

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

September 7, 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, Chief O'Brien, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, City Council Member Marcus Tageant, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested MOU 2017-02 under New Business Action.

MINUTES

Minutes 17-08-17

Motion to approve the August 17, 2017 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated September 1, 2017 in the total amount of \$55,889.10 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Voucher dated September 1, 2017 in the total amount of \$1,316.40 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated September 1, 2017 in the total amount of \$7,658.67 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Administrative Director Leah Schoof highlighted fire service uniforms which is down to 1% and explained we were expecting this overage due to new hires.

CORRESPONDENCE

Thank You for Your Deployment to Rochester, WA

Chief O'Brien commented Lake Stevens Fire / NW Incident Management Team deployed to Rochester, just outside of Olympia, for a 500 acre fire. Both Battalion Chief Kosiba and Commissioner Elmore were deployed for the NW Incident Management Team. Battalion Chief Kosiba extends a thank you to Chief and the Commissioners for their support of our involvement with this team.

Thank You from Fire District 27 Hat Island

LAKE STEVENS
FIRE

Phone: 425.334.3034
Fax: 425.334.6981
www.lsfire.org

"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

OLD BUSINESS

Discussion

Information Technology Update

Chief O'Brien commented we have ISOsource signed up and we have met with them. We are also working closely with the City regarding our back up agreement.

Deputy Chief/Fire Marshal Messer commented ISOsource is on board as of September 1st; and last week we had our first kick off meeting. We will be meeting with Troy Stevens to begin the transfer of information.

Capital Facility Project Update / McDaniel Property Purchase

Chief O'Brien commented we have received all the information from our consultants for Station 81 and the McDaniel property.

Deputy Chief/Fire Marshal Messer reviewed the results of the survey. He reviewed Watershed document, and explained we have three different wetland areas which are required buffers. He also reviewed the geotechnical report.

Chief O'Brien commented we are working with a deadline of September 19th regarding moving forward on a feasibility study.

Lexipol Policies

Chief O'Brien commented we will be sending you a policy next week for review, and this will be our policy on policies.

EMS Levy Lid Lift

Chief O'Brien commented he sent out an email highlighting the details of the levy process; and reminding members of the PDC guidelines we need to follow. As staff we can give out information, although we cannot campaign for the levy.

Chief O'Brien highlighted the upcoming informational meetings regarding our EMS Levy Lid Lift:

- Community Meetings:
 - 6:30pm Thursday, October 19th – HQ Board Room
 - 10am Saturday, October 21st – S82 Conference Room
 - Noon Tuesday, October 24th – S82 Conference Room

Commissioner Elmore confirmed he is available to attend all three community meetings.

- Additional Group Meetings:
 - Wednesday mornings – City of Lake Stevens Staff (Levy topic discussed multiple times)
 - 11:30am Wednesday, September 13th - Chamber of Commerce Membership Luncheon
 - 11:25am Wednesday, October 4th – LS Senior Center (2nd time)
 - 11:30am Wednesday, October 11th – Chamber of Commerce Candidate Forum with brief 2nd reminder by Chief
 - 6:30pm Tuesday, October 17th – LS Lions (2nd time)
 - 6:30pm Wednesday, October 25th – LS Kiwanis
 - 6:30pm Thursday, October 26th – Somerfield HOA
 - Friday morning, October – LS Rotary (2nd time) – Date yet to be confirmed
 - Thursday evening, October - American Legion Post 181 – Date yet to be confirmed
 - Mid Week evenings, October - Local HOAs – Dates yet to be confirmed

Chief O'Brien commented he is going to be a guest speaker for the Chamber Luncheon at 11:30am Wednesday September 13th at the Lake Stevens School Admin building.

Commissioner Elmore confirmed he will plan to attend the Chamber Luncheon next week.

Chief O'Brien reviewed highlights of the EMS Levy Lid Lift.

Vice Chair Gagnon commented we haven't lifted this lid since 2000, and most districts do it more often.

Commissioner Elmore commented he would prefer a long range plan to go out to the community more frequently.

Action

None

NEW BUSINESS

Discussion

New Ambulance Purchase

Chief O'Brien commented we have in our Capital Plan the purchase of a new ambulance.

Deputy Chief/Fire Marshal Messer explained we have one ambulance up in 2017 and second scheduled for 2019. Purchasing both ambulances in 2017 would allow for a cost savings of approximately \$19,000 and the cost of inflation. We are considering the Ram 4500 with a few improvements and planning for a resolution at the next meeting to move forward with the purchase of two ambulances.

Commissioner Elmore recognized the importance of cost savings and asked about the mileage of the vehicles we are planning to replace.

Deputy Chief/Fire Marshal Messer confirmed he will bring those details to the next meeting.

Firefighter Health & Safety / Back up Personal Protective Equipment

Chief O'Brien commented we are working on firefighter health and safety through a second set of bunker gear for our members.

Deputy Chief/Fire Marshal Messer gave credit to C Shift for their help with this project. He explained the need for a second set of bunker gear including our fight against cancer and following the NFPA Standard. He mentioned that \$250,000 has been budgeted for this. He commented we are considering plans to stay with the current style and we are looking for the best price. We are also considering a company to come out and professionally clean the bunker gear on a recurring basis.

Commissioner Elmore asked that we consider the fabric used for bunker gear in America compared to what they use in Europe.

Action

MOU 2017-02 Captain Boswell Attending Academy

Chief O'Brien commented MOU 2017-02 is consistent with our contract with the Union and clarifies that this assignment does not establish a past practice.

Motion to authorize Chief to sign MOU 2017-02 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

CHIEF'S REPORT

City of Lake Stevens Update

Chief O'Brien commented the temporary City Hall is great and looks very professional.

City Council Member Marcus Tageant commented it is a great update for our staff; and the other building comes down most likely mid October.

Chief O'Brien commented he appreciates the City Staff Meetings each week.

Sno-Isle Fire Commissioner Mtg Notice

The Sno-Isle Fire Commissioners Meeting is scheduled for 7:30pm this evening at the Snohomish County Fire District 7 Clearview Station.

2017 WFC Health Care Workshop

There will be a WFC Health Care Workshop in Lynnwood on Thursday, September 14th at 11:30am. Please let us know if you would like to register for this event.

Fire Academy Update

Chief O'Brien commented our recruits are doing a great job at the Fire Academy, and so is Captain Boswell.

Budget 2018

Chief O'Brien commented our staff is doing a great job bringing the 2018 Budget together; and there will be more to come.

Snohomish Health District's Public Health Advisory Council

Chief O'Brien commented he has been reappointed to the Board for the Snohomish Health District's Public Health Advisory Council.

Back to School Resource Fair Update

The Back to School Resource Fair served over 120 students, and there were a total of 216 guests at the event. This annual event is hosted by the Lake Stevens Family Center and located at the Boys & Girls Club. Thank you to Laana Larson for representing Lake Stevens Fire at this event.

First Day Back to School Update

Thank you to all who participated with the first day back to school in Lake Stevens. Thank you to AFM Petersen for coordinating this event.

Car Wash Fundraiser for Houston

Lt. Nick Mader with the Naval Station in Everett is going to use the Conference Center Parking Lot for a car wash fundraiser in support of their families over in Houston, TX. This event is scheduled for Saturday, September 9th from 10am – 2pm. Lt. Mader extends a thank you for our support.

September 11th Remembrance Service

The September 11th Remembrance Service is scheduled for 10am Monday, September 11th and located at Station 81. This event is hosted by the American Legion Post 181. Our special guests will include Savannah Anderson from Cavelero Mid High singing the National Anthem; and Ms. Falenski's and Mrs. Rock's fourth grade classes from Mt. Pilchuck Elementary.

Snohomish County Chiefs Meeting

Chief O'Brien mentioned the Snohomish County Chiefs had another good meeting.

Snohomish County Training Consortium

Chief O'Brien commented the Training Consortium had another good meeting and they are moving forward.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, September 21st at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore thanked everyone for what they do.

Vice Chair Gagnon thanked Deputy Chief/Fire Marshal Messer for his dedicated efforts on recent projects.

Chairman Steinruck commented great job to everyone, he appreciates the team work that is clearly evident at Lake Stevens Fire.

Chairman Steinruck requested a 5 minute break from 1820 -1825 hours. Chairman Steinruck reconvened the open public meeting at 1825 hours and moved forward with a request for an Executive Session.

EXECUTIVE SESSION

Chairman Steinruck requested an executive session regarding the purchase of property pursuant to RCW 42.30.110 (1) (b) for 30 minutes at 1825 hours with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief/Fire Marshal Messer, and Administrative Director Leah Schoof. At 1855 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 10 minutes.

Chairman Steinruck reconvened the open public meeting at 1905 hours and there was no action taken. The open public meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1906 hours.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
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