

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

May 17, 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, ISOsource Kevin Watkins, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 18-05-03

Motion to approve the May 3, 2018 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

INFORMATION TECHNOLOGY SECURITY

ISOsource Kevin Watkins explained they have been busy with information technology security. They have implemented a WatchGuard fire wall with live security, improved wireless connection / reliability, and recently implemented a password change policy. Things are going smooth from their perspective; and they continue to look for ways to be more efficient. They are currently considering Office 365 with email which will offer more connectivity options for LSF members. They will continue moving forward with support and he thanked the Commissioners for the opportunity to be of service.

Chief O'Brien commented things are going great with ISOsource, and we appreciate their service.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated May 11, 2018 in the total amount of \$78,280.33 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Replacement Vouchers dated May 11, 2018 in the total amount of \$4,124.42 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated May 11, 2018 in the total amount of \$23,980.01 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

Payroll

Motion to approve the May 2018 Payroll in the total amount of \$602,421.18 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Budget Amendment

Chief O'Brien commented we have a budget amendment, as we have had some things change as we move forward. This amendment includes the following topics: ballistic vests, day shift aid car, paramedic training school, and moving to Systems Design. Per the policy, we introduce the budget amendment at this meeting and then we will ask for approval at the next Commissioner Meeting. He thanked Director of Finance & Administration Leah Schoof for her efforts in putting this together.

CORRESPONDENCE

Thank You from Fire District 7
Thank You for Service

OLD BUSINESS

Discussion

Snohomish County Fire Training Academy

Chief O'Brien commented the Training Academy continues to go well; and we visited the review this past week for our recruits.

Battalion Chief Travis Welch commented we had Firefighter I testing yesterday, and Firefighter Seda is still at #1 in his class.

Fire Station Construction Plan

Chief O'Brien commented we are preparing our report for the June 21 Commissioner Meeting.

Harborview Paramedic Training Program

Chief O'Brien commented we are still waiting to hear confirmation from Harborview regarding the paramedic training program. We have two excellent candidates that we will be interviewing for the one slot available.

ALS Interlocal Agreement

Chief O'Brien distributed the draft ALS Interlocal Agreement. Our ALS Service Agreement Initiative is partnership based and addresses the costs of operating a paramedic unit and the actual time the unit serves a particular Fire District. He thanked Deputy Chief Huff for his efforts in drafting this agreement. Both Deputy Chief Huff and Deputy Chief Dorsey worked through the details on this. We have met with both Chief Haverfield with Fire District 17 & Chief Hots with Fire District 22, and continue to work through this with them.

Fire Levy Lid Lift

Chief O'Brien confirmed our ballot documents have been submitted and confirmed by the county, and the pro committee is working on their statement. We continue to move forward.

Fire District 7 Interlocal Agreement

Chief O'Brien commented there has been great movement working with Fire District 7 through various teams. The goal is to create an interlocal agreement that is broad enough to cover most areas. We are discussing the possibility of bringing our mechanics together; and also looking forward to sharing personnel with overtime. We hope to have a draft agreement at the first Commissioner Meeting in June.

Commissioner Elmore mentioned he has been working with Fire District 7 with his district, and they have been extremely easy to work with. Very helpful and collaborative.

GEMT Update

Director of Finance & Administration Leah Schoof commented we received confirmation that all documents were received on time for reimbursement. We won't receive the invoice until we receive supplement in full. Both the cost and revenue are included in the budget amendment.

Action

Resolution 2018-07 Supporting County Funding of a New Countywide 911 Emergency Radio System

Chief O'Brien explained Resolution 2018-07 is supporting SERS and the replacement of their current system; and respectfully encourages the county to find financial support.

Motion to approve Resolution 2018-07 Supporting County Funding of a New Countywide 911 Emergency Radio System as submitted.

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

Vote Unanimous.

NEW BUSINESS

Discussion

DNR Memorandum of Understanding

- **Snohomish County Fire Chief's Association Fire Coordinating Group Interlocal Agreement**

Chief O'Brien commented we plan to have a resolution at the next Commissioner Meeting for approval. This is basically to share credentials for wildland deployment supported by the State Fire Chiefs.

Action

Memorandum of Understanding 2018-04 with Snohomish Health District Concerning Emergency Use of Facilities

Chief O'Brien commented this MOU renews a relationship that we already have, allowing the Snohomish Health District to use our facilities in case of an emergency.

Motion to authorize the Chief to sign MOU 2018-04 with Snohomish Health District Concerning Emergency Use of Facilities as submitted.

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

Vote Unanimous.

CHIEF'S REPORT

City of Lake Stevens Update

Chief O'Brien commented the City of Lake Stevens is busy with development throughout the community.

CARES Summary Reports

Chief O'Brien commented the CARES Summary Report tracks survival rates. Overall Lake Stevens Fire has an 18.8% survival rate; in comparison to the state of Washington average at 14.5% and the national average 10.4%.

Deputy Chief Huff commented our ALS info for Lake Stevens Fire includes ALS info from both Fire District 17 and Fire District 22.

First Pitch at Community Park

Chief O'Brien commented that on May 5 along with B Shift and LSPD, we threw the first pitch for the little league.

WFC Conference

Chief O'Brien, Deputy Chief Huff and Deputy Chief/Fire Marshal Messer plan to attend the Fire Chiefs Conference in Kennewick.

Health & Safety Fair

Our event is currently full. Seven booths are first time booths, and the remaining are returning booths. AFM Petersen has secured the fire safety house from Fire District 7 which will give our community a new experience. We are currently working on the prizes, staffing, and getting the word out. We are looking forward to another great event this year.

Thank You

Chief O'Brien commented Battalion Chief Travis Welch is doing great in the Training Division. He has been a huge part of the success of the Training Academy; as well as helping out with Ted Smith's retirement. He thanked Battalion Chief Travis Welch for his hard work.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, June 7 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore thanked everyone for their efforts; and commented it is a pleasure to be here.

Vice Chair Gagnon thanked Administration and first responders for their work.

Chairman Steinruck commented as we have further discussions with Fire District 7, it looks like this could be a good fit. He appreciates everyone's efforts.

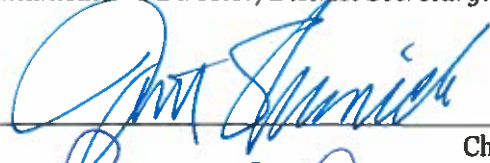
EXECUTIVE SESSION

None

ADJOURNMENT

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

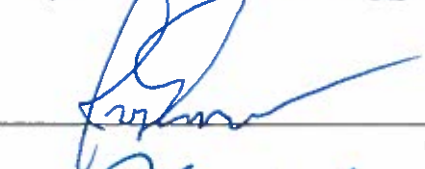
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



Chairman Jim Steinruck



Vice Chair Paul Gagnon



Commissioner Troy Elmore



Chief Kevin K. O'Brien