

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 17, 2017

1730 hours

CALL TO ORDER

Chairman Steinruck called the meeting to order at 1732 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, Guest Dan Lorentzen, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 17-08-03

Motion to approve the August 3, 2017 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated August 15, 2017 in the total amount of \$111,074.26 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Voucher dated August 14, 2017 in the total amount of \$1,097.00 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated August 14, 2017 in the total amount of \$4,069.78 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Payroll

Chief O'Brien commented year to date, our overtime is actually down 7.6%; however if you look at just the month of July we seem to be up.

Motion to approve the August 2017 Payroll in the total amount of \$515,041.02 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Expense Line Item Review Summary

Administrative Director Leah Schoof commented we are watching one additional item, the driving simulator coop, which has an increase based on assessed values. We will adjust the 2018 Budget accordingly.

Expense Reports

CORRESPONDENCE

Thank You from Aquafest

OLD BUSINESS

Discussion

None

Action

ISOOutsource Contract

Chief O'Brien presented the ISOOutsource Contract that has been reviewed and approved by our attorney and staff. We will continue to use IT services through the City until October, and then October 1st we would create a new ILA with the City where they could provide backup services and it would essentially be a pay as you go scenario. We believe this is going to improve our services.

Deputy Chief/Fire Marshal Messer highlighted the following details of the ISOOutsource contract:

- Contract Term is 9/1/17 to 12/31/17. A new contract will be needed for 2018 because of their annual cost of service increase. ISOOutsource has agreed to provide an estimated cost increase by September for budgeting purposes.
- Not to exceed value is \$37,428 (see exhibit B for proposal cost explanation). Exhibit A summarizes the scope of services provided. \$10,000 has been budgeted for strategic guidance/initiatives such as WiFi for District facilities.
- Contract may be terminated by either party with 20 days written notice.
- Item # 14 was added by ISOOutsource. The District may not hire an ISOOutsource employee for a period of two years following contract termination.
- Item # 15 was added by the District to ensure confidentiality in matters of access to non-public records such as protected health information (PHI), personnel records, etc.
- The District has added an additional Business Associate Agreement in conjunction with confidential information to maintain HIPAA compliance.
- ISOOutsource has proactively provided an ACORD in compliance with item # 6 of the consultant agreement.

Motion to authorize Chief to sign contract with ISOOutsource as submitted.

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

Vote Unanimous.

NEW BUSINESS

Discussion

Lexipol Policies

Chief O'Brien thanked Administrative Director Leah Schoof and Deputy Chief/Fire Marshal Messer for undergoing training with Lexipol, approximately two hours per week. We are going to start by updating our policy on policies. We will have a draft available for review prior to the next meeting. Those policies that are financial, legislative, and HR in nature, we will bring to the Board for approval. Those policies that are operational in nature will be approved by the Chief. To bring every policy to the Board would probably not be the best use of time.

Commissioner Elmore commented we don't want the Commissioners getting into the operations of the department. Though the Board needs to be notified if we ever have plans to reduce our staffing minimums or brown out a station.

Chief O'Brien commented additionally we want to keep the Union involved in our policies.

Action

None

CHIEF'S REPORT

City of Lake Stevens Update

Chief O'Brien commented he met with the City Administrator Gene Brazel today and took a look at their temporary modulars. They hope to occupy them by the end of this month.

Next week we should have information coming together on Station 81 and the McDaniel property. Chief O'Brien mentioned he invited Commissioner Steinruck to join us for the meeting on Thursday, August 24th and we will keep you posted. We may need to ask for a Special Meeting to address this topic in regards to potential purchase of the property.

2017 WFCA Annual Conference & Snure Seminar

The 2017 WFCA Annual Conference is scheduled for Thursday, October 26th through Saturday, October 28th and located in Spokane. Please let us know if you'd like to be registered for this event.

Firefighter Del Divers Retirement & New Hire Firefighter Rachel Hall

Chief O'Brien commented that Firefighter Del Divers is retiring effective September 1st. Local 3235 hosted a golf game and lunch this week to celebrate his retirement. We have offered conditional employment to Firefighter Rachel Hall, and she is scheduled to start October 1st.

Fire Academy Update

We have four members currently up at the academy: Firefighter Blue, Firefighter Kukhotskaya, Paramedic Wigington and Captain Boswell.

New Part-Paid Firefighters Orientation

We have four new part-paid firefighters who will be going through their orientation tomorrow morning.

Budget 2018

Chief O'Brien commented we continue to work on the 2018 Budget.

Guns 'n Hoses Softball Challenge Recap

Thank you for joining us at the Guns 'n Hoses Softball Challenge this month. Thank you to all who participated and helped make this happen. The BBQ raised \$564 for the LS Food Bank, along with 593 lbs. of food donations.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, September 7th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore congratulated Rachel Hall on her recent hire, and commented she has worked really hard. He also commented he is looking forward to seeing our members graduate from the academy. He thanked Deputy Chief/Fire Marshal Messer for working through the contract with ISOsource and thanked everyone for their work.

Chairman Steinruck mentioned the WFCA Annual Conference, and commented they will let us know if they plan to attend.

Vice Chair Gagnon thanked everyone for their efforts and thanked Chief O'Brien for his leadership.

Chairman Steinruck asked about the status of the CRP grant.

Chief O'Brien commented we will likely hear more in October or November. At this point they seem to be looking at it favorably. The grant is asking for 27 CRPs throughout Lake Stevens, Everett, Mukilteo, and Whatcom County. The CRPs could potentially be employees of their respective fire districts.

Chairman Steinruck commented we will continue to support this program, though he is concerned about the sustainability of the funding once we get past the grant funds.

Chief O'Brien commented this would be through Medicaid, and that is the challenge, the grant would be a five year plan.

Commissioner Elmore asked if the CRPs could be dual trained, could they also take on the role of firefighter.

Chairman Steinruck commented over those five years we could track a lot of data to show the value of the CRP program.

Commissioner Elmore asked if they could work with a program compatible with all the fire districts included, when tracking the data.

Dan Lorentzen commented he has met with the Local and Association, and they are moving forward in regards to the EMS Levy Lid Lift.

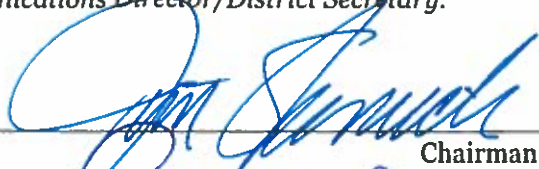
EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1810 hours.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

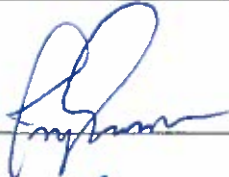
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



Chairman Jim Steinruck



Vice Chair Paul Gagnon



Commissioner Troy Elmore



Chief Kevin K. O'Brien