

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

May 3, 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 Steinruck, Chief O'Brien, Deputy Chief Huff, Deputy Chief / Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Battalion Chief Travis Welch, Assistant Fire Marshal David Petersen, Captain Ron Rasmussen, Firefighter Joe Mulligan and Firefighter Sean Dahl.

## ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an item for Old Business Discussion – SERS radio system replacement, and an executive session to review the performance of a public employee.

## MINUTES

### **Minutes 18-04-24**

Motion to approve the April 24, 2018 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## FINANCIAL REPORT

### **Vouchers**

Motion to approve Expense Vouchers dated April 27, 2018 in the total amount of \$43,558.61 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Capital Replacement Vouchers dated April 27, 2018 in the total amount of \$3,618.21 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated April 27, 2018 in the total amount of \$1,197.90 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

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

Director of Finance & Administration Leah Schoof commented we have two items added to our line item report and they are included in the deficit review and in review for the 2019 budget.

## **Budget Amendment**

Chief O'Brien noted that we are working on a mid-year budget amendment covering a few key items like the establishment of the much needed Day-Shift Aid Unit.

Director of Finance & Administration Leah Schoof commented we are in the process of preparing a budget amendment for the Commissioner's review at the next board meeting. Programs discussed during the first part of the year including the transition to Systems Design, the GEMT program, Paramedic School, the ballistic vest program, and others will be included in the report for review.

## CORRESPONDENCE

None

## OLD BUSINESS

### **Discussion**

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

Chief O'Brien commented that the academy is going great. Battalion Chief Welch noted that all of the recruits are working hard. Robert Seda is currently first in class and they are in the 7<sup>th</sup> week of class this week.

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

Chief O'Brien commented that we will be planning on having a full presentation regarding the construction plan in the June meeting. Chief O'Brien provided a draft packet ready for view that is a work in progress and will most likely include changes with the comprehensive presentation in June.

Chairman Steinruck asked if there would be potential siting for Station 84 and Chief O'Brien noted that there would be.

#### **Harborview Paramedic Training Program**

Chief O'Brien noted we have two in-house candidates and are currently in the testing process. Chief O'Brien also thanked Deputy Chief Huff, Deputy Chief / Fire Marshal Messer, Battalion Chief Welch, and Mike Frymire for their help in the process. Chief O'Brien noted we are waiting for a confirmation from Harborview allowing Lake Stevens Fire to enroll an employee.

#### **ALS Interlocal Agreement**

Chief O'Brien noted that he and Deputy Chief Huff met with Chief Haverfield from Granite Falls Fire regarding an ALS Interlocal Agreement. The system would capture the actual cost of a medic unit to provide ALS service to another district, and the out of service times during that service. They will also be meeting with Chief Hots from District 22 soon regarding the system.

Vice Chair Gagnon asked if we currently have an Interlocal Agreement with District 22, and Chief O'Brien responded that we do not.

#### **SERS Radio System Replacement**

Chief O'Brien reviewed the SERS press release and draft resolution in support of replacing the SERS radio system. Chief O'Brien commented he appreciated the informative presentation done by Ralph Krusey with SERS a few months ago, and understands the current SERS system is in need of replacement. Chief O'Brien noted that a number of other fire districts in Snohomish County have issued a resolution in support of replacing the SERS system.

Commissioner Elmore noted the importance of reviewing the formulary.

Chief O'Brien commented that we will keep moving forward, and this topic and resolution will be included at the next Commissioner meeting.

### **Action**

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

- **Pro Committee and Con Committee**

Chief O'Brien noted after seeking both pro and con committee members, John Spencer, Dan Lorentzen, and Ray Mitchell have consented to serve as the Pro Committee for the upcoming Fire Levy.

Director of Finance and Administration Leah Schoof provided the Pro/Con Committee Form for review and authorization.

Motion to appoint John Spencer, Dan Lorentzen, and Ray Mitchell to the Pro Committee.  
Motion by Vice Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## NEW BUSINESS

### **Discussion**

None

**Action**  
None

**CHIEF'S REPORT**

Chief O'Brien noted there was no Chief's report for this meeting.

Chairman Steinruck commented that the next Sno-Isle Fire Commissioner Meeting is scheduled for 7:30pm this evening, located at Gold Bar Fire District 26 at Station 54.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, May 17<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Chief O'Brien thanked the crews for their hard work.

Chairman Steinruck thanked the crews and staff for all their hard work, and appreciated the work done by the dive team and all involved in the fire academy.

Vice Chair Gagnon noted his appreciation of everyone with all potential change occurring and appreciates everyone's patience and positivity.

Commissioner Elmore thanked operations and administration for an outstanding job.

**EXECUTIVE SESSION**

At 1755 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 20 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien. At 1815 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 10 minutes.

Chairman Steinruck reconvened the open public meeting at 1825 hours and there was no action taken. The open public meeting moved forward with Adjournment.

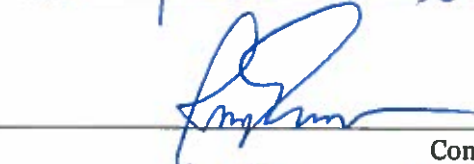
**ADJOURNMENT**

Motion to adjourn the meeting at 1815 hours.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

*Minutes respectfully submitted by Leah Schoof, Director of Finance and Administration.*

  
Chairman Jim Steinruck

  
Vice Chair Paul Gagnon

  
Commissioner Troy Elmore

  
Chief Kevin K. O'Brien