

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

October 5, 2017

1730 hours

CALL TO ORDER

Chairman Steinruck called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chairman Steinruck, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, AFM David Petersen, Guest Dan Lorentzen, Guest Michele Hampton, State Auditor Lead Kyla Henderson, State Audit Manager Kristina Baylor, and Communications Director/District Secretary Laana Larson.

Vice Chair Gagnon is an excused absence.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested the topic of the 2018 Budget under New Business.

WASHINGTON STATE AUDITOR'S OFFICE ENTRANCE CONFERENCE

Kristina Baylor introduced herself as auditor with Everett office. She helps manage audits for fire districts and may see our members at various conferences. She also introduced Kyla Henderson who was the lead from our last audit as well. Tonight they are talking about the current audit and they are about mid-way through their work covering 2015-2016.

Kristina Baylor reviewed the audit scope, and explained they will be performing an Accountability Audit for the fiscal years of 2015 and 2016.

Kyla Henderson explained she has been on site since Monday; using a risk based approach and focusing on procurement, safeguarding of assets, data backup and recovery, open public meetings act compliance and financial condition.

Kristina Baylor explained a new area they are focusing on is data backup and recovery, working with their IT specialist. They will let us know if they have any recommendations. The District has a really clean audit history which is why they have chosen some of these areas.

Kristina Baylor explained they are also performing a Financial Statement Audit for the fiscal years of 2015 and 2016. The District has been on a two year audit period, though as Lake Stevens has grown it becomes necessary to move into an annual audit category. They have begun the discussions about a potential change in this area.

Kyla Henderson reviewed the engagement letter and explained their three levels of reporting: findings, management letters, and exit items. The estimated cost of the audit is approximately \$10,300 plus an estimated charge for travel time of \$700.

Kristina Baylor explained available resources, including their Local Government Support Team and Local Government Performance Center.

Chairman Steinruck thanked Kristina Baylor and Kyla Henderson for their time.

MINUTES

Minutes 17-09-21

Motion to approve the September 21, 2017 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated October 3, 2017 in the total amount of \$42,317.53 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Capital Vouchers dated September 28, 2017 in the total amount of \$101,060.74 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Expense Line Item Review Summary & Reports

Administrative Director Leah Schoof explained the defibrillator maintenance was an unexpected repair and we are reviewing our plans for 2018. Additionally our travel expense was an expected overage.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

SnoPac / SnoCom Consolidation

Chief O'Brien commented he received an email from Kurt Mills confirming their leadership will be decided in January 2018. District 7 has approved to move forward as a principal member.

Lake Stevens Fire Organizational Health Assessment 2017

Chief O'Brien explained Dr. Pat Sikora's hourly rate for Lake Stevens Fire will end up around \$75-\$80 per hour for her visit this October. She typically charges corporate clients \$250-\$300 per hour. Her rate for non-profits is \$125-\$150 per hour. She appreciates the services we provide and her rate for Fire/EMS agencies is even lower.

EMS Levy Lid

Chief O'Brien commented we have three Community Presentations scheduled for October 19th at 6:30pm and located at the HQ Board Room, October 21st at 10am and located at the Station 82 Conference Room, and October 24th at Noon and located at the Station 82 Conference Room. Commissioner Elmore is planning to attend all three presentations.

Strategic Planning

Chief O'Brien commented we are getting the teams together next week and they will be evaluating how we are doing with our Strategic Plan.

Action

Information Technology Interlocal Agreement

Chief O'Brien explained this interlocal agreement established a new agreement with the City, where we can contract their IT services if needed in case of an emergency. We are seeking approval to move forward with this interlocal agreement.

Motion to authorize Chief to sign Information Technology Interlocal Agreement as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

NEW BUSINESS

Discussion

Advanced Life Support Interlocal Agreement

Chief O'Brien commented we are in the process of evaluating our advanced life support interlocal agreement with

Granite Falls. We will also be looking at our agreement with Fire District 22 and Lake Roesiger. Our plan is to evaluate the current agreements to make sure they are fair to our citizens and who we are providing the service to.

Commissioner Elmore commented having some comparables would be very beneficial going into this conversation. He would be in favor of having the discussion if there might be a way we can partner to help offset the costs.

Washington Survey & Rating Bureau Evaluation 2018

Chief O'Brien explained the Washington Survey & Rating Bureau develops a rating system for fire districts, and the lower the number the better. Currently we are rated a 4 within the city limits and a 5 in the county. We are asking for the fourth quarter of 2018 for our review and just wanted to let you know.

2018 Budget

Chief O'Brien reviewed an outline of the budget process, and confirmed November 30th is our deadline.

- October 19th – Proposed 2018 Budget presented to the Board and ask for comments.
- November 2nd – Advertise for community meeting to review 2018 Budget and Chairman Steinruck commented we might want to consider using the Conference Center for this meeting.
- November 16th – Approval of 2018 Budget.

Chief O'Brien commented we can add more meetings if necessary.

Action

Honorary Member

Chief O'Brien commented he would like to nominate Crystalle Green as our Honorary LSF Member for 2017. Crystalle Green is the mother of Jasmine Andrews and she performed CPR on Jasmine when Jasmine went into cardiac arrest. Crystalle has been a huge supporter of Lake Stevens Fire and emergency services.

Motion to approve Honorary Member Proclamation for Crystalle Green as submitted by the Fire Chief.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

CHIEF'S REPORT

City of Lake Stevens Update

Chief O'Brien mentioned the new City Hall is just about ready. There will be a 260 unit apartment complex going in across from Tom Thumb.

Sno-Isle Fire Commissioner Meeting

The next Sno-Isle Commissioner Meeting is scheduled for 7:30pm this evening at Camano Island Fire & Rescue. Their speaker will be Kurt Mills from SnoPac regarding potential consolidation of SnoPac and SnoCom.

2017 WFCFA Conference

The 2017 WFCFA Conference is scheduled for October 26th-28th in Spokane, WA. Please let us know if you would like to be registered for this conference.

Downtown Halloween Festival

Chief O'Brien commented we are working with the Lake Stevens Police to coordinate the Halloween Festival this year. Special thanks to Rehabber Extraordinaire Kim Daughtry, Rhea Shelden, Sewer District Kim Jones and to the City of Lake Stevens for their help with the event planning process.

This free community event is scheduled for Tuesday evening, October 31st from 5-8pm downtown Lake Stevens.

Annual Banquet

Invitations have gone out for our Annual Banquet scheduled for November 3rd. Please RSVP if you are able to join us. Our Academy Graduation is also scheduled for Friday, November 3rd.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, October 19th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Chairman Steinruck commented we appreciate everything our members do; it is an honor to serve here.

Commissioner Elmore thanked everyone for all they do; it is a pleasure to be here. He appreciates the efforts that go into the budget process.

Chairman Steinruck thanked Dan Lorentzen for his continued support.

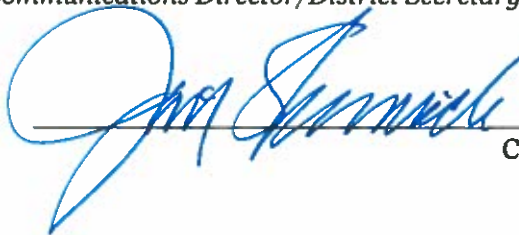
EXECUTIVE SESSION

None

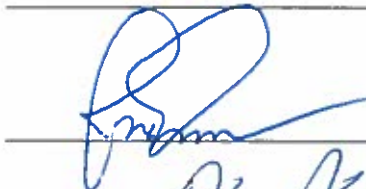
ADJOURNMENT

Motion to adjourn the meeting at 1827 hours.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

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