

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

May 4, 2017

1730 hours

CALL TO ORDER

Chairman Steinruck called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chairman Steinruck, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, Chief Mike Worthy, and Communications Director/District Secretary Laana Larson.

Vice Chair Gagnon is an excused absence.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 17-04-20

Motion to approve the April 20, 2017 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated April 28, 2017 in the total amount of \$31,044.57 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Capital Vouchers dated April 28, 2017 in the total amount of \$6,193.58 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Strategic Fund Vouchers dated April 28, 2017 in the total amount of \$817.50 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

Expense Reports

CORRESPONDENCE

Thank You for Quick Response
Thank You for Excellent Care

OLD BUSINESS

Discussion

Sale of Professional Building

Chief O'Brien commented he would like to keep this item on the agenda. We met with Keith McKinney and his associate Sandy; and we have our leases up to market value. Additionally they have seen an increased interest in the Professional Building.

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FIRE

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

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Action

Capital Facilities Update

Chief O'Brien commented that he, Deputy Chief Huff and Deputy Chief/Fire Marshal Messer interviewed the top three teams out of a total of eight who submitted proposals for the RFQ requested for environmental engineering, geotechnical engineering, and surveying. After the interviews, we are recommending the team of AESI, Watershed Company, and Harmsen & Associates Surveying. Chief O'Brien commented we would like to get them on board as soon as possible to complete initial studies for Station 81, Station 83, and Feasibility Study work for the McDaniel property.

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his hard work on this. Deputy Chief/Fire Marshal Messer is currently finishing his 4th year with the EFO program at the National Fire Academy. Chief explained the RFQ was issued on March 13 and April 7 was the RFQ deadline. We received 8 proposals and brought 3 finalists to the top. He circulated the top 3 proposals; and commented we were impressed with all 3. After some background research we determined Associated Earth Sciences, The Watershed Company, and Harmsen & Associates Inc. as our top choice. They appear to be the best fit for our team.

Motion to authorize Chief to engage the services of Associated Earth Sciences, The Watershed Company, and Harmsen & Associates Inc. based on the RFQ issued on March 13, 2017.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Welcome

Chief O'Brien welcomed Chief Worthy to our Commissioner Meeting, it is great to have him join us.

City of Lake Stevens Update

Chief O'Brien commented that he and Captain Ron Rasmussen went to an all city meeting which was led by City Administrator Gene Brazel. It was a nice forum, and there is lots going on with the City. They have a new Maintenance & Operations Director; and Mick Monken is retiring. We are working on building a positive working relationship with Gene Brazel.

Chaplain Update

Chief O'Brien mentioned one of our dedicated chaplains, Pat Ward, had a significant medical incident and we wish her a speedy recovery.

Sno-Isle Fire Commissioner Meeting

Lake Stevens Fire will be hosting the Sno-Isle Fire Commissioner Meeting this evening at the Conference Center and dinner will be provided at 7pm.

Academy Graduation

Chief O'Brien congratulated Paramedic/Firefighter Shaun Kelly on his graduation from the Fire Academy, and thanked Commissioner Elmore for joining us at the ceremony.

All Officers Meeting

Chief O'Brien commented he had his first All Officers Meeting on April 25. The format included an informational segment, a segment on technical training, and then concluded with a segment on leadership training. We plan to do this quarterly and the next meeting is in June.

Rotary Presentation

Chief O'Brien commented he appreciated the opportunity to make our LSF presentation at a recent Rotary Club meeting.

Thank You

Chief O'Brien mentioned he recently attended a Risk Watch lesson in the schools with Assistant Fire Marshal David Petersen and thanked him for his efforts.

Discover Lake Stevens EXPO

Chief O'Brien thanked B Shift for bringing in the Engine and Medic Unit for tours at the EXPO; and thanked Firefighter Robert Seda and Communications Director Laana Larson for representing Lake Stevens Fire with a booth.

Communications Director Laana Larson commented this year's EXPO event had the best attendance yet. We had a steady flow of traffic at our booth and we enjoyed connecting with our community.

Health & Safety Fair

Communications Director Laana Larson confirmed we are gearing up for our annual Health & Safety Fair. This event is hosted by both LSF and LSPD, and it has been scheduled for Saturday, June 10th from 10am – 2pm. We will be in the same location at the Market Place Parking Lot. Currently our event is full with 42 booths and we have started a waiting list. We look forward to another great event with our community.

Retirement Ceremony for PM Dennis Weisenberger

Our retirement ceremony for Paramedic/Firefighter Dennis Weisenberger has been scheduled for Saturday, June 3rd from 2 – 4:30pm at the Conference Center, with the program beginning at 2:30pm.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, May 18th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore thanked everyone for all they do; it is amazing how seamless it seems with everything that is going on.

Chairman Steinruck thanked everyone for their efforts, and asked that we please pass his thanks along to everyone else in administration. He also thanked our members in the field for all they do as well.

Chairman Steinruck requested a six minute break from 1754 - 1800 hours.

EXECUTIVE SESSION

Chairman Steinruck requested an executive session regarding the performance of a public employee pursuant to RCW 42.30.110 (1) (g) and regarding the sale of real estate pursuant to RCW 42.30.110 (1) (c) for 45 minutes at 1800 hours with no expected action to follow. Executive session included Chairman Steinruck, Commissioner Elmore, and Chief O'Brien.

Chairman Steinruck reconvened the open public meeting at 1845 hours and there was no action taken. The open public meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1845 hours.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

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

Chairman Jim Steinruck

Commissioner Troy Elmore

Vice Chair Paul Gagnon

Chief Kevin K. O'Brien