

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

November 1, 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, President Lisa Defenbaugh and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

FIREFIGHTER OATH

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

Chairman Steinruck called for a 15 minute break at 1745 hours.

Chairman Steinruck reconvened the open public meeting at 1800 hours and moved forward with the Minutes.

MINUTES

Minutes 18-10-18

Motion to approve the October 18, 2018 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated October 25, 2018 in the total amount of \$57,569.90 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Capital Initiative Voucher dated October 25, 2018 in the total amount of \$357.46 as submitted.
Motion by Chairman Steinruck and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated October 25, 2018 in the total amount of \$245.02 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated October 25, 2018 in the total amount of \$2,060.00 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have added the Employment Security line item. We typically do not use this every year, and we have modified the 2019 Budget to reflect this increase.

LAKE STEVENS
FIRE

Phone: 425.334.3034
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www.lsfire.org

"Touching Lives Today - Planning for Tomorrow"

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

1825 South Lake Stevens Road
Lake Stevens, WA 98258

2019 Budget

Chief O'Brien and Director of Finance & Administration Leah Schoof presented the draft 2019 Budget:

- 2018 Budget Drivers
 - Provide a high level of service that is responsive to community growth and development
 - Reduce Community Risk
 - Operate Sustainably and Responsibly
 - Cultivate a Culture of Success
- 2018 Highlights
- Rising Cost Factors
- More Growth Expected in Lake Stevens
- 2019 Budget Focus – Safety & Service
 - Hiring Personnel
 - Partnership with the Union to move to a 4-Platoon Staffing Model
 - Property Acquisition for Station 84
- Strategic Plan Decision-Making Criteria
 - Does it benefit the citizen?
 - Does it support our mission?
 - Does it reflect the culture of community?
 - Is it fiscally responsible and sustainable?
 - Is it transparent and well-communicated?
- Lake Stevens Fire Funds
 - Expense Fund
 - Capital Replacement Fund
 - Capital Initiative Fund
 - Strategic Fund
 - Emergency Contingency Fund
- Budget Adoption Fund Summary
- 2019 Fund Highlights
 - Operations
 - Capital Replacement Plan
 - Capital Initiative
 - Strategic

Chief O'Brien confirmed the Special Commissioner Meeting/Budget Hearing is scheduled for 5:30pm Tuesday, November 6th at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

Commissioner Elmore asked if we have looked into any potential grants for boats.

Deputy Chief/Fire Marshal Messer confirmed we have requested \$643,000 in grants to go towards SCBAs, air compressors, and tech rescue personal protective equipment.

Chief O'Brien thanked everyone for their efforts with the budget.

CORRESPONDENCE

Thank You for Your Support

Thank You for Use of Facilities

OLD BUSINESS

Discussion

Fire District 7 Partnership

Chief O'Brien commented we are no longer planning to meet next Thursday, November 8th for a Joint Commissioner Meeting. Our next Joint Commissioner Meeting is scheduled for 5:30pm Thursday, November 15 at the Conference Center. We are planning to run the meeting similar to our October 2 Joint Commissioner Meeting, including LSF District business, Fire District 7 business, and then joint discussions. We plan to have legal counsel Brian Snure join us and lead a discussion regarding the effective role of boards and the merger process. It is possible we may go into executive session regarding future leadership for the districts.

Paid Family and Medical Leave Insurance Program Update

Chief O'Brien explained the District is mandated to begin a Paid Family and Medical Leave Insurance Program in January of 2019 by the state legislature. During the first year (2019) the Employment Security Department will begin collecting premiums from employers and employees; and then in 2020, employees will be eligible to receive benefits from the program.

- The program was voted into place on October 19, 2017
- The current Union CBA was in place prior to October 2017, so the requirements of the law do not apply to the group until 2020
- The requirements of the law apply to the rest of the District as of January 1, 2019
- The 2019 projected cost for the program for LSF is approximately \$5,400 (District \$2,000; Staff: \$3,400). The employee wage deductions will range from just over \$1 to \$34/mo., and average approximately \$8/mo.
- We should look at notifying administrative employees the actual rates as soon as possible regarding the impacts of this law that affect wages as of January 1, 2019
- Legal Counsel Rich Davis noted that the District has the option to pay the employee's premium (RCW 50A.04.115)

Director of Finance & Administration Leah Schoof commented the program has been set up in six phases. As of 2018, the state has only updated through Phase 2.

Chief O'Brien commented we would like to run a pilot program, and we are considering having the District pay the costs for the first year.

WSRB Update

Chief O'Brien commented the WSRB representative was here last week, and he thanked Deputy Chief/Fire Marshal Messer and Deputy Chief Huff for their work in this area. We should hear back from WSRB in a couple weeks.

Fire Station 84 Property

Chief O'Brien commented the District has entered into a purchase and sale agreement on a 3.29 acre property located at 8127 20th St. SE as approved. The purchase of the property will not be complete until a comprehensive feasibility study has been performed. The current price is \$1,300,000.00. This property would be a very good location for a future Station 84. We will be going out for an RFQ for another environmental firm.

Deputy Chief / Fire Marshal Messer commented we are waiting to hear back from AESI.

Chief O'Brien commented he has discussed this with the City and they are considering placing a traffic light there. They are excited about the opportunity for a Station 84.

Action

Resolution 2018-19 Changing Regular Meeting Schedule

This resolution changes our December 6 Regular Commissioner Meeting date to 5:30pm Thursday, December 13.

Motion to adopt Resolution 2018-19 Changing Regular Meeting Schedule as submitted.

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

Vote Unanimous.

NEW BUSINESS

Discussion

Fire Inspection Fee Schedule

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his efforts on developing this inspection fee schedule. This is a draft and we would like your feedback; and then we will meet with city leaders prior to going before the City Council.

Deputy Chief / Fire Marshal Messer reviewed his Fire Safety Inspection Program Presentation:

- Fire Safety Inspection Program is a partnership between the City of Lake Stevens and Lake Stevens Fire
- Fire Code Adoption

- Why conduct fire inspections?
 - Safeguard lives and property from the hazards of fire by detecting the causes and enforcing corrective action.
 - Fulfill statutory/insurance rating requirements.
 - Gather building data and knowledge.
 - Achieve good public relations.
- Fire Inspection Law
- Washington Survey & Rating Bureau and Inspection Schedules
- Risk/Hazard Inspection Schedules
- Frequency of Fires by Occupancy
- Fire Inspection Success
- Message from Director Mike Wetmore, Lake Stevens Boys & Girls Club
- Inspection Program Improvements
- Fee Schedule Updates
- Revenue Analysis

Deputy Chief / Fire Marshal Messer commented we are here to serve the City of Lake Stevens as a community partner.

Commissioner Elmore asked if we will soon have a fully dedicated inspector given the growth in our area.

Deputy Chief/Fire Marshal Messer commented we don't have this position just yet.

The Commissioners thanked Deputy Chief/Fire Marshal Messer for a great presentation.

Action

None

CHIEF'S REPORT

Sno-Isle Fire Commissioners Meeting Notice

The next Sno-Isle Commissioner Meeting is scheduled for 7:30pm this evening at Granite Falls Fire District 17.

Joint Battalion Chief Meeting

We recently had a great Joint Operations meeting with Fire District 7.

Fire Training Academy Update

Battalion Chief Travis Welch commented so far all four of our recruits have met the standards of the Training Academy. We have one who is currently ranked in the top five of their class, and three who are currently ranked in the top 10.

Harborview Paramedic Training Update

Nadia Kukhotskaya continues to work hard and do great with the Harborview Paramedic Training Program.

Coffee with the Chiefs

We had a great Coffee with the Chiefs on October 23, and we look forward to the next one in November.

Annual Banquet

The Annual Banquet last weekend was fun and we appreciated everyone's participation to make it happen.

Halloween Festival

The Halloween Festival downtown Lake Stevens was a great event connecting with our community. Thank you to those who represented Lake Stevens Fire that evening.

National Fire Academy Update

Chief O'Brien commented he has received the official word from the Academy that he has successfully completed the Executive Fire Officer Program.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, November 15 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

GOOD OF THE ORDER

Commissioner Elmore thanked everyone for their hard work and commented he appreciates the draft budget.

Vice Chair Gagnon agreed with Commissioner Elmore and thanked everyone for their efforts.

Chairman Steinruck thanked everyone for their work, and commented it is good to hear our recruits are doing so well at the Academy.

EXECUTIVE SESSION

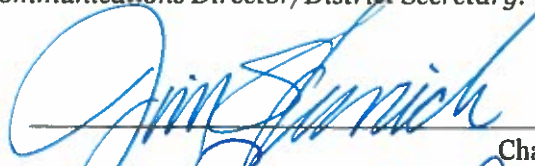
At 1920 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien.

Chairman Steinruck reconvened the open public meeting at 1935 hours and moved forward with Adjournment.


ADJOURNMENT

Motion to adjourn the meeting at 1935 hours.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Unanimous.

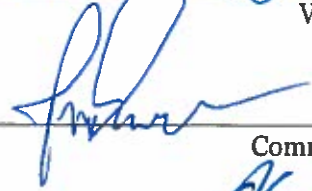
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



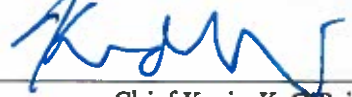
 Chairman Jim Steinruck



 Vice Chair Paul Gagnon



 Commissioner Troy Elmore



 Chief Kevin K. O'Brien