

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

March 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, Deputy Chief / Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Battalion Chief Travis Welch, Captain Ron Rasmussen, and Communications Director/District Secretary Laana Larson.

Commissioner Elmore is an excused absence.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested two additional agenda items:

- EMAC Deployment Authorization Form under Old Business Action
- Ballistic Vests under Old Business Action

## MINUTES

Minutes 18-03-01

Motion to approve the March 1, 2018 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Commissioner Elmore was an excused absence from this meeting.

## FINANCIAL REPORT Investment Report

### Vouchers

Motion to approve Expense Vouchers dated March 13, 2018 in the total amount of \$85,895.34 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Commissioner Elmore was an excused absence from this meeting.

Motion to approve Capital Replacement Vouchers dated March 13, 2018 in the total amount of \$14,235.67 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Passed, Commissioner Elmore was an excused absence from this meeting.

Motion to approve Strategic Fund Vouchers dated March 13, 2018 in the total amount of \$10,453.27 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Commissioner Elmore was an excused absence from this meeting.

### Payroll

Motion to approve the March 2018 Payroll in the total amount of \$525,627.24 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Passed, Commissioner Elmore was an excused absence from this meeting.

## **Expense Line Item Review Summary & Reports**

Director of Finance & Administration Leah Schoof commented there is just one addition to our Line Item Review Summary for a training line item that is under 50%, and this is just a timing issue.

## **CORRESPONDENCE**

Thank You from the Community

## **OLD BUSINESS**

### **Discussion**

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

Chief O'Brien commented please let us know if you'd like to be registered for the WFCA Chelan Conference in June.

Vice Chair Gagnon and Chairman Steinruck confirmed they both plan to attend the WFCA Chelan Conference in June.

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

Chief O'Brien thanked Battalion Chief Welch for his hard work and leadership with the Snohomish County Fire Training Academy. He also thanked the Commissioners for their support. We have four members going through the academy: Firefighter Hall, Firefighter Rumann, Firefighter Rhoades, and Firefighter Seda. We will also have two company officers at the academy: Firefighter Kees and Captain Eagle. Through this academy we are training people within our region with the same standards, and it will only make us stronger to be a part of it.

#### **Rescue Diver Program**

Chief O'Brien commented we had a successful testing process for the Rescue Diver Program and six divers have been selected to go through the training this spring. This will definitely be an improvement in service for our community and additional partnership with Fire District 7.

Deputy Chief Huff commented Paramedic Joe Virnig is going to create a press release and we will get that into our local media.

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

Chief O'Brien commented we are working hard to deliver a report with recommendations about station construction for Station 81, Station 84, and Station 83. This evening we will share some of this documentation with you.

Deputy Chief / Fire Marshal Messer shared the first draft of the architectural design. We are still planning a 2<sup>nd</sup> draft of Station 81 without the addition of Admin; in addition to the options given in this draft. At this time everything is in draft form; and the final draft will include standard of cover details as well. We are excited about where this is going and we will have the final draft for you in April.

Chief O'Brien commented our goal is to deliver the final study at our 2<sup>nd</sup> Commissioner Meeting in April.

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

Chief O'Brien commented we had a great meeting with Fire District 7 staff and we are working together as a leadership committee. We have divided into smaller groups to see how we can continue to consolidate in various areas. We will continue to keep you posted.

#### **Fire Levy Lid Lift**

Chief O'Brien commented as we have discussed, we will need two units staffed at Station 82. The Fire Levy Lid Lift is targeted for August, and this would bring us up to \$1.50 per \$1000 of assessed value. We would then plan to hire eight people.

Chief O'Brien presented our *Emergency Service Update 2018* with the following highlights:

- Thank You for Opportunity to Serve
- Service Area
- What We Do
- Accountable to Our Taxpayers
- How Are Emergency Services Funded?
- Where Do Your Property Tax \$ Go?
- What is "Lift the Lid"?
- More Growth Is Expected

- Call Volumes Are Increasing
- Maintaining Emergency Service Levels for Our Community
- Why Doesn't Growth Increase Revenue?
- Short-term: Maintain Service Levels
- Keeping Up with Demands for Service
- Long-term: Maintain and Improve
- Considering Partnership
- Thank you!

Chief O'Brien distributed and reviewed a packet regarding our Fire Levy Lid Lift recommendation and explained the 2019 Staffing Initiative is the rationale and data that supports this.

Deputy Chief Huff commented this will improve the reliability of our engine and aid units at Station 82. With a fully staffed Station 82 our outlying stations can remain in their response areas which will improve their reliability as well.

Reviewed highlights of 2019 Staffing Initiative:

- Improve reliability and concentration of resources
- Working within Strategic Plan goals and strategies
- Demographics & staffing for the Station 82 response area
- Response data for Station 82 area
- Five year budget impact

Vice Chair Gagnon asked if we might consider a Safer Grant to help with expenses.

Chief O'Brien commented at our next Commissioner Meeting we will have the ballot language ready for your review.

Chairman Steinruck commented we want to be crystal clear between the EMS Levy Lid Lift and the Fire Levy Lid Lift. We want to be certain the public understands these are separate issues.

Chief O'Brien commented it is also important to understand how we are publicly funded and capped at 1%, which forces us to go to the public for the lid lift. We just can't keep up with 1% per year.

#### **Action**

##### **EMAC Deployment**

Chief O'Brien commented we are requesting signatures for the EMAC Deployment authorization form so that we can be available as needed.

##### **Ballistic Vests**

Chief O'Brien commented we talked about the topic of Ballistic Vests at our last meeting, and Deputy Chief/Fire Marshal Messer found an important upgrade.

Deputy Chief/Fire Marshal Messer commented he spoke with our vendor to be sure our helmets are compliant, and also found out about a missing abdominal protection which would provide the best protection possible regardless of a member's size. The cost for this lower panel protection would be \$5,104.56 and the revised total amount is \$29,180.52.

The Commissioners agreed they support the upgrade in the ballistic vest protection for our members.

#### **NEW BUSINESS**

##### **Discussion**

##### **Snohomish County Mutual Aid Agreement for Fire/Rescue/EMS**

Chief O'Brien introduced the Snohomish County Mutual Aid Agreement for Fire/Rescue/EMS that was prepared by Rich Davis and established the formal mutual aid relationships with our regional partners. We will be looking for approval in April.

**Action**  
**Resolution 2018-04 Changing Regular Meeting Schedule**

Motion to adopt Resolution 2018-04 Changing Regular Meeting Schedule as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Commissioner Elmore was an excused absence from this meeting.

**CHIEF'S REPORT**

**Northwest Leadership Seminar Update**

Chief O'Brien commented he appreciated the great networking at the Northwest Leadership Seminar.

**Ledger Article featuring LSF Women Firefighters**

We appreciate Pam Stevens, with the *Lake Stevens Ledger*, writing a feature article about our LSF Women Firefighters.

**Dispatch Newsletter**

The next issue of our *Dispatch Newsletter* will be mailed out on March 26.

**Schedule Reminder**

Chief O'Brien reminded the Commissioners he will be attending the National Fire Academy and he will be back in the office on April 9. He will be fully accessible by phone and email; and Deputy Chief Huff will be Acting Chief in his place. He thanked the Commissioners for their continued support.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, April 12<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Vice Chair Gagnon thanked everyone for their efforts.

Chairman Steinruck thanked everyone in the field and everyone here at Admin for their efforts.


**EXECUTIVE SESSION**

None

**ADJOURNMENT**

Motion to adjourn the meeting at 1832 hours.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Passed, Commissioner Elmore was an excused absence from this meeting.

*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