

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 5, 2017

1730 hours

## CALL TO ORDER

Chairman Steinruck called the meeting to order at 1730 hours.

## ROLL CALL

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

## ADDITIONAL AGENDA ITEMS

Reminder of member recognition at 6pm, calls permitting. Chief O'Brien requested two items for New Business Discussion: Pledge of Allegiance and New Fire Code.

## MINUTES

Minutes 16-12-15

Motion to approve the December 15, 2016 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers 1701001 through 1701034 in the total amount of \$45,636.01 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Capital Vouchers 1701001 and 1701002 in the total amount of \$93,142.75 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Voucher 1701001 in the total amount of \$1,035.62 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

### Expense Reports

Administrative Director Leah Schoof explained the following two line items:

- 522.22.51.001 Special Ops Assessment is down to 4% as this is a one time expense.
- 522.26.41.002 Medical Program Director is down to 0% as this is an annual fee that has been paid.

## CORRESPONDENCE

Thank You for Service

Thank You from Hawkins House

Thank You from Lake Stevens Family Center

## OLD BUSINESS

### Discussion

### Strategic Planning Update

Chief O'Brien commented we are moving forward. Our teams are working together on their projects and our next team meeting is January 20<sup>th</sup>. We will have one additional meeting with our facilitator in February.

*"Touching Lives Today - Planning for Tomorrow"*

**LAKE STEVENS**  
**FIRE**

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Fire Commissioners:  
Troy Elmore, Paul Gagnon, Jim Steinruck  
Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

### **Capital Facility Update**

Chief O'Brien commented we are moving forward with Lawhead Architects and we have scheduled our first meeting with them on January 10th regarding temporary and long-term improvements. The key focus is Station 83 and we now have three people stationed at Station 83, 24 hours per day.

### **Training Consortium Update**

Chief O'Brien commented things are going well with the Training Consortium. We had an administrative board meeting this week and we are working on an interlocal agreement and an MOU. We are trying to keep it simple and appreciate Everett Fire Department helping spearhead the project. There will be more to come.

Chief O'Brien reviewed why we are creating a Snohomish County Training Consortium and how we will work together.

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

Chief O'Brien commented we had reached a tentative agreement with the Local, and unfortunately it did not pass with two separate votes. We will be meeting with the negotiations team at the end of the month and will continue our work on this.

### **Professional Building Leases**

Chief O'Brien commented we are moving forward on adjusting our leases for the Professional Building to address market condition; doing our due diligence and working with our real estate agent. He requested further discussion in executive session.

### **Action**

None

## **NEW BUSINESS**

### **Discussion**

#### **Locution Station Alerting**

Chief O'Brien commented that locution is a project we have budgeted for 2017. This will be an upgrade to our station alerting and it is compatible with New World dispatch. This will improve our turnout time and thank you to Deputy Chief Messer who is coordinating this project.

Deputy Chief/Fire Marshal Messer commented the system is Prime Alert Station IT by locution. It will send the dispatch directly as soon as the dispatcher hits send.

Chief O'Brien commented we need to consider what we can control in our emergency response, and our turnout time is one of the few things we have control over.

#### **Sno-Isle Fire Commissioners Banquet**

Chief O'Brien asked the Commissioners to please let us know if they would like to be registered for the Sno-Isle Fire Commissioners Banquet scheduled for 6pm Saturday, January 28<sup>th</sup> at the Gleneagle Golf Course.

#### **Pledge of Allegiance**

Chairman Steinruck commented he would like the Pledge of Allegiance to be part of our standing agenda. Are there any additional thoughts?

Commissioner Elmore commented he doesn't have strong feelings either way. Some would want to participate with this and others do not. It comes down to how we feel about it; it is an option. This topic can be controversial for some people; and it would be nice to include everyone present in this decision.

Chairman Steinruck commented we have other fire service ceremonies where we have the flag present and say the Pledge of Allegiance.

Vice Chair Gagnon commented he could go either way, although he is leaning in favor of it.

Chief O'Brien commented this is a great country; and we are fortunate to be here. It is nice to have the Pledge of Allegiance for our big events.

Commissioner Elmore commented it is interesting to note that we are one of the few countries that actually salutes a flag. It is a unique culture.

Chairman Steinruck commented it is up to the individual whether they want to partake in it. He mentioned he does feel strongly about this, and would like us to do the pledge at the beginning of each Commissioner Meeting. Each individual can choose whether they want to participate.

Commissioner Elmore suggested that members bring it up through their chain of command if they have strong concerns. We can vote on this at our next Commissioner Meeting.

## **Action**

### **Membership Recognition**

At 1800 hours, the open public meeting moved to the upstairs lobby area to recognize two of our members:

- Captain Oath of Commitment for Augie Cardona
- Firefighter Oath of Commitment for Cody Chester

Chief O'Brien administered oaths and Commissioners presented their framed certificates.

Chairman Steinruck requested a 15 minute break for refreshment at 1810 hours.

Chairman Steinruck reconvened the open public meeting at 1825 hours and continued with New Business Discussion / New Fire Code.

## **New Business Discussion Continued**

### **New Fire Code**

Deputy Chief/Fire Marshal Messer explained our state building code council has updated to the 2015 International Fire Code. Our existing city fire code was not broken, we simply outgrew it. We are updating the city code to come into compliance with state building code council mandates.

Deputy Chief/Fire Marshal Messer reviewed Fire Safety Inspections in the City of Lake Stevens and summarized the fire code updates.

The performance of fire safety inspections by Lake Stevens Fire is a critical component to community risk reduction that is directed at keeping people healthy, businesses thriving and property and the environment unharmed.

Commissioner Elmore asked if we know the percentage of compliance for knox boxes.

Deputy Chief/Fire Marshal Messer commented we have no compliance data as of yet. We will have this data for reference after we get through the first year.

Vice Chair Gagnon commented we appreciate your customer service attitude and letting businesses know what they are doing right.

Deputy Chief/Fire Marshal Messer commented we need to work together. The updated fire code will be presented to the Lake Stevens City Council on January 10<sup>th</sup> for adoption. Both Chief O'Brien and Deputy Chief/Fire Marshal Messer will be present to address any questions by council.

## **CHIEF'S REPORT**

### **City of Lake Stevens Update**

Chief O'Brien commented he met the new City Administrator, Gene Brazel, and looks forward to working with him.

City Council Member Rauchel McDaniel commented they appointed Gary Petershagen to their open City Council position.

### **Coffee with the Chiefs**

The next Coffee with the Chiefs has been scheduled for 10am Friday, January 27<sup>th</sup> at the Frontier Village Starbucks.

### **Legislative Day 2017**

Chief O'Brien asked the Commissioners to please let us know if they'd like to register for Legislative Day this year. This event is scheduled for Thursday, January 26<sup>th</sup> in Olympia and the event fee is \$80 per person. This year there will be a free pre-event webinar to learn about our current legislative issues, and this is scheduled for Wednesday January 11<sup>th</sup> from 10-11am.

Chief O'Brien plans to attend, and both Vice Chair Gagnon and Commissioner Elmore are unable to attend. Chairman Steinruck will check his calendar to see if he might be available.

**Happy New Year!**

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, January 19<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Vice Chair Gagnon commented the year 2016 was excellent because of our team, and he looks forward to the New Year.

Commissioner Elmore commented last year was a great year. There is so much positive and he is looking forward to another great year.

Chairman Steinruck thanked our members for all they do. We have lots of work ahead of us and we can do it.

**EXECUTIVE SESSION**

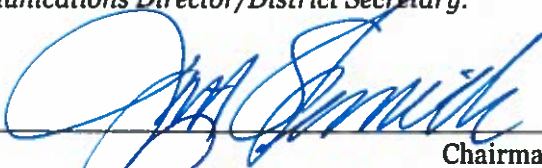
Chairman Steinruck requested an executive session regarding contract negotiations pursuant to RCW 42.30.140 (4) (a) and real estate pursuant to RCW 42.30.110 (1) (c) for 20 minutes at 1855 hours with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Chief O'Brien and Deputy Chief Huff. Commissioner Elmore was unable to stay for the executive session.

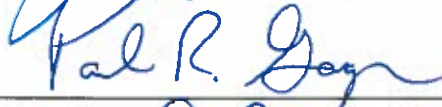
Chairman Steinruck reconvened the open public meeting at 1915 hours and there was no action taken. The meeting moved forward with Adjournment.


**ADJOURNMENT**


Motion to adjourn the meeting at 1915 hours.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed.

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

  
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Chairman Jim Steinruck

  
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Vice Chair Paul Gagnon

  
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Commissioner Troy Elmore

  
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Chief Kevin K. O'Brien