

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

May 18, 2017

1730 hours

CALL TO ORDER

Vice Chair Gagnon called the meeting to order at 1731 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

Chairman Steinruck is an excused absence.

ADDITIONAL AGENDA ITEMS

- Chief O'Brien requested an Old Business Discussion item - Interlocal Training Agreement with the Snohomish County Training Consortium
- Chief O'Brien requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g)

MINUTES

Minutes 17-05-04

Motion to approve the May 4, 2017 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Voucher dated May 5, 2017 in the total amount of \$3,633.44 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Motion to approve Expense Vouchers dated May 12, 2017 in the total amount of \$56,612.47 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

Motion to approve Capital Voucher dated May 12, 2017 in the total amount of \$480.40 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Motion to approve Strategic Fund Vouchers dated May 12, 2017 in the total amount of \$12,488.11 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

Payroll

Motion to approve the May 2017 Payroll in the total amount of \$534,041.22 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Expense Line Item Review Summary

Chief O'Brien explained our Newsletters/Publications line item is over budget due to the increased communication needed to inform the public about the details of the EMS Levy. We are tracking this item and we will make adjustments as needed. This is not a problem and the expanded communication has been a benefit to the District.

Expense Reports

CORRESPONDENCE

Thank You from SnoPac 911

Thank You from Sno-Isle Fire Commissioners Association

OLD BUSINESS

Discussion

Capital Facility Update

Chief O'Brien commented we are working with AESI to develop a contract for environmental, geotechnical, and surveying services.

Deputy Chief/Fire Marshal Messer commented we chose our team of AESI and we spoke with them last week. They are currently working on our master contract; working on a term of two years regarding potential property and surveying our LSF campus.

Interlocal Training Agreement

Chief O'Brien commented the inter-local agreement between Everett Fire, Marysville Fire and Lake Stevens Fire has been signed regarding the Snohomish County Training Consortium. We will continue to build this and start bringing in additional fire districts.

Action

None

NEW BUSINESS

Discussion

Request for Proposal regarding Information Technology Services

Chief O'Brien commented we have an RFP completed for IT Services that we will advertise on May 22nd. We plan to review the proposals and make a recommendation to the Board for approval in July. Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his efforts on this RFP.

Deputy Chief/Fire Marshal Messer reviewed the timeline for the RFP. May 22nd we will issue the RFP, June 16th is the deadline for submittal of qualifications, and then July 10th we would plan to notify the chosen vendor. Deputy Chief/Fire Marshal Messer reviewed the scope of work including scheduled maintenance, strategic guidance, remote monitoring and checks, and help desk support.

Motion to authorize the Chief to go out for an RFP regarding IT Services according to timeline as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Action

Personnel Contract

Chief O'Brien thanked the Commissioners for amending his contract and extending it by a couple years.

Motion to approve the amendment to Chief O'Brien's employment agreement dated May 18, 2017 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Surplus of 1991 Darley Pumper – Resolution 2017-03

Chief O'Brien commented we are seeking your approval of a resolution to surplus the engine to Hat Island, Snohomish County Fire District 27, for \$1.00. They operate on an extremely low budget and appreciate the opportunity to have the engine in their fleet. We are happy to have it off our books and in the care of a Snohomish County Fire District.

Motion to adopt Resolution 2017-03 to approve the surplus of our 1991 Darley Pumper to Snohomish County Fire District 27 for the amount of \$1.

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

Vote Passed, Chairman Steinruck is an excused absence.

Chief O'Brien thanked Deputy Chief Huff and Deputy Chief/Fire Marshal Messer for their work on this.

CHIEF'S REPORT

Chaplain Update

Chief O'Brien commented Chaplain Pat Ward is hoping she will soon move into a rehab facility in Marysville to recover. We will be sure to let you know if there are any needs along the way.

City of Lake Stevens Update

City Council Member Rauchel McDaniel commented they are working towards a temporary City Hall. They are currently working on the flooring and they hope to have furniture around the time of Aquafest. She also mentioned an upcoming kick off meeting for North Cove Park.

Ballot Language for Upcoming Levy

Chief O'Brien commented we are currently working on a resolution for ballot language. He thanked Administrative Director Leah Schoof for working on with Legal Counsel Brian Snure. Our plan is to have this on the agenda for both June Commissioner meetings, June 1 and June 15.

Captain Update

Chief O'Brien commented effective June 1, Scott Boswell will be promoted to Captain. Scott performed at a high level throughout the testing process and he has done a great job as a firefighter and Acting Captain. Congratulations to Scott Boswell!

Website Update

Chief O'Brien commented we are working on hiring a web developer to help us build a new website.

Deputy Chief/Fire Marshal Messer commented we are outgrowing our current website. We have formed a website committee and we developed a scope of work after finding what we like from various websites. We have received a few proposals and decided to go with the webmaster for Burien Fire, and for reference their website is www.burienfire.org. Many thanks to Assistant Fire Marshal David Petersen and Firefighter David Pick for their efforts on this project.

Events Update with LSPD

Chief O'Brien commented we recently met with Chief Dyer and his team to talk about community events. We have some changes coming around the corner. Rather than having the big National Night Out festival event downtown, we are planning on going back to the neighborhood community events, with a focus on knowing your neighbors and helping each other out in case of an emergency.

Chief O'Brien also mentioned we are looking at taking on Halloween with LSPD. The Lake Stevens Family Center is no longer looking to facilitate this event.

WFC Conference Next Week

Chief O'Brien commented he will be out of office Monday through Thursday next week, attending the Washington Fire Chiefs conference with Deputy Chief Huff.

Chief O'Brien also mentioned there is a regional Community Resource Paramedic grant in the works and we are looking to apply for the grant along with other districts, as it could bolster our current program. It looks like a great opportunity. We will be attending a meeting on Monday regarding this topic, and we will keep you posted.

Upcoming Retirement Ceremony

Our upcoming retirement ceremony for Paramedic Dennis Weisenberger is scheduled for Saturday, June 3rd from 2pm – 4:30pm at the LSF Conference Center. The program will begin at 2:30pm.

Open House June 28

Our Open House is scheduled for Wednesday, June 28th at Fire Station 81 from 6pm – 8pm. We invite the public to learn more about our EMS programs and we might be able to include an extrication drill. Our event will also include an engine wet down ceremony, leadership oaths for our newest firefighters, Captain and Battalion Chief, as well as a recognition of service for one of our part-paid firefighters.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, June 1st at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA.

GOOD OF THE ORDER

Commissioner Elmore congratulated Scott Boswell on his promotion to Captain; and he thanked everyone for their efforts. Both the crews and Administrative staff are amazing.

Vice Chair Gagnon agreed with Commissioner Elmore's comments.

EXECUTIVE SESSION

Vice Chair Gagnon requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes at 1805 hours with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien.

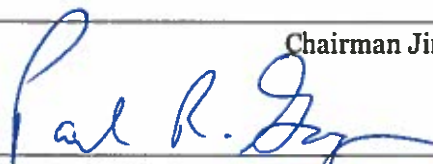
Vice Chair Gagnon reconvened the open public meeting at 1820 hours and there was no action taken. The open public meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1820 hours.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

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