

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

March 9, 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 Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, Captain Ron Rasmussen, Firefighter Garth Lervold, Firefighter Sean Dahl, City Council Member Raichel McDaniel, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) and regarding real estate purchase and sale pursuant to RCW 42.30.110 (1) (b) and (c), with no expected action to follow.

## MINUTES

Minutes 17-02-16

Motion to approve the February 16, 2017 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers dated March 6, 2017 in the total amount of \$46,265.92 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Capital Vouchers dated March 6, 2017 in the total amount of \$40,842.24 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated March 6, 2017 in the total amount of \$6,264.02 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:

- 522.14.51.002 regarding Property Tax / Surface Water Management. This is a one-time expense in lieu of property taxes.
- 522.26.48.002 regarding Cot Maintenance Agreement (EMSAR). This is simply a timing issue and it is budgeted for twice a year.

## CORRESPONDENCE

Thank You for Excellent Care

## **OLD BUSINESS**

### **Discussion**

#### **Strategic Planning Update**

Chief O'Brien commented in the next day or so we will be sending out a draft Strategic Plan to the team and our Commissioner Board. BERK Consulting is currently working on the final draft.

#### **Capital Facility Update**

Chief O'Brien commented we are still moving forward with our architectural planning, and have found that we need to have the properties at Station 81 and Station 83 surveyed. We will need to seek a proposal for these services. Deputy Chief/Fire Marshal Messer has been working with legal counsel Brian Snure to create the RFQ (Request for Statements of Qualifications). These surveys will need to be performed so that we can continue to move forward.

Deputy Chief/Fire Marshal Messer commented he is working to gather the necessary information, this process would allow us to work with one firm. Our goal is to issue the RFQ by March 13, 2017, the deadline for submittal of qualifications would be April 7, 2017 and then we would plan to notify the chosen consultant by May 5, 2017. Deputy Chief/Fire Marshal Messer reviewed highlights of the draft RFQ.

Chairman Steinruck asked about the timing of the RFQ and what might take a month to review prior to choosing a consultant by May 5<sup>th</sup>.

Deputy Chief/Fire Marshal Messer explained that 30 days will allow time to review qualifications and make sure they are consistent with our RFQ; and then have interviews as needed.

Commissioner Elmore asked if there was a guesstimate for the overall cost.

Deputy Chief/Fire Marshal Messer commented we are unsure of the cost at this time.

Commissioner Elmore asked where the funding would be coming from for this expense.

Deputy Chief/Fire Marshal Messer commented we will be sure the funds are available prior to moving forward.

Chief O'Brien commented we are under no obligation to accept a proposal and we will seek the Board's approval before accepting a proposal. We are asking for authorization to move forward with the RFQ.

Motion to authorize the District to issue a request for proposal for surveying geotechnical and environmental impacts for District property.  
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.  
Vote Unanimous.

#### **New Fire Code Update**

Deputy Chief/Fire Marshal Messer explained the fire code is updated every three years, and with the recent code update we had opportunity to update the City's municipal fire code. He confirmed the City approved Appendix D and Code Section 503 for fire access roads. Other jurisdictions have already adopted the 2015 International Fire Code along with Code Section 503 and Appendix D as well.

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his work with the City on this; adopting the fire code makes our city a safer place.

#### **Information Technology Assessment**

Chief O'Brien commented we are working with the City on a transition plan for our IT Services. Our IT Assessment with IS Outsource recommended separating from the City and we will continue to keep you posted.

#### **Action**

None

## **NEW BUSINESS**

### **Discussion**

#### **Revenue Planning Committee Report**

Chief O'Brien commented he is excited to talk about our Revenue Planning Committee report. Essentially our committee is recommending an EMS lid lift in November. During our workshops last Spring we identified 2019 as a critical year where we will need an increase in funding in order to maintain our level of service. We have also been working on our Strategic Plan. Chief O'Brien reviewed the current presentation: Emergency Services Update 2017.

Vice Chair Gagnon suggested a change in the presentation language from "the Board is considering an EMS lid lift" to "the Board is planning to ask the community for an EMS lid lift."

Commissioner Elmore commented once our Strategic Plan is complete would probably be the best time to say this is where we are going.

Administrative Director Leah Schoof commented initially we had an idea the EMS levy would be helpful, and it has been good to get feedback from our community and see that this would be our best option.

Chairman Steinruck asked if we know who else might be on the ballot in November.

Chief O'Brien commented we are in touch with the library and the school district; it is important that we all work together. We have reviewed our finances and in order to maintain our current services this will be an important step.

### **Action**

None

## **CHIEF'S REPORT**

### **SERS Update**

Chief O'Brien commented he would like to follow up from our last meeting and the discussion about SERS.

Deputy Chief Larry Huff commented that SERS is an acronym for Snohomish County Emergency Radio System and this public safety agency is responsible for providing countywide public safety two-way radio communications. They work with both dispatch centers and we entered into an inter-local agreement with SERS in 2003. We work on an 800 MHz trunk system and they monitor our radio time. Our financial obligation includes \$44,000 that we are scheduled for in this year's budget (part of this is for an obligation for our portable and mobile radios and Maintenance & Operations cost, and on average our increase is 7.4%).

Commissioner Elmore commented they had talked about expanding. Do they have infrastructure plans that would increase our costs?

Deputy Chief Larry Huff commented our agreement is through 2021, and he will look into this further.

Commissioner Elmore commented he would like us to be prepared for future increased costs.

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

City Council Member Raichel McDaniel mentioned they have hired a new Director of Public Works. They have removed the downtown Permit Center and they are bringing in modulars.

Chief O'Brien commented he was encouraged to hear the City's consultant talk about ideas for Downtown Lake Stevens, as well as safe school routes for 20<sup>th</sup> towards Machias Road and increased accessibility on 16<sup>th</sup> Street.

### **WFCAs Saturday Seminar**

Please let us know if you would like to be registered for the upcoming WFCAs Saturday Seminars in Ocean Shores on March 25<sup>th</sup> or Chelan on June 3<sup>rd</sup>. Currently we have two rooms reserved for the Chelan Conference.

### **NW Leadership Seminar Update**

Chief O'Brien commented we had a great group attend the Northwest Leadership Seminar last week, and it was an excellent trip.

### **New Fire Engine**

Chief O'Brien commented our new fire engine should be here shortly, within the next week or so.

### **Battalion Chief Interviews**

Chief O'Brien commented we wrapped up the Battalion Chief interviews today, and we hope to make a decision in the next week or so.

### **Chamber Workshop**

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer & Assistant Fire Marshal Petersen for presenting a great refresher course on First Aid in the Workplace for the Chamber.

### **Change Your Clocks Weekend**

Reminder for the upcoming time change this weekend. Calls permitting, we will be out at Jay's Market & Safeway on Friday for a couple hours to remind families to check their smoke alarm batteries and practice their escape plan as well.

### **C Trail Run**

Chief O'Brien commented both Firefighter Blue & Firefighter Rhoades will be staffing the First Aid Booth at the C Trail Run this Saturday morning, March 11<sup>th</sup> on the Centennial Trail. He also invited members to join him in the run.

### **Firefighter Stair Climb**

Chief O'Brien commented the Firefighter Stair Climb is scheduled for this Sunday, March 12<sup>th</sup> in Seattle. Firefighter Cody Chester is leading the team this year.

### **Executive Fire Officer Program**

Chief O'Brien mentioned he will be out of the office from March 15<sup>th</sup> – March 31<sup>st</sup>, attending the National Fire Academy for his 3<sup>rd</sup> year of the Executive Fire Officer Program. Deputy Chief Huff will be here for the March 16<sup>th</sup> Commissioner Meeting in his place.

Deputy Chief/Fire Marshal Messer is planning to attend the National Fire Academy in April to finish his final year of the Executive Fire Officer Program.

### **Retirement Reception**

Just a reminder for Battalion Chief Huston's Retirement Reception on Saturday, April 15<sup>th</sup> from 2-4pm, with the program beginning at 2:30pm. Please let us know if you would like to participate in the program.

Commissioner Elmore mentioned he would be unable to attend this reception due to a previous engagement.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, March 16<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA.

### **GOOD OF THE ORDER**

Commissioner Elmore suggested the Commissioners discuss their evaluation at the next Commissioner Meeting. He thanked the Revenue Planning Committee for their efforts, thanked Deputy Chief/Fire Marshal Messer for his updates, and thanked Deputy Chief Huff for the update on SERS.

Vice Chair Gagnon thanked Deputy Chief/Fire Marshal Messer for his updates.

Chairman Steinruck thanked everyone for doing a great job; and he thanked the crews for serving our community. He is proud to be a Commissioner for Lake Stevens Fire.

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for flipping pancakes for the Kiwanis' Pancake Breakfast and being involved in our community.

Chairman Steinruck requested a 10 minute break from 1825 - 1835 hours.

### **EXECUTIVE SESSION**

Chairman Steinruck requested an executive session regarding review of the performance of a public employee pursuant to RCW 42.30.110 (1) (g) and regarding real estate purchase and sale pursuant to RCW 42.30.110 (1) (b) and (c) for 15 minutes at 1835 hours with 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 1850 hours and the meeting moved forward with Adjournment.

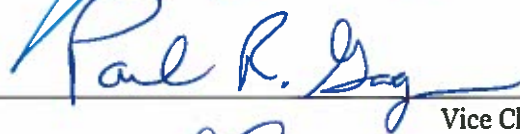
**ADJOURNMENT**

Motion to adjourn the meeting at 1851 hours.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

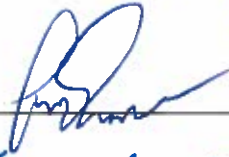
*Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.*



Chairman Jim Steinruck



Vice Chair Paul Gagnon



Commissioner Troy Elmore



Chief Kevin K. O'Brien