

Board of Fire Commissioners
Meeting Minutes
1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 3, 2017

1730 hours

CALL TO ORDER

Chairman Steinruck called the meeting to order at 1731 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Assistant Fire Marshal David Petersen, City Council Member Rauchel McDaniel, Guest Dan Lorentzen, Guest Michele Hampton, Guest Communications Consultant Liz Loomis, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an executive session to discuss the performance of a public employee for 20 minutes.

MINUTES

Minutes 17-07-20

Motion to approve the July 20, 2017 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Passed, Commissioner Elmore was not yet present at the meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated July 31, 2017 in the total amount \$66,772.24 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Passed, Commissioner Elmore was not yet present at the meeting.

Motion to approve Capital Voucher dated July 31, 2017 in the total amount of \$1,950.98 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Passed, Commissioner Elmore was not yet present at the meeting.

Motion to approve Strategic Fund Vouchers dated July 31, 2017 in the total amount of \$7,802.92 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Passed, Commissioner Elmore was not yet present at the meeting.

Expense Line Item Review Summary

Expense Reports

CORRESPONDENCE

None

OLD BUSINESS

Discussion

ISOutsource Contract Update

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his efforts on this.

Deputy Chief/Fire Marshal Messer commented ISOsource has given us their first draft contract, and during the next couple of weeks we will finalize the contract. As we build our infrastructure we will stay compliant with NFPA guidelines and standards.

Action

Stryker Stretchers

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer and Deputy Chief Huff for their efforts with the Stryker Stretcher project.

Deputy Chief/Fire Marshal Messer reviewed the project costs for capital replacement. In regards to warranty info, we have two years of warranty on the cots and one year with the power load. He reviewed benefits of the proposed warranty and reviewed agencies who chose to purchase the extended warranty. Additionally he reviewed the list of common replacement parts and costs.

Vice Chair Gagnon commented this will be a great investment for our District.

Motion to authorize the Chief to complete the Stryker capital purchase as budgeted in the 2017 Capital Replacement Plan, and table the warranty purchase for a revisit during expense budget review time.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Thank You

Chief O'Brien thanked Liz Loomis for joining us this evening, and commented we appreciate the help with communications in preparation for our EMS Levy Lid Lift.

Liz Loomis commented your team is like a well-oiled machine, by far the best organized department I've worked with and it is a pleasure to work with you.

City of Lake Stevens Update

Rachel McDaniel commented they just recently had a Special Meeting for City Council to discuss the Police Station / Library / City Hall concept plans for Chapel Hill. She mentioned Aquafest was a great weekend.

Capital Facility Project Update

Chief O'Brien mentioned the site work has been completed by our consultant and they are preparing the report for Station 81 and the McDaniel property. We are moving forward.

Firefighter Testing Process

Chief O'Brien commented we are currently going through the firefighter testing process for Del Divers' position. He thanked Deputy Chief Huff for leading the testing process, and thanked Assistant Fire Marshal David Petersen for his assistance as well. We had twelve candidates go through the Assessment Center and the top three candidates will go on to the Chiefs Interview.

New Part Paid Orientation

We have four new part paid firefighters going through orientation on Friday morning, August 18th. BC Kosiba will put on an academy for them during the second week of September.

Budget Update

Chief O'Brien commented we are working hard to prepare the 2018 Budget.

Aquafest Recap

We served a grand total of 2,085 guests over the weekend at our Firefighters' Pancake Breakfast. We had 1,135 guests

on Saturday and 950 guests on Sunday. Chief O'Brien thanked Firefighter Rachel Hall for leading the Pancake Breakfast this year.

National Night Out Recap

Chief O'Brien commented National Night Out was a successful evening for Lake Stevens. This year we based the operation at the Trestle Station; and visited approximately seven different neighborhoods. It was a fun evening working with LSPD.

Guns 'n Hoses Softball Challenge

Our Annual Guns 'n Hoses Softball Challenge is scheduled for Tuesday, August 8th at the Lake Stevens High School baseball field. Airlift NW is planning to land their helicopter on the field at 5pm, the BBQ will start at 5:30pm, and game time is at 6pm.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, August 17th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Gagnon commented he appreciated hearing from Liz Loomis. We are fortunate to have our LSF team to work with.

Liz Loomis agreed it is a very professional and cohesive team at Lake Stevens Fire.

Commissioner Elmore thanked everyone for their outstanding work.

Chairman Steinruck commented Aquafest was a lot of fun this year, and he enjoyed the pancake breakfast both mornings. It was good to be a part of National Night Out as well. He commented it is good to see we can all have fun together; and we will continue to be responsible to our public.

Liz Loomis commented we are exactly where we need to be in preparation for the EMS Levy Lid Lift. There is a long time between now and November, and we just need to stay the course and be responsive to any questions that may come up.

Michele Hampton commented she enjoyed participating in the pancake breakfast. She thanked Lake Stevens Fire for a great breakfast.

EXECUTIVE SESSION

Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 20 minutes at 1805 hours with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien. At 1825 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 33 minutes.

Chairman Steinruck reconvened the open public meeting 1858 hours and there was no action taken. The open public meeting moved forward with Adjournment.


ADJOURNMENT

Motion to adjourn the meeting at 1858 hours.
Motion by Chairman Steinruck 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