

Board of Fire Commissioners Meeting Minutes

Snohomish County Fire District 7 Station 31 Training Room
163 Village Court, Monroe, WA 98272

October 2, 2018 1900 hours

CALL TO ORDER

At 1900 hours Fire District 7 Chairman Waugh called the Joint Commissioner Meeting to order and Lake Stevens Fire Chairman Steinruck called the meeting to order at 1900 hours as well.

Chairman Steinruck commented Lake Stevens Fire Commissioners are present with a quorum and Commissioner Elmore is an excused absence.

PLEDGE OF ALLEGIANCE

ROLL CALL

Fire District 7: Chairman Waugh, Commissioner Schaub, Commissioner Wells, Commissioner Woolery, Commissioner Fay, Chief Meek, Assistant Chief Silva, Assistant Chief Andrews, Assistant Chief Gupta, Deputy Chief Dorsey, Deputy Chief Fitzgerald, Chief Financial Officer Camille Tabor, Public Information & Education Officer Heather Chadwick, Human Resources Director Pamella Holtgeerts, Administrative Coordinator Denise Mattern, and Local Representative Craig Fischer.

Lake Stevens Fire: Chairman Steinruck, Vice Chair Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief / Fire Marshal Messer, Director of Finance & Administration Leah Schoof, and Communications Director/District Secretary Laana Larson.

FIRE DISTRICT 7 COMMISSIONER MEETING AGENDA

- Fire Chief Report by Chief Meek
- Consent Agenda by Commissioners including vouchers, payroll, correspondence and minutes
- Action Items by Commissioners including Employee Recognition Letters for Board Signatures
- Commissioner Committee Reports
- Other Meetings Attended

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested two items for New Business Discussion:

- Purchase of new engine, tender and brush truck via sole source resolution
- Funds received from public surplus

MINUTES

Minutes 18-09-24

Motion to approve the September 24, 2018 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Passed, Commissioner Elmore is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated September 26, 2018 in the total amount of \$43,744.09 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Passed, Commissioner Elmore is an excused absence.

Motion to approve Capital Initiative Voucher dated September 26, 2018 in the total amount of \$93.59 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Passed, Commissioner Elmore is an excused absence.

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 Kevin K. O'Brien

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Action
None

CHIEF'S REPORT

Harborview Paramedic School

Deputy Chief Huff and Chief O'Brien attended the welcoming ceremony for Nadia Kukhotskaya on September 25 for Harborview Paramedic School.

Finance Officers of Washington Meeting

Director of Finance & Administration Leah Schoof attended the Finance Officers of WA Meeting with Fire District 7 Members Denise Mattern and Camille Tabor during the week of September 25.

All Officer's Meeting

Lake Stevens Fire held an All Officer's Meeting on September 25 with a special guest speaker, The Gratitude Guy, and a Strategic Planning update. We appreciated having Fire District 7 join us.

City Staff Meeting

Director of Finance & Administration Leah Schoof attended the September 26th Meeting, and the City continues to grow.

Coffee with the Chiefs

We had three citizens join us for Coffee with the Chiefs on September 26th at the Frontier Village Starbucks.

Lundeen Park Ribbon Cutting

Chief O'Brien was a speaker at the Lundeen Park Ribbon Cutting on September 27, saying a few words on behalf of the Lake Stevens Rotary Club.

Streamlined Inspections Program

This program went live last week on September 27, thank you Deputy Chief / Fire Marshal Messer.

Lake Stevens Fire Leadership Guide

We distributed our LSF Leadership Guide last week on September 25.

Four Platoon Schedule

Labor and Administration are working together to initiate a four platoon schedule.

LSF – Fire District 7 Executive Staff Meeting

LSF and Fire District 7 leadership attended an Executive Staff Meeting on September 27.

Snohomish County Fire Recruit Academy

Deputy Chief Huff and Chief O'Brien attended the fire recruit review today. Firefighters Fatkin, Kraski, Jacobs, and Murdock are all doing well. Company Officer Snyder is doing well. We sure appreciate the partnership with the county and Fire District 7 Mike McConnell and Jay Stickney.

Station 84 Property

The potential Station 84 property looks promising, it is 3.28 acres and an ideal piece of property. We have met with the Architect and the City, and received favorable responses from both.

Sno-Isle Fire Commissioner Meeting

The next Sno-Isle Fire Commissioners Meeting is scheduled for 7:30pm Thursday, October 4 at North County RFA Station 99.

Annual Banquet

The LSF Annual Banquet is scheduled for Saturday, October 27 at the Tulalip Resort with a 6pm Social and 7:30pm Dinner. Please RSVP by October 19 if you can join us.

Annual Halloween Festival

The Annual Downtown Halloween Festival is scheduled for Wednesday, October 31 from 5-8pm.

Fire District 7 Commissioner Fay commented personally he agrees; they put a lot of energy into collaboration. We need to consider how our role needs to change in a combined department. In reference to the merger between Fire Districts 3 & 7, the numbers got bigger but his focus and the committees remained the same. Do we need to adjust as we consider forming yet another partnership? It should be an ongoing conversation for us.

Fire District 7 Commissioner Schaub commented they had legacy Fire District 7 culture and legacy Fire District 3 culture; and as they bring them together they need to pay attention. The personnel piece is important; and the more they can be proactive the better.

C. Operational Advantages

i. Advantages of Consolidation Document

Chief O'Brien distributed a document for review regarding potential improvements to service.

Fire District 7 Chief Meek commented this document is simply for review and we can discuss it further at another time.

Fire District 7 Chairman Waugh referenced the efficiencies of getting down to one district; the work involved to get there can be challenging. Just Lake Stevens Fire going to a 4 platoon schedule will be a major cultural change.

D. Consolidation Options

1. Long Term Interlocal Agreement

2. Merger

3. RFA

Fire District 7 Chairman Waugh asked if we have considered all the advantages.

Fire District 7 Chief Meek commented we believe the merger is the best option for us. Tonight's conversation is very similar to our previous discussions when we were planning to merge Fire District 3 and Fire District 7.

Fire District 7 Commissioner Fay commented we have discussed the advantages of the merger between Fire District 3 and Fire District 7, and this is similar.

Fire District 7 Chief Meek commented there will be more efficiencies operationally and that will show as advantages.

Fire District 7 Commissioner Fay asked when we would want to have the decision made, as we continue to move forward with partnerships.

Fire District 7 Chief Meek commented we were hoping for a spring vote, and we are now most likely looking at the fall. We will continue to work collaboratively.

Fire District 7 Commissioner Fay asked if things are moving forward with the labor groups.

Fire District 7 Local Representative Craig Fischer commented his understanding is that Local 3235 with Lake Stevens Fire would like to hold off until we have a more concrete answer about moving forward with the merger and have a date in place. The overall message is positive.

Chief O'Brien commented we are starting to gel; and we don't have an exact timeline just yet. Both of our administrations are meeting together and working well together; and this still needs to happen with the unions. Our visit with Dr. Pat Sikora will help us work through this merger process. Fire District 7 has already been through a merger process and our local is still learning.

Fire District 7 Chairman Waugh asked if we have considered Fire District 7 merging into Lake Stevens, rather than Lake Stevens merging into Fire District 7. Is there an advantage of one way or the other?

Fire District 7 Chairman Waugh suggested we consider the finances as well.

Vice Chair Gagnon commented he is in favor of this merger process going on the ballot in the fall.

Fire District 7 Chairman Waugh thanked everyone for coming out to the meeting this evening.

CALL ON COMMISSIONERS

ATTENDANCE CHECK FOR NEXT JOINT MEETING

The next Joint Commissioner Meeting is scheduled for Thursday, November 15, 2018 at 1730 hours and located at the Lake Stevens Fire Conference Center located at 10518 – 18th Street SE, Lake Stevens, WA 98258.

ADJOURNMENT

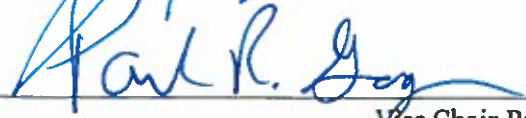
Fire District 7 Chairman Waugh adjourned the meeting at 2040 hours.

Motion to adjourn the meeting at 2040 hours.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Passed, Commissioner Elmore is an excused absence.

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