

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 1, 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, Director of Finance & Administration Leah Schoof, Battalion Chief Welch, Battalion Chief Matt Bernethy, Assistant Fire Marshal David Petersen, Captain Ron Rasmussen, Firefighter Garth Lervold, President Lisa Defenbaugh, Guest Aaron Soper, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested one additional item for Old Business Discussion - Snohomish County Fire Training Academy.

## MINUTES

Minutes 18-01-18

Motion to approve the January 18, 2018 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Vice Chair Gagnon was not yet present at time of the vote.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers dated January 26, 2018 in the total amount of \$24,076.21 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Vice Chair Gagnon was not yet present at time of the vote.

Vice Chair Gagnon present at Commissioner Meeting at 1735 hours.

Motion to approve Capital Vouchers dated January 26, 2018 in the total amount of \$1,514.60 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated January 26, 2018 in the total amount of \$13,451.68 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented there were no additions and there are no deficits listed on the Expense Line Item Review Summary at this time.

## CORRESPONDENCE

Thank You from Lake Stevens Family Center  
Thank You for Service  
Donation in Memory of Loved One

## **OLD BUSINESS**

### **Discussion**

#### **Rescue Diver Program**

Chief O'Brien commented we will have the team make their Rescue Diver Program presentation at our next Commissioner Meeting.

#### **Snohomish County Fire Training Academy**

Chief O'Brien presented the interlocal agreement for the Snohomish County Fire Training Academy and we look forward to an approval at our next Commissioner Meeting. The cost is estimated at a similar cost to North Bend, possibly a little more.

Commissioner Elmore commented he is heavily involved in this program and totally supports it, and he will plan to recuse himself from the vote.

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

Chief O'Brien commented we are keeping the topic of Fire Station Construction Plan on the agenda and we plan to make a presentation in March.

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

Chief O'Brien commented we conducted 5 interviews this week for the 3 firefighter positions, and we plan to offer these positions tomorrow.

#### **Joint Board Meeting with Fire District 7**

Chief O'Brien commented we are working with Fire District 7 on planning our Joint Commissioner Meeting for 6pm Tuesday, February 13<sup>th</sup> at the Conference Center with the goal of discussing ways we can work together.

President Lisa Defenbaugh commented both unions are anticipating putting on a dinner for both Commission Boards that evening.

#### **LSF Strategic Plan**

Chief O'Brien invited the Commissioners to join our Strategic Planning Meeting next Friday morning, 9:30am February 9<sup>th</sup> at the Conference Center. We will continue to work on our Strategic Plan and look forward to hearing from Dr. Pat Sikora regarding our organizational health.

#### **GEMT Update**

Director of Finance & Administration Leah Schoof commented we are working through the cost recovery process, and she thanked Sonya Dudder for researching the necessary information. We have a projected cost recovery of \$1,179,224 for July 2016 – June 2017; and then we will work on July 2017 through June 2018.

#### **EMS Transport Cost Recovery**

Chief O'Brien commented we are working on a plan to transition to a contractor for EMS cost recovery services. The reason why we are doing this is because of the increase in service demands for the following:

- Human Resources – Wellness/fitness, support, training, risk management, performance, compliance with enhanced laws and standards, and personnel roster increase
- Payroll - Compliance with laws and standards (minimum wage/sick leave), personnel roster increase
- Ambulance Billing - Compliance with laws and standards (Medicare, Medicaid, Insurance), alarm volume increase
- GEMT Administration
- Auditing - Increased frequency

The contractor we are considering is Systems Design based in Gig Harbor, WA. The advantages of Systems Design are the following:

- Excellent history of positive customer service
- Contracted by a majority of the fire districts in our area (Fire District 7, Marysville Fire, Fire District 4)
- GEMT Administration
- Value

The restructure of job descriptions will include the following:

- Sonya Dudder: Most of Sonya's responsibilities will stay the same in regards to payroll, accounts receivable, and supervisory; however, we'll also be building in some new HR functions. Some of the areas we'll be looking at are Labor and Industry reporting, Short-Term and Long-Term Disability management, FMLA and ADA compliance, employee benefit contact, OSHA compliance, as well as others.
- Brandie Reece: Brandie's position will essentially stay the same providing HR and cost recovery support. (There will continue to be some cost recovery functions performed by LSF.)

Benefits:

- Supports LSF Strategic Plan
- Improved internal customer service and HR support for LSF personnel
- Fiscal Accountability - continue with the current number of administrative FTEs (No need to add FTEs to address increased service demand)
- Reduction of risk in errors, omissions, and liability regarding cost recovery (EMS transport, GEMT)
- Improved operational efficiency
- Alignment with neighboring districts
- Overall increased in service to the citizens

Director of Finance & Administration Leah Schoof reviewed Annual Costs:

- Collection rate with Systems Design is 89.2% versus LSFs 92.1% (-\$56,800)
- Revenue from districts we provide cost recovery services  
Fire District 17, Fire District 19, Fire District 22 (-\$27,200)
  - Total projected change in revenue for EMS transport cost recovery/billing services (-\$84,000)
- Systems Design fee: \$22/transport + postage; approximately \$57,024

#### Cost Recovery Revenues

	2017	2018 Projected with Systems Design
EMS Transport	\$1,137,620	\$1,137,620
GEMT		\$1,149,224
Total	\$1,137,620	\$2,316,844

Commissioner Elmore commented he is concerned about our citizens who may be sent to collections by Systems Design.

Director of Finance & Administration Leah Schoof commented we have asked about this topic with Systems Design; and they have assured us their program is customized to how we do business. Whether they send someone to collections or not, determining how many reminder phone calls they make, allowing for making payments, etc., it is all based on our needs and how we prefer to do business.

Vice Chair Gagnon asked how often we send people to collections.

Director of Finance & Administration Leah Schoof commented we can check into this information for you.

Chief O'Brien commented this is a winner for us internally.

Director of Finance & Administration Leah Schoof commented our members are excited about the expanded job functions within our organization.

Chairman Steinruck commented medical billing is only going to get more and more complicated.

Chief O'Brien commented we have let the fire districts that we currently bill for know that this is in the works, as we didn't want any surprises for them in regards to their billing process. If the Commissioners agree to this, we would like to execute a contract with Systems Design as soon as possible.

Motion to authorize the Chief to enter into a contract with Systems Design as requested.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

**Action**  
None

**NEW BUSINESS**

**Discussion**  
None

**Action**  
None

**CHIEF'S REPORT**

**Thank You**

Chief O'Brien thanked the crews for helping a local resident with her relocation within our community.

**Path to Promotion**

Chief O'Brien commented we are planning for another workshop this month on Wednesday, February 21<sup>st</sup> at 6pm and located at the Station 82 Conference Room. This will be our second workshop offered to our members and we are looking forward to it.

**Legislative Day Update**

Chief O'Brien and Deputy Chief/Fire Marshal Messer traveled together to Olympia for Legislative Day, and met with our legislators.

**Professional Building Update**

Chief O'Brien commented we have a new lessee for the Allstate rental office.

Director of Finance & Administration Leah Schoof commented our legal counsel Brian Snure recommended we adopt another resolution to authorize leasing of the Professional Building, as our current resolution was effective for ten years.

Motion to adopt Resolution 2018-02 Declaring Real Property Temporarily Surplus to the Needs of the District and Authorizing the Lease of the Property, at the address 1819 South Lake Stevens Road, Lake Stevens, WA 98258. Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

There is a Special Joint Commissioner Meeting with Fire District 7 scheduled for 6pm Tuesday, February 13 at the LSF Conference Center located at 10518 – 18<sup>th</sup> Street SE, Lake Stevens.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, February 15 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Elmore thanked everyone for their efforts and thanked everyone for the flowers.

Vice Chair Gagnon thanked the first responders for all they do.

Chairman Steinruck thanked everyone for what they do, and mentioned he is thankful to be a part of this team.

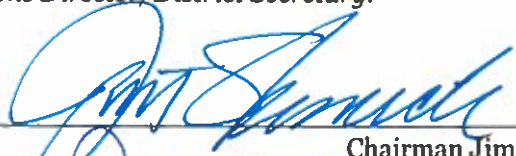
**EXECUTIVE SESSION**

None

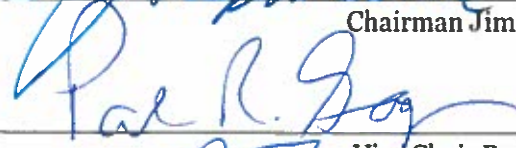
**ADJOURNMENT**

Motion to adjourn the meeting at 1810 hours.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
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