

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

October 18, 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 Steinruck, Chief O'Brien, Director of Finance & Administration Leah Schoof, Battalion Chief Travis Welch, Battalion Chief Matt Bernethy, Union President Lisa Defenbaugh, Assistant State Auditor Kyla Henderson, Program Manager Kristina Baylor, and Communications Director/District Secretary Laana Larson.

FIREFIGHTER OATH

Chief O'Brien administered Firefighter Oath to Firefighter Jerem Rhoades and Chairman Steinruck presented the plaque on behalf of Lake Stevens Fire.

Chairman Steinruck called for a 10 minute break at 1740 hours.

Chairman Steinruck reconvened the open public meeting at 1750 hours.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 18-10-02

Motion to approve the October 2, 2018 Commissioner Meeting minutes as submitted.

Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.

Vote Passed, Commissioner Elmore abstained as he was not present at the October 2 Commissioner Meeting.

FINANCIAL REPORT

2017 Financial Audit Exit Conference

Kristina Baylor thanked the Commissioners for inviting her and Kyla to witness the Firefighter Oath Ceremony. She is here to give results from the audit, which was simply a Financial Audit. Next year it will be both the Financial and Accountability Audits. She distributed their summary report; and confirmed this report is the Financial Audit for January 1, 2017 through December 31, 2017.

Kristina Baylor confirmed they have no recommendations. This is a great, clean audit report.

Kyla Henderson commented this was a really short audit. It was a pleasure to work with Lake Stevens Fire again. Both Rosie Richmond and Leah Schoof were very accommodating throughout the process.

Kristina Baylor commented during their audit they did not identify any deficiencies in internal control that they would consider to be material weaknesses. However, material weaknesses may exist that have not been identified. The results of their tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards. She commented most likely the report will be published in the next week or two.

Chief O'Brien asked if there is an expected focus for the 2018 Accountability Audit.

Kristina Baylor responded they will be looking at procurement in general; discussing the new AGO and best value criteria in regards to bidding. Price should be the primary criteria but there are other values to be considered. They are also looking at the GEMT program, they are aware the program is starting up and they are looking into it with the state. She also mentioned they offer pre-audit meetings, and she would be happy to set one up to give us a heads up on the audit process.

The Commissioners thanked the auditors for their report.

FINANCIAL REPORT CONTINUED

Investment Report

Vouchers

Motion to approve Expense Voucher dated October 4, 2018 in the total amount of \$2,991.97 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Expense Vouchers dated October 11, 2018 in the total amount of \$141,069.95 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Payroll

Motion to approve the October 2018 Payroll in the total amount of \$600,651.75 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 added two items to this report. L&I went over by 0.8%, slightly higher than we anticipated. Also the EMS Overtime line item with both training and individuals off. The 2019 Budget has been updated to reflect these increases.

2019 Budget

Chief O'Brien commented we are planning to present the draft 2019 Budget at the November 1 Commissioner Meeting. We will need to set a date for the November Budget Hearing/Special meeting for either November 5 or 6 if it is convenient to do so.

The Commissioners agreed to 5:30pm Tuesday, November 6 for the Budget Hearing / Special Meeting. Both Vice Chair Gagnon and Commissioner Elmore plan to attend, and Chairman Steinruck will participate via conference call.

CORRESPONDENCE

Thank You for Service

OLD BUSINESS

Discussion

Fire District 7 Partnership

Chief O'Brien commented we have a Joint Staff Retreat scheduled for November 7-9 and we are inviting one Commissioner from each Board and the Presidents from the respective Locals to join us.

Commissioner Elmore confirmed he plans to attend the Joint Staff Retreat.

Chief O'Brien commented our next Joint Commissioner Meeting with Fire District 7 is scheduled for 5:30pm Thursday, November 15 at the Lake Stevens Fire Conference Center located at 10518 – 18th Street SE, Lake Stevens.

Resolution 2018-17 Waiver of Competitive Bidding Requirements

Chief O'Brien thanked Deputy Chief / Fire Marshal Messer for creating this presentation and updating our Resolution.

Chief O'Brien reviewed the presentation with highlights of 2018-2019 Capital Apparatus Replacement Plan:

- Apparatus Committee Purpose
- Engine 83 Description
- Tender 83 Description & Comparables
- Brush 81 Description
- Cost Breakdown including Discounts
- Budgeting & Review of Capital Replacement Plan
- Resolution 2018-17 Waiver of Competitive Bidding Requirements

Motion to adopt Resolution 2018-17 Waiver of Competitive Bidding Requirements as submitted.

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

Vote Unanimous.

Chief O'Brien thanked the Apparatus Spec Committee and Deputy Chief/Fire Marshal Messer for their efforts on this.

Commissioner Meeting Schedule

Chief O'Brien commented we will need to reschedule our first meeting of December to the week of December 10-14 if it is convenient to do so. Would one of these dates work for the Commissioners?

The Commissioners agreed to change the December 6 Commissioner Meeting to 5:30pm Thursday, December 13 to accommodate schedules.

Action

2019 Operational Shift Schedule MOU

Chief O'Brien commented the District's goals in working through this process have been to establish a schedule that serves the citizens in the most effective and fiscally responsible manner while providing the safest and most positive working conditions as possible for the Union.

This MOU has been approved by Legal Counsel Rich Davis and our staff.

The following are some components of the Four Platoon Schedule

- The Four Platoon schedule will provide a stable platform for scheduling work.
- The Four Platoon is based on 24 hour shifts rather than 48 hour shifts which looks to be a benefit to citizens and safer for firefighters.
- Employees will see a reduction of 10 hours worked per employee per year.
- There will be improved supervision and an opportunity for four promotions.
- A Comp Time program will be initiated.
- Fire District 7 operates with a Four Platoon Schedule.
- We have budgeted for the Four Platoon for 2019 and expect the added cost to be approximately \$60,000. This is based on four promotions.
- We do not need to hire more personnel than planned in the 2019 Staffing Initiative. Four are in the Academy now, and we plan to hire six in January.

Chief O'Brien commented we appreciate the great collaboration with the Local, this is a great program for our members.

Motion to authorize Chief to sign the Four Platoon MOU as submitted.

Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.

Vote Unanimous.

Consideration to Purchase Property for Fire Station 84

Chief O'Brien commented we have a purchase and sale agreement on a piece of property that we have engaged in on behalf of the District. After executive session there may be action taken, if the Commissioners are agreeable to it.

NEW BUSINESS

Discussion

Resolution 2018-14 Authorizing Fire Chief to Make Declarations of Official Intent to Reimburse Capital Expenditures from Future Borrowings

Chief O'Brien commented this resolution is for when the District makes purchases related to a bond (such as property, clearing, etc.). It will allow us to go back and reimburse those expenditures once the bond is approved.

Director of Finance & Administration Leah Schoof commented when we consider going with a bond; we have the ability to be potentially reimbursed for expenses if the resolution is in place prior to the purchase or within 60 days of the purchase.

Motion to adopt Resolution 2018-14 Authorizing Fire Chief to Make Declarations of Official Intent to Reimburse Capital Expenditures from Future Borrowings as submitted.

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

Vote Unanimous.

Action

Firefighter Oath

The Firefighter Oath was moved to the top of our Agenda for this evening. It has been busy day with calls for the on-duty crews.

Honorary Member

Motion to make Dave Marshbank our next Honorary Member of Lake Stevens Fire.

Motion by Chairman Steinruck and 2nd by Commissioner Elmore.

Vote Unanimous.

CHIEF'S REPORT

WFCB Annual Conference

Just a reminder for our Commissioners of the WFCB Annual Conference scheduled for October 25-27 and located in Yakima.

Hiring & Recruit Committee Update

We have had two Hiring & Recruit meetings, and we're working on a draft policy.

Fire Training Academy Update

Our Firefighter Recruits are doing great and Snyder doing great as a leader.

Harborview Paramedic Training Update

Nadia Kukhotskaya is doing great in the paramedic training program.

Annual Banquet Reminder

Our Annual Banquet is scheduled for Saturday, October 27 at the Tulalip Resort with 6pm Social & 7:30pm Dinner.

Halloween Festival Reminder

The Halloween Festival is coming up Wednesday evening, October 31st and we will have a booth downtown on Main Street, from 5-8pm.

WSRB Update

WSRB will be on site on Monday, October 22. Everyone is working hard in preparation for this.

Inspection Fees

We are in the process of talking with the City of Lake Stevens regarding our inspection fee program, we would like to streamline the fee schedule.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, November 1 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore thanked Leah Schoof and Rosie Richmond for their efforts with the audit. He also thanked the Local for the expedient negotiations, and mentioned he is looking forward to the Joint Staff Retreat.

Vice Chair Gagnon thanked everyone for what they do.

Chairman Steinruck thanked everyone for their hard work.

Chairman Steinruck called for a 5 minute break at 1905 hours.

EXECUTIVE SESSION

At 1910 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 regarding possible acquisition of real estate by purchase pursuant to RCW 42.30.110 (1) (b) for 30 minutes with expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien. At 1940 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 7 minutes.

Chairman Steinruck reconvened the open public meeting at 1948 hours and moved forward with the following motion.

Motion to authorize the Chief to sign the Purchase and Sale Agreement for the purchase of the Petersen Family LLC property described in Exhibit A with a price of \$1,300,000.00 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

ADJOURNMENT

Motion to adjourn the meeting at 1950 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