

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 2, 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, Assistant Fire Marshal David Petersen, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 18-07-19

Motion to approve the July 19, 2018 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated July 27, 2018 in the total amount of \$39,856.74 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Initiative Voucher dated July 26, 2018 in the total amount of \$111.01 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated July 26, 2018 in the total amount of \$339.43 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have added two items to the informational section, and we will continue to keep you informed.

CORRESPONDENCE

Thank You for Service

OLD BUSINESS

Discussion

Fire Levy Lid Lift

Chief O'Brien noted after seeking both pro and con committee members, the following individuals have consented to serve as the Pro Committee for the Fire Levy: Mayor John Spencer, Dan Lorentzen, and Ray Mitchell. We did not receive any requests to represent the Con Committee. Election Day is next Tuesday; and we've been working hard to get the word out and educate our community. We have received positive feedback along with a few questions, and we are looking forward to Tuesday. We are lined up to be on the November ballot if the levy were to fail next week.

LAKE STEVENS
FIRE

Phone: 425.334.3034
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"Touching Lives Today ~ Planning for Tomorrow"

Fire Commissioners:
Troy Elmore, Paul Gagnon, Jim Steinruck
Fire Chief Kerin K. O'Brien

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Director of Finance & Administration Leah Schoof provided the Pro/Con Committee Form for review and authorization. The due date of these forms is August 7, which is why we are approving at this meeting.

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

Fire District 7 Interlocal Agreement

Chief O'Brien commented we have included the most updated draft of the interlocal agreement in the agenda packet, and Fire District 7 will review at their Board Meeting next week. He asked for any questions or concerns. The goal is to start sharing services and see how it works. We will see what their Board has to say next week and possibly look for approval at our next Commissioner Meeting.

Action

None

NEW BUSINESS

Discussion

Organizational Health Assessment

Chief O'Brien commented we are planning an October visit for Dr. Pat Sikora to meet with our members to determine the overall organizational health of Lake Stevens Fire. She will check in with our members about issues that were discussed in 2017, and address possible concerns with the potential merger with Fire District 7. We have budgeted for Dr. Pat Sikora's visit since her services have proven to be valuable to the overall organizational health of Lake Stevens Fire. It is important to note that Fire District 7 plans to engage her services as well; and we will use Dr. Pat Sikora's data to help us merge the cultures of our people. We tentatively have her scheduled for the week of October 8-13, and we will be looking for authorization to sign a contract at our next Commissioner Meeting.

Commissioner Elmore asked if she is planning to meet with our Board Members as well.

Chief O'Brien agreed this would be a great idea, and he will extend this message to Fire District 7 as well.

Action

None

CHIEF'S REPORT

Retirement Ceremony for Firefighter Ted Smith

Thank you for joining us as we honored Firefighter Ted Smith's dedicated years of service with Lake Stevens Fire.

Aquafest – Pancake Breakfast/Open House, First Aid Station, Fire Boat, EMS Bike, Children's Parade & Grand Parade

It was a great weekend! Thank you to our members who worked so hard to make it happen!

Firefighter Testing

We just had our entry level firefighter testing yesterday, including the assessment center.

Resolution 2018-12 Changing Regular Meeting Date

Due to scheduling conflicts, would we want to consider changing our August 16 meeting date to the following week on August 21?

Motion to adopt Resolution 2018-12 Changing Regular Meeting Date as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

GOOD OF THE ORDER

Chief O'Brien thanked the Commissioners for their support, and mentioned it is wonderful to work for them.

Communications Director Laana Larson thanked everyone who helped out and joined us for Aquafest. It is a huge weekend and it's great to see so many families come out to see us each year. A special thanks to Firefighter Windle for taking the lead with the Pancake Breakfast this year.

Director of Finance & Administration Leah Schoof commented Aquafest was awesome, and it is great to see our members so involved with the Fire Levy Lid Lift process.

Deputy Chief/Fire Marshal Messer thanked everyone for their efforts, it is awesome to be part of the team.

Deputy Chief Huff commented he appreciates his job, and the great group of people he gets to work with.

Assistant Fire Marshal David Petersen commented he appreciates the opportunity to be here at Lake Stevens Fire. It is a pleasure to work for the Lake Stevens community.

Commissioner Elmore commented everyone does a phenomenal job; and he thanked all who have supported him through various health issues. It is evident our members really care.

Vice Chair Gagnon thanked everyone for their hard work, and he thanked Deputy Chief/Fire Marshal Messer for being a part of their Everett Fire Marshal testing process.

Chairman Steinruck commented Aquafest was wonderful. It is amazing to see the crew set up and work the pancake station. He thanked everyone for their efforts.

The next Regular Commissioner Meeting is scheduled for 5:30pm Tuesday, August 21 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

EXECUTIVE SESSION

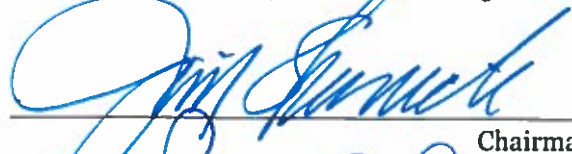
At 1755 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien.

Chairman Steinruck reconvened the open public meeting at 1810 hours and there was no action taken. The open public meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1810 hours.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

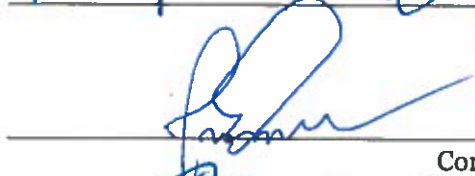
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



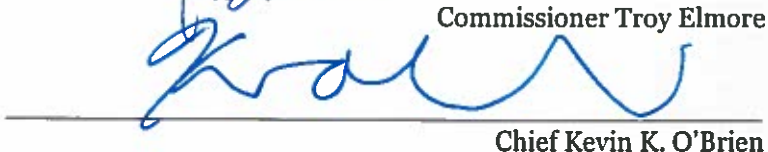
Chairman Jim Steinruck



Vice Chair Paul Gagnon



Commissioner Troy Elmore



Chief Kevin K. O'Brien