

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

October 19, 2017

1730 hours

CALL TO ORDER

Vice Chair Gagnon called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, Battalion Chief Perry Putnam, Captain Ron Rasmussen, City Council Member Rauchel McDaniel, Guest Michele Hampton, and Communications Director/District Secretary Laana Larson.

Chairman Steinruck is an excused absence.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 17-10-05

The Commissioners postponed their approval of the October 5, 2017 minutes, as Vice Chair Gagnon was not present at the October 5th Commissioner Meeting.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated October 12, 2017 in the total amount of \$132,683.30 as submitted.

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

Vote Passed, Chairman Steinruck is an excused absence.

Motion to approve Capital Vouchers dated October 12, 2017 in the total amount of \$127,354.33 as submitted.

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

Vote Passed, Chairman Steinruck is an excused absence.

Motion to approve Strategic Fund Vouchers dated October 12, 2017 in the total amount of \$8,622.33 as submitted.

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

Vote Passed, Chairman Steinruck is an excused absence.

Payroll

Motion to approve the October 2017 Payroll in the total amount of \$520,928.00 as submitted.

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

Vote Passed, Chairman Steinruck is an excused absence.

Expense Line Item Review Summary & Reports

Administrative Director Leah Schoof mentioned the Awards Banquet, and that we have an increased attendance for 2017. We will update the budget for 2018.

2018 Budget

Chief O'Brien reviewed his budget letter to the Commissioners and explained tonight's goal is to walk through the budget presentation. Our next meeting will be our Budget Hearing. Please let us know if you have any questions.

Chief O'Brien presented the following highlights of the 2018 Budget Presentation:

- 2018 Budget Drivers
 - Provide a high level of service that is responsive to community growth and development
 - Reduce Community Risk
 - Operate Sustainably and Responsibly
 - Cultivate a Culture of Success
- 2017 Highlights
- Rising Cost Factors
- EMS Accounts for 76% of Goals
- More Growth Expected in Lake Stevens
- Strategic Plan Decision Making Criteria
- Lake Stevens Fire Funds
 - Expense Fund
 - Capital Replacement Fund
 - Capital Initiative Fund
 - Strategic Fund
 - Emergency Contingency Fund
- Operational Fund Revenue / Expenses
 - Operational Fund Highlights
 - Capital Replacement Plan Highlights
 - Capital Initiative Highlights
 - Strategic Fund Highlights
- Mission

Vice Chair Gagnon thanked Chief O'Brien for the informative budget presentation.

Chief O'Brien thanked everyone for their work on the budget. He apologized that not everything submitted could go into the budget, although we appreciate everyone's efforts.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Policy 102 Policy Manual

Chief O'Brien commented Policy 102 is essentially the same policy. It identifies operational policies that the Board gives the Chief authority to approve. The Commissioners can choose to amend at any time. We are requesting approval of this policy at the next Commissioner Meeting.

SnoPac/SnoCom Consolidation

Chief O'Brien commented next month we will have a resolution recommending we become a principal partner with the SnoPac/SnoCom Consolidation.

Lake Stevens Fire Organizational Health Assessment 2017

Chief O'Brien commented that Dr. Pat Sikora will be here next week to interview our members. Let us know if you would like to meet with her.

Commissioner Elmore commented as Commissioners we are available if she needs to talk with us.

EMS Levy Lid Lift

Chief O'Brien commented we have a Community Meeting scheduled for this evening at 6:30pm and located at the HQ Board Room. We have additional community meetings scheduled for 10am Saturday October 21st and Noon Tuesday October 24th at the Station 82 Conference Room. We have quite a few meetings scheduled for the next few weeks throughout the community.

Vice Chair Gagnon thanked everyone for all the efforts going into this process.

Chief O'Brien commented we appreciate the work of the Local helping us get the word out, as well as the City of Lake Stevens and the Mayor. We appreciate the support.

Strategic Planning

Chief O'Brien commented we continue to move forward with our Strategic Plan.

Advanced Life Support Interlocal Agreement

Chief O'Brien commented he and Deputy Chief Huff met with Chief Haverfield to discuss the ALS Interlocal Agreement. We are currently evaluating all of our ALS services; and he thanked Deputy Chief Huff for his efforts in this area.

Action

None

NEW BUSINESS

Discussion

Initiative 1433 Washington State Minimum Wage & Paid Sick Leave Law

Chief O'Brien commented this is a new law that addresses minimum wage and paid sick leave.

Administrative Director Leah Schoof commented this has been approved; including an increased minimum wage, and requires paid sick leave to most employees. There have been some public hearings, and she attended one in Everett. We are hoping for more guidance in mid-November after the November 9th meeting, and we will then develop a policy for Lake Stevens Fire.

Vice Chair Gagnon asked what the hourly rate is that we pay our part-paid members.

Administrative Director Leah Schoof confirmed \$13 per hour, and we will continue to review this.

Chief O'Brien thanked Administrative Director Leah Schoof for researching this topic for us.

Action

None

CHIEF'S REPORT

City of Lake Stevens Update

City Council Member Raichel McDaniel commented we are getting ready for the Halloween Festival, and preparing for Callow Road to be closed.

Fire Academy Update

Chief O'Brien commented our members will be graduating from the Fire Academy on Friday morning, November 3rd.

Halloween Festival

The Downtown Halloween Festival is scheduled for Tuesday October 31st from 5-8pm, and we are looking forward to connecting with our community!

Annual Banquet

The Annual Banquet is scheduled for Friday evening, November 3rd. Please RSVP if you can join us.

LSHS Homecoming

LSHS has invited first responders to their Homecoming Game to honor them during the National Anthem prior to the homecoming game at 6:30pm Friday.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, November 2nd at the HQ Board Room and located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore thanked the Local for helping get the word out about our EMS Levy Lid Lift; and he thanked Mayor Spencer for helping us get the word out as well. He also thanked everyone for their efforts on the 2018 Budget.

Vice Chair Gagnon thanked everyone for their efforts.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1820 hours.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck 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