

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

November 2, 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, Administrative Director Leah Schoof, Acting Battalion Chief Shane Nelson, Assistant Fire Marshal David Petersen, City Council Member Kurt Hilt, Guest Citizen, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

### **Minutes 17-10-05**

Motion to approve the October 5, 2017 Commissioner Meeting minutes as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Passed. Vice Chair Gagnon abstained, as he was not present at the October 5<sup>th</sup> Commissioner Meeting.

### **Minutes 17-10-19**

Motion to approve the October 19, 2017 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Passed. Chairman Steinruck abstained, as he was not present at the October 19<sup>th</sup> Commissioner Meeting.

## FINANCIAL REPORT

### **Vouchers**

Motion to approve Expense Voucher dated October 24, 2017 in the total amount of \$1,136.75 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Expense Vouchers dated October 26, 2017 in the total amount of \$113,351.51 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Capital Vouchers dated October 26, 2017 in the total amount of \$6,641.13 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated October 26, 2017 in the total amount of \$51,525.53 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

## **Expense Line Item Review Summary & Reports**

Administrative Director Leah Schoof mentioned the ESO Reporting line item. This is an annual fee from SnoPac which was negotiated that we would not be charged until they went live. We have adjusted the 2018 Budget accordingly.

**LAKE STEVENS**

**FIRE**

Phone: 425.334.3034  
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www.lsfire.org

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November 2, 2017  
Fire Commissioners:  
Roy Elmore, Paul Gagnon, Jim Steinruck,  
Fire Chief Kerin K. O'Brien

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

"Touching Lives Today - Planning for Tomorrow"

## **2018 Budget**

Chief O'Brien commented we have increased the 2018 Expense Budget by \$950 to address the annual fee for the Hospital Data Exchange Program with ESO.

Chief O'Brien explained this meeting is our Budget Hearing and we welcome any questions about the proposed 2018 Budget. He reviewed the proposed 2018 Budget including the following highlights:

- 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 Calls
- 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
  - 2018 Operational Fund Highlights
  - 2018 Capital Replacement Plan Highlights
  - 2018 Capital Initiative Highlights
  - 2018 Strategic Fund Highlights
- Mission

Chief O'Brien commented we welcome any questions you may have. There were no additional questions or comments.

## **CORRESPONDENCE**

Thank You from Ashley Pointe

Thank You from Hillcrest Elementary Student

Thank You from Zion Lutheran School First & Second Grade Classes

Thank You from Glenwood Elementary Second Grade Class

Thank You from Machias Elementary Fourth Grade Class

Chairman Steinruck thanked Assistant Fire Marshal David Petersen for the great work he is doing with the schools regarding risk reduction.

Chief O'Brien commented Assistant Fire Marshal David Petersen had a great idea for keeping students on track during his presentations. He has asked them to send him letters with their questions.

Assistant Fire Marshal David Petersen mentioned Skyline Elementary complimented us on how we take time for the kids. It is a great opportunity and a privilege to see so many students every week.

## **OLD BUSINESS**

### **Discussion**

#### **SnoPac / SnoCom Consolidation**

- Resolution 2017-08 Authorizing the Fire Chief to Sign an Interlocal Agreement Creating Snohomish County 911, a Countywide Consolidated Public Emergency Communications Agency, and Authorizing Other Related Actions
- Interlocal Agreement - Snohomish County Regional Public Safety Communications Agency Interlocal Agreement

Chief O'Brien presented the final documents for the SnoPac/SnoCom merger. He commented we wanted to be sure you had time to review the documents. Our legal counsel Brian Snure has reviewed and suggested if you believe it is fair it would be good to move forward. We have looked at the numbers and it does look fair to us, and we would agree to move forward.

Administrative Director Leah Schoof commented the amount in the exhibit has been budgeted for in 2018. It is about a 7.6% increase.

Chief O'Brien commented we would like to request your approval at our next Commissioner Meeting.

Commissioner Elmore asked if they are adding additional dispatchers.

Deputy Chief Huff commented we are unsure of their operational plans for personnel.

Commissioner Elmore commented he hopes they will develop a strategic plan for the future so we have a better understanding of where things are going in the future.

#### **Lake Stevens Fire Organizational Health Assessment 2017**

Chief O'Brien commented we had a great visit with Dr. Pat Sikora last week and she is putting together an assessment. We look forward to her summary report.

#### **EMS Levy Lid Lift**

Chief O'Brien thanked the City, the Mayor and community for listening and asking questions. We've had quite a few meetings with the community and Tuesday is Election Day.

#### **Initiative 1433 WA State Minimum Wage & Paid Sick Leave**

Chief O'Brien commented he wants to keep Initiative 1433 on the agenda.

Administrative Director Leah Schoof commented we have a couple drafts to work with for our part-paid groups; and we hope to have more information at the next meeting.

#### **Action**

##### **Policy 102 Policy Manual**

Chief O'Brien commented Policy 102 updates our policy on policies. It has been reviewed by staff and legal counsel. Please let us know if there are any questions.

Motion to approve Lexipol Policy 102 Policy Manual as submitted on November 2, 2017.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

##### **Resolution 2017-07 Authorizing Purchase of Real Property**

Chief O'Brien commented we are requesting your authorization to move forward with Resolution 2017-07.

Motion to adopt Resolution 2017-07 Authorizing Purchase of Real Property and Authorizing Execution of Contractual Agreements as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

#### **NEW BUSINESS**

##### **Discussion**

##### **2018 Board Retreat**

Chief O'Brien commented we would like to plan a Board Retreat for 2018, and we are still working on the format. We would like to review our Strategic Plan, and present an architectural station improvement plan and move forward on this project. We could potentially schedule this for the first week of February, possibly an afternoon or a Saturday.

Commissioner Elmore commented the first week of February would be good for his schedule.

Chairman Steinruck commented afternoons are difficult for his schedule, and weekends are preferred.

~~Vice Chair Gagnon commented his schedule is flexible.~~

Commissioner Elmore commented he would like us to offset the time for support staff who need to attend.

**Action**  
None

**CHIEF'S REPORT**

**City of Lake Stevens Update**

Chief O'Brien commented the new City Hall is working out well.

**Fire Academy Graduation**

Chief O'Brien commented our members will be graduating from the Fire Academy this Friday morning, November 3<sup>rd</sup>. Please let us know if you'd like to attend the ceremony in North Bend. We will be meeting here at HQ to carpool at 8am. We have three members graduating: Paramedic/Firefighter Chris Wigington, Firefighters/EMTs Nadia Kukhotskaya and Adam Blue.

**LSHS Homecoming Football Game**

Chief O'Brien commented it was fun to participate with the Lake Stevens High School Homecoming and we appreciated their acknowledgment of fire and police during the National Anthem.

**Halloween Festival**

Chief O'Brien commented we enjoyed connecting with community at the Halloween Festival Downtown Lake Stevens. We had well over 1,000 join us at this year's event. Thank you to all the organizations who worked together to make this event possible for our community. Special thanks to the City of Lake Stevens, Lake Stevens Sewer District, Rehabber Extraordinaire Kim Daughtry and Rhea Shelden. And thank you to LSPD and LSF Communications Director Laana Larson for their coordination efforts.

Commissioner Elmore commented he appreciated the outstanding support from our community for this event.

**Annual Banquet**

Chief O'Brien commented we are looking forward to our Annual Banquet this Friday evening, November 3<sup>rd</sup>.

**Sno-Isle Fire Commissioner Meeting**

Chairman Steinruck mentioned our next Sno-Isle Fire Commissioner Meeting is scheduled for this evening at Snohomish Fire and Rescue. This evening's speaker will be Director Jason Bierman with the Snohomish County Department of Emergency Management.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, November 16<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Elmore thanked everyone for their efforts towards our Strategic Plan and the 2018 Budget; he is very proud to be serving here at Lake Stevens Fire. He also thanked everyone for their efforts with the community Halloween Festival.

Chairman Steinruck commented he is looking forward to the Annual Banquet tomorrow evening and celebrating our members.

Vice Chair Gagnon thanked the Local for their help with the EMS Levy Lid Lift and he looks forward to the vote.

Chairman Steinruck requested a 5 minute break from 1825 - 1830 hours.

**EXECUTIVE SESSION**

At 1830 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien. At 1845 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 5 minutes.

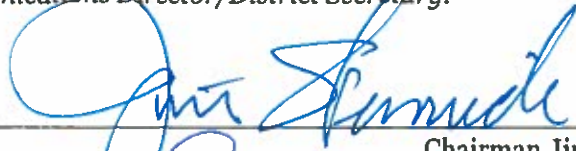
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Chairman Steinruck reconvened the open public meeting at 1850 hours and there was no action taken. The open public meeting moved forward with Adjournment.

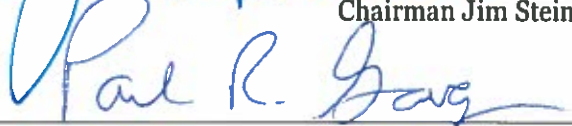
**ADJOURNMENT**

Motion to adjourn the meeting at 1850 hours.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> 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