

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 4, 2018

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, Captain Ron Rasmussen, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an Old Business Discussion item, Fire Station Construction Plan

## FIREFIGHTER OATH

- Firefighter/EMT Rachel Hall

Chief O'Brien administered Firefighter Oath for Firefighter/EMT Rachel Hall and Chairman Steinruck presented her plaque.

Chairman Steinruck requested a 20 minute break from 1740 - 1800 hours.

Chairman Steinruck reconvened the open public meeting at 1800 hours and the meeting moved forward with Minutes.

## MINUTES

Minutes 17-12-21

Motion to approve the December 21, 2017 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers dated December 28, 2017 in the total amount of \$38,268.84 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Capital Voucher dated December 28, 2017 in the total amount of \$888.57 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated December 28, 2017 in the total amount of \$3,100.00 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 explained we have a new format for the expense summaries. It still includes the same information; though the amount used is now shown rather than the amount remaining. We have changed over to a new program and things are going well as we learn the new system.

## CORRESPONDENCE

None

## OLD BUSINESS

### **Discussion**

#### **Fire Station Construction Plan**

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for working so hard with our City and the architect regarding our Fire Station Construction Plan.

Deputy Chief / Fire Marshal Messer commented we have been working on Station 81 for a little over a year now, and our purchase of the McDaniels property has helped with this process. The City has worked with us to optimize the use of the property. Deputy Chief / Fire Marshal Messer introduced the preferred site plan and asked for any comments.

Chief O'Brien confirmed we are considering a relocation plan for Administration, downtown at Station 81. The next step is to continue to work with Lawhead and have a detailed a construction plan for 81, 84, and 83 by March so we can make plans to move forward.

### **Action**

#### **Liz Loomis Public Affairs Contract**

Chief O'Brien commented we are seeking your approval to renew the District's contract with Liz Loomis Public Affairs. Liz and her team worked very well with our staff to inform our community about the EMS Levy Lid Lift. It is in the best interest of the District to retain the services of Liz Loomis to help inform our citizens the best we can as we move forward with some important initiatives.

*2018 Fire Levy Lid Lift* - The detailed analysis provided by Deputy Chief Huff with regards to staffing a Daytime Aid Car is excellent and it emphasizes the need to increase staffing at Station 82. This initiative will allow LSF to staff a much needed dedicated engine company and aid unit during the hours of 9am to 5pm, Monday through Friday. This is a short term solution. Expanding this program into a "24" hours staffing plan will require additional funding that could be achieved through a Fire Levy Lid Lift. We are currently working on a recommendation to the Board that LSF request voter approval for a Fire Levy Lid Lift from \$1.23 to \$1.50 in the August 2018 Primary.

*Fire Station Construction* - In March, we will present a comprehensive Fire Station Construction Plan. The plan will include the construction of a new Station 84, a rebuilt/remodeled Station 81, and a rebuilt/remodeled Station 83. Achieving this plan will require bond funding that would be approved by voters. We are considering targeting 2019 to seek voter approval.

*Contract Details* - The updated contract includes a term of January 2018 through August 2018. It also includes a "Do not Exceed" \$36,000 (decrease of \$16,000 from 2017) and a \$4,500 per month fee. (This is an increase of \$500 per month from 2017, and this increase has been extended to all clients.)

Motion to authorize Chief to sign the Liz Loomis Public Affairs contract as submitted.

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

Vote Unanimous.

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

Chief O'Brien commented our last meeting included a great overview of this Daytime Aid Car Initiative by Deputy Chief Huff. It is a short time measure. Our goal is to hire two full-time firefighters and 1 paramedic, however we would like the leeway to hire 3 full-time firefighters if that becomes the best option. This will be open to current members to bid into it if they are interested in doing so.

Deputy Chief Huff confirmed the job description will be clear in the paperwork for all who apply for this role.

Motion to approve the Daytime Aid Car Initiative as submitted with the option to hire two full-time firefighters and one full-time paramedic / or hire three full-time firefighters, to be decided at the Chief's discretion.

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

Vote Unanimous.

## **NEW BUSINESS**

### **Discussion**

#### **Emergency Management Assistance Compact (EMAC) Intergovernmental Agreement**

Chief O'Brien commented Emergency Management Assistance Compact is regarding an intergovernmental contract.

Deputy Chief Huff commented there is no commitment on our part. Looking ahead, if there is a deployment we can choose whether or not we go. We are simply preparing for the future so that we could help out, if we are available to do so.

Motion to authorize the Commission Chair to sign the EMAC agreement as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

### **2018 Legislative Day**

Legislative Day is scheduled for Thursday January 25, 2018 in Olympia. Please let Laana know if you can make plans to join us.

#### **Ground Emergency Medical Transportation (GEMT) Program**

Chief O'Brien explained the Ground Emergency Medical Transportation Program is a federal program to help recoup Medicaid fees. This will take an investment on our part and there will be some administrative fees, though they are expected to be reasonable.

Administrative Director Leah Schoof commented the cost of transport exceeds what Medicaid will pay.

Chief O'Brien commented we have to commit to the program before we get all the details; and we believe that we would recover a reasonable amount of funding. Our deadline gives us until the next meeting.

Motion to authorize the Chief to sign the Annual Provider Participation Agreement as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

#### **Personal Protective Equipment (Reserve Set) Sole Source Resolution**

Chief O'Brien commented the reserve set of Personal Protective Equipment was budgeted for last year, and we will need the Board to authorize so that we can move forward with the purchase.

Deputy Chief / Fire Marshal Messer gave a presentation on Reserve Turnout Gear highlighting the following:

- Managed PPE Program
- Firefighter Health & Safety
- Firefighting Environment
- Responder Readiness
- New Turnout Gear Focuses on Safety and Performance
- PPE Purchase Resolution
- PPE Accessory Purchase
- References

Vice Chair Gagnon commented this is an important move for us and he appreciates the efforts that have gone into this presentation.

Motion we adopt Resolution 2018-01 authorizing sole source purchase of Morning Pride Turnout Gear.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Commissioner Elmore commented this will be a great benefit for our members.

#### **Streamline Inspection Program**

Deputy Chief/Fire Marshal Messer explained the goal is to develop a high quality program while reducing staff hours; both better for the customer and our Lake Stevens Fire staff. This would provide an online portal for the customer, includes real time and searchable data base for members, includes the ability to store photos, and reduces staff hours

as it is electronic from the beginning. It also has the ability to track data and see how we are making an impact on our community.

Motion to move forward with Streamline Inspection Program as presented.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

#### **Action**

##### **MOU 2018-01 Modification to Article 30.7 Overtime**

Chief O'Brien commented MOU 2018-01 refers to CrewSense and utilizing it with overtime.

Motion to authorize Chief to sign MOU 2018-01 Modification to Article 30.7 Overtime as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

##### **MOU 2018-02 Snohomish County Fire Training Academy – Company Officer Assignment**

Chief O'Brien commented MOU 2018-02 establishes guidelines for temporary assignment for the Snohomish County Fire Training Academy.

Motion to authorize Chief to sign MOU 2018-02 Snohomish County Fire Training Academy – Company Officer Assignment as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

##### **MOU 2018-03 Day Shift Operation Assignment**

Chief O'Brien commented MOU 2018-03 establishes an understanding about the Day Shift Aid Car.

Motion to authorize the Chief to sign MOU 2018-03 Day Shift Operations Assignment as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

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

##### **Thank You**

Chief O'Brien thanked Captain Rasmussen for attending our Commissioner Meetings, and for showing up in his Class A uniform for tonight's Firefighter Oath Ceremony. We appreciate you!

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

Chief O'Brien commented the City is making a film about the trestle to take to our legislature. We are participating with this project and we will be sure to approve the footage including LSF before they use it. We support them fixing the trestle.

##### **Sno-Isle Fire Commissioners Banquet**

The Sno-Isle Fire Commissioner Banquet is scheduled for Saturday, January 27<sup>th</sup> at Shawn O'Donnell's Restaurant in Everett. Spouses and guests are welcome. Please let us know if you'd like to be registered for this event.

##### **2018 WFCA Saturday Seminar Series**

The WFCA Saturday Seminar Series has been scheduled for 2018. Please let us know if you'd like to be registered for any of the seminars.

Vice Chair Gagnon confirmed he plans to attend the Ocean Shores Seminar.

##### **Summary Report from Dr. Pat Sikora**

Chief O'Brien commented Dr. Pat Sikora is finishing her report, and she will meet with us to review her summary.

##### **SERS Update**

Chief O'Brien commented our next Commissioner Meeting will include special guest Ralph Krusey with a SERS presentation.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, January 18<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Elmore commented it is good to see our staffing levels will be going up. It is great to see LSF has provided leadership for the Snohomish County Training Academy. He thanked the members for all they do.

Vice Chair Gagnon thanked the members for all they do, and he is happy to provide support.

Chairman Steinruck commented it is great to be involved here. He appreciated the Firefighter Oath for Firefighter Hall and it was good to see our members come out and support her.

Chief O'Brien commented it takes a Board like you to let us do what we do; we thank you for your support.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Motion to adjourn the meeting at 1910 hours.  
Motion by Chairman Steinruck 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