

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

December 7, 2017

1730 hours

## CALL TO ORDER

Chairman Steinruck called the meeting to order at 1731 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, Assistant Fire Marshal David Petersen, President/Paramedic Lisa Defenbaugh, Firefighter Rachel Hall, City Council Member Rauchel McDaniel, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested a New Business Discussion topic, the CrewSense Contract; and an executive session to review the performance of a public employee.

## MINUTES

Minutes 17-11-16

Motion to approve the November 16, 2017 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers dated November 21, 2017 in the total amount of \$41,591.88 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Expense Vouchers dated December 5, 2017 in the total amount of \$42,078.36 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Capital Vouchers dated December 4, 2017 in the total amount of \$6,329.92 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 21, 2017 in the total amount of \$9,194.00 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated December 4, 2017 in the total amount of \$6,563.42 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 distributed the expense line item review summary.

Commissioner Elmore commented he appreciates the good work that goes into our budget process.

*"Touching Lives Today - Planning for Tomorrow"*

**LAKE STEVENS**  
**FIRE**

Phone: 425.334.3034  
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Fire Commissioners:  
Troy Elmore, Paul Gagnon, Jim Steinruck  
Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

## **CORRESPONDENCE**

Thank You for Service

## **OLD BUSINESS**

### **Discussion**

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

Chief O'Brien commented we have received the official results from the county, and our EMS Levy Lid Lift vote has been certified at 65.82%. He thanked everyone for their support and thanked the Union for their hard work. He also congratulated Commissioner Elmore on his recent election to another term as Fire Commissioner.

### **Action**

#### **ISOutsource Contract**

Chief O'Brien reviewed the revised ISOutsource contract for 2018. This contract basically mirrors our current contract; however, this contract contains a price increase of \$15,560 over the previous version. This increase accounts for a workstation monitoring option that we have requested as an added service for the year. Additionally, an annual 3.5% average service increase has been added.

We have agreed to a one-year term for the following reasons:

- Annual terms are preferred by ISOutsource and the District.
- Contract cost annual increases are mandatory.
- This allows the District an opportunity to review and elevate annual cost increase and budget feasibility.
- Establishing an accurate *do not exceed* would be difficult.

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his efforts with this contract.

Deputy Chief/Fire Marshal Messer commented that ISOutsource has been very responsive to all of our requests and we appreciate their service.

Motion to authorize the Chief to sign the 2018 ISOutsource Contract as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## **NEW BUSINESS**

### **Discussion**

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

- **Paid Sick Leave Policy 1047**

Administrative Director Leah Schoof reviewed the draft Paid Sick Leave Policy 1047 and explained it addresses the new law going into effect in January 2018. We hope to request approval of this policy at the next Commissioner Meeting.

Commissioner Elmore commented there is language coming out for 2019 that encourages organizations to be more liberal with family leave, and we may want to take this into consideration.

#### **Budgeting Policy 201**

Administrative Director Leah Schoof commented this is a revision of the Budgeting Policy 201 we currently have in place. The revisions are regarding updated auditor info, we've added Deputy Chief/Fire Marshal Messer to the process, and it reflects our Capital Initiative Fund and our current Strategic Plan. We hope to request approval of this policy at the next Commissioner Meeting.

Chief O'Brien confirmed we will have this on our agenda for the next Commissioner Meeting.

#### **CrewSense Contract**

Chief O'Brien commented following the hard work of Captain Ryan Lowe and others in researching an improved scheduling system, we have selected CrewSense to replace TeleStaff in 2018. Our people are looking forward to this change. Both District 7 and Marysville are also using CrewSense. Highlights of this program include:

- Improved user interface
- Estimated \$15,000 savings by switching from TeleStaff to CrewSense
- Three year contract supports a lower rate
- This change has been budgeted
- Favored by our people

Chairman Steinruck asked if there is *not to exceed* language in the three year contract.

Chief O'Brien explained the cost is \$3.89/user per month, and \$99/month for enhanced user support; so it will be a little over \$5000 a year. Additionally, it does lock in our rate of \$3.89 for three years (with a locked in 2% annual increase), and CrewSense will be increasing their rate for new clients to \$5/user in 2018.

President Lisa Defenbaugh commented it has been very well received, and the initial feedback from the crews has been really positive.

#### **Action**

#### **2018 Commission Chair Positions**

Motion to appoint Commissioner Steinruck as Commission Chair for 2018.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to appoint Commissioner Gagnon as Vice Chair for 2018.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### **CHIEF'S REPORT**

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

City Council Member Rauchel McDaniel commented Winterfest was a fun event and she thanked Lake Stevens Fire for delivering Santa on the engine. They have received a lot of positive feedback from this event. The City Council's last meeting for 2017 is on Tuesday, and they are busy getting ready for their Council Retreat scheduled in January.

##### **Sno-Isle Fire Commissioner Meeting**

The next Sno-Isle Fire Commissioner Meeting is scheduled for this evening at 7:30pm at Fire District 7 in Monroe.

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

Chief O'Brien commented we will most likely not need to schedule a retreat in addition to our Commissioner Meetings. We can address our retreat topics within our March Commissioner Meetings.

##### **New Website**

Chief O'Brien commented our new website went live on Tuesday, December 5<sup>th</sup>. He thanked everyone for their efforts, many thanks to David Petersen, Mike Messer and Laana Larson. We appreciate the efforts that have gone into this project, and we will continue to build on it.

##### **Dickens Fair Summary**

Chief O'Brien thanked AFM David Petersen, Firefighter Jerem Rhoades, and Firefighter Rachel Hall for representing Lake Stevens Fire at the Dickens Fair this year! And thank you Commissioner Steinruck for joining us!

##### **Zone 11 & Snohomish Chiefs Meetings**

Chief O'Brien commented the funding of SERS has been a big topic this month, for both Zone 11 and the Snohomish County Fire Chiefs. In Zone 11 it was discussed that this is important, although we might need to consider funding at the county level through a sales tax rather than a levy.

##### **Tips for Firefighters Summary**

Chief O'Brien thanked all who participated in Tips for Firefighters for such a great cause! We raised \$4054 thanks to our generous Lake Stevens community. Thank you Firefighter Pat Cook for 15 years of dedicated efforts towards organizing this community event. And thank you Firefighter Adam Blue for taking on the lead role next year.

*The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, December 21<sup>st</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.*

**GOOD OF THE ORDER**

Chairman Steinruck commented he appreciated all the events last weekend and the Real Heroes Breakfast this morning. He thanked both the crews and the Admin staff for their dedicated work. It is great to be a Commissioner here with this team.

Both Vice Chair Gagnon and Commissioner Elmore thanked everyone for their hard work.

Chairman Steinruck requested a five minute break from 1805 – 1810 hours.

**EXECUTIVE SESSION**

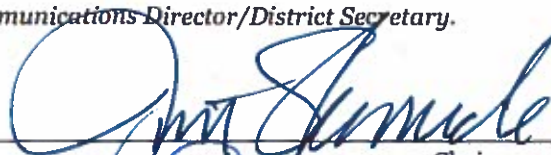
At 1810 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 30 minutes with possible action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien. At 1840 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 5 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.

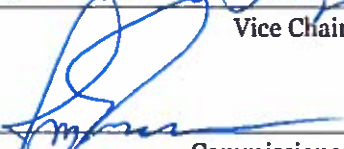
**ADJOURNMENT**


Motion to adjourn the meeting at 1845 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.*

  
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Chairman Jim Steinruck

  
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Vice Chair Paul Gagnon

  
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Commissioner Troy Elmore

  
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Chief Kevin K. O'Brien