

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

April 6, 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, Battalion Chief Matt Bernethy, City Council Member Rauchel McDaniel, Retired Paramedic Dave Safford, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested a New Business Discussion item – Purchase of Real Estate.

MINUTES

Minutes 17-03-16

Motion to approve the March 16, 2017 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated March 30, 2017 in the total amount of \$61,519.27 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Vouchers dated March 30, 2017 in the total amount of \$90,962.25 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated March 30, 2017 in the total amount of \$105,241.35 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Expense Reports

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Strategic Planning Update

Chief O'Brien presented a draft preview of the revised Strategic Plan. He commented we've been working through a plan with BERK Consulting, and this version will be sent out to our Community Leader Advisory Committee where we will ask for their feedback prior to our April 20th meeting. Our hope is that they will approve and endorse it; and then we hope to have the plan formally adopted by the Commissioners. Please let us know if you see anything that you would like changed. Chief O'Brien reviewed the Strategic Plan and asked for any additional questions or concerns.

LAKE STEVENS
FIRE

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"Touching Lives Today – Planning for Tomorrow"

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

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Our Commissioner Meeting on April 20th will begin with a Regular Commissioner Meeting at 5:30pm with a brief agenda, and at 6pm we have invited the Community Leader Advisory Committee to join us for dinner to celebrate the plan and hopefully adopt the plan.

Revenue Planning Committee Update

Chief O'Brien commented we are continuing to move forward and discuss the potential levy lid lift in November. We are planning for a June Open House, including an engine wetting ceremony, employee recognition, and we will provide EMS kiosks as well. By the June Commissioner Meeting we will be working on ballot language and a resolution; and then seeking approval in June.

Chairman Steinruck commented he will be out of the country for a month starting May 17th, however he will be available for a phone conference call during the 2nd Commissioner Meeting in June.

Chief O'Brien asked the Commissioners if they would be available for the Open House during the fourth week of June. The Commissioners are available both Monday, June 26th and Wednesday, June 28th.

Information Technology Assessment

Chief O'Brien commented today we met with the City Administrator regarding our technology inter-local agreement. Both the District and the City have come to the same agreement to handle things separately in regards to IT. We are currently working on a transition plan; we have an RFQ put together for IT services and will move forward with this. It might be a couple months before we make the transition; and it is our understanding that both Troy Stevens and Rod Peña will remain with the City.

Action

None

NEW BUSINESS

Discussion

Purchase of Real Estate

On March 26, 2017 the District entered into a mutual agreement with Frank and Raichel McDaniel to purchase their property located adjacent to Station 81. The sale is contingent upon a 90 day feasibility study where the District will evaluate whether we are able to use the property for District operations and potentially the remodel of Station 81. The original purchase price of \$200,000 is contingent on a feasibility study. If a good portion of the property is usable, it could really help us out. We are moving forward cautiously and we will make sure that it makes sense for us to do so.

We are also in discussions with the City regarding their shop area on 131st. They have an opening where we might be able to relocate our Mechanic Jack Sharpe, which could be a temporary solution for us.

Action

None

CHIEF'S REPORT

Upcoming Retirement Ceremony

We are working hard to make this upcoming ceremony a great event to celebrate BC Huston's career. This event is scheduled for Saturday, April 15th from 2-4pm at the Conference Center. The program begins at 2:30pm.

We have two additional upcoming retirements, Dennis Weisenberger on May 26th and Gary Chandler on June 30th. We are working with them and what they want regarding recognition.

Chief O'Brien congratulated Battalion Chief Travis Welch for his promotion; and mentioned we are in the midst of the Captain's Promotional Process. To fill the two open firefighter positions we will be interviewing four of our part-paid members; and we want to get them on board for the June Fire Academy. We hope to hire them by May 1st and then we will need to hire a paramedic.

PDC Filing Reminder

Just a reminder for our Fire Commissioners to file a Personal Affairs Statement (F-1) with the WA State Public Disclosure Commissioner by April 15, electronically or by mail.

Sno-Isle Fire Commissioner Meetings

There will be a Sno-Isle Fire Commissioner Meeting tonight at North Whidbey Island Fire/Rescue. Lake Stevens Fire will be hosting the Sno-Isle Commissioner Meeting in May at our Conference Center.

Fire Academy Update

Chief O'Brien commented Shaun Kelly will be graduating from the Fire Academy on Friday, April 21. Please let us know if you'd like to join us, and we can carpool.

Commissioner Elmore commented he will plan to attend the graduation.

Vice Chair Gagnon mentioned he would like us to consider sending a company officer up to the academy once in a while as well.

Coffee with the Chiefs / Senior Center Luncheon

Chief O'Brien will be joining Commander Brooks at the Senior Center for the next Coffee with the Chiefs. Lunch is scheduled for Wednesday, April 19th from 11am – 1pm at the Senior Center.

Discover Lake Stevens EXPO

The EXPO event is scheduled for Saturday, April 29th from 10am – 2pm at the Lake Stevens High School. Calls permitting B Shift will have an engine available for tours, and we will have a booth there as well. This is an annual event hosted by the Chamber.

Snohomish County Chiefs Meeting Update

We are updating the EMS treatment protocols; and there is discussion of hosting a Paramedic program in Snohomish County.

Fire Academy Update

Chief O'Brien commented Deputy Chief/Fire Marshal Messer submitted his 3rd year paper for the Executive Fire Officer program and he scored a 3.9. He is about to go through his 4th year, congratulations DC/FM Messer!

Chief reviewed his experience of his 3rd year at the fire academy for the Executive Fire Officer Program. He also mentioned the fire academy has a program called the Managing Officer Program, and it looks like it would be a good program for us to consider for aspiring captains. Chief O'Brien thanked the Commissioners for their support of the Executive Fire Officer program, he appreciates the opportunity.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, April 20th at the Conference Center located at 10518 – 18th Street SE, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore commented he appreciates the positive momentum, it is good to be here.

Vice Chair Gagnon commented good job on the Strategic Plan, and he thanked everyone for their efforts.

Chairman Steinruck commented we have good things coming up, including promotions and new openings. It is good to see the advancement. He is looking forward to Battalion Chief Huston's Retirement Ceremony.

Chairman Steinruck requested a five minute break from 1830 – 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 the purchase of real estate pursuant to RCW 42.30.110 (1) (b) 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. At 1850 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 12 minutes.

Chairman Steinruck reconvened the open public meeting at 1902 hours and there was no action taken. The open public meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1902 hours.
Motion by Vice Chair Gagnon and 2nd 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