

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

July 6, 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, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, Battalion Chief Travis Welch, Firefighter Rachel Hall, Firefighter Josh Duncan, and Captain/Paramedic Ron Rasmussen.

Vice Chair Gagnon is an excused absence.

ADDITIONAL AGENDA ITEMS

MINUTES

Minutes 17-06-15

Motion to approve the June 15, 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 June 23, 2017 in the total amount of \$19,423.09 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Expense Vouchers dated June 30, 2017 in the total amount of \$19,755.10 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Capital Vouchers dated June 23, 2017 in the total amount of \$28,930.47 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 June 30, 2017 in the total amount of \$11,610.08 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Strategic Fund Vouchers dated June 30, 2017 in the total amount of \$1,837.66 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

Expense Line Item Review Summary

Administrative Director Leah Schoof commented that there are no new items to review. An updated summary and review will be included in the July 20, 2017 commissioners meeting.

Expense Reports

LAKE STEVENS
FIRE

Phone: 425.334.3034
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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

2016 CAFR Annual Summary Report

Administrative Director Leah Schoof commented that the annual financial report has been submitted to the Washington State Auditor as required by RCW 43.09.230. Director Schoof also noted that the Washington State Auditor will most likely perform the Lake Stevens Fire biennial audit this fall.

CORRESPONDENCE

Thank You from Hawkins House
Thank You for Classroom Visits

Commissioner Steinruck said he appreciates Assistant Fire Marshal David Petersen's presence in the classroom.

OLD BUSINESS

Discussion

Capital Facility Update

We have executed the AESI contract and they have begun the easement survey and work at Station 81. We're moving along and should have reports in two to three weeks.

EMS Levy Lid Lift

Administrative Director Leah Schoof noted that the required documents must be to the Snohomish County Auditor's Office by August 1, 2017. All required documents are complete, except for the Pro/Con Committee Form, which will be submitted after the assignment of the committee's at the July 20, 2017 commissioners meeting.

Action

None

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

City of Lake Stevens Update

The city will be moving in July and then once more in August. The city is busy right now with road improvement projects and has also developed a new Twitter account.

Retirement Update

Congratulations to Firefighter Del Divers! Del's official last day is August 31st. Del started as a volunteer in March of 1987 and was hired fulltime on 01/04/1993. There is a celebration scheduled for Tuesday August 15th at Cedarcrest Golf Course. (Golf at 10 a.m. Followed by a lunch and retirement ceremony from 2-4.)

Paramedic Hiring Update

Welcome to new Paramedic Chris Wigington. Chris comes to us from Skagit County Medic One, and received his PM training from CWU. He also worked 3 years in Albuquerque NM as a PM. He will start July 17th, and will head off to the fire academy with Captain Scott Boswell, Firefighter Adam Blue, and Firefighter Nadia Kukhotskaya, which will run from August 10th thru November 3rd.

Part Paid Firefighter Hiring Update

The cut-off date for part-paid applicants was June 30th. We have 6 candidates who have been invited to take the written exam on either July 11th at 18:30 or July 12th at 10:00 am. Interviews will be the week of July 17th. As always, any employment offer is contingent upon the completion of a physical exam, drug test, and criminal background check.

Career Firefighter Hiring Update

The application period for a career firefighter opened on June 26 and will close on July 27. Candidates will need to complete the National Testing Network online exam. The Assessment Center is scheduled for August 2nd, which will include an oral interview and an EMS assessment center. The Chief's interview is scheduled for the week of August 7th for the top 3 candidates. As always, any employment offer is contingent upon completion of a physical exam, drug test, criminal background check and Candidate Physical Abilities Test (CPAT). We have an anticipated start date of

September 1, 2017, with enrollment in the Fire Academy Class 2018-1.

July 4th Update

Including Mutual Unit Aid calls, we were dispatched to 35 calls, which is a 75% increase over last year. In district, we were dispatched to 25 calls, which is a 178% increase over last year. This included 11 single engine responses and 1 residential fire response. Between the hours of 20:00 and 00:00 firefighters responded on 21 calls. Staffing was increased from 14 FF to 18 FF between 18:00 and 06:00.

Open House

Thank You for joining us at the Open House.
We had a great turnout and we appreciate the support from our community.
We enjoyed seeing the swearing in of Battalion Chief Travis Welch, Captain Scott Boswell, Firefighter Nadia Kukhotskaya, Firefighter Adam Blue and Paramedic Shaun Kelly.

Aquafest Festival

Aquafest Weekend July 28-30 – Thank you to our crews for taking on the additional duties for this weekend including: First Aid Booth, Bike, Fire Boat, Children’s Parade, Grand Parade and Boat Parade.

Firefighters’ Pancake Breakfast

Our Pancake Breakfast is scheduled for July 29 & 30 from 6am – Noon at S81. Firefighter Rachel Hall noted that they are working on the facades to ensure they are structurally sound, and are hoping to repaint them next week. She also received the final food order so everything is in place.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, July 20th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore appreciates everyone’s hard work and everything that every employee of the district does to support Lake Stevens Fire.

Commissioner Steinruck really appreciated the open house and the extrication demonstration. He also appreciated how well attended it was, and the honoring of our employees. Commissioner Steinruck noted he appreciates the honor of serving for Lake Stevens Fire.

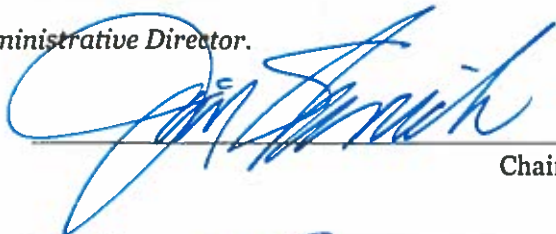
EXECUTIVE SESSION

None

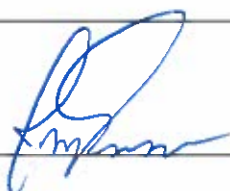
ADJOURNMENT

Motion to adjourn the meeting at 1754 hours.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

Minutes respectfully submitted by Leah Schoof, Administrative Director.



Chairman Jim Steinruck



Vice Chair Paul Gagnon



Commissioner Troy Elmore

Chief Kevin K. O'Brien