

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

April 24, 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, Battalion Chief Travis Welch, Assistant Fire Marshal David Petersen, Guests from community, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested on item for Old Business Discussion – Clearly Telephone Service Agreement.

Chairman Steinruck also reviewed recent correspondence from Fire District 7 regarding the recent passing of one of their members, Firefighter/Paramedic Erick Shouse. The Commissioners held a moment of silence in memory of Erick Shouse. Chief O'Brien commented we will continue to check in with Fire District 7 and offer assistance as they go through this difficult time.

MINUTES

Minutes 18-04-12

Motion to approve the April 12, 2018 Commissioner Meeting minutes as submitted.

Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.

Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated April 13, 2018 in the total amount of \$124,586.27 as submitted.

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

Vote Unanimous.

Motion to approve Capital Replacement Voucher dated April 13, 2018 in the total amount of \$424,071.98 as submitted.

Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.

Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated April 13, 2018 in the total amount of \$50,345.72 as submitted.

Motion by Commissioner Elmore and 2nd by Chairman Steinruck.

Vote Unanimous.

Payroll

Motion to approve the April 2018 Payroll in the total amount of \$548,014.32 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 commented we have four items added to our line item review summary and they are all timing issues.

CORRESPONDENCE

Thank You for Fire Truck Ride

OLD BUSINESS

Discussion

Clearly Telephone Service Agreement

Chief O'Brien reviewed the Clearly Telephone Service Agreement. We were using the Snohomish County system when we were sharing IT with the City of Lake Stevens; and now we need to move towards our own system and pay for it. We plan to execute the contract on May 1st and we will monitor it. We will be sure it is budgeted for next year.

Snohomish County Fire Training Academy

Chief O'Brien commented things continue to go well with the Snohomish County Fire Training Academy and we appreciate everyone's hard work.

Battalion Chief Travis Welch commented the recruits started week 6 as of yesterday; and Firefighter Robert Seda is still number 1 in his class.

Chief O'Brien explained the concept of this regional fire academy to our guests.

Fire Station Construction Plan

Chief O'Brien commented we hope to present our fire station construction plan at the 2nd meeting in May. We are working hard at fine tuning the details.

Action

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 commented we appreciate this third Commissioner Meeting to talk about the Fire Levy Lid Lift. Our goal is to do our best for our community. The Commissioners have two resolutions before them, one to be on the ballot for a Fire levy lid lift in August, and the second resolution is in case the measure fails so that we can get on the November ballot.

Chief O'Brien reviewed Emergency Services Update 2018 presentation 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
- Thank You!

Chief O'Brien asked for any questions.

Guest commented this is fascinating. It is so interesting to see how the fire department works.

Chief O'Brien commented we work for you; and we treat what we do as a business and we want to be cost effective.

Guest commented the mentality is there would be so much more revenue with all the growth going on right now.

Commissioner Elmore commented it is a challenge. We have plans mapped out for the next 10-15 years; and we have a great team in place.

Guest asked why revenue is limited at 1%.

Chief O'Brien explained that voters approved Initiative 747 in 2001 which set the limit at 1%; which pushes fire districts to go out to the voters to raise the limit as needed.

Motion to adopt Resolution 2018-05 Providing for the Submission of Levy Primary Election as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to adopt Resolution 2018-06 Providing for the Submission of Levy General Election – Provisional as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

Server Replacement

Chief O'Brien commented we need to replace our servers, and we would like to execute the lease agreement with Dell. We appreciate the hard work by Deputy Chief / Fire Marshal Messer and this document has been reviewed by legal counsel Brian Snure.

Commissioner Elmore asked for the name of our anti-virus program.

Chief O'Brien commented we can confirm this information with ISOsource. We have been very happy with their service.

Motion to authorize the Chief to sign the Dell Server Lease Agreement as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Discover LS EXPO Update

Thank you to Battalion Chief Matt Bernethy & C Shift for participating with Touch a Truck, and thank you to Firefighter McCann and Communications Director Laana Larson for representing us with a booth. Three businesses asked to be added to our Health & Safety Fair waiting list and one business contributed a prize for the event. The annual EXPO provides a great opportunity to connect with our community and local businesses.

Coffee with the Chiefs

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

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, May 3rd at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Gagnon thanked staff for everything they do and thanked first responders for all they do.

Commissioner Elmore commented he appreciates the efforts of everyone. It is incredible to see how we continue to move forward.

Chairman Steinruck thanked Battalion Chief Travis Welch for his efforts toward the fire academy and thanked Assistant Fire Marshal David Petersen for his work in the community. He commented he enjoys working with Lake Stevens Fire and thanked our guests for joining us this evening.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1810 hours.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

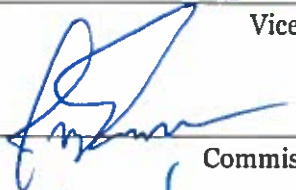
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



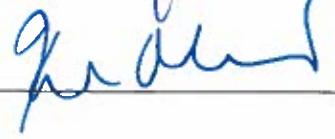
Chairman Jim Steinruck



Vice Chair Paul Gagnon



Commissioner Troy Elmore



Chief Kevin K. O'Brien