

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 7, 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, Assistant Fire Marshal David Petersen, Guest Michelle Hampton and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

Minutes 18-05-17

Motion to approve the May 17, 2018 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## FINANCIAL REPORT

### **Budget Amendment**

Motion to adopt the 2018 Amended Budget Authorization as submitted with an adopted 2018 Amended Expense Fund Budget of \$12,357,159.55 and 2018 Amended Revenue Budget of \$15,360,782.17; a 2018 Amended Strategic Fund Expense Budget of \$788,000.00; and a 2018 Amended Capital Replacement Fund Expense Budget of \$1,908,328.00.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

## **Vouchers**

Motion to approve Expense Fund Vouchers dated May 25, 2018 in the total amount of \$44,232.70 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Expense Fund Vouchers dated June 5, 2018 in the total amount of \$63,831.68 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Capital Initiative Voucher dated May 25, 2018 in the total amount \$325.60 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated May 25, 2018 in the total amount of \$5,813.12 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

Motion to approve Capital Replacement Vouchers dated June 5, 2018 in the total amount of \$2,092.99 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated May 25, 2018 in the total amount of \$26,305.56 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated June 5, 2018 in the total amount of \$4,617.64 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

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

Director of Finance & Administration Leah Schoof commented there is one addition under communication supplies; it is within the budget and just a timing issue.

### **2017 Comprehensive Annual Financial Report**

Chief O'Brien thanked Leah Schoof for her great work on the 2017 Comprehensive Annual Financial Report.

Director of Finance & Administration Leah Schoof thanked Rosie Richmond for her hard work with this annual report. She reviewed the following highlights of this electronic report: Annual Fund Summaries, Property Tax and Levy Rates, Revenues, Expense Summaries, and Labor and Industries.

### **CORRESPONDENCE**

Thank You from Washington Fire Chiefs  
Thank You for Blood Pressure Checks  
Thank You from Lake Stevens Police Department  
Thank You for Service

### **OLD BUSINESS**

#### **Discussion**

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

Chief O'Brien commented things are progressing very well at the Snohomish County Fire Training Academy. He continues to be impressed by the professionalism of those who are leading the academy.

Battalion Chief Travis Welch commented the Graduation Ceremony is scheduled for Saturday, June 23<sup>rd</sup> at 1pm, and located at the Marysville High Performing Arts Center. Firefighter Seda remains #1 in his class.

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

Chief O'Brien commented he looks forward to presenting an architectural plan at our next Commissioner Meeting. They recently met with Lawhead and he is looking forward to the presentation.

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

Chief O'Brien commented we are excited to have a slot for the Harborview Paramedic Training Program and Firefighter Nadia Kukhotskaya has been selected to go and learn paramedicine starting in July.

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

Chief O'Brien commented we are progressing well. We met with the Lions Club a couple nights ago and they had some great questions.

Our public meetings include:

- 5:30pm Thursday, April 12<sup>th</sup> with LSF Commissioners
- 5:30pm Tuesday, April 24<sup>th</sup> with LSF Commissioners
- 6:30pm Tuesday, June 5<sup>th</sup> with the Lions Club
- 11:30am Wednesday, June 13<sup>th</sup> with the Chamber of Commerce
- 11:30am Wednesday, June 20<sup>th</sup> with the Senior Center (11:30 Lunch & 12:30 Presentation)
- 7pm Thursday, June 28<sup>th</sup> with the American Legion Post 181
- 6:30pm Wednesday, July 11<sup>th</sup> with Kiwanis Club
- 7:30am Friday, July 13<sup>th</sup> with the Rotary Club
- 9am Saturday, July 14<sup>th</sup> Community Presentation
- 5:30pm Wednesday, July 25<sup>th</sup> Community Presentation
- Noon Wednesday, August 1<sup>st</sup> Brown Bag Lunch Community Presentation

### **Fire District 7 Interlocal Agreement**

Chief O'Brien commented we are working on the Interlocal Agreement with Fire District 7. We are currently looking at mechanic services and overtime, as well as other areas. We hope to review this agreement at the next Commissioner Meeting.

### **Action**

#### **Resolution 2018-08 Agreeing to Join the Snohomish County Fire Chiefs Association Incident Qualification System Relating to NWCG Incident Qualification System**

Chief O'Brien commented this Resolution is in regards to sharing information about wildland firefighting.

Motion to adopt Resolution 2018-08 Agreeing to Join the Snohomish County Fire Chiefs Association Incident Qualification System Relating to NWCG Incident Qualification System as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

### **NEW BUSINESS**

#### **Discussion**

#### **Snohomish County Fire District 4**

Chief O'Brien commented the District received a letter from Fire District 4.

#### **Underwriting Engagement Letter**

Chief O'Brien commented as we are in the process of developing the fire construction plan, we are researching the funding for it as well. We are seeking information on the costs and this is a letter to engage the services of DA Davidson in researching Bond options. It is just for review at this meeting and then we will be requesting authorization at the next Commissioner Meeting.

Motion to authorize the Chief to sign the underwriting engagement letter with DA Davidson as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

### **Action**

None

### **CHIEF'S REPORT**

#### **City of Lake Stevens Update**

Chief O'Brien commented we appreciate our relationship with the City of Lake Stevens.

#### **Strategic Planning**

Chief O'Brien commented we are having an internal Strategic Planning Meeting tomorrow; and we will report back at our next Commissioner Meeting.

#### **New Part Paid Firefighters**

Chief O'Brien commented we have 13 new part-paid firefighters.

Deputy Chief Huff commented Battalion Chief Travis Welch had a weekend of training with them, and they now have their internship hours to complete before responding on call.

#### **Fire Chiefs Conference**

Deputy Chief/Fire Marshal Messer, Deputy Chief Huff and Chief O'Brien recently attended the Fire Chiefs Conference. Chief O'Brien commented the conference covered a wide range of topics. It was an excellent conference and good to be there.

#### **Health & Safety Fair**

Chief O'Brien commented we have our Health & Safety Fair coming up this Saturday, with 42 booths confirmed. We are looking forward to a great event.

#### **Regular Meeting Schedule**

Chief O'Brien asked the Commissioners if they want to change the date of the first meeting in July, as it is currently scheduled for Thursday, July 5<sup>th</sup>.

The Commissioners agreed to change the date of the first Commissioner Meeting in July to Tuesday, July 10<sup>th</sup> and we will create a resolution for the next meeting.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, June 21 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 thanked Laana Larson for her efforts towards the Health & Safety Fair. He commented he continues to be impressed by everyone.

Vice Chair Gagnon thanked Leah Schoof for her efforts on the CAFR summary report.

Chairman Steinruck thanked Battalion Chief Travis Welch for all his work at the Fire Training Academy. He thanked Deputy Chief Huff, along with Admin and Operations for all they do. He also thanked Michele Hampton for joining us this evening. And he mentioned they had a great WFCA conference in Chelan; they especially enjoyed the networking.

**EXECUTIVE SESSION**

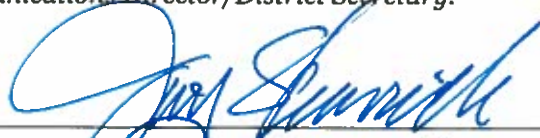
At 1810 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 20 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien. At 1830 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 22 minutes.

Chairman Steinruck reconvened the open public meeting at 1852 hours and there was no action taken. The open public meeting moved forward with Adjournment.

**ADJOURNMENT**

Motion to adjourn the meeting at 1852 hours.  
Motion by Chairman Steinruck and 2<sup>nd</sup> 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