

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

July 19, 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/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Assistant Fire Marshal David Petersen, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an executive session to review the performance of a public employee for 15 minutes, with no expected action.

MINUTES

Minutes 18-07-10

Motion to approve the July 10, 2018 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated July 17, 2018 in the total amount of \$100,950.04 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Replacement Vouchers dated July 17, 2018 in the total amount of \$9,515.49 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated July 17, 2018 in the total amount of \$20,092.36 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Payroll

Motion to approve the July 2018 Payroll in the total amount of \$610,877.24 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Expense Line Item Review Summary & Reports

CORRESPONDENCE

Thank You from the City of Lake Stevens

OLD BUSINESS

Discussion

Fire Levy Lid Lift

Chief O'Brien commented we were busy last week meeting with the Kiwanis, Rotary, and we had our first of three community presentations. Our next two community presentations are scheduled for July 25 and August 1. We continue to get the word out, and our presentations are going well. Additionally we are on track for the November election if needed, and we will be posting for the pro/con committee in the lobby at HQ. If anyone is interested in participating, they should contact us by 4pm Wednesday, August 1.

Fire District 7 Interlocal Agreement

Chief O'Brien commented our legal counsel Brian Snure had a few comments and he is connecting with Attorney Rich Davis. We will submit an update for your review once it is ready. It continues to go well meeting with Fire District 7. We will start planning for Joint Commissioner Meetings in September. We have both met with Dr. Pat Sikora to bring her on board to perform another health assessment in relation to the merger.

Action

None

NEW BUSINESS

Discussion

Memorandum of Understanding between Federal Bureau of Investigation and Lake Stevens Fire

Chief O'Brien commented Attorney Brian Snure has approved form and content; and the FBI has reviewed and approved with our changes. The FBI reached out to us, as they have EMTs they use in combat situations and they want to work on keeping their skills up, basically through ride alongs.

Motion to authorize the Chief to sign the MOU between the Federal Bureau of Investigation and Lake Stevens Fire as submitted.

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

Vote Unanimous.

Memorandum of Understanding for Full-time Firefighter Attending Harborview Paramedic Program

Chief O'Brien confirmed both Attorney Rich Davis and Local 3235 have approved form and content. This MOU mirrors the last MOU for our last paramedic who went through the Harborview Paramedic Training Program.

Motion to authorize the Chief to sign the MOU for Full-time Firefighter Attending Harborview Paramedic Program as submitted.

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

Vote Unanimous.

Chief O'Brien thanked the Commissioners for supporting the Paramedic Training Program.

Action

None

CHIEF'S REPORT

Community Block Party

Last Saturday we attended a block party with the crews at Stevens Creek Elementary.

Firefighter Testing

We will have firefighter testing on July 31 with Chief Interviews to follow.

NAEFO 2018 Educational Conference

This is a training opportunity for our Commissioners, please let us know if you'd like to attend.

Retirement Ceremony for Firefighter Ted Smith

Retirement Ceremony is planned for 1:30pm Saturday, July 21 at the Conference Center. We hope you can join us!

Vice Chair Gagnon mentioned he will be unable to attend.

Aquafest

Our Firefighters' Pancake Breakfast & Open House is scheduled for Saturday & Sunday, July 28 & 29 from 6am – Noon.

Commissioner Elmore commented he is available to help with the First Aid Booth if needed.

Assistant Fire Marshal David Petersen mentioned that the Lake Stevens Police Department just confirmed they have apprehended a strong suspect for the Post Office fire.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, August 2 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Gagnon thanked everyone for their excellent work.

Commissioner Elmore commented he appreciates how things are working well and thanked everyone for their efforts.

Chairman Steinruck thanked everyone for their hard work, both in the field and in administration. He is looking forward to Aquafest.

EXECUTIVE SESSION

At 1750 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore and Chief O'Brien.

Chairman Steinruck reconvened the open public meeting at 1805 hours and there was no action taken. The open public meeting moved forward with Adjournment.


ADJOURNMENT

Motion to adjourn the meeting at 1805 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