

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 16, 2017

1730 hours

## CALL TO ORDER

Chairman Steinruck called the meeting to order at 1730 hours.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

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

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested one item to be added to New Business Discussion – Administrative Wages.

Chief O'Brien also requested an executive session regarding:

- Review the sale of real estate
- Review of the performance of a public employee
- Review of contract negotiations

## MINUTES

Minutes 17-02-02

Motion to approve the February 2, 2017 Commissioner Meeting minutes as submitted.

Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.

Vote Unanimous.

## FINANCIAL REPORT

### Investment Report

#### Vouchers

Motion to approve Expense Vouchers dated February 13, 2017 in the total amount of \$109,916.48 as submitted.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated February 13, 2017 in the total amount of \$8,015.85 as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

#### Payroll

Motion to approve the February 2017 Payroll in the total amount of \$488,749.66 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 line items:

522.10.41.003 Promotions & New Hires – This line item is down to 49% with the timing of our BC and Captain testing.

522.28.50.002 Snohomish County – With our SERS contract this line item is at 0, as it is a one-time charge we pay annually.

Commissioner Elmore asked about SERS and their future plans.

Administrative Director Leah Schoof confirmed our current SERS contract is through 2021.

Chief O'Brien commented we will check into this for further information.

### **CORRESPONDENCE**

Thank You for Service  
Thank You for Assistance  
Thank You for Your Support

### **OLD BUSINESS**

#### **Discussion**

#### **Strategic Planning Update**

Chief O'Brien commented we are getting closer to having a final draft of our Strategic Plan for review. We are excited to present this and look forward to sharing it with you in either March or April. We still need to meet with our internal Strategic Planning Team and our Community Leaders Advisory Committee.

#### **Capital Facility Update**

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his work with Lawhead. We have put together an RFQ, a soil study and an environmental impact analysis. We will bring these to you for review at the next Commissioner Meeting.

#### **Action**

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

Chief O'Brien explained we have a tentative agreement approved by Local 3235, and he would like to discuss this further in in executive session.

#### **Resolution 2017-02 Changing Regular Meeting Schedule**

Motion to adopt Resolution 2017-02 Changing Regular Meeting Schedule as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

### **NEW BUSINESS**

#### **Discussion**

#### **Administrative Wages**

Chief O'Brien commented he would like to discuss administrative wages. We have not yet made a wage adjustment for administration and he would like to discuss this further in executive session.

#### **Action**

None

### **CHIEF'S REPORT**

#### **New Fire Engine**

Chief O'Brien commented he had a great trip to South Dakota with Mechanic Jack Sharpe and Battalion Chief Perry Putnam for the final inspection of our new fire engine. We are purchasing this through our budget as part of our Capital Plan. We spent a good amount of time inspecting the engine and test driving it. Kudos to Mechanic Jack Sharpe and Battalion Chief Putnam for their dedicated efforts with our apparatus committee. We expect to take delivery of this engine sometime in March. They will be delivering it to Spokane and then General Fire will do some additional installation and deliver it to us. We will be planning for another "engine wetting" ceremony once we confirm the date of delivery.

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

City Council Member Gary Petershagen commented our City Council members have been in Olympia lobbying for our community over the last couple days. There has been lots of positive activity.

#### **Part Paid Firefighters Update**

Chief O'Brien commented we are in the process of hiring additional part paid firefighters, possibly six new members.

### **Retirement Reception**

Chief O'Brien announced Battalion Chief Huston has submitted his official notice of retirement. His last shift will be March 27, 2017 with an official end date of April 1, 2017.

Battalion Chief Huston started with Lake Stevens Fire as a volunteer firefighter in June of 1987 and he was hired as a career firefighter on December 21, 1989. The date has been set for Battalion Chief Huston's Retirement Reception on Saturday, April 15<sup>th</sup> at the Conference Center.

### **Chamber Workshop**

Lake Stevens Fire will be hosting a Chamber Workshop - First Aid in the Workplace. This event has been scheduled for Wednesday, February 22nd from 10:30am – Noon at Conference Center. Both Assistant Fire Marshal Petersen and Deputy Chief/Fire Marshal Messer will be leading this workshop.

Chief O'Brien thanked Assistant Fire Marshal Petersen for his work in our local schools. The kids at Glenwood Elementary really enjoy their time with him.

### **Coffee with the Chiefs**

The next Coffee with the Chiefs is scheduled for Wednesday, February 22nd from 2-3pm at the LS Buzz Inn.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, March 9<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 he is happy for Battalion Chief Huston. Retirement is a big decision and he wishes him all the best.

Commissioner Elmore extended a huge thank you to everyone on the apparatus committee, it is a very meticulous job. He also congratulated Battalion Chief Huston on the announcement of his retirement. He commented BC Huston has been a very positive leader and he has done a lot of great things for Lake Stevens Fire. Commissioner Elmore also thanked the members for all they do.

Chairman Steinruck thanked City Council Member Gary Petershagen for joining us this evening. We appreciate the positive relationship we have with the City. He also thanked Battalion Chief Huston for all he has done for Lake Stevens Fire and our Lake Stevens community.

Chairman Steinruck requested a five minute break from 1805 hours – 1810 hours.

### **EXECUTIVE SESSION**

Chairman Steinruck requested an executive session regarding the sale of real estate pursuant to RCW 42.30.110 (1) (c), the review of the performance of a public employee pursuant to RCW 42.30.110 (1) (g), and regarding contract negotiations pursuant to RCW 42.30.140 (4) (a) for 40 minutes at 1810 hours with possible 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 1850 hours and the following action was taken.

Motion to approve the Collective Bargaining Agreement between Lake Stevens Fire and IAFF Local 3235 for the term of 2017 through 2020, effective February 22, 2017 and retroactive to January 1, 2017 as submitted.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.

Vote Unanimous.

Motion to approve a cost of living adjustment of 1.8% plus a 1.35% wage adjustment for Administrative Staff, excluding Chief and Deputy Chiefs, effective February 22, 2017 and retroactive to January 1, 2017.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

Motion to approve a 3% base wage adjustment for Deputy Chief Huff effective February 22, 2017 and retroactive to January 1, 2017.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.

Vote Unanimous.

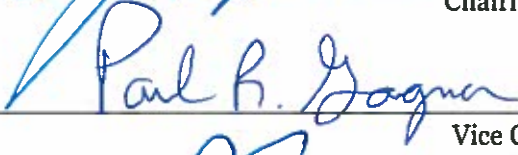
The Commissioners requested a blank evaluation form for their reference.

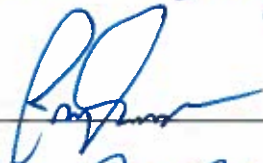
**ADJOURNMENT**

Motion to adjourn the meeting at 1900 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.*

  
Chairman Jim Steinruck

  
Vice Chair Paul Gagnon

  
Commissioner Troy Elmore

  
Chief Kevin K. O'Brien