

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

September 24, 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, Firefighter Sean Dahl, Firefighter Jerem Rhoades, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 18-09-06

Motion to approve the September 6, 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 September 13, 2018 in the total amount of \$77,379.88 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Payroll

Motion to approve the September 2018 Payroll in the total amount of \$583,551.73 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have one addition to this report, the EMS Acting Pay. We anticipate this will go over slightly and have updated the 2019 Budget in this area.

CORRESPONDENCE

Thank You for Service

Thank You for Support

Thank You from Ebenezer Lutheran Church

OLD BUSINESS

Discussion

2017 Financial Audit

Director of Finance & Administration Leah Schoof commented we are considering October 18 or November 1 for our exit conference, and we are waiting to hear from the auditor on which would work best for them. They were off site as

LAKE STEVENS
FIRE

Phone: 425.334.3034
Fax: 425.334.6981
www.lsfire.org

"Touching Lives Today ~ Planning for Tomorrow"

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

1825 South Lake Stevens Road
Lake Stevens, WA 98258

of last week, and we have no financial statement issues or misstatements. Special thanks to Rosie Richmond who does so much of our day to day reconciliations.

Chief O'Brien commented when the auditor met with us, it was clear our finances are in great shape. He thanked Director of Finance & Administration Leah Schoof for her work.

Fire District 7 Partnership

Chief O'Brien gave the following highlights in regards to our Fire District 7 Partnership.

Back-Up Ops Chief Duties

From September 13 through September 23, Deputy Chief Huff is helped Fire District 7 with the duties of Operations Chief while Assistant Chief Andrews was on vacation.

Training Division

Battalion Chief Travis Welch will be joining the Fire District 7 Training Division at Fire Station 71 on October 1 to consolidate the Fire District 7 and Lake Stevens Fire Training Divisions.

Vehicle Maintenance

On October 1 Mechanic Jack Sharpe will join the Fire District 7 mechanics and will be working at the Fire District 7 Shop in Monroe. Fire District 7 will reimburse Jack's wage back to Lake Stevens Fire. Lake Stevens Fire will pay for vehicle maintenance at the same rate Fire District 7 charges itself. We will monitor the operational and fiscal functionality of this partnership on a quarterly basis.

Community Risk Reduction

Deputy Chief / Fire Marshal Messer is working with Deputy Chief / Fire Marshal Fitzgerald to develop a plan for Community Risk Reduction consolidation.

Administration

The Administration Teams from Fire District 7 and Lake Stevens Fire have been meeting on a regular basis to discover areas to consolidate. Individual meetings to discuss roles and responsibilities have been occurring.

Executive Staff Meetings

The Executive Teams from Lake Stevens Fire and Fire District 7 are meeting twice monthly to learn each other's operations, culture, and are collaborating in the leadership of both organizations.

Communications

The Communications Teams from Fire District 7 and Lake Stevens Fire are working together to develop key messages and a coordinated communications plan for Fire District 7 and Lake Stevens Fire.

Joint Board Meetings

We are scheduled for a Joint Regular Commissioner Meeting on Tuesday, October 2, 2018, at 7:00 p.m. and located at the Fire District 7 Station 31 Training Room in Monroe. We are planning for two more Joint Board Meetings in 2018:

- November 15, 2018, 5:30 p.m. at the LSF Conference Center. This is our regular 2nd meeting date for November.
- Our December Joint Meeting is yet to be determined and will be located at the Fire District 7 Station 31 Training Room in Monroe. This is in place of our December 6 regular meeting date.
 - Both Commissioner Elmore and Vice Chair Gagnon mentioned they will be unavailable to meet during the first week of December.
 - Both Commissioner Elmore and Chairman Steinruck confirmed they would be available to meet during the week of December 10 -13.

Hiring Policy

Chief O'Brien thanked Director of Finance & Administration Leah Schoof for leading this committee.

Strategic Plan

Chief O'Brien commented we are on a great path with our Strategic Plan; and he reviewed our Mission, Vision and Values.

Chief O'Brien reviewed the following highlights for 2018:

- August Fire Levy Lid Lift
- Future Levies Timeline
- 2019 Staffing Initiative
- Hiring and Recruiting Policy
- Operational Shift Schedule
- Partnership with Fire District 7
- Harborview Paramedic Training Program
- Daytime Aid Unit at Station 82
- Fire Station Capital Projects
- Snohomish County Fire Training Academy
- Rescue Swimmer Program
- Dr. Pat Sikora Visit

Chief O'Brien also reviewed our Strategic Plan Goals and identified the following Action Items:

- Initiate NFPA 3000 Active Shooter Training
- Ensure Locution is functioning at all stations
- Finalize company inspection program
- Complete Community Risk Assessment
- Increase Community Risk Reduction training for operations
- Integrate Community Risk Reduction with operational training, including home surveys and checking smoke alarms during an inspection
- Provide public CPR classes and fire extinguisher training
- Place a high priority on capital fire station updates and construction
- Develop a formal grant strategy
- Develop a list of internal teams that outlines the team purpose and leadership
- Create a mentorship development committee
- Develop a training program for business communications
- Create a succession management plan

Action

Resolution 2018-15 Changing Regular Meeting Schedule

Chairman Steinruck commented we will plan to adopt Resolution 2018-15 after this evening's executive session, once the meeting dates have been updated. This resolution will change our October 4 Commissioner Meeting date to Tuesday, October 2.

NEW BUSINESS

Discussion

MOU Snohomish County Fire Training Academy – Company Officer Assignment

Chief O'Brien commented we had a last minute opportunity to place an officer at the Snohomish County Training Academy and Firefighter Mike Snyder offered to fill the position. This Memorandum of Understanding uses the same language as the previous MOU; and everything is going good.

Bond Counsel Engagement Letter

Chairman Steinruck moved this topic to New Business Action on the Agenda.

Resolution 2018-16 Support for Snohomish County Proposition 1

Chief O'Brien commented we are working on a resolution that supports the Snohomish County 911 sales tax. We will have the draft resolution to you prior to the next Commissioner Meeting.

Action

Bond Counsel Engagement Letter

Chief O'Brien explained the next step in the process would be to engage bond counsel. Bond counsel is legally required to prepare the ballot title and resolution, provide the legal opinion that the bond is allowable, and provide all supporting documentation.

We have received an engagement letter for review from Lee Marchisio at Foster Pepper PLLC in regards to providing bond counsel services. Legal Counsel Brian Snure has confirmed that there are no bidding or process requirements for hiring bond counsel, and he has also provided a good recommendation for Foster Pepper.

If we decide to move forward, the next step would be to send an engagement letter to Foster Pepper. The engagement letter is a letter of intent to start the process. The final bond amount determines fees and terms, so once we determine the needed bond amount, they would provide a contract for our review that would outline services, fees, 'not to exceed' language, and termination language.

Motion to authorize Chairman Steinruck to sign the Bond Counsel Engagement Letter proposal with Foster Pepper as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

CHIEF'S REPORT

Station 84 Property

Chief O'Brien commented we are working hard on locating property for Fire Station 84.

Chaplain Update

Chief O'Brien commented we have one chaplain planning to attend the Fire Chaplain Training Academy next week in Burien.

Thank You

Chief O'Brien thanked the American Legion Post 181 for hosting the September 11 Remembrance Service, and thanked the crews for their participation.

Coffee with the Chiefs

The next Coffee with the Chiefs is scheduled for 3pm Wednesday, September 26 at the Frontier Village Starbucks.

The next Regular Commissioner Meeting is scheduled for 7pm Tuesday, October 2 and located at the Fire District 7 Station 31 Training Room at 163 Village Court, Monroe, WA 98272.

GOOD OF THE ORDER

Commissioner Elmore commented he will be out of town during the October 2 Commissioner Meeting; and he thanked everyone for their hard work.

Vice Chair Gagnon thanked our first responders and staff for their dedicated efforts.

Chairman Steinruck commented he appreciates the thank you letters from our community and the positive relationship we share with our community. He thanked everyone for their work.

Chairman Steinruck called for a 15 minute break at 1800 hours.

EXECUTIVE SESSION

At 1815 hours Chairman Steinruck called for an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) and to consider the purchase of property pursuant to RCW 42.30.110 (1) (b) for 25 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien. At 1840 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 10 minutes.

Chairman Steinruck reconvened the open public meeting at 1850 hours and there was no action taken. The open public meeting moved forward with Old Business Action.

OLD BUSINESS ACTION CONTINUED

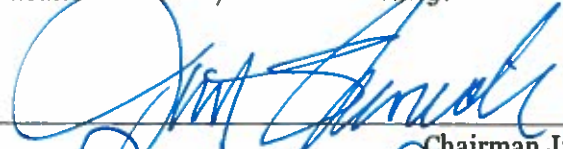
Resolution 2018-15 Changing Regular Meeting Schedule

Motion to adopt Resolution 2018-15 Changing Regular Meeting Schedule as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

ADJOURNMENT

Motion to adjourn the meeting at 1852 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