

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

November 15, 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, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 18-11-01

Minutes 18-11-06

Motion to approve the November 1 and November 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 November 8, 2018 in the total amount of \$70,322.16 as submitted.
Motion by Vice Chair Gagnon and 2nd by Chairman Steinruck.
Vote Unanimous.

Motion to approve Capital Replacement Vouchers dated November 8, 2018 in the total amount of \$20,038.06 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Unanimous.

Payroll

Motion to approve the November 2018 Payroll in the total amount of \$798,724.65 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have one addition to this report, IT Services and Support, and this overage was anticipated.

2019 Budget

Chief O'Brien commented we have reviewed the Budget Letter and Budget Presentation, and we are looking forward to the years ahead.

2019 Budget Summary

Motion to adopt the 2019 Budget Summary as submitted including the Expense Fund with an adopted Revenue Budget of \$17,550,798.57 and Expense Budget of \$14,354,752.70; the Capital Initiatives Fund with an adopted Revenue Budget of \$114,503.00 and Expense Budget of \$104,280.00; the Capital Replacement Fund with an adopted Revenue Budget of \$7,418,317.00 and Expense Budget of \$4,676,787.00; the Strategic Fund with an adopted Revenue Budget of \$492,427.00 and Expense Budget of \$343,000.00; and the Emergency Contingency Fund with an adopted Revenue Budget of \$353,366.00.

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

Resolution 2018-18 EMS Ordinance

Motion to adopt Resolution 2018-18 EMS Ordinance for the 1% of the EMS Levy amount of 29,482.08 for the calendar year of 2019 as submitted.

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

Levy Certification

Director of Finance & Administration Leah Schoof commented we are requesting a motion for authorization to sign the Levy Certification.

Motion to authorize Director of Finance & Administration Leah Schoof to sign the Levy Certification as submitted.

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

CORRESPONDENCE

Thank You from Mt. Pilchuck Elementary

OLD BUSINESS

Discussion

Fire Station 84 Property

Chief O'Brien commented we are working on the feasibility study, and staying with our surveyor and technical crews. We are issuing an RFQ for environmental.

Deputy Chief / Fire Marshal Messer reviewed a first briefing on the contract with AESI. If approved we will be able to move forward with feasibility study.

Fire Inspection Fee Schedule

Chief O'Brien commented he will be meeting with the Mayor next week, and checking in to see if there are any questions or concerns regarding the updated fire inspection fee schedule.

General Apparatus Order

Chief O'Brien commented we have had our prebuild meeting with Rosenbauer, and it will take 375 days to complete the order for all three vehicles including the fire engine, tender, and brush truck.

Four Platoon Shift Schedule

Chief O'Brien commented we are on schedule for implementing the four platoon shift schedule in 2019, and we appreciate the work by the Union to help make this happen.

Action

Resolution 2018-20 Providing for Payment of Paid Family and Medical Leave Premiums for 2019

Motion to adopt Resolution 2018-20 Providing for Payment of Paid Family and Medical Leave Premiums for 2019 as submitted.

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

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Training Academy Update

Our Lake Stevens Fire recruits are doing great.

StreamLine Inspections Update

StreamLine Inspections is going well; we are also beta testing the APX Preplan Software.

Snohomish County SERS Proposition 1

As of Tuesday the SERS Proposition 1 was passing with 54.14% in favor.

Food Drive with Safeway

Thank you to C Shift for helping Safeway last Saturday with their Hunger Bags Food Drive for local food banks. By the end of the day there was a total of 405 bags of food collected to help our communities.

Upcoming Coffee with the Chiefs

The next Coffee with the Chiefs is scheduled for Wednesday, November 28 from 3-4pm at the LS Haggen Café.

Upcoming Dickens Fair

We plan to have a booth at the upcoming Dickens Fair, scheduled for Saturday December 1 from 10am – 4pm at Cavelero Mid High. We will also help the Lake Stevens School District collect food donations at the main entrance, as we have done in the past.

Upcoming Tips for Firefighters

Our Tips for Firefighters event is scheduled for Saturday, December 8 from 5-9pm at the Lake Stevens Ixtapa. Thank you to Firefighter Blue for organizing the event this year.

Upcoming Firefighter Oath Ceremony

We have one more Firefighter Oath scheduled for our next Commissioner Meeting on Thursday, December 13 with Firefighter Ross Rumann.

Schedule Update

Chief O'Brien mentioned he is scheduled for jury duty Wednesday through Friday, December 5-7.

Hiring Meeting

We had a good meeting with the hiring committee and we have developed a draft policy. It addresses part-paid, entry level and lateral roles; and has been sent to legal for review.

Partnership with Fire District 7

Chief O'Brien commented he is planning to meet with Chief Meek and we will reach out to schedule another Joint Commissioner Meeting with Fire District 7. Do our Commissioner have a preference on when we should schedule this next meeting?

Commissioner Elmore and Vice Chair Gagnon commented they could be available on Mondays. The Commissioners agreed to schedule this meeting for January.

Chief O'Brien thanked the Commissioners for their support during the past week.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, December 13 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Gagnon thanked everyone for their great work; and commented it is good to be a Commissioner here.

Commissioner Elmore thanked everyone for all the hard work on the budget; and thanked everyone for their efforts.

Chairman Steinruck commented we appreciate everyone here, and we sincerely appreciate everyone's hard work.

EXECUTIVE SESSION

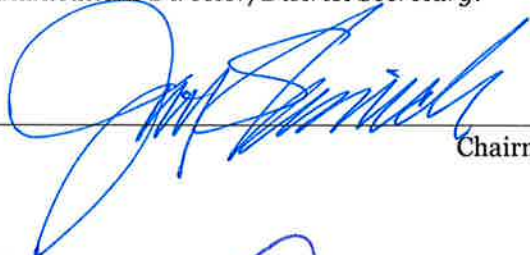
At 1800 hours Chairman Steinruck requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 20 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien. At 1820 hours Chairman Steinruck announced to the public that the executive session would be continued for an additional 5 minutes.

Chairman Steinruck reconvened the open public meeting at 1825 hours and the meeting moved forward with Adjournment.

ADJOURNMENT


Motion to adjourn the meeting at 1825 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