year. He requested the Commissioners consider that we say the pledge of allegiance at the beginning of each Commissioner Meeting and thanked the Commissioners for the opportunity to be here.

Chairman Gagnon requested a 15 minute break at 1830 hours.

**EXECUTIVE SESSION**

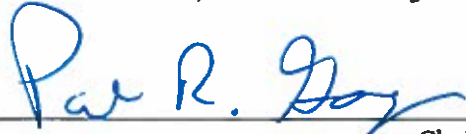
Chairman Gagnon requested an executive session regarding contract negotiations pursuant to RCW 42.30.140 (4) (a) for 10 minutes at 1845 hours with no expected action to follow. Executive session included Chairman Gagnon, Vice Chair Steinruck, Commission Elmore and Chief O'Brien.

Chairman Gagnon reconvened the open public meeting at 1855 hours and there was no action taken. The meeting moved forward with Adjournment.

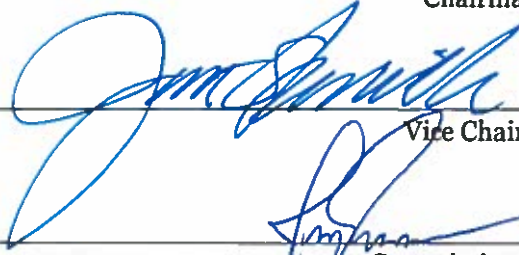
**ADJOURNMENT**

Motion to adjourn the meeting at 1855 hours.  
Motion by Commissioner Elmore and 2<sup>nd</sup> 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