

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

September 6, 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, Captain Ron Rasmussen, President Lisa Defenbaugh, Firefighter Chris Robertson, Firefighter Jerem Rhoades, Firefighter Austin Murdock, Firefighter Geoffrey Jacobs, Firefighter Alex Fatkin, Firefighter Cody Kraski, Fire District 7 Lieutenant McConnell, Fire District 7 Firefighter Stickney, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

Minutes 18-08-21

Motion to approve the August 21, 2018 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers dated August 30, 2018 in the total amount of \$64,737.46 as submitted.  
Motion by Chairman Steinruck and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve Capital Initiative Voucher dated August 30, 2018 in the total amount of \$3,557.58 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Chairman Steinruck.  
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated August 30, 2018 in the total amount of \$19,076.02 as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented there are no new additions to the Line Item Review Summary at this time.

## CORRESPONDENCE

Thank You for Use of Conference Room  
Thank you from Lake Stevens School District

## **OLD BUSINESS**

### **Discussion**

#### **Fire District 7 Interlocal Agreement & Joint Commissioner Meetings**

Chief O'Brien suggested we plan for Joint Commissioner Meetings to occur once per month starting in the 4<sup>th</sup> Quarter of 2018. A possible format could involve the host agency opening the meeting, conducting their business and closing their regular meeting. Then the visiting agency could open their meeting, conduct their business and close their regular meeting. The two Chairs could then open the Joint Commissioner Meeting to discuss areas of common interest. Given the potential success of the meetings, we could increase the Joint Commissioner Meeting frequency in 2019.

The Commissioners agreed to change the first regular Commissioner Meeting in October from 5:30pm Thursday, October 4 to 7pm Tuesday, October 2 and located at Fire District 7 HQ in Monroe.

Chief O'Brien welcomed Lieutenant McConnell and Firefighter Stickney from Fire District 7.

#### **2019 Staffing Initiative**

Chief O'Brien introduced our new firefighter recruits and they gave personal introductions of their personal history leading up to their recent hiring.

Lieutenant McConnell commented he looks forward to working with our new firefighter hires, and he appreciates the partnership shared between our districts.

#### **2019 Operational Shift Schedule**

Chief O'Brien thanked the Union for working together collaboratively towards a four platoon schedule. We are currently working on a Memorandum of Understanding and plan to present it at the next Commissioner Meeting. He also thanked President Lisa Defenbaugh and Captain Ron Rasmussen for their hard work on this.

### **Action**

None

## **NEW BUSINESS**

### **Discussion**

#### **Hiring Policy**

Chief O'Brien commented we want to review our hiring policy before we hire for 2019, and Director of Finance & Administration Leah Schoof will chair the committee. We would welcome one Commissioner to join us as well, and the committee plans to meet towards the end of September. We look forward to hearing recommendations from the committee.

Chairman Steinruck offered to participate on the committee.

#### **2017 Financial Audit**

Chief O'Brien commented our Financial Audit begins on September 5 and the auditors will be on site September 10. They will do an entrance interview if we would like, or we can choose to waive this.

The Commissioners agreed to waive the entrance conference for the 2017 Financial Audit.

Director of Finance & Administration Leah Schoof commented we have been able to waive the Accountability Audit and we will plan for it every other year. The Financial Audit will be an annual audit.

#### **Paid Family and Medical Leave Program**

Director of Finance & Administration Leah Schoof commented in 2020 we will be the fifth state in the nation to offer this program to its workers; and the Employment Security Department will be managing the program. As of January 1, 2019 we will start to fund the program and employees can start using the benefits as of January 1, 2020. Our next hearing on this program will be October 24, and then we should have another update.

### **Action**

#### **Changing Regular Meeting Schedule**

Resolution 2018-13 changes our September 20 Regular Commissioner Meeting date to Monday, September 24 and this works for all three Commissioners.

Motion to adopt Resolution 2018-13 Changing Regular Meeting Schedule as submitted.  
Motion by Vice Chair Gagnon and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

**CHIEF'S REPORT**

**Station 84 Property**

Chief O'Brien commented we are working hard to find property for Fire Station 84.

**Promotional Examinations**

Chief O'Brien commented we are working on a new promotional exam process, and looking to have a contractor to lead the process potentially during the first quarter of 2019.

**September 11 Remembrance Service**

The September 11 Remembrance Service is scheduled for 10am Tuesday, September 11 at the Downtown Fire Station 81. This event is hosted by the American Legion Post 181.

**Thank You**

Chief O'Brien commented we appreciated the media coverage on the July 4 house fires, and he thanked Deputy Chief/Fire Marshal Messer for working with the *Everett Herald* on this.

**Sno-Isle Fire Commissioner Meeting**

The next Sno-Isle Fire Commissioner Meeting is scheduled for 7:30pm this evening at Getchell Fire District 22.

The next Regular Commissioner Meeting is scheduled for 5:30pm Monday, September 24<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Elmore thanked everyone for all they do; and welcomed our newest firefighter hires.

Vice Chair Gagnon thanked everyone for their efforts.

Chairman Steinruck thanked our guests from Fire District 7 for joining us this evening; and thanked everyone for all they do.

**EXECUTIVE SESSION**

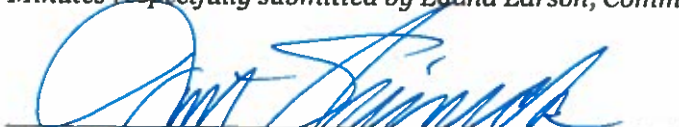
At 1805 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 20 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien.

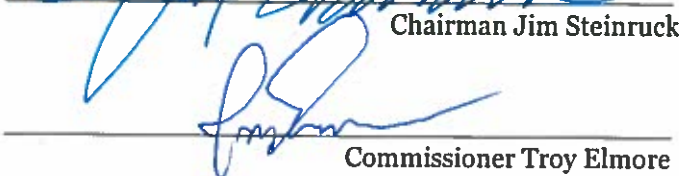
Chairman Steinruck reconvened the open public meeting at 1825 hours and there was no action taken. The open public meeting moved forward with Adjournment.

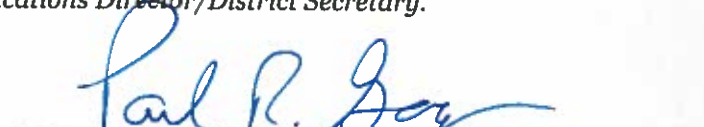
**ADJOURNMENT**

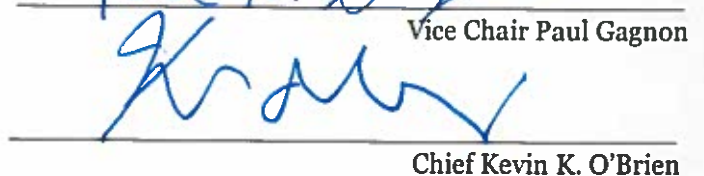
Motion to adjourn the meeting at 1825 hours.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Vice Chair Gagnon.  
Vote Unanimous.

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

  
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Chairman Jim Steinruck

  
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Commissioner Troy Elmore

  
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Vice Chair Paul Gagnon

  
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Chief Kevin K. O'Brien