

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

December 21, 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, Assistant Fire Marshal David Petersen, City Council Member Rauchel McDaniel, Captain Ron Rasmussen, Kristina Baylor Washington State Auditors Office Audit Manager, Kyla Henderson Washington State Auditors Office Audit Lead, and Union President Lisa Defenbaugh.

## ADDITIONAL AGENDA ITEMS

Snohomish County 911

Snohomish County Fire Training Consortium / Academy

## WA STATE AUDITORS EXIT CONFERENCE

Kristina Baylor expressed appreciation to the staff at Lake Stevens Fire for the time and energy put into the audit and the great communication. Draft audit report information has been prepared for the Commissioners and are still in draft form and edits may still be made. The scope of the audit included an accountability audit and financial statement audit for 2015 and 2016. Kyla thanked Rosie Richmond, Leah Schoof and Mike Messer for their helpfulness and responsiveness to streamline the audit. The auditors also appreciated the responsiveness of the District in addressing suggestions made by the auditor.

The auditors summarized the exit agenda and packet.

Chief O'Brien thanked Kristina and Kyla for working with us and providing suggestions, and noted that we look forward to making improvements and appreciate the collaboration. He also noted that the District has already started working on realistic policies and procedures to address the recommendations provided by the auditor.

## MINUTES

Minutes 17-12-07

Motion to approve the December 07, 2017 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore, and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## FINANCIAL REPORT

### **Investment Report**

### **Vouchers**

Motion to approve Expense Vouchers dated December 21, 2017 in the total amount of \$90,750.52 as submitted.  
Motion by Chairman Steinruck, and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Capital Vouchers dated December 21, 2017 in the total amount of \$1,002.34 as submitted.  
Motion by Vice Chair Gagnon, and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

## Payroll

Motion to approve the December 2017 Payroll in the total amount of \$502,175.45 as submitted.  
Motion by Commissioner Elmore, and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## Expense Line Item Review Summary & Reports

Administrative Director Leah Schoof distributed the expense line item review summary.

## 2018 Snohomish County Signature Authorization Form

Administrative Director Leah Schoof distributed the 2018 Snohomish County Signature Authorization form to be signed.

## CORRESPONDENCE

None

## OLD BUSINESS

### Discussion

#### Snohomish County Fire Training Consortium / Academy

A regional Snohomish County Fire Training Recruit Academy is moving forward and is slated to start in March of 2018. Lake Stevens Fire is participating in the planning process. Lake Stevens Fire has four recruit slots allotted and is planning on contributing a Company Officer. There is also the opportunity to provide daily adjunct instructors. Commissioners Elmore and Gagnon are also involved in the Academy and we'll be discussing costs at a future meeting.

### Action

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

#### Paid Sick Leave Policy 1047

The Paid Sick Leave Policy supports the Washington State Law regarding paid sick leave for all employees. Chief O'Brien thanked Director Schoof for a pro-active approach on this topic.

Motion to approve the Paid Sick Leave Policy as submitted on December 21, 2017.  
Motion by Chairman Steinruck, and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

#### Budgeting Policy 201

The Budgeting Policy reflects the policies of the auditor and our current budgeting system.

Motion to approve the Budgeting Policy as submitted on December 21, 2017.  
Motion by Commissioner Elmore, and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

#### Sick Leave Notification MOU

The Union has met and agreed to the MOU regarding sick leave language that is related to our policy and in compliance with the Washington Minimum Wage Act, regarding sick leave usage, effective January 1, 2018.

Motion to authorize the Chief to execute the Sick Leave Notification MOU to be effective January 1, 2018.  
Motion by Commissioner Elmore, and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

#### CrewSense Contract

CrewSense replaces TeleStaff as our staffing program. There is an improved interface, lower cost and it has been budgeted for 2018.

Motion to authorize the Chief to sign the 2018 CrewSense Contract as submitted.  
Motion by Vice Chair Gagnon, and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

### **Commissioner Position #3 Oath of Office**

Administrative Director Schoof administered the Oath of Office to Commissioner Elmore. Congratulations to Commissioner Elmore on a new term.

### **NEW BUSINESS**

#### **Discussion**

#### **Daytime Aid Car Initiative**

Kevin O'Brien thanked Deputy Chief Huff for his work on this project and notes this initiative is a transitional program that has been developed by Deputy Chief Huff to address the current reliability challenges with Engine and Aid 82. It also helps mitigate sudden turnover challenges with retirements. The daytime aid car is a temporary arrangement to address reliability challenges, overtime, and turnover challenges. Commissioner Elmore noted that it will provide needed support. Deputy Chief Huff noted the MOU with the Union will be from 0900 to 1700 hours and distributed a graph example. Vice Chair Gagnon requested clarification on call response using the daytime aid dispatch. Deputy Chief Huff clarified the call response process. The plan is to hire two firefighters and one paramedic. Deputy Chief Huff reviewed the tentative MOU. Chief O'Brien noted that we want to present this information to the Commissioners and thanked the Union Leadership for its input and noted they are in support of the District moving forward. The goal would be to seek approval for the program at the first Commissioner Meeting in January to facilitate starting the recruiting process. Deputy Chief Huff noted that the program will be a benefit to the citizens of Lake Stevens.

#### **Action**

#### **Deputy Chief Huff Contract**

Consistent with the increases provided to the Lake Stevens Fire group and with the contract language provided within the contract.

Motion to approve a cost of living base wage adjustment for Deputy Chief Huff consistent with the CPI-U from June 2016 to June 2017, which is 3%, effective January 1, 2018.

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

Vote Unanimous.

#### **ISOOutsource Contract**

Chief O'Brien commented that ISOOutsource is doing a great job. There are some costs associated with set-up and separation from the City of Lake Stevens contract, and we will meet the 'do not exceed threshold' of \$37,428 for 2017. The amount should not exceed \$1000. Contingency amount has already been built into the budget and the rate paid will be at the current negotiated rate.

Motion to authorize Chief O'Brien to exceed the September 1, 2017 contract threshold up to \$1000.00.

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

Vote Unanimous.

#### **Smarsh Annual Contract Renewal**

The Smarsh contract archiving system is for text messaging and social media. The original contract was established by the City of Lake Stevens IT Department. We have separated our IT services from the City and must establish an updated agreement. The amount has been budgeted in the 2018 budget.

Motion to authorize Chief O'Brien to execute the Smarsh Annual Contract Renewal.

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

Vote Unanimous.

#### **Snohomish County 911**

With the new merged organization of Snohomish County 911, Lake Stevens Fire is in a caucus with Snohomish County Fire District 4, Marysville Fire, and North County RFA for representation and voting rights on the Snohomish County 911 Board. The caucus will select one voting board member. The Lake Stevens Fire Board of Commissioners must approve the Lake Stevens Fire designate and notify Snohomish County 911 by January 15, 2018. The first board meeting is Wednesday, January 17, 2018 at 7:00 p.m., at South Snohomish Fire and Rescue RFA.

Motion to authorize Deputy Chief Huff to be the caucus representative for Lake Stevens Fire at the Snohomish County 911 board meetings.  
Motion by Chairman Steinruck, and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

**CHIEF'S REPORT**

City of Lake Stevens Update

Chief O'Brien noted the downtown area looks beautiful, and Councilmember McDaniel commented that Public Works has done a great job.

Plans for Firefighter Oaths at January 4 & 18 Commissioner Meetings

Coffee with the Chiefs Update

Legislative Day for the Washington State Fire Chief and Commissioners January 25<sup>th</sup>

Chief O'Brien noted that he will be attending.

Chief O'Brien has been re-elected as the 2<sup>nd</sup> Vice President of the Snohomish County Fire Chiefs Association

Chief O'Brien is serving on a committee to hire a replacement for Marsha Parker; joint Fire Chiefs and EMS Council Committee

Ice cream to third graders – Chief O'Brien / Deputy Chief Huff

Chief O'Brien noted that he and Deputy Chief Huff were able to serve ice cream to third-graders at Glenwood Elementary.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, January 4<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Vice Chair Gagnon appreciated the efforts of the staff for the great audit.

Commissioner Elmore appreciates everyone's effort over the entire year and the proactive approaches.

Chairman Steinruck appreciates the staff and everyone in the field for their great efforts and positive audit.

**EXECUTIVE SESSION**

None


**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 Leah Schoof, Director of Administration.

  
\_\_\_\_\_  
Chairman Jim Steinruck

  
\_\_\_\_\_  
Commissioner Troy Elmore

  
\_\_\_\_\_  
Vice Chair Paul Gagnon

  
\_\_\_\_\_  
Chief Kevin K. O'Brien