

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

March 16, 2017

1730 hours

CALL TO ORDER

Chairman Steinruck called the meeting to order at 1731 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Administrative Director Leah Schoof, Captain Ron Rasmussen, Assistant Fire Marshal David Petersen, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 17-03-09

Motion to approve the March 9, 2017 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated March 13, 2017 in the total amount of \$48,128.51 as submitted, including correction of Expense Voucher 7288 which should refer to SnoPac as the vendor rather than Snure Seminars.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Vouchers dated March 13, 2017 in the total amount of \$35,961.73 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated March 13, 2017 in the total amount of \$1,312.50 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Payroll

Chief O'Brien reported that overtime is down over 30% in comparison to last year, and we greatly appreciate this. A portion of this is retroactive pay from the settlement of the CBA. He thanked Sonya Dudder for her work with payroll for us, she did a great job.

Motion to approve the March 2017 Payroll in the total amount of \$531,231.75 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Expense Line Item Review Summary

Chief O'Brien introduced the Expense Line Item Review Summary and thanked Administrative Director Leah Schoof for her work on this proactive tracking of our expenditures. Our goal is for this report to be both historical and easy reference.

Chairman Steinruck also thanked Administrative Director Leah Schoof for this helpful report.

Expense Reports

CORRESPONDENCE

WFOA Letter and 2016 WFOA Annual Report

OLD BUSINESS

Discussion

Strategic Planning Update

Chief O'Brien commented we are in the final review phase of our Strategic Plan, and he distributed a draft copy for review. He plans to distribute this to the department in the near future. Once we have input from the entire organization, we will send the most current draft to our community leaders for feedback as well. We are targeting April 20th for our Strategic Planning Meeting at 6pm and this will include dinner. This will follow our brief Commissioner Meeting at the Conference Center.

Capital Facility Update

Chief O'Brien commented yesterday we met with the architect regarding an overview of Station 81 and Station 83, reviewed initial designs and we discussed expediting a temporary facility for Station 83.

Deputy Chief Huff commented that Lawhead was very conscientious about Station 83 and suggested we consider leasing a trailer.

Commissioner Elmore mentioned the sand storage area is on our property at Station 83.

Chief O'Brien commented that Deputy Chief/Fire Marshal Messer will meet with the architectural planning committee to review these details.

Revenue Planning Committee Report

Chief O'Brien commented that the topic of Revenue Planning will be front and center on our Agenda throughout the rest of the year. There is nothing new to report at this moment, and we are still recommending discussion for going to the voters for an EMS Levy Lid Lift in November. Please let us know if you have any questions or concerns.

Commissioner Elmore asked if we are communicating with other local agencies about our potential plans.

Action

None

NEW BUSINESS

Discussion

None

Action

Promotional Exam Process MOU

Chief O'Brien commented we had one candidate pass the recent captain's exam, and we would like to move the candidate along to the Assessment Center. Assuming the candidate passes this, the individual would then move forward to the Chief's interview. The Promotional Exam Process MOU has been approved by our legal counsel and union leadership; and we are seeking authorization to sign the MOU.

Vice Chair Gagnon commented he is happy to see this, it is the right thing to do. The individual who passed should have the opportunity to move forward.

Commissioner Elmore mentioned he has no concerns about moving forward. He asked if there is anything we can do as a department to help members be more prepared, and he recognizes the level of interest varies with the candidates.

Chief O'Brien commented we share this sentiment, and we are in discussions with the Local to discuss our testing process. A good strong testing process for our leaders is important and we want to be sure they are prepared; although we also realize it is up to each individual to prepare themselves.

Motion to authorize Chief to sign the Promotional Exam Process MOU between Lake Stevens Fire and IAFF 3235 as submitted.

Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.

Vote Unanimous.

Managed Laptop Program Addendum

Chief O'Brien commented we are adding a laptop to our fleet, and it will be going to a reserve aid unit.

Deputy Chief Huff commented this way all of our first out units will have laptops.

Motion to authorize Chief to move forward with the Managed Laptop Program Addendum and purchase as submitted.

Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.

Vote Unanimous.

Chief O'Brien thanked Deputy Chief Huff for his work on this project.

CHIEF'S REPORT

Battalion Chief Update

Chief O'Brien commented we announced today that we have promoted Captain Travis Welch to the position of Battalion Chief for C Shift. Chief O'Brien thanked all the Battalion Chief candidates who were involved in the testing process. And he thanked the following members for their assistance with the testing process: Deputy Chief Huff, Battalion Chief Kosiba, Assistant Fire Marshal Petersen, and Firefighter Blue. Congratulations to Travis Welch!

C Trail Run Thank You

Thank you to Firefighter Blue and Firefighter Rhoades for representing LSF and staffing our First Aid Booth at the C-Trail Run.

Firefighter Stair Climb Thank You

Chief O'Brien thanked Firefighter Chester for leading our team on the Firefighter Stair Climb. This year our team included the following members: Firefighter Chester, Firefighter Lervold, Firefighter Blue, Firefighter Robertson, Firefighter Day, Firefighter Kukhotskaya, and Chief O'Brien.

Hiring Process Update

Chief O'Brien commented we are in the process of hiring one full-time firefighter. Once we fill the role of Captain, we will have an opening for one career firefighter.

WFCA Saturday Seminar

Chief O'Brien asked if there are any additional reservations for Ocean Shores or Chelan this year. So far we have Commissioner Gagnon planning to attend the Chelan Conference in June.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, April 6th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore congratulated Captain Welch for his promotion to Battalion Chief, this is a huge step. He thanked everyone for their efforts, and commented it is good to see the Strategic Plan come together.

Vice Chair Gagnon agreed with Commissioner Elmore's comments.

Chairman Steinruck thanked everyone for doing what they do.

Chairman Steinruck requested a 5 minute break from 1805 - 1810 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 the purchase of real estate pursuant to RCW 42.30.110 (1) (b) for 20 minutes at 1810 hours with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien. At 1830 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 10 minutes.

Chairman Steinruck reconvened the open public meeting at 1840 hours and there was no action taken. The open public meeting moved forward with Adjournment.


ADJOURNMENT

Motion to adjourn the meeting at 1840 hours.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
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