

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

March 1, 2018

1730 hours

## CALL TO ORDER

Chairman Steinruck called the meeting to order at 1734 hours.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

Chairman Steinruck, Commissioner Elmore, Chief O'Brien, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Assistant Fire Marshal David Petersen, Battalion Chief Perry Putnam, Battalion Chief Travis Welch, Firefighter Robert Seda, Firefighter Jerem Rhoades, Firefighter Ross Rumann, and Communications Director/District Secretary Laana Larson.

Vice Chair Gagnon is an excused absence.

Chairman Steinruck introduced and welcomed our newest firefighter hires: Firefighter Robert Seda, Firefighter Jerem Rhoades, and Firefighter Ross Rumann.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested the topic of "District Phone System" for New Business Discussion.

## MINUTES

Minutes 18-02-15

Motion to approve the February 15, 2018 Commissioner Meeting minutes as submitted.

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

Vote Passed, Vice Chair Gagnon was an excused absence from this meeting.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers dated February 27, 2018 in the total amount of \$106,942.36 as submitted.

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

Vote Passed, Vice Chair Gagnon was an excused absence from this meeting.

Motion to approve Capital Initiative Voucher dated February 26, 2018 in the total amount of \$2,314.95 as submitted.

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

Vote Passed, Vice Chair Gagnon was an excused absence from this meeting.

Motion to approve Capital Replacement Voucher dated February 26, 2018 in the total amount of \$6,939.08 as submitted.

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

Vote Passed, Vice Chair Gagnon was an excused absence from this meeting.

Motion to approve Strategic Fund Vouchers dated February 26, 2018 in the total amount of \$18,903.86 as submitted.

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

Vote Passed, Vice Chair Gagnon was an excused absence from this meeting.

## Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented there are two additional items on our line item review summary. These are one time charges and we don't anticipate those going into the negative.

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"Touching Lives Today ~ Planning for Tomorrow"

Fire Commissioners:  
Troy Elmore, Paul Gagnon, Jim Steinruck  
Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

## CORRESPONDENCE

None

## OLD BUSINESS

### **Discussion**

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

Chief O'Brien commented the interlocal agreement has been signed and he thanked Battalion Chief Travis Welch for his work on this project.

Battalion Chief Travis Welch commented we're 95% complete for the March 15 start date. We are ready.

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

Chief O'Brien commented Lawhead is working hard with us to develop a report and we hope to have this ready for presentation in April.

#### **Fire District 7 Merger Discussion**

Chief O'Brien commented he met with Chief Meek today, and he plans to have more to report at our next meeting. We are looking at what we can do together prior to a merger.

Commissioner Elmore commented there seems to be a misconception that taxes will increase if a merger goes through. He welcomes our citizens to give him a call if they are looking for further explanation.

Chief O'Brien commented the goal of a merger would be to improve service for our citizens.

#### **Firefighter Ballistic Protection**

Chief O'Brien thanked Battalion Chief Putnam and Deputy Chief/Fire Marshal Messer for their work on firefighter ballistic protection.

Deputy Chief/Fire Marshal Messer distributed a proposal regarding ballistic armor and explained the following highlights:

- History of ballistic armor purchase
- Updated proposal includes protection for all staffed units, including daytime aid car and command staff
- Purpose is to provide all daily staffed units with ballistic protection
- Cost analysis shows a grand total of \$23,829.50

Commissioner Elmore asked about the material used for helmet protection and suggested we consider the newer material that may increase safety for our members. He will forward information to Deputy Chief/Fire Marshal Messer.

Deputy Chief/Fire Marshal Messer commented this will be a state contract and it has been competitively bid.

Motion to authorize the purchase of ballistic body armor as proposed on March 1, 2018 for the total amount of \$23,829.50, with a request to research benefits of an upgrade in helmets.

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

Motion Passed, Vice Chair Gagnon was an excused absence from this meeting.

### **Action**

None

## NEW BUSINESS

### **Discussion**

#### **District Phone System**

Chief O'Brien commented through our IT discovery process, we have learned we will need to upgrade our phone system.

Deputy Chief/Fire Marshal Messer explained the City changed the version of their phone system during the time we changed our IT service to ISOsource. The county has asked us to come off the demo system and this will cost us approximately \$295 per month with an initial set up cost. We are planning to go off the county system as requested. We should be able to use the current Polycom phones with the new system, and that will be a significant cost savings for us.

### **Asset Management Program**

Chief O'Brien commented we have an asset management program in place.

Deputy Chief/Fire Marshal Messer commented we are working with the Asset Tiger Program. A Shift has done a lot of work on this already. The next step is to purchase the tags and develop our asset policy.

### **Fire Levy Lid Lift**

Chief O'Brien commented we have talked about operations. We have hired three firefighters to staff our daytime aid unit, as we have seen a 31.5% increase in call volume over the last five years. We need to staff the aid unit at Station 82 full-time; and we are working on a plan to present to you.

We are proposing a fire levy lid lift that would return the fire levy to \$1.50 per \$1,000 of assessed property value. We are working on this and you will hear more from us at the next meeting. We are targeting the August election for the fire levy lid lift. With the growth and our increasing call volume, it is something we need to address.

### **Action**

#### **Resolution 2018-03 Changing Regular Meeting Schedule**

Chairman Steinruck commented we are changing the second meeting of April from April 19<sup>th</sup> to April 24<sup>th</sup> in order to accommodate schedules.

Motion to adopt Resolution 2018-03 Changing Regular Meeting Schedule as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Vice Chair Gagnon was an excused absence from this meeting.

### **CHIEF'S REPORT**

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

Chief O'Brien commented he appreciates the City's weekly staff meetings. Currently Public Works is looking to expand in order to accommodate the growth we are experiencing.

#### **Sno-Isle Meeting Notice**

The next Sno-Isle Commissioner Meeting is scheduled for 7:30pm this evening at Snohomish Fire District 19 in Silvana.

#### **New Firefighter Hires**

Chief O'Brien commented today was the first day for our new firefighter hires; it is great to have them on board.

#### **Path to Promotion Update**

Chief O'Brien commented we had our second Path to Promotion class and Councilman Sam Low joined us. We had a good attendance.

#### **All Officers Meeting Update**

Chief O'Brien commented we reviewed the report summary from Dr. Pat Sikora, and it was a very productive meeting.

#### **Coffee with the Chiefs Update**

Chief O'Brien commented we had record attendance at this month's Coffee with the Chiefs. We enjoy connecting with our community!

Chief O'Brien commented he enjoyed his training with the Rotary over the past weekend.

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

### **GOOD OF THE ORDER**

Commissioner Elmore thanked everyone for their efforts; this is an outstanding team.

Chairman Steinruck thanked everyone for all their work with our recent proposals, they are really well done. It is a pleasure to be here.

**EXECUTIVE SESSION**

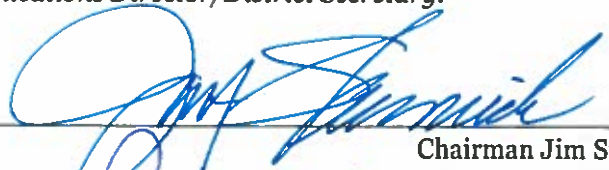
At 1815 hours Chairman Steinruck requested an executive session regarding the sale of real estate pursuant to RCW 42.30.110 (1) (c) for 15 minutes with no expected action to follow. Executive session included Chairman Steinruck, Commissioner Elmore, and Chief O'Brien. At 1830 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 20 minutes.

Chairman Steinruck reconvened the open public meeting at 1850 hours and there was no action taken. The open public meeting moved forward with adjournment.

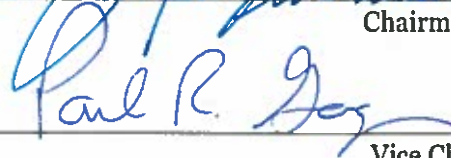
**ADJOURNMENT**

Motion to adjourn the meeting at 1850 hours.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Vice Chair Gagnon was an excused absence from this meeting.

*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