

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

April 12, 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, Guests Gloria Messer with Holly and Henry, President Lisa Defenbaugh, Paramedic Dave Rayner, Guest from community, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chairman Steinruck added an item to New Business Discussion - Server Replacement.

MINUTES

Minutes 18-03-15

Motion to approve the March 15, 2018 Commissioner Meeting minutes as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Passed, Commissioner Elmore abstained as he was not present at the March 15th meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated March 29, 2018 in the total amount of \$70,457.45 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Initiative Vouchers dated March 29, 2018 in the total amount of \$16,400.07 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated March 29, 2018 in the total amount of \$431.84 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated March 29, 2018 in the total amount of \$203,194.74 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Expense Line Item Review Summary & Reports

CORRESPONDENCE

Thank You from Lake Stevens Chamber of Commerce
Thank You from C Trail Run

EMPLOYEE RECOGNITION

Executive Fire Officer Program Certificate of Graduation was presented to Deputy Chief/Fire Marshal Mike Messer by Chief O'Brien.

LAKE STEVENS
FIRE

Phone: 425.334.3034
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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

Chief O'Brien shared a letter he received from the National Fire Academy recognizing Mike Messer and his executive fire officer designation, which takes a lot of dedication on his part and on his family's part. It has been four years of attending the National Fire Academy and writing lengthy papers. Chief O'Brien also thanked Gloria Messer along with Holly and Henry, for their ongoing support.

Commissioners congratulated Deputy Chief/Fire Marshal Messer on his achievement.

OLD BUSINESS

Discussion

Snohomish County Fire Training Academy

Chief O'Brien commented he visited the Snohomish County Fire Training Academy yesterday during their evaluation process. He was so impressed how professional it was and glad we are a part of this.

Battalion Chief Welch commented as of yesterday, our very own Firefighter Robert Seda is ranked #1 academically in the class. He won the First Whip award, which is similar to the Bull Dog award. Our members are working hard.

Fire Station Construction Plan

Chief O'Brien commented we are moving forward on putting a construction plan together and we plan to present this in May.

Fire Levy Lid Lift

- **Resolution 2018-05 Providing for the Submission of Levy Primary Election**
- **Resolution 2018-06 Providing for the Submission of Levy General Election - Provisional**

Chief O'Brien presented the Emergency Services Update 2018 with the following highlights:

- Thank You for the Opportunity to Serve
- Service Area
- What We Do
- Accountable to Our Taxpayers
- Call Volumes Are Increasing
- Growth in Lake Stevens
- How Are Emergency Services Funded
- Keeping Up with Demands for Service
- Where Do Your Property Tax \$ Go?
- Why Doesn't Growth Increase Revenue?
- What is 'Lift the Lid?'
- Short term: Maintain Service Levels
- Long term: Maintain and Improve

Chief O'Brien reviewed draft Resolutions 2018-05 and 06. Resolution 2018-05 allows for the submission of a permanent single year lid lift on the Primary Election Ballot, August 7, 2018. Resolution 2018-06 is a provisional resolution which allows the District to be on the November ballot if the measure fails in August. There is no action necessary at this meeting, as this is for review for possible adoption at the April 24th Commissioner Meeting. This is due to the county by May 11th.

Guest referenced the library, and asked how the Fire Levy and the EMS Levy relate to each other. He understands the 1% is a big problem; and thought the growth allowed for more revenue.

Chief O'Brien commented we are capped at the 1% and in order to expand it, we have to go to a vote. Even with all the new homes going in, we are still limited by the 1%. We have a Fire Levy at \$1.50 per \$1000 and an EMS Levy at 50 cents per \$1000. Our last Fire Levy was in 2007, and the last EMS Levy prior to last year was quite some time ago. We have had significant growth in Lake Stevens and this has set us back. Our business is fire and life safety; and our goal is to get to you in a timely manner when needed. For example, when Station 82 is out of service we draw from other service areas within the District.

Commissioner Elmore commented additionally, with all the growth in Lake Stevens we do not receive any of the initial permit fees.

Guest commented it doesn't make sense, our growth could double and yet you would only receive 1%.

Chief O'Brien commented we agree.

Guest commented if the levy gets raised it is probably more than you would need at this time.

Chief O'Brien commented we plan ahead, and we have a 10 year Capital Plan. We want to run a sustainable business, and it is much needed.

Director of Finance & Administration Leah Schoof commented we go to the max of the \$1.50 so we are not going out for a vote every year.

Paramedic Dave Rayner commented during the recent downturn of the economy, we did a great job of maintaining services.

Guest asked if the call volume has gone up similar to the increase of population.

Chief O'Brien responded yes.

Guest commented he is just here to understand how this works and he appreciates the information.

Chief O'Brien commented the EMS Levy funds the EMS services which is 75-80% of what we do, and the Fire Levy funds the majority of the budget. All of our firefighters are trained in EMS; and our firefighters work between both the aid car and the fire engine. Chief O'Brien commented we are planning for another presentation at our next Commissioner Meeting, and if all goes well we will request approval to move forward.

GEMT Update

Director of Finance & Administration Leah Schoof explained we have provided all the information necessary to build our cost report and PCG has designated the costs per the allowable Federal Guidelines. We have a preliminary report that we are finalizing with one last data set and they will provide our final report to us next week for review.

They have verified that the costs on the expenditure report reconcile with the State's guidelines and data. They have also verified the uniformity of reporting and consistency between the districts for classifications of expenses and cost allocations.

The final settlement report will include an estimate. The state has revised what it will reimburse, so the settlement will be less than the amount originally estimated for 2017. The reason for that is that the 2017 FY runs from July 2016 – June 2017. The state authorized reimbursements for managed care transports as of January 1, 2017 so the reimbursement will be approximately half of the original estimate for the 2017 FY. This will only affect 2017, and the state will reimburse full-year cycles after that. The revised estimate will be somewhere between \$450,000 and \$580,000.

The report is due April 30th to the Health Care Authority, so we will have a summary of the report and supporting schedules prepared at the next Commissioner Meeting.

Harborview Paramedic Training Program

Chief O'Brien commented we are in the queue to have a paramedic candidate go through the Harborview Paramedic Training Program, and we should receive confirmation of this in May.

Action

Snohomish County Mutual Aid Agreement for Fire/Rescue/EMS

Chief O'Brien commented the Snohomish County Mutual Aid Agreement for Fire/Rescue/EMS outlines our response to other jurisdictions, and he asked if there were any questions or concerns.

Motion to authorize the Chief to sign the Snohomish County Mutual Aid Agreement for Fire/Rescue/EMS as submitted.

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

Vote Unanimous.

NEW BUSINESS

Discussion

Server Replacement

Chief O'Brien commented we have placed in our budget plans to replace our servers.

Deputy Chief / Fire Marshal Messer commented we have budgeted \$9000 annually to replace our servers and reviewed the new Dell Server Lease Agreement for a five year term and the Clearly Service Agreement. We will be seeking approval of the lease at the next Commissioner Meeting.

Action

None

CHIEF'S REPORT

National Fire Academy

Chief O'Brien commented he spent two weeks at the National Fire Academy, finishing his fourth year. It has been an excellent class, following in the footsteps of Battalion Chief Putnam and Deputy Chief/Fire Marshal Messer. He thanked the Commissioners for their ongoing support.

Coffee with the Chiefs

The next Coffee with the Chiefs is scheduled for Friday, April 27th from 10am – 11am at the Lake Stevens Buzz Inn.

Discover Lake Stevens EXPO

The Discover Lake Stevens EXPO is scheduled for 10am – 2pm at Cavelero Mid High on Saturday, April 21st. This annual event is hosted by the Chamber of Commerce. We will have an engine participating in Touch a Truck, calls permitting, thank you C shift. We will also have a booth at this event, and thank you Firefighter McCann & Communications Director Laana Larson for representing us.

The next Regular Commissioner Meeting is scheduled for 5:30pm Tuesday, April 24 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore commented it is good to be here. He appreciates all levels of service and is excited to see the cooperation between fire districts.

Vice Chair Gagnon thanked everyone for all they do, and thanked our citizen for joining our meeting this evening.

Chairman Steinruck congratulated Deputy Chief/Fire Marshal Messer on his accomplishment; and thanked the crews and administration for everything they do serving our community.


EXECUTIVE SESSION

None

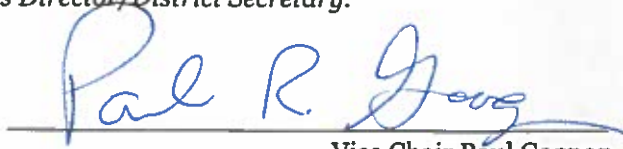
ADJOURNMENT

Motion to adjourn the meeting at 1822 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