

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

July 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, Deputy Chief Huff, Deputy Chief / Fire Marshal Messer, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, City Council Member Raichel McDaniel, Guest Dan Lorentzen, Guest Michele Hampton, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

Minutes 17-07-06

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

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

Vote Passed, Vice Chair Gagnon abstained as he was not present for the July 6, 2017 Commissioner Meeting.

## FINANCIAL REPORT

### Investment Report

#### Vouchers

Motion to approve Expense Vouchers dated June 17, 2017 in the total amount of \$108,481.66 as submitted.

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

Vote Unanimous.

Motion to approve Capital Vouchers dated June 17, 2017 in the total amount of \$1,691.78 as submitted.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated July 17, 2017 in the total amount of \$5,036.46 as submitted.

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

Vote Unanimous.

#### Payroll

Deputy Chief Huff commented overtime is down, year to date 500 hours, from same time last year. L&I hours year to date are equivalent to the same time last year.

Motion to approve the July 2017 Payroll in the total amount of \$529,985.89 as submitted.

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

Vote Unanimous.

#### Expense Line Item Review Summary

Administrative Director Leah Schoof commented we are watching our Labor and Industry line item which is a quarterly expense, as well as our advertising and uniforms line items.

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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

## Expense Reports

### CORRESPONDENCE

None

### OLD BUSINESS

#### Discussion

None

#### Action

##### **RFP for IT Services Update**

Deputy Chief/Fire Marshal Messer commented we issued our RFP for IT Services on May 22nd with a closing date three weeks later. Six firms requested the application and only one firm returned the proposal, and this was ISOsource. Deputy Chief/Fire Marshal Messer reviewed the information requested and confirmed their proposal at \$6232 per month. Currently we pay \$85,000 per year and we budget \$89,000 per year. ISOsource is based out of Bothell.

Commissioner Elmore asked if we anticipate additional expenses going past what we have budgeted and if ISOsource familiar with New World.

Deputy Chief/Fire Marshal Messer explained we plan to stay within budget and he confirmed ISOsource is familiar with New World.

Motion to award the RFP for IT Services to ISOsource. The contract between Lake Stevens Fire and ISOsource will be reviewed and voted on at a later date.

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

Vote Unanimous.

### NEW BUSINESS

#### Discussion

##### **Striker Stretcher Presentation**

Deputy Chief Huff commented this year's budget approved new stretchers.

Deputy Chief/Fire Marshal Messer reviewed his presentation for the Striker Stretchers, highlighting the following:

- Reducing risk of injuries when raising and lowering patients
- Supporting statistics
- Benefits of Power-PRO XT Cot with expandable patient surface and cot fastener system
- Operates with a push of a button
- Surrounding fire districts who also use Stryker Stretchers
- Cost of Project
- Benefits of Warranty

Commissioner Elmore asked if they have been added into our Replacement Schedule.

Deputy Chief Huff confirmed yes.

Chairman Steinruck commented he understands the seven year warranty, and asked what the initial warranty would be.

Deputy Chief/Fire Marshal Messer explained it is essentially a five year additional warranty with annual preventative maintenance with supplies.

Chairman Steinruck commented there are always pros and cons with extended warranties, do the other fire districts go with the extended warranty?

Deputy Chief/Fire Marshal Messer commented confirmed Marysville Fire goes with the extended warranty. Because of the cost of the parts for replacement, we feel the warranty would be worthwhile. They will also provide a replacement cot when one is under repair. During our next meeting we would like to ask for approval of the purchase, and in the meantime we will research more information on the warranty.

## **Action**

### **Appointment to Pro Levy Committee**

Administrative Director Leah Schoof commented we are ready to submit our appointment form to the pro levy committee. We did not have any one request to represent the con committee. We are asking for a motion to appoint them as committee members.

Motion to appoint Dan Lorentzen and Gary O'Reilly as committee members on the local voters' pamphlet committee appointment form as submitted.

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

Vote Unanimous.

Deputy Chief Huff thanked Dan Lorentzen for participating on the pro levy committee along with Gary O'Reilly.

### **Website Contract**

Deputy Chief/Fire Marshal Messer commented we are ready to update our current website and we have chosen Walking Anchor as our new webmaster. The contract with Walking Anchor has been reviewed and approved with amendments. He mentioned the following proposal highlights:

1. Do not exceed \$8,500
2. Term of agreement ends on delivery and approval of product (10 weeks)
3. Either party may terminate the contract immediately upon written notice or mutual agreement.
4. Three design concepts to be presented (homepage and one interior page)
5. Designer to upload all information to new website
6. Designer to provide training on website software for updating by LSF personnel
7. There will be a six month check in once we are up and running

Deputy Chief/Fire Marshal Messer confirmed this contract has been reviewed by our legal counsel and we are ready to move forward. We are looking at September 28th as our go live date.

Commissioner Elmore asked if we are planning to keep both domain names. He also asked about our connectivity with social media regarding Twitter, etc.

Deputy Chief/Fire Marshal Messer confirmed we are keeping both domain names lsfire and lakestevensfire. And we will have a social media button on our website. He thanked Assistant Fire Marshal David Petersen for heading up our website committee.

Motion to authorize Chief or designee to sign website contract with Walking Anchor as submitted.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

## **CHIEF'S REPORT**

### **City of Lake Stevens Update**

City Council Member Rauchel McDaniel mentioned they won't be meeting until the last Tuesday in August.

### **Sno-Isle Commissioner Meeting**

The Sno-Isle Commissioners will have their Annual Burgers and Bonding at Lake Roesiger this evening. There will be burgers at 6:45pm and a brief business meeting at 7:30pm.

### **Thank You for Service**

Deputy Chief Huff distributed a photo from the Utley fire with one of our citizens thanking our C Shift crew for their service in June on an MVA over in Machias.

### **Aquafest**

We are gearing up for the pancake breakfast; as always you are welcome to join us at the First Aid Booth if you have time to help out.

### **National Night Out**

National Night Out is scheduled for Tuesday, August 1 and our event this year will be twofold. LSF and LSPD will be at the Trestle Station where there will be free ice cream for the community from 6-8pm. There is also the opportunity for

community block parties to register via the LS Family Center so LSF and LSPD can go out and visit with them that Tuesday evening.

**Guns 'n Hoses Softball Challenge & BBQ**

Our Guns 'n Hoses Softball Challenge is scheduled for Tuesday, August 8th at the LSHS Baseball Field. There will be a BBQ at 5:30pm and Game time at 6pm. We are working with Airlift NW to arrive at 5pm and be available to tour their rig and answer questions, calls permitting. This year we will be collecting rice and dried beans for the LS Food Bank.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, August 3rd at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Vice Chair Gagnon thanked everyone for their efforts, and encouraged everyone to keep up the good work.

Commissioner Elmore commented he appreciates everyone within the organization.

Chairman Steinruck commented he is looking forward to Aquafest weekend and he plans to be at the pancake breakfast both mornings. He also mentioned he was able to participate in a safe table exercise with 65 people from various hospitals to discuss our CRP Program. He was very proud to be able to share our program with them and he commented it is an honor to be here.

Dan Lorentzen commented he is looking forward to a successful EMS Levy Lid Lift. As Snohomish County Fire Marshals they really enjoy working with Lake Stevens Fire members, they appreciate the cooperative spirit.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Motion to adjourn at 1815 hours.  
Motion by Vice Chair Gagnon and 2nd 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