

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

September 21, 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 Huff, Deputy Chief/Fire Marshal Messer, Battalion Chief Matt Bernethy, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an executive session regarding the review of a public employee pursuant to RCW 42.30.110 (1) (g).

MINUTES

Minutes 17-09-07

Motion to approve the September 7, 2017 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Minutes 17-09-14

Motion to approve the September 14, 2017 Special Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

FINANCIAL REPORT **Investment Report**

Vouchers

Motion to approve Expense Vouchers dated September 15, 2017 in the total amount of \$27,606.56 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Motion to approve Capital Vouchers dated September 13, 2017 in the total amount of \$25,615.25 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated September 13, 2017 in the total amount of \$22,959.63 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Payroll

Chief O'Brien explained our overtime is up a little higher with four positions currently assigned to the fire academy; one paramedic, two firefighters, and one captain through November 3rd. Additionally Firefighter Del Divers retired.

Motion to approve the September 2017 Payroll in the total amount of \$535,208.73 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Chief O'Brien mentioned we don't anticipate a budget adjustment, and we will continue to track our expenses.

CORRESPONDENCE

Thank You from the LS Family Center
Thank You from the LS School District
Thank You from Senator Hobbs' Office

OLD BUSINESS

Discussion

Capital Facility Project Update / McDaniel Property Purchase

Chief O'Brien commented we appreciate the McDaniel family for working with the District and getting through the feasibility study. He also thanked the Commissioners for supporting a very smart purchase for the District and confirmed this will be an asset for the District. Our \$7,500 earnest money has been deposited, the feasibility study has been acknowledged by both parties, and our closing date is 60 days from September 18th / on November 18th.

Policy 102 Policy Manual

Chief O'Brien commented we are currently finalizing our policy on policies, and we are waiting to receive the final review from our Attorney Brian Snure. We hope to have this ready for review at the next meeting.

EMS Levy Lid Lift

Chief O'Brien commented we have plans to distribute our next Fact Card & Newsletter next month; and we have Community Meetings and Various Club Meetings scheduled throughout the month of October. We had a great presentation with the Chamber of Commerce this month, and it was well received.

Action

Information Technology Interlocal Agreement

Chief O'Brien confirmed our Information Technology Interlocal Agreement is not going to be an action item for this evening. This will be our agreement that says we have a relationship with the City to help us in the event of an IT emergency. We plan to bring this to the next meeting in October.

Resolution 2017-05 Authorizing Purchase of Apparatus

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer, Deputy Chief Huff, and the apparatus committee for their efforts on this project.

Deputy Chief/Fire Marshal Messer reviewed his presentation on the Braun Ambulance purchase including the following topics:

- Planning Ahead
- Current Fleet Inventory
- Capital Replacement Plan
- Ambulance Assignment Flow
- Cost Saving Contract
- Fiscal Responsibility
- Designed by Our People
- Improved Patient Care
- Resolution 2017-05

Motion to adopt Resolution 2017-05 Authorizing Purchase of Apparatus as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Chairman Steinruck thanked Deputy Chief/Fire Marshal Messer for his presentation this evening.

Chief O'Brien thanked the Commissioners for their support.

NEW BUSINESS

Discussion

SnoPac / SnoCom Consolidation

Chief O'Brien reviewed the consolidation of SnoPac & SnoCom. He explained the discussions of streamlining and consolidating have been going on for some time. Our attorney Rich Davis has been a part of these discussions throughout the entire process. He reviewed the draft memo and commented we will have a decision to make on whether we will be a principle partner or not. It looks to be a benefit to be a partner. We will need to decide if we are going to participate and to what level.

Deputy Chief Huff confirmed police get 10 votes and fire get 5 votes.

Commissioner Elmore asked who is ultimately going to be in charge of this.

Deputy Chief Huff commented their plan is to sign an agreement on October 13th, and after 2018 they will move into one building.

Commissioner Elmore commented we have had ongoing issues over the years and want to be sure they have a plan for the future and that they are handling things professionally.

Chief O'Brien commented we appreciate your thoughts on this. He asked if it would be a benefit to have Rich Davis talk about this at a future meeting, or are we good moving forward with reporting back the details from meetings.

The Commissioners agreed they are good moving forward with Chief's reporting.

Action

Lake Stevens Fire Organizational Health Assessment 2017

Chief O'Brien reviewed the organizational health assessment with Dr. Pat Sikora. It all comes down to our people working together; and we want to be sure our organization is as healthy as possible. As we go through some significant change at Lake Stevens Fire it will be helpful to have another visit from Dr. Pat Sikora. He reviewed the scope of work and commented we have budgeted the amount to cover her next assessment. Chief O'Brien requested authorization to execute the scope of work presented for Dr. Pat Sikora.

Motion to authorize Chief to execute the Scope of Work for Dr. Pat Sikora as submitted.

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

Vote Unanimous.

Chairman Steinruck asked for the hourly rate for Dr. Pat Sikora for reference.

CHIEF'S REPORT

City of Lake Stevens Update

City Council Member Rauchel McDaniel mentioned the trestle was not scheduled for a paving until 2019; and we now we have it on the schedule for June or July of 2018. She also mentioned we now have a Veterans Commission. There was a delay of moving into the new City Hall; and demolition will start once everyone is moved into the new City Hall.

Chaplains Update

Chief O'Brien commented we have two new chaplains, Scott Harris and one more. Pat Ward is still recovering and planning to return to role as Chaplain.

Fire Academy Recruits

Chief O'Brien confirmed our members are doing great at the Fire Academy.

Next All Officers Meeting scheduled for Tuesday morning, September 26th.

Next Strategic Planning Meeting scheduled for Friday, October 13th.

SERS

Chief O'Brien mentioned he and Deputy Chief Huff recently attended a SERS meeting, and they are looking at replacing the existing communications infrastructure.

Budget 2018

Chief O'Brien commented we are working hard on the 2018 Budget and there will be more to come.

September 11th Remembrance Service

Chief O'Brien thanked all who participated with the September 11th Remembrance Service.

Coffee with the Chiefs Update

We had another Coffee with the Chiefs this past Tuesday afternoon at the Frontier Village Starbucks.

Open House for Donna Foster

An Open House for Donna Foster has been scheduled for Sunday, October 1st from 1-5pm at LS Senior Center.

Auditor's Entrance Conference

The Washington State Auditor's Office Entrance Conference is scheduled for the next Regular Commissioner Meeting on October 5th.

Annual Banquet

Just a reminder our Annual Banquet is scheduled for Friday, November 3rd.

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

GOOD OF THE ORDER

Vice Chair Gagnon thanked Deputy Chief/Fire Marshal Messer for his presentation this evening. It was very informative and made the decision process easy.

Commissioner Elmore thanked everyone for their efforts.

Chairman Steinruck also thanked everyone for their efforts.

EXECUTIVE SESSION

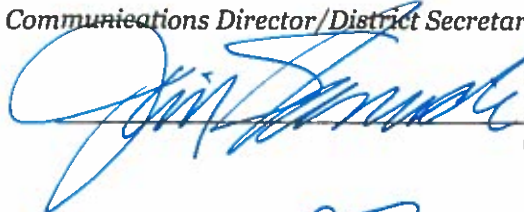
Chairman Steinruck requested an executive session to review performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes at 1825 hours with no expected action. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien. At 1840 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional five minutes.

Chairman Steinruck reconvened the open public meeting at 1845 hours and there was no action taken. The open public meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1846 hours.
Motion by Commissioner Elmore 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