

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 15, 2017

1730 hours

## CALL TO ORDER

Vice Chair Gagnon called the meeting to order at 1734 hours.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

Vice Chair Gagnon, Commissioner Elmore, Chairman Steinruck via conference call, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Assistant Fire Marshal David Petersen, Guest Michele Hampton, Guests Crystalle Green and Jasmine Andrews with family, Paramedic/Firefighter Jon Dudder, Paramedic/Firefighter Eric Jones, Guest Gary O'Rielly, Guest Dan Lorentzen, Guest Kim Grassl, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

Minutes 17-06-01

Motion to approve the June 1, 2017 Commissioner Meeting minutes as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Passed, Chairman Steinruck abstained as he was not present at the June 1st meeting.

## OLD BUSINESS

### Action

#### Resolution 2017-04 EMS Levy Lid Lift

Chief O'Brien explained we are asking the voters to restore our EMS Levy to 50 cents per \$1000; as we have determined we will need that funding restored to maintain our current services.

Chief O'Brien reviewed his presentation with an update on emergency services. He also introduced our Guest Crystalle Green and her family.

Guest Crystalle Green shared their family's story and her interaction with Lake Stevens Fire. Her daughter Jasmine experienced a heart attack and Crystalle was able to perform hands only CPR until the paramedics arrived on scene. Today Jasmine is doing great and excelling at school. She mentioned they are so very thankful for the services provided by Lake Stevens Fire.

Vice Chair Gagnon asked if there were any additional comments before we take action to approve the resolution. There was no additional comment.

Motion to adopt Resolution 2017-04 EMS Levy Lid Lift as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.

Vote Unanimous.

Commissioner Elmore thanked everyone for their efforts invested in defining the needs of the District and researching the levy process.

## OLD BUSINESS

### Discussion

#### Capital Facility Update

Chief O'Brien distributed the most up to date contract with AESI for review; and confirmed this has been reviewed by our attorney.

**LAKE STEVENS**

*"Touching Lives Today ~ Planning for Tomorrow"*

**FIRE**

Phone: 425.334.3034  
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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

Deputy Chief/Fire Marshal Messer reviewed the contract; and explained through the RFQ process we can work with subcontractors. He highlighted the following key components:

- "Do Not Exceed" limit of \$55,000
- Termination with 20 days' notice
- Geotechnical Study \$8,600
- Code Review \$1,425 (Needed for the feasibility study)
- Wetland Delineation Study \$5,718 (Needed for the feasibility study)
- Permit and Mitigation Requirements \$12,068 (Done prior to construction)
- Critical Areas Report \$2,850 (Done prior to construction)
- Survey Services \$14,250 (81 Feasibility Study)
- Survey Services \$4,650 (Headquarters Easement Update)

Deputy Chief/Fire Marshal Messer asked for any questions or concerns, explaining this has been a work in progress.

Motion to authorize the Chief to sign the contract with AESI dated June 15, 2017 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Vice Chair Gagnon introduced our guests Dan Lorentzen and Gary O'Reilly.

Dan Lorentzen commented it is nice to be back, he was a former commissioner and he supports the services of Lake Stevens Fire. He mentioned it is good to see everyone support the EMS Levy Lid Lift. Lake Stevens Fire has been so responsible with their funding and he looks forward to supporting this endeavor and help educate the community on these efforts.

Gary Reilly commented Chief O'Brien invited him to review the presentation regarding our Emergency Services Update. Our community has two levies for consideration; and we need to be sure the fire department has the proper funding. He appreciates the leadership of Chief O'Brien and this EMS Levy Lid Lift is important for our community. We need a well-run and well established and well-funded fire department. We need to pass this levy with a good campaign.

Vice Chair Gagnon asked for a 15 minute break from 1805 – 1820 hours.

Vice Chair Gagnon reconvened the open public meeting at 1820 hours and moved forward with the Financial Report.

## **FINANCIAL REPORT** **Investment Report**

### **Vouchers**

Motion to approve Expense Vouchers dated June 8, 2017 in the total amount of \$76,445.80 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Capital Vouchers dated June 8, 2017 in the total amount of \$21,561.66 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated June 8, 2017 in the total amount of \$4,287.19 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

### **Payroll**

Motion to approve the June 2017 Payroll in the total amount of \$534,286.25 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## **Expense Line Item Review Summary**

### **Expense Reports**

#### **CORRESPONDENCE**

Thank you from Paramedic Weisenberger

#### **NEW BUSINESS**

##### **Discussion**

None

##### **Action**

None

#### **CHIEF'S REPORT**

##### **Retirement Update**

Chief O'Brien commented Firefighter Gary Chandler is retiring and his last work day is June 23<sup>rd</sup>. He is focusing this last month or so helping us with a project on preincident plans.

Deputy Chief Huff commented he is doing great work for us and we appreciate it. He recognizes the value of this project and this will be a great benefit for us.

Chief O'Brien explained the concept of preincident plans and how it benefits the firefighters.

##### **Lake Stevens Sewer District Update**

Dan Lorentzen announced the Lake Stevens Sewer District is celebrating their 60<sup>th</sup> anniversary next Wednesday from 3-5pm and he invited everyone to come out and join them. He commented the Lake Stevens Sewer District is a well-run organization and they continue to make plans to take care of our community.

##### **Paramedic Hiring Update**

Chief O'Brien commented we are in the process of selecting a new paramedic, and we hope to have more information next week.

##### **Retirement Ceremony Thank You**

Chief O'Brien thanked everyone for their help with the retirement ceremony for Paramedic Dennis Weisenberger.

##### **Health & Safety Fair Thank You**

Chief O'Brien thanked everyone for their help with the annual Health & Safety Fair. We had more than 710 guests at our event, this is an increase of over 100 from last year. Now we have almost 60 prizes to award for the free raffle. We are receiving very positive comments from our booth participants and we appreciate our partnership with LSPD on this event each year.

##### **Open House**

Our Open House is scheduled for Wednesday, June 28<sup>th</sup> at the downtown Lake Stevens Fire Station 81 from 6-8pm. The theme is "Everything EMS" and the evening will include CPR Demos; Kids Activities, Apparatus Tours, Vehicle Extrication, Leadership Oaths & Family Recognition, Chaplain Badges, Recognizing Years of Service, and an Engine Wet Down Ceremony.

##### **Schedule Update**

Chief O'Brien commented he will be out of the office during the month of July, froth the 6th through the 28<sup>th</sup>.

The Commissioners confirmed their next regular Commissioner Meeting is scheduled for 5:30pm Thursday, July 6<sup>th</sup> after the holiday.

Vice Chair Gagnon commented he will be unable to attend; both Chairman Steinruck and Commissioner Elmore confirmed they will plan to attend the meeting.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, July 6<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Vice Chair Gagnon commented the topic of the recent Chelan Conference was strategic planning and succession planning, which validated exactly what we are doing. He commented it was surprising to see how many people who don't have a plan in place; and he thanked Chief O'Brien for the Emergency Services Update presentation. Now that we have passed the resolution, we have a lot more work to do.

Commissioner Elmore thanked everyone for their efforts; he thanked Chief O'Brien for leading a phenomenal team; and commented it was great to meet Jasmine and hear her story.

Chairman Steinruck commented he appreciates everyone's understanding of his absence; and he thanked everyone for all they do.

**EXECUTIVE SESSION**

None

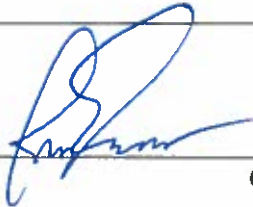
**ADJOURNMENT**

Motion to adjourn the meeting at 1840 hours.  
Motion by Chairman Steinruck and 2<sup>nd</sup> 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