

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 15, 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, Director of Finance & Administration Leah Schoof, Assistant Fire Marshal David Petersen, Battalion Chief Travis Welch, Battalion Chief Ray Kosiba, Paramedic Joe Virnig, Firefighter Chris Harrott Firefighter Brian Kees, Firefighter Jacob McCann, Guest Michele Hampton, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 18-02-01

Motion to approve the February 1, 2018 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Minutes 18-02-13

Motion to approve the February 13, 2018 Special Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated February 12, 2018 in the total amount of \$84,737.57 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Initiative Vouchers dated February 9, 2018 in the total amount of \$23,513.97 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Replacement Vouchers dated February 12, 2018 in the total amount of \$19,450.29 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated February 9, 2018 in the total amount of \$7,618.56 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Payroll

Motion to approve the February 2018 Payroll in the total amount of \$532,201.57 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof explained we have just one additional item on our report, this is because we typically don't get the numbers for the Medical Program Director/EMT Assessments line item until after we approve the budget.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Rescue Diver Program

Chief O'Brien welcomed and introduced Paramedic Joe Virnig and Firefighter Chris Harrott with their presentation on the topic of Rescue Diver Program.

Paramedic Joe Virnig distributed a Rescue Diver Program Packet to the Commissioners and thanked them for their time this evening.

Paramedic Joe Virnig and Firefighter Chris Harrott explained the following highlights of the Rescue Diver Program:

- Explained why this program is needed; we are in the business of rescue, not recovery
- Professional Association of Dive Instructors
- Explained what the course covers
- Defined our goal
- Identified target areas with primary response in Lake Stevens
- Reviewed Pros and Cons
- Explained Sheriff Dive Team
- Firefighter Safety
- Identified swimmer expectations
- Training expectations
- Striving for better service
- Five year plan
- Examples of SOPs and evaluation form
- Budget proposal and policy development
- Reviewed timeline

Commissioners thanked Paramedic Joe Virnig and Firefighter Chris Harrott for their presentation this evening.

Chief O'Brien commented that we approve of this program, we have budgeted for it, and we want to be sure we have final approval from the Commissioners before we move forward.

Chairman Steinruck asked about the impact on staffing if there are six candidates proposed for this program.

Paramedic Joe Virnig commented one firefighter would need a trade.

President Lisa Defenbaugh confirmed Local 3235 is in favor of this program.

Motion to approve the Rescue Dive Program Proposal as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Fire Station Construction Plan

Chief O'Brien commented we are keeping this topic on the agenda, and most likely by the 2nd meeting of March we will have a presentation ready.

Joint Board Meeting with Fire District 7

Chief O'Brien commented we just wanted to check in and get your thoughts on the recent joint Commissioner Meeting with Fire District 7. Our next step could be to establish a committee to further research the pros and cons of a merger.

Commissioner Elmore commented overall the joint meeting was a very positive meeting. It presented a lot of information and there are a lot of moving parts involved. We need to consider if this will be in the best interest of our community. It does seem there are things we can move forward with now.

Chairman Steinruck commented it was great to see Snohomish Fire District 4 at the meeting as well. We need to be totally focused on our community and have talking points explaining why we want to do this, clearly identifying the efficiencies.

Vice Chair Gagnon commented he likes the idea of a committee. He likes the idea of merging the administrations first, and then following with the remainder of the districts.

Commissioner Elmore commented we could define what it would take to merge administrations right now, and show what it would look like. We might consider including our mechanic shop as well.

Chief O'Brien commented it has been excellent working with their administration, and he looks forward to bringing together a committee to talk about the key issues and make recommendations for consideration.

Commissioner Elmore suggested we keep it simple with even representation of Commissioners from both sides.

Chief O'Brien confirmed that developing a committee sounds good and planning future Joint Board Meetings also sounds good.

EMS Transport Cost Recovery

Chief O'Brien commented we have signed a contract with Systems Design and we are planning for them to take over in May. We are also working with the Districts we have been billing for, to help ensure a smooth transition for their billing services as well.

ALS Interlocal Agreement

Chief O'Brien commented that he and Deputy Chief Huff met with Chief Haverfield in Granite Falls regarding their contract for ALS services.

Action

Snohomish County Fire Training Academy

Chief O'Brien thanked Battalion Chief Travis Welch for his work on the Snohomish County Fire Training Academy. It is very well organized and well thought out. We have four firefighters lined up planning to attend and two officers.

Motion to authorize the Chief to sign the Snohomish County Fire Training Academy Interlocal Agreement as submitted.

Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.

Vote passed, Commissioner Elmore recused himself from vote due to his involvement in the Training Academy.

Battalion Chief Travis Welch commented we are four weeks away from the start of the academy, and he came in part way through the process. We have met the requirement with 30 students attending, and we have 39 Tier I and II instructors for this academy. We are 85% ready, Everett Community College is now on board with the academy as well.

Commissioner Elmore commented there has been an amazing amount of collaboration between all the fire districts involved.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Coffee with the Chiefs

Our next Coffee with the Chiefs is scheduled for 6-7pm Monday, February 26th at the Frontier Village Starbucks.

Schedule Update

Chief O'Brien commented he will be gone for two weeks at the National Fire Academy next month, from March 18 – April 6; and Deputy Chief Huff will be the Acting Chief while he is away. Additionally he will be in DC with the State Fire Chiefs from April 17-20.

The Commissioners agreed to move the April 19th Commissioner Meeting to April 24th at 5:30pm.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, March 1st at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

GOOD OF THE ORDER

Vice Chair Gagnon thanked Paramedic Joe Virnig and Firefighter Chris Harrott for their great presentation on the Rescue Diver Program. He also thanked staff and first responders for all they do.

Chairman Steinruck thanked everyone for all the prep that went into our Joint Commissioner Meeting and he thanked the crews for their great work.

Commissioner Elmore thanked everyone for the efforts that went into the Joint Commissioner Meeting with Fire District 7. It was an impressive attendance and thanked the unions for their efforts. He is looking forward to future joint meetings and appreciates the collaboration. He commented things are only going to get better and it is good to be a part of it.

EXECUTIVE SESSION

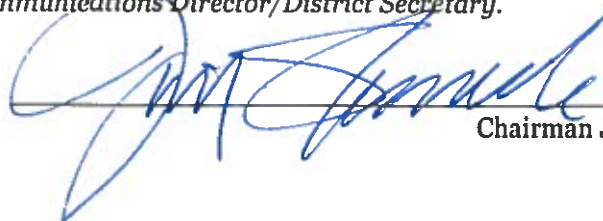
At 1825 hours Chairman Steinruck requested an executive session regarding the sale of real estate and the selection of a site pursuant to RCW 42.30.110 (1) (b) & (c) for 15 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, 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 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