

Board of Fire Commissioners Meeting Minutes

10518 – 18th Street SE, Lake Stevens, WA 98258

April 20, 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, Battalion Chief Perry Putnam, Assistant Fire Marshal David Petersen, Captain Ron Rasmussen, Captain Shane Nelson, Firefighter Rachel Hall, Firefighter Garth Lervold, City Council Member Rauchel McDaniel, Erik Ashlie, Dr. Amy Beth Cook, Doug Warren, Vince Christoffersen, Christine Egelstad, Greg Egelstad, Pam Stevens, Tony Morea, Claire Miccio, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 17-04-06

Motion to approve the April 6, 2017 Commissioner Meeting minutes as submitted.

Motion by Chairman Gagnon and 2nd by Commissioner Elmore.

Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated April 14, 2017 in the total amount of \$126,816.96 as submitted.

Motion by Commissioner Elmore and 2nd by Chairman Steinruck.

Vote Unanimous.

Motion to approve Capital Voucher dated April 13, 2017 in the total amount of \$57,376.41 as submitted.

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

Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated April 13, 2017 in the total amount of \$8,693.03 as submitted.

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

Vote Unanimous.

Payroll

Chief O'Brien commented we are down by 400 hours year to date with sick time, and he thanked the crews for keeping healthy.

Motion to approve the April 2017 Payroll in the total amount of \$531,376.27 as submitted.

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

Vote Unanimous.

Expense Line Item Review Summary

Expense Reports

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Professional Building

Chief O'Brien referred to an amendment to the listing agreement with Keith McKinney who has helped us negotiate the leases at the Professional Building. The issue we had was that our Professional Building leases were low in comparison to the actual market value. Keith McKinney has done a great job taking care of this and this amendment basically addresses his fees. We have brought this to you for review and we would like to ask for your approval of this at a future meeting.

Motion to authorize the Chief to sign the amendment to the listing agreement as submitted.

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

Vote Unanimous.

Strategic Planning Update

Chief O'Brien commented that Claire Miccio with BERK Consulting will be here about 6pm, as well as our Community Leader Advisory Committee and Strategic Planning Team, and we look forward to discussing our Strategic Plan.

Chief O'Brien thanked our internal team for their hard work, and thanked our community leaders who are present this evening. It has been quite a process including numerous interviews with Dr. Pat Sikora, as well as outreach to our community stakeholders and community leaders. He mentioned we appreciate the comments from our organization and our community leaders. Our plan is thoughtful and broad, and it focuses on partnerships. Claire will go into more detail; and the goal is that we would seek approval of the plan with a group consensus.

Action

Strategic Plan

Chief O'Brien requested we discuss this further towards the end our meeting, once our Community Leader Advisory Committee & Strategic Planning Team have joined us.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Fire Academy Graduation Ceremony

Chief O'Brien commented we will be meeting at 8am tomorrow to carpool for the graduation ceremony for Paramedic/Firefighter Shaun Kelly. You are welcome to join us!

Thank You

Chief O'Brien thanked everyone for their participation with Battalion Chief Bruce Huston's Retirement Ceremony. It was a great event and awesome to see such a good turnout with attendance. He thanked Laana Larson and Battalion Chief Travis Welch for their efforts in organizing this special event.

Chief O'Brien commented we just hired Adam Blue and Nadia Kukhotskaya as career firefighters. We are excited to have them join the team and they will be going to the academy on August 10th. We are also in the process of hiring a paramedic, and this will fill the vacancy left by the retirement of Dennis Weisenberger. We are planning for a Captain Assessment Center on May 3rd; and we plan to send a Captain to the academy with our firefighter recruits.

We are revisiting our people plan for 2018. Our members are requesting that we send someone to medic school in 2018 and we would like to try and make this happen.

Coffee with the Chief

Chief O'Brien mentioned he had a great meeting with the Senior Center this week. Commander Ron Brooks joined him this time around the group was very welcoming.

Open House

Looking forward we are planning for an Open House at Station 81 on Wednesday June 28th. We hope you can make plans to join us.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, May 4th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Gagnon thanked everyone who participated in the strategic planning process; and he thanked our members for all that they do.

Commissioner Elmore agreed with Vice Chair Gagnon. He mentioned he would be inviting BC Huston to dinner, and invited others to join them as they are available.

Chairman Steinruck commented the event for Battalion Chief Bruce Huston was really well done, and we had an amazing turnout of our members. What an honor it was to be able to say a few words about Bruce. He thanked the staff for everything that they do; and he mentioned he looks forward to these meetings as they are productive and positive.

Chairman Steinruck called for a 30 minute break at 1750 hours. Chairman Steinruck reconvened the open public meeting at 1820 hours. The meeting continued with Old Business Action – Strategic Plan.

OLD BUSINESS CONTINUED

Action

Strategic Plan

Chief O'Brien welcomed everyone and thanked everyone for their help with the Strategic Plan. We appreciated all the comments and we thank you for your time. He thanked the Sewer District for letting us place our survey in their mailing, he thanked the stakeholder group for their in depth interviews regarding Lake Stevens Fire, and he thanked everyone for their individual comments.

Claire Miccio thanked everyone for being here, and she explained their goal was to set up a good process and make sure everyone had ownership of the plan both internally and externally. She enjoyed working with everyone; and she believes the organization is set on a good path.

Chief O'Brien reviewed highlights of the 2017 Strategic Plan, including goals and strategies.

Claire Miccio commented the goal was to keep the plan as concise as possible. There will also be a more concise document at a summary level.

Chief O'Brien asked if there were any further comments from the audience.

Captain Ron Rasmussen commented he enjoyed the process, it was really smooth and he appreciated the teamwork. It is a great document.

Commissioner Elmore commented he has been through a number of these, and this has been the easiest process so far. It's a very clean document.

Erik Ashlie commented he remembers when we had the first meeting with all the easels and the discussions we had. It is good to see those items that we talked about are reflected in the plan.

Dr. Amy Beth Cook commented it's a great document. She asked how the goals will be measured, and what data points will be used.

Chief O'Brien explained each team will be responsible to assess how we are doing and report back to him. Annually we will put together a summary report for each goal.

Tony Morea thanked Chief O'Brien for allowing community leaders to come in and give their input. There are not a lot of opportunities to have this type of direct influence and help build the plan.

Chief O'Brien asked if everyone is okay with the plan and if everyone would recommend the Commissioners adopt the 2017 Strategic Plan as presented.

The general consensus from the group is to support the 2017 Strategic Plan.

Motion to adopt the 2017 Lake Stevens Fire Strategic Plan as presented this evening.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

Chairman Steinruck commented it is great to see we have so much buy in with our 2017 Strategic Plan; it is comprehensive yet so simple. We are excited to move forward with this plan and our community. He thanked everyone for their support.


EXECUTIVE SESSION

None

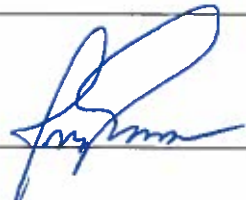
ADJOURNMENT

Motion to adjourn the meeting at 1848 hours.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
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