

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 21, 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, Battalion Chief Travis Welch, Assistant Fire Marshal David Petersen, Captain Ron Rasmussen, Firefighter Brian Kees, Firefighter Chris Harrott, Firefighter Robert Seda, Guest Fire District 7 Training Captain Troy Smith, Guest Fire District 17 Chaplain Joe Cassidy, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chairman Steinruck welcomed our guest from Fire District 17, Chaplain Joe Cassidy.

Chief O'Brien requested three policies for New Business Action:

- Policy 215 – Receipting and Deposits
- Policy 216 – Credit Cards, Fuel Cards, and Vendor Charge Accounts
- Policy 1047 – Travel Allowance and Expense Reimbursement

MINUTES

Minutes 18-08-02

Motion to approve the August 2, 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 August 14, 2018 in the total amount of \$84,007.30 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Strategic Fund Vouchers dated August 13, 2018 in the total amount of \$9,183.44 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Payroll

Motion to approve the August 2018 Payroll in the total amount of \$591,526.03 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Chief O'Brien commented we have no new updates at this time and we are doing well.

CORRESPONDENCE

Thank You for Fire Station Tour

Thank You from Aquafest AquaRun

Fire District 17 Chaplain Joe Cassidy thanked Lake Stevens Fire on behalf of Fire District 17, for the surplus rig that they received from Lake Stevens Fire. They plan to turn it into a Support Unit and hope to have it in service in a couple months in support of firefighters and displaced families. They wanted to publicly thank Lake Stevens Fire for the surplus rig, it is greatly appreciated.

OLD BUSINESS

Discussion

Fire Levy Lid Lift

Chief O'Brien confirmed the Fire Levy Lid Lift vote has been certified at 57.49%. He thanked everyone for working so hard and helping us get the word out; we appreciate the support. This will help us maintain our services in the midst of this incredible growth.

Action

Fire District 7 Interlocal Agreement

Chief O'Brien commented we appreciate the relationship we have established with Fire District 7, from admin and staff to firefighters and union; they are a great team. This interlocal agreement is an umbrella agreement to allow us to streamline services such as shop services, MSO program, community risk reduction, staff and firefighters. The Fire District 7 Board of Commissioners approved this agreement at their last Board meeting.

Motion to approve Interlocal Agreement with Fire District 7 as submitted.

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

Vote Unanimous.

Chief O'Brien suggested our Boards meet together once a month; possibly starting in September at the second meeting of each month. This could be a joint meeting and we could use alternating locations between Fire District 7 and Lake Stevens Fire.

Both Vice Chair Gagnon and Chairman Steinruck mentioned they will be out of town for the second meeting of September, during September 17-21. Commissioner Elmore will be out of town September 25 – October 7.

Organizational Health Assessment

Chief O'Brien commented Dr. Pat Sikora is scheduled to visit us in October and she will be here about a week. We will be sure to schedule dates for her to meet with our Commissioners.

Motion to authorize the Chief to sign contract for Organizational Health Assessment with Sikora Associates, LLC as submitted.

Motion by Chairman Steinruck and 2nd by Commissioner Elmore.

Vote Unanimous.

2019 Staffing Initiative

Chief O'Brien commented following the successful fire levy lid lift, we are seeking approval of the 2019 Staffing Initiative.

Background

- A. Based on service needs and strategic planning, staff developed the attached 2019 Staffing Initiative which identifies the need to increase operational staffing.
- B. In January of 2018 the Board approved hiring three full-time firefighters to staff A82 on a daytime basis. Rhoades, Seda, and Rumann were hired.
- C. Through attrition, we have lost two positions.
- D. The staffing initiative proposal supporting the levy lid lift identifies hiring eight additional firefighters to staff A82 24-hours per day.
- E. Total personnel to hire for the 2019 staffing plan is ten. (C + D = 10)

Recruitment

- The District has just completed the entry level firefighting testing process and four candidates have been offered positions pending approval by the Board and contingent upon a successful background check, medical exam, and drug screen to attend the September recruit academy.
- Initiate recruitment for the remaining 6 positions in November of 2018 with an anticipated hire date of January 1, 2019 and attendance in the spring recruit academy.

Finance

- The approval of the fire levy lid lift will fund the 2019 Staffing Initiative.
- Due to the 1% levy revenue limit, we are planning fire levy lid lifts every two years to maintain services.

Motion to approve the 2019 Staffing Initiative as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Chief O'Brien thanked the Commissioners for their support.

NEW BUSINESS

Discussion

Paramedic Student Agreement Between University of WA and Lake Stevens Fire

Chief O'Brien confirmed this Paramedic Student Agreement between University of WA and Lake Stevens Fire has been approved by legal counsel Brian Snure and staff.

Motion to authorize Chief to sign Paramedic Student Agreement between University of WA and Lake Stevens Fire.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

2019 Operational Shift Schedule

Chief O'Brien commented we are working on a new schedule for our operations shifts, a 4 platoon schedule, which is healthier and provides a better service to our citizens. We just wanted to introduce the topic and we are currently working on a Memorandum of Understanding.

Action

Policy 215 Receipting and Deposits

Policy 216 Credit Cards, Fuel Cards, and Vendor Charge Accounts

Policy 1047 Travel Allowance and Expense Reimbursement

Chief O'Brien commented these policies; Policies 215, 216 and 1047; reflect our current policies. They have been reviewed by legal counsel and they comply with the auditor.

Motion to adopt Policy 215 Receipting and Deposits; Policy 216 Credit Cards, Fuel Cards, and Vendor Charge Accounts; and Policy 1047 Travel Allowance and Expense Reimbursement as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

CHIEF'S REPORT

2018 WFCFA Annual Conference

Please let us know if you would like to be registered for this Annual WFCFA Conference.

National Night Out Update

Thank you Deputy Chief/Fire Marshal Messer and Assistant Fire Marshal Petersen for working hard at National Night Out. We had a good night at the Trestle Station.

Guns 'n Hoses Softball Challenge & BBQ Update

We had a great game with the Lake Stevens Police, and thank you to all our members for participating. Lake Stevens Fire took the win at 5-2.

MSO Interviews

Chief O'Brien participated in MSO interviews today with Fire District 7.

Station 84 Property

We are working on finding a new agent for selecting property for Station 84.

The next regular Commissioner Meeting is scheduled for 5:30pm Thursday, September 6 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Chairman Steinruck commented he appreciated the good showing at our Guns 'n Hoses Softball Game last night; and he appreciates everyone's hard work.

Vice Chair Gagnon commented he is proud to be part of this Interlocal Agreement with Fire District 7, it is very progressive. He thanked Chief O'Brien for passing our fire levy lid lift.

Commissioner Elmore commented we have an amazing organization and he is excited about our partnership with Fire District 7. It was an amazing job by everyone for the fire levy lid lift.

Chief O'Brien presented coins from the Department of Emergency Management from LSPD Commander Beazizo.

Chairman Steinruck requested a 5 minute break at 1800 hours.

EXECUTIVE SESSION

At 1805 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 25 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 1830 hours and there was no action taken. The open public meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1830 hours.
Motion by Commissioner Elmore and 2nd 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