

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 18, 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, Deputy Chief Huff, Deputy Chief / Fire Marshal Messer, Administrative Director Leah Schoof, Assistant Fire Marshal David Petersen, SERS Ralph Krusey, SERS Craig Boyd, Battalion Chief Perry Putnam, Captain Ron Rasmussen, Local 3235 President Lisa Defenbaugh, B Shift Crew, District 7 Union President Mike McConnell, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested three additional agenda items: LSF Strategic Plan, Rescue Diver Program, and Harborview Paramedic Training Program.

FIREFIGHTER/PARAMEDIC OATH

- **Firefighter/Paramedic Chris Wigington**

Chief O'Brien administered Firefighter/Paramedic Oath for Chris Wigington, and Chairman Steinruck presented him with his plaque.

Chairman Steinruck called for a 20 minute break from 1740 to 1800 hours.

Chairman Steinruck reconvened the open public meeting at 1800 hours, and the meeting moved forward with SERS Presentation.

SERS PRESENTATION

Chairman Steinruck welcomed special guest SERS Chief Administrative Officer Ralph Krusey.

Ralph Krusey gave SERS presentation regarding necessary improvements.

SERS is a regional public safety agency responsible for providing countywide public safety two-way radio communications, fire station alert paging, radio dispatch console systems and microwave linking systems for Snohomish County, WA. Ralph Krusey explained SERS has provided quality service to the community and first responders of Snohomish County for nearly 20 years. In that time, the system has become outdated and is nearing the end of its reliable life cycle. By 2020, replacement parts for the system will no longer be manufactured. Their timeline for the new radio system includes beginning the bid process in 2017, awarding the bid in 2018, design and engineering work begins in 2019, and plans to build the new system in 2020.

Ultimately it is the local elected officials who will decide when and how to replace the current, outdated radio system. These officials will soon consider recommendations made by leaders from law enforcement, fire departments and emergency 911 dispatch centers serving communities throughout Snohomish County. Ralph Krusey asked the Commissioners for their support with a resolution.

Chairman Steinruck thanked Ralph Krusey for his informative presentation.

MINUTES

Minutes 18-01-04

Motion to approve the January 4, 2018 Commissioner Meeting minutes as submitted.

Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.

Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated January 16, 2018 in the total amount of \$137,489.89 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Expense Voucher dated January 17, 2018 in the total amount of \$691.08 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Vouchers dated January 16, 2018 in the total amount of \$25,062.71 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated January 16, 2018 in the total amount of \$672.41 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Payroll

Motion to approve the January 2018 Payroll in the total amount of \$510,205.58 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Board of Volunteer Firefighters Voucher

Administrative Director Leah Schoof commented the Board of Volunteer Firefighters approves and pays the invoice. We are requesting signatures from the Chairman of the Board and District Secretary in order to move forward with this recurring invoice.

Expense Line Item Review Summary & Reports

Administrative Director Leah Schoof commented these are not budget deficits noted on the Expense Line Item Review Summary. They are line items we are watching closely.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Daytime Aid Car Initiative

Chief O'Brien commented we are in the testing/hiring process for the Daytime Aid Car Initiative. We plan to hire three firefighters.

Legislative Day

Chief O'Brien commented we are planning to attend Legislative Day on Thursday, January 25th. Please let us know if you'd like to join us. We plan to get in touch with Ron and partner with our neighbors.

LSF Strategic Plan

- Goal 1 - Provide a High Level of Service that is Responsive to Community Growth and Development
- Objective C - Strengthen Connections with Local Agencies, Neighboring Districts, and Community Partners
- Partnership with Fire District 7

Chief O'Brien commented we have been working together with Fire District 7 and another option to consider would be a potential merger.

- Community Resource Paramedic Program is going well and we are partners on the Training Consortium Academy

- Executive Staffs have met three times and will meet next week to work on a management plan
- We are planning to present the management plan at a Joint Board Meeting either February 12 or 13, at 6pm with a location yet to be determined
- Our finance teams have met three times to work on a financial analysis and plan. We have more work to do, but it looks like the finances will work for both fire districts in a merger.

Chief O'Brien asked the Commissioners if their schedules could accommodate an evening Joint Board Meeting on February 13th, at 6pm with the location yet to be determined.

Mike McConnell commented they learned a lot going through the Fire District 7 merger and they can apply those things here as well. Both Fire Districts 3 & 7 had their own strengths and weaknesses going into the merger, and they matched up very well together. He mentioned LSF has a lot of strengths, and a merger could lead to cost savings and an increased level of service. They look forward to the possibilities.

President Lisa Defenbaugh commented Local 3235 is excited about the opportunity, with a few concerns they are still discussing.

Action

None

NEW BUSINESS

Discussion

EMS Transport Cost Recovery

Chief O'Brien commented we have seen an 8% increase in alarm volume, and we are working on what we can do internally to mitigate this. We also have some needs in Human Resources and we are considering whether it is still best to take on the ambulance billing internally or if we need to restructure.

Administrative Director Leah Schoof commented we have put together an HR site on SharePoint and it has been well received, though we still need to grow in this area. We are considering whether we need additional personnel or if we need to restructure.

Chief O'Brien commented we will put together a plan about our next steps.

Commissioner Elmore commented we must be one of the highest collecting departments in WA, and we would want to know what our potential losses would be. He also asked if affected members have an interest in restructuring their positions.

Rescue Diver Program

- LSF has budgeted for this in 2018
- Paramedic/Firefighter Virnig and Firefighter Harrott have done some great work putting together a policy and program similar to the Fire District 7 Rescue Diver Program.

Chief O'Brien commented we will bring Paramedic/Firefighter Virnig and Firefighter Harrott to the next Commissioner Meeting to present the Rescue Diver Program to you.

Harborview Paramedic Training Program

Chief O'Brien commented we are working on a plan to send an LSF member to the Harborview Paramedic Training Program next fall. Harborview is currently looking for letters of intent for their class next fall. There will be more to come, we just want to let you know we are working on this.

President Lisa Defenbaugh commented she strongly supports sending one of our members to the Harborview Paramedic Training Program.

Action

Director of Finance & Administration Job Description

Chief O'Brien commented we have updated Leah Schoof's job description to include the scope of her job including finance, budget planning, human resources, policies, as well as administrative duties. As our organization continues to grow, we are asking approval to change her title and her job description.

Motion to adopt Director of Finance & Administration Job Description as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Director of Finance & Administration Employment Agreement

Motion to authorize Chief to sign amendment to Employment Agreement with Director of Finance & Administration as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Commissioner Elmore commented he appreciated the comparables for reference.

CHIEF'S REPORT

City of Lake Stevens Update

Deputy Chief / Fire Marshal Messer commented there is nothing new to report at this time.

2017 Highlights

Chief O'Brien mentioned the following highlights for 2017:

- Celebrated the retirements of four valued Lake Stevens Fire members: Bruce Huston, Gary Chandler, Dennis Weisenberger and Del Divers
- Welcomed Paramedic Chris Wigington and Firefighters: Adam Blue, Nadia Kukhotskaya, and Rachel Hall
- Responded to the need for Strategic Planning by developing and implementing the LSF Strategic Plan
- Responsible planning and budgeting using our Capital Replacement Program by paying cash for a new replacement engine in service at Station 81 and thanked our community at the Wet-Down Ceremony
- Responded to community growth needs by purchasing land to expand the Station 81 property
- Expanded professional development through new Strategic Planning Meetings, Captain's Meetings and All-Officer Meetings
- Promoted firefighter health and safety by purchasing automated Stryker Stretchers
- Sent a Captain to the State Recruit Academy for professional career development and to provide leadership training during the Fall Recruit Academy
- Educated the community about how we are funded and LSF challenges to service
- Continued participation in a Regional Training Consortium partnership
- Continued participation in a Community Resource Paramedic partnership with Fire District 7
- Successful passage of EMS Levy Lid Lift
- Demand for service continues to rise: 6,126 total alarms, +8.35% increase

Plans for 2018

Chief O'Brien highlighted the following plans for 2018:

- Implement Strategic Plan Initiatives
- Initiate Accreditation process
- Continue Snohomish County Training Consortium development
- Partnership/Merger planning with Fire District 7
- January 1, 2018 – EMS Levy restored to .50 cents / Approved November 2017
- March 1, 2018 – Hire three FTEs to staff Day-Shift Aid Unit at Station 82 / Approved January 2018
- March 15, 2018 – Complete Station Construction Plan for Station 81, Station 84, and Station 83
 - Location confirmation
 - Standards of Cover justification
 - Projected costs
 - Bond vote planning
 - Begin decision process on sale of Administration Building
- August 2018 – Consider Fire Levy Lid Lift

Plans for 2019

Chief O'Brien highlighted the following plans for 2019:

- January 2019 – Consider hiring six FTEs to staff Aid 82 24/7; pending Fire Levy Lid Lift
- February 2019 – Consider vote to approve bond for Station 81, Station 84, and Station 83

- October 2019 – Possible construction on Station 81, Station 84, and Station 83

Sno-Isle Fire Commissioners Banquet

Please let us know if you'd like to be registered for this event scheduled for Saturday, January 27th.

Chairman Steinruck will check his schedule and confirm whether he plans to attend.

Snohomish County Fire Academy

Chief O'Brien commented we are excited to be a part of the process, the Snohomish County Fire Academy is well organized and has exceeded my expectations. They have a need for company officers and we have a couple candidates who are interested in participating. Unless the Board has concerns, we will plan to send two officers. This will be an investment in our county and an investment in our own organization.

Thank You

Chief O'Brien thanked Deputy Chief Huff for representing LSF with Snohomish County 911.

Chief O'Brien commented we have our next Strategic Planning meeting scheduled for February 9th with Dr. Pat Sikora at 9:30am. He invited the Commissioners to join the meeting if they would like to do so.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, February 1, 2018 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Gagnon thanked the members for what they do.

Commissioner Elmore commented this is an outstanding organization and we are always improving. He is looking forward to discussing opportunities with Fire District 7.

Chairman Steinruck thanked our guests for being in attendance at this evening's meeting. We've got great quality people within our organization.

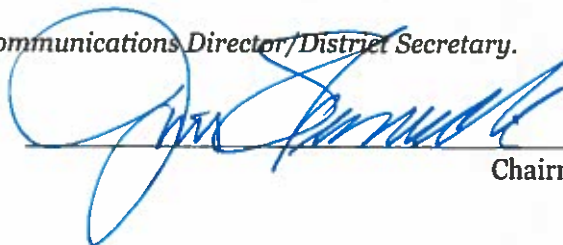
EXECUTIVE SESSION

None

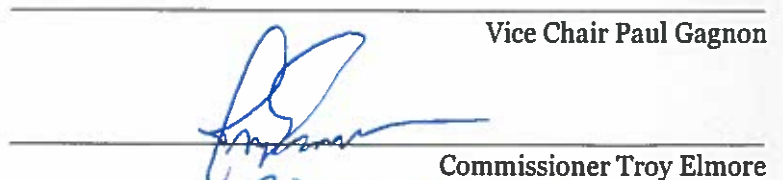
ADJOURNMENT

Motion to adjourn the meeting at 1920 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