

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 19, 2017

1730 hours

## CALL TO ORDER

Chairman Steinruck called the meeting to order at 1731 hours.

## ROLL CALL

Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Captain Ron Rasmussen, Captain Mike Eagle, Firefighter Garth Lervold, Firefighter Marck Fujiwara-Herbert, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested two additional items for this evening's agenda:

- CRP Presentation by Deputy Chief Scott Dorsey
- Locution Station Alerting System

## COMMUNITY RESOURCE PARAMEDIC (CRP) PRESENTATION

Chief thanked Deputy Chief Scott Dorsey for joining us this evening to review the Community Resource Paramedic program.

Deputy Chief Scott Dorsey commented he has presented this information to his Commissioner Board of 10, and he appreciates the opportunity to present this to the Lake Stevens Fire Commissioners as well. This partnership started with three organizations and now we are two organizations since two of these agencies have merged together. We have been more effective partnering together. He reviewed the Triple Aim of Healthcare: improving patient care, reducing per capita cost of care, and improving access to care. He reviewed the CRP report prepared by Dr. Robin Fenn. Deputy Chief Scott Dorsey mentioned he appreciated the seamless transition between Scott and Craig, and he appreciates their dedicated service.

Chairman Steinruck asked how we will share this information. He hopes this project will continue far into the future. He commented we need to convince the hospitals, etc., of the value of this program and get their support.

Deputy Chief Scott Dorsey mentioned PIO Heather Chadwick is working on a press release. In terms of health care partners, it has been a bit of a challenge. This report will help us as we now have the data to support what we have been telling them. We had a good meeting with Providence and they were all very interested. It will take patience and persistence.

The Commissioners thanked Deputy Chief Scott Dorsey for sharing his report this evening.

## LOCUTION STATION ALERTING SYSTEM

Deputy Chief/Fire Marshal Messer thanked Battalion Chief Bernethy for his work on the locution project. Deputy Chief/Fire Marshal Messer explained PrimeAlert Station IP is a system of devices and software that integrates fire station call alerting functions directly into the SnoPac dispatching server. The system is fully scalable so it can be expanded to accommodate growth and integrate with existing station alerting equipment.

Lake Stevens Fire has chosen to purchase the PrimeAlert Station IP system which will be connected to SnoPac via internet. The system will include the following devices:

- Station PCs and CAD monitors
- Speakers and horns
- Nighttime LED lighting
- Response timers

Deputy Chief/Fire Marshal Messer reviewed the system benefits and mentioned Locution PrimeAlert is used by neighboring districts who face the same challenges recognized by Lake Stevens Fire.

We are requesting approval to waive the competitive negotiation requirements for the purchase of electronic data processing systems as allowed by RCW 39.04.280 where the purchase is from a single source.

Commissioner Elmore commented this an awesome system.

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for the overview and mentioned we will present a resolution for adoption at our next Commissioner Meeting.

## **MINUTES**

### **Minutes 17-01-05**

Motion to approve the January 5, 2017 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## **FINANCIAL REPORT**

### **Investment Report**

#### **Vouchers**

Chief O'Brien explained our new voucher system with BIAS. Currently it is the same information although it is sorted differently. He thanked the Commissioners for their patience as we are still working through the formatting.

Motion to approve Expense Vouchers dated January 13, 2017 in the total amount of \$99,993.68 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Capital Vouchers dated January 13, 2017 in the total amount of \$10,889.19 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated January 13, 2017 in the total amount of \$4,756.68 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### **Payroll**

Motion to approve the January 2017 Payroll in the total amount of \$471,831.40 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

#### **Expense Reports**

Chief O'Brien mentioned line item 522.10.20.010 for L&I. Our quarterly payment for L&I went out and we are currently at 77%.

## **CORRESPONDENCE**

None

## **OLD BUSINESS**

### **Discussion**

#### **Strategic Planning Update**

Chief O'Brien commented we have a Strategic Planning Team meeting this Friday morning with our internal team. We are getting close to a draft Strategic Plan and we look forward to sharing the results with you.

#### **Capital Facility Update**

Chief O'Brien commented we met with Lawhead Architects a week ago and they are going to begin work on temporary housing for Station 83. We are currently working on a soil report and survey so that we can move forward.

### **Training Consortium Update**

Chief O'Brien commented the Training Consortium keeps moving forward on the Administrative level. We had both Everett Fire and Marysville Fire training divisions here last week. Our departments are working well together and we have a good momentum. There will be more to report down the road.

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

Chairman Steinruck confirmed he is planning to attend the Sno-Isle Fire Commissioners Banquet this month.

### **Action**

None

### **NEW BUSINESS**

#### **Discussion**

None

### **Action**

#### **Pledge of Allegiance**

Chairman Steinruck commented he has not heard any additional concerns about saying the Pledge of Allegiance at our Commissioner Meetings.

Motion to open up Commissioner Meetings with the Pledge of Allegiance moving forward.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

### **CHIEF'S REPORT**

#### **Thank You**

Chief O'Brien thanked the Commissioners for joining us as we recognized Captain Cardona and Firefighter Chester at our last meeting. He also thanked Laana Larson for organizing our reception and preparing the plaques for presentation.

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

City Council Member Rauchel McDaniel commented they have their annual council retreat coming up. She also mentioned there will be a Downtown Subarea Planning Meeting scheduled for 6pm Wednesday, January 25<sup>th</sup> at the Community Center.

#### **Paramedic Update**

Chief O'Brien commented Paramedic Shaun Kelly will be on his way to the Fire Academy at the end of this month. He has been working with the crews and doing a great job.

#### **Recent Increase in Call Volume**

Chief O'Brien commented there has been a significant rise in the number of alarms, with lots of aid calls and fire calls. This might be attributed to the weather and the flu season. He thanked the crews for doing what they do. And with the recent house fire our crews went out on, he thanked Assistant Fire Marshal David Petersen for sending out the press release that was picked up by the news media. He also thanked Deputy Chief Huff for tracking the data.

#### **WFC / WFCALegislative Day**

Legislative Day is scheduled for Thursday, January 26<sup>th</sup> in Olympia. Chairman Steinruck confirmed he will be unable to attend this year.

#### **Coffee with the Chiefs**

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

#### **Northwest Leadership Seminar**

The Northwest Leadership Seminar is scheduled for March 1-3 in Portland, Oregon. Chief O'Brien asked the Commissioners to please let us know if they would like to join us.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, February 2<sup>nd</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA.

**GOOD OF THE ORDER**

Vice Chair Gagnon commented he appreciates the information on the Chief's Report and thanked everyone for what they do.

Commissioner Elmore thanked everyone for all they do. He looks forward to hearing if the CRP program is meeting our expectations for LSF.

Chairman Steinruck thanked the crews for all that they do. We have great public relations with our community and with other agencies as well. We have positive challenges that we are meeting head on and he thanked the members for their dedicated efforts.

**EXECUTIVE SESSION**

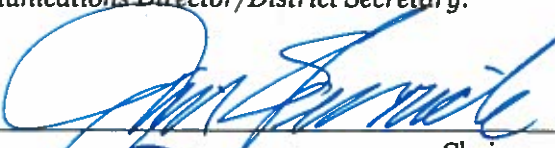
Chairman Steinruck requested an executive session regarding real estate pursuant to RCW 42.30.110 (1) (c) for 20 minutes at 1835 hours and there is no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien.


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


**ADJOURNMENT**

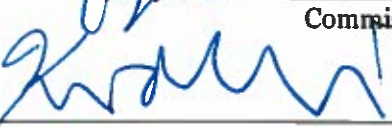
Motion to adjourn the meeting at 1855 hours.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

*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