

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

November 16, 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, City Council Member Raichel McDaniel, Captain Ron Rasmussen, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested the topic ISOutsource Contract Renewal for 2018 under Old Business Discussion.

## MINUTES

Minutes 17-11-02

Motion to approve the November 2, 2017 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## FINANCIAL REPORT

### Investment Report

#### Vouchers

Motion to approve Expense Vouchers dated November 8, 2017 in the total amount of \$62,621.16 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated November 7, 2017 in the total amount of \$28,194.08 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### Payroll

Motion to approve the November 2017 Payroll in the total amount of \$724,475.79 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

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

Administrative Director Leah Schoof highlighted the advertising and uniform line items with minimal overages, as well as chaplain support services and travel expenses.

## **Resolution 2017-06 Fire Ordinance**

Administrative Director Leah Schoof explained Resolution 2017-06 is an approval of the 1% increase for the fire levy, and it is only for fire because we ran the EMS Levy Lid Lift.

Motion to adopt Resolution 2017-06 Fire Ordinance for the Regular District Levy in the amount of \$70,580.94 for the calendar year of 2018 as submitted.

Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.

Vote Unanimous.

## **2018 Budget**

Motion to adopt the 2018 Budget Summary as submitted including the Expense Fund with an adopted Expense Budget of \$11,803,090.55 and Revenue Budget of \$14,687,820.17; the Capital Initiatives Fund with an adopted Expense Budget of \$129,000.00 and Revenue Budget of \$132,605.00; the Capital Replacement Fund with an adopted Expense Budget of \$1,904,808.00 and Revenue Budget of \$4,747,915.00; the Strategic Fund with an adopted Expense Budget of \$769,000.00 and Revenue Budget of \$2,259,222.00; and the Emergency Contingency Fund with an adopted Revenue Budget of \$345,130.00.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

## **Levy Certification**

Administrative Director Leah Schoof commented we are requesting a motion for authorization to sign the Levy Certification and submit by November 30<sup>th</sup>, 2017.

Motion to authorize Administrative Director Leah Schoof to sign the Levy Certification as submitted.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

## **CORRESPONDENCE**

Thank You from Mikayla

Thank You from Skyline Elementary – SLC4 Class & SLC3 Class

Thank You from Hillcrest Elementary 1<sup>st</sup> Grade – Dalzeil's Class & Greear's Class

Thank You from Hillcrest Elementary 2<sup>nd</sup> Grade – Altenhofen's Class & McMahan's Class

## **OLD BUSINESS**

### **Discussion**

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

Chief O'Brien congratulated Commissioner Elmore on his recent election and thanked him for continuing to serve as Fire Commissioner. He mentioned he recently checked the results of our EMS levy and we are passing with a 65.8%. He thanked the Local and staff for their hard work, and he thanked Gary O'Rielly and Dan Lorentzen for helping us get the word out to our community.

Chairman Steinruck commented he is planning to send out a thank you to the community via the newspapers.

Vice Chair Gagnon thanked Liz Loomis for her great help as well.

#### **ISOutsoure Contract**

Chief O'Brien commented our ISOutsoure contract expires at end of the year.

Deputy Chief/Fire Marshal Messer explained a month ago we started the process of developing our contract for 2018. He highlighted contract details and mentioned we will have our District contract prepared for approval for our next Commissioner Meeting.

#### **Capital Facility Project Update**

Chief O'Brien commented we are working on an outline of our capital facility project plan, and we will continue to keep you posted on our progress.

### **Action**

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

- **MOU 2017-03 Sick Leave Notification**

Chief O'Brien commented we recently received news regarding Initiative 1433, according to L&I the language as written needs to be clarified where it applies to firefighters. We will wait until we receive the update which most likely will support what we currently have in our CBA.

## **Resolution 2017-08 SnoPac / SnoCom Consolidation**

Chief O'Brien recommended that we approve LSF as a principal member.

Motion to adopt Resolution 2017-08 Authorizing the Commission Chair to sign an interlocal agreement creating Snohomish County 911, a countywide consolidated public emergency communications agency, and authorizing other related actions as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

## **NEW BUSINESS**

### **Discussion**

None

### **Action**

#### **MOU 2017-04 Battalion Chief of Training**

Chief O'Brien explained the Battalion Chief of Training Rotation moves us forward with a Battalion Chief Rotation plan that works for both Labor and Management. The MOU establishes a rotation system. If there are no Battalion Chiefs applying to the Battalion Chief of Training position, they will be assigned to the Training Division by lowest seniority for a three-year tour. Importantly, the MOU does not concede Management's right to assign people to shifts designated in the Collective Bargaining Agreement. He thanked the Local for their great collaboration.

Motion to authorize Chief to sign MOU 2017-04 Battalion Chief of Training as submitted.

Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.

Vote Unanimous.

#### **Resolution 2017-09 MRSC Vendor Rosters**

Chief O'Brien commented this resolution is more of a housekeeping item for us.

Deputy Chief / Fire Marshal Messer explained the following highlights:

- RCW allows fire districts to forgo competitive bid where the Board of Commissioners have authorized the use of a vendor list by resolution.
- Policy 103 Purchasing allows the use of a vendor list for purchases \$10k to \$50k.
- The District currently uses MRSC for Small Works and Public Works. The District can add the vendor list by contract at renewal. There is no additional cost to the District for use of the vendor list (\$120).
- The vendor list is maintained by MRSC to meet requirements of RCW.
- Use of the MRSC vendor list will protect the District from audit by the SOA.

Motion to adopt Resolution 2017-09 MRSC Vendor Rosters as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

Motion to authorize Chief to sign the MRSC Rosters Contract as submitted.

Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.

Vote Unanimous.

## **CHIEF'S REPORT**

### **City of Lake Stevens Update**

Chief O'Brien thanked the Mayor for his work and support of our EMS Levy Lid Lift.

City Council Member Rauchel McDaniel commented the elections are over, and the following City Council Members have been voted in: Marcus Tageant, Kim Daughtry, Gary Petershagen and Brett Gailey. She also mentioned that the old City Hall has been completely demolished and they are getting ready for Winterfest on Saturday, December 2<sup>nd</sup>. Additionally, she invited everyone to the Lake Stevens Beautification Plan Open House scheduled for 6-8pm November 30<sup>th</sup> at the Community Center.

### **Fire District 7 Update**

Chief O'Brien commented that he had been asked by Chief Meek if he would fill in as needed for any emergency while Chief Meek and his staff were away at a conference. We appreciate the opportunity to help out.

**Annual Banquet**

Chief O'Brien thanked everyone for joining us for the Annual Banquet earlier this month.

**Dickens Fair**

The Annual Dickens Fair is scheduled for Saturday, December 2nd at Cavelero Mid High from 10am – 4pm.

**Tips for Firefighters**

Our 15th Annual Tips for Firefighters is scheduled for Saturday, December 2nd at Ixtapa from 5pm – 9pm.

**Deliver Santa on the Engine**

Calls permitting, Engine 81 will be delivering Santa, downtown Lake Stevens at 6pm Saturday, December 2nd.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, December 7th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Vice Chair Gagnon commented we are very fortunate to have the members we have on our team; and he thanked everyone for their efforts.

Commissioner Elmore commented he is very pleased with the levy results, and he appreciates the strong support from our community. He thanked the Local for their efforts and thanked Admin for coordinating the details. He also thanked the Mayor for his support.

Chairman Steinruck asked if we will have a table at American Red Cross Real Heroes Breakfast this year.

Chief O'Brien confirmed we are planning for a shared table with LSPD Chief Dyer this year.

Chairman Steinruck confirmed he and Ryan will plan to join our table at the breakfast. He also mentioned he had an opportunity to see the crews in action for a friend and he appreciated their compassion and professionalism.

Deputy Chief Huff commented he appreciated the No Secrets conference and enjoyed spending some time with the local's representative who joined them for the conference.

Chief O'Brien reminded everyone we have the NW Leadership Seminar coming up in March.


**EXECUTIVE SESSION**

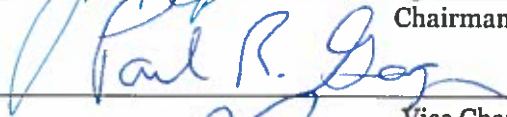
None


**ADJOURNMENT**


Motion to adjourn the meeting at 1807 hours.  
Motion by Vice Chair Gagnon and 2nd 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