

**Board of Fire Commissioners**  
**Meeting Minutes**  
1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 21, 2018

1730 hours

**CALL TO ORDER**

Chairman Steinruck called the meeting to order at 1730.

**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, Fire District 7 Chief Meek, Fire District 7 Assistant Chief Silva, Guest Frank Lawhead, Guest Derek Michael, Paramedic Lisa Defenbaugh, Paramedic Christian Wigington, and Communications Director/District Secretary Laana Larson.

**ADDITIONAL AGENDA ITEMS**

None

**MINUTES**

**Minutes 18-06-07**

Motion to approve the June 7, 2018 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

**FINANCIAL REPORT**

**Investment Report**

**Vouchers**

Motion to approve Expense Vouchers dated June 18, 2018 in the total amount of \$18,948.29 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated June 18, 2018 in the total amount of \$6,467.18 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

**Payroll**

Motion to approve the June 2018 Payroll in the total amount of \$586,419.51 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

**Expense Line Item Review Summary & Reports**

Director of Finance & Administration Leah Schoof commented there are no new additions this month, and confirmed that we have entered the amendments that were approved at the last Commissioner Meeting.

**CORRESPONDENCE**

Thank You from Epic Endeavors

## **OLD BUSINESS**

### **Discussion**

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

Chief O'Brien commented we are looking forward to the Graduation Ceremony this Saturday. One of our LSF members is ranked #1 in the class, Firefighter Seda. Our firefighters worked hard throughout the Academy.

Battalion Chief Travis Welch commented today is the last day of the Academy and testing is scheduled for tomorrow. Monday they will start their Post Academy for the next 2 1/2 weeks.

Chief O'Brien commented both our recruits and our officers did great; and the Fire District 7 officers did awesome as well.

Chairman Steinruck welcomed guests Frank Lawhead and Derek Michael to the meeting.

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

Chief O'Brien introduced the topic of our fire station construction plan; and commented we have appreciated the service by Lawhead. Many studies have been performed to create this plan; and he thanked Deputy Chief/Fire Marshal Messer for his hard work with the City to help with this project.

Frank Lawhead distributed copies of the Capital Facilities Master Plan to the Commissioners. He mentioned they have enjoyed working with the leadership team and he reviewed station concepts and potential costs as highlighted below:

- Executive Summary
- Station 81
- Station 83
- Station 84
- Stations Cost Summary

The Commissioners thanked Frank Lawhead and Derek Michael for their presentation.

Chief O'Brien distributed a follow up report, a preliminary facilities evaluation, which is supporting documentation for station site location.

Deputy Chief Huff commented we have experienced a 35% increase in call volume over the past five years; and we still have projected growth for Lake Stevens. He reviewed the following reports:

- History of Station 81 and Station 82
- Call Volume over the Years
- Call Density Map
- Preferred Site Location for Station 84

Chief O'Brien commented the current locations of our fire stations serves our community well; and a future Station 84 at State Route 9 and 20th would be ideal at this time.

Chief O'Brien thanked Frank Lawhead and Derek Michael for their work and their presentation this evening.

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

Chief O'Brien thanked Chief Meek and Chief Silva for being here this evening. We have developed an umbrella interlocal agreement to share services with Fire District 7 moving forward. We are looking at sharing our mechanic and also looking forward to sharing our members to help fill overtime slots.

Chief Meek commented his Commissioners had a few questions when this agreement was presented to them. We are looking into the hold harmless to clarify, and also making sure our insurance covers drivers from both districts.

Chief O'Brien commented it has been great working together on this with Fire District 7. Please let us know if you have any questions or concerns.

**Action**  
**Resolution 2018-09 Changing Regular Meeting Schedule**

Motion to adopt Resolution 2018-09 Changing Regular Meeting Schedule as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

**NEW BUSINESS**

**Discussion**

**Resolution 2018-10 Surplus Equipment**

Deputy Chief / Fire Marshal Messer commented tonight is an introduction of the Resolution 2018-10 Surplus Equipment.

Motion to adopt Resolution 2018-10 Surplus Equipment as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

**Bill of Sale for Granite Falls SCFPD #17**

Deputy Chief / Fire Marshal Messer explained the Bill of Sale for Granite Falls Fire. They would like to repurpose the vehicle as a rehab vehicle, once it is ready for surplus.

**Resolution 2018-11 Alternative Fueled Vehicles**

Deputy Chief / Fire Marshal Messer explained we need to comply with alternative fueled vehicles; and this resolution allows us to purchase standard fuel vehicles until other emergency vehicles are available.

**Action**

None

**CHIEF'S REPORT**

**City of Lake Stevens Update**

Chief O'Brien commented the City is in the process of hiring a maintenance and operations position; and they are working hard to keep up with infrastructure projects.

**Sno-Isle Fire Commissioner Meeting Notice**

This evening's Sno-Isle Commissioner Meeting will be located at Lake Roesiger District 16. Burgers will hit the grill at 6:45pm.

**Strategic Planning Update**

Chief O'Brien commented we had a great Strategic Planning Meeting on June 8. We are on track, and we will spend more time on this topic at another meeting.

**Health & Safety Fair**

Chief O'Brien gave the following highlights for the 2018 Health & Safety Fair:

- Attendance over 700 & 43 booths participated
- Thank you Laana Larson for her efforts in coordinating this annual community event
- Thank you Mike Frymire for his amazing support with the set up process
- Thank you Debbie Jennings for the awesome administrative support and help with set up
- Thank you District 7 for sharing their Fire Safety House and giving our community a new experience
- Thank you DC/FM Messer for educating our community about CPR throughout the event
- Thank you Firefighters Windle, Murdock & McCann for representing LSF at our booth and at the Fire Safety House, as well as helping with set up and clean up
- Thank you A Shift for their great support throughout the day
- Thank you AAA of Everett Fire Extinguisher Company for providing on-site service for fire extinguishers

**Coffee with the Chiefs**

The next Coffee with the Chiefs is scheduled for 11am Tuesday, June 26 at the Lake Stevens Haggen Café.

Chief O'Brien thanked the crews for their efforts on a recent house fire today.

The next Regular Commissioner Meeting is scheduled for 5:30pm Tuesday, July 10 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Elmore thanked the Station 83 crew who recently transported him, he appreciated their great service. He also thanked the staff and operations for all they do.

Vice Chair Gagnon thanked everyone for all they do.

Chairman Steinruck thanked everyone for their efforts. He also thanked members for their hard work towards the Health & Safety Fair and the Snohomish County Fire Training Academy.

Chairman Steinruck called for a five minute break at 1847 hours.

**EXECUTIVE SESSION**

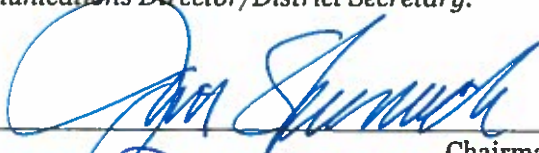
At 1852 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 30 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien. At 1922 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 18 minutes.

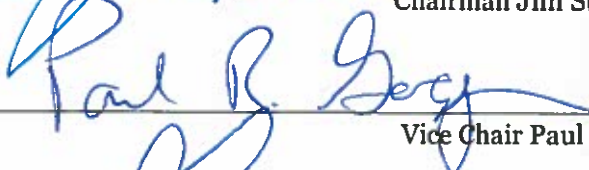
Chairman Steinruck reconvened the open public meeting at 1740 hours and there was no action taken. The open public meeting moved forward with Adjournment.

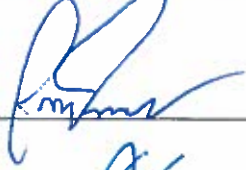
**ADJOURNMENT**

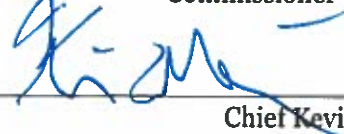
Motion to adjourn the meeting at 1940 hours.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

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

  
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Chairman Jim Steinruck

  
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Vice Chair Paul Gagnon

  
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Commissioner Troy Elmore

  
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Chief Kevin K. O'Brien