

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

December 13, 2018

1730 hours

CALL TO ORDER

Chairman Steinruck called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Chairman Steinruck, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Battalion Chief Travis Welch, Battalion Chief Matt Bernethy, Rich Davis, and Communications Director/District Secretary Laana Larson.

Vice Chair Gagnon is an excused absence.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested that we add the Draft Hiring & Recruitment Policy under Hiring Committee Update under Old Business Discussion.

FIREFIGHTER OATH

Chief O'Brien administered the Firefighter Oath to Firefighter Ross Rumann and Chairman Steinruck presented the plaque.

Chairman Steinruck called for a 15 minute break at 1740 hours.

Chairman Steinruck reconvened the open public meeting at 1755 hours and moved forward with Minutes.

MINUTES

Minutes 18-11-15

Motion to approve the November 15, 2018 Commissioner Meeting minutes as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated November 20, 2018 in the total amount of \$121,974.39 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Expense Vouchers dated December 5, 2018 in the total amount of \$70,720.33 as submitted.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to approve Capital Initiative Voucher dated December 5, 2018 in the total amount of \$12,752.16 as submitted.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have a few line items slightly over, and they are primarily timing issues. We also had the broken ice machine over at Station 81.



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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

CORRESPONDENCE

Thank You from Highland Elementary
Thank You from Glenwood Elementary
Thank You for Service
Thank You from Harborview Burn & Trauma Center

OLD BUSINESS

Discussion

Fire District 7 Partnership

Chief O'Brien commented we had a great executive staff meeting today and talked about the upcoming Joint Commissioner Meeting scheduled for Tuesday, January 8 at 6pm and located at the Lake Stevens Fire Conference Center. Legal counsel Brian Snure will plan to be there as well. This special meeting will include an executive session to evaluate the qualifications for Fire Chief for a future merged district.

Hiring Committee Update

Chief O'Brien thanked everyone on the Hiring Committee for their participation and hard work. The goal has been to hire the best possible candidate to suit the needs of our Lake Stevens community. The draft policy has been reviewed by legal counsel Rich Davis and we hope to approve the policy at our next Commissioner Meeting. This will allow the District some flexibility to hire either internally, outside the District, or laterally based on the needs of the District. This will also allow leeway to select from the top 5 candidates rather than the top 3. Please let us know if you have any questions.

Community Risk Reduction Fee Schedule

Deputy Chief/Fire Marshal Messer commented the fee schedule has been submitted to City Council for adoption and they plan to adopt it on December 18. Changes in the fee schedule include:

- Reduces inspection fees to 64% of Lake Stevens businesses
- Reduces cost recovery revenue to the district by 39%
- Adds new operational and construction permits required by the Fire Code

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his hard work on this community risk reduction fee schedule.

Action

Fire Station 84 Property / AESI Feasibility Study

Chief O'Brien commented the RFQ closed on Friday and we have 4 candidates.

Deputy Chief/Fire Marshal Messer highlighted the contract with AESI as follows:

- Scope of service includes feasibility assessment for geotechnical and survey services for Station 84.
- Contract term 12/14/18 to 12/13/20.
- May terminate after 20 days written notice.
- Do not exceed value of \$23,270; and added language to allow this to be exceeded with expressed permission of the Chief of his designee. Cost breakdown: Geotech cost \$9,700 and Survey cost \$13,570.

Motion to authorize the Chief to sign contract with AESI to begin feasibility study for Geotechnical and Survey as submitted.

Motion by Commissioner Elmore and 2nd by Chairman Steinruck.

Vote Passed, Vice Chair Gagnon is an excused absence.

GEMT Update

Chief O'Brien commented this interagency agreement allows reimbursement to Lake Stevens Fire for providing Medicaid covered ground emergency medical transports (GEMT) per HB2007. This program is more commonly known as the new federal GEMT Reimbursement Program. The "matching funds" requirement allows us to participate in the federal intergovernmental transfer process and receive GEMT reimbursements.

Matching funds requirement (50%) for Intergovernmental Reimbursement Transfers (for example):

- The District is approved to receive reimbursement of \$750,000
- The District must first transfer \$375,000 (50%) to the Health Care Authority (HCA)
- The HCA will then transfer \$1,125,000 back to the District, which will equal a net reimbursement of \$750,000

The projected amount for both the transfer to the HCA and the transfer from the HCA has been included in the 2019 approved budget.

There is no fee associated with this Intergovernmental Agreement.

- The HCA will charge an administrative fee; however, this fee will be defined in the upcoming Annual Provider Participation Agreement, and the District can decide whether or not to proceed at that time. The fee is expected to be nominal and will be based on the number of annual district transports.

Director of Finance & Administration Leah Schoof commented during our most recent exit conference with the auditor, Kristina said the State Auditor's Office (SAO) had some concerns about the District providing "matching funds" prior to reimbursement.

- The SAO had a clarification meeting with the HCA to review the federal guidelines, and the SAO has provided confirmation that the questions regarding matching funds were sufficient and the SAO approves of the process.

Legal Counsel Brian Snure has reviewed and approved the agreement.

Motion to authorize the Chief to sign the interagency agreement with the Washington State Health Care Authority as submitted.

Motion by Chairman Steinruck and 2nd by Commissioner Elmore.

Vote Passed, Vice Chair Gagnon is an excused absence.

NEW BUSINESS

Discussion

WFCA Commissioner Compensation

Chief O'Brien commented there will be an increase in Commissioner Compensation effective January 1 per the WFCA. We recommend that we establish the Commissioner pay to this recommended level. We appreciate your service to the community.

Policy 217 Procurement and Purchasing

Chief O'Brien commented we need to put this policy in place, Policy 217 Procurement and Purchasing. This is a first time review and we will request approval at the next Commissioner Meeting.

ISOutsource Annual Contract Renewal

Chief O'Brien commented we have great service with ISOutsource and we would like to renew their contract.

Deputy Chief / Fire Marshal Messer highlighted the contract as follows:

- Scope of service includes help desk; remote monitoring of desktops, laptops, servers, and other hardware; installation of new equipment; weekly site visits for updates and maintenance; project management of new initiatives; and State Auditors Office IT security controls.
- Contract term 1/1/19 to 12/31/19
- May terminate after 20 days written notice
- Do not exceed value of \$105,056; and added language to allow this to be exceeded with expressed permission of the Chief or his designee.
 - Increased contract by 3 hours per month
 - 2.8% overall rate increase

Motion to approve the ISOutsource contract as submitted.

Motion by Chairman Steinruck and 2nd by Commissioner Elmore.

Vote Passed, Vice Chair Gagnon is an excused absence.

EF Recovery

Chief O'Brien commented we currently have a contract with EF Recovery, and it has been bit of a challenge to manage. We are currently evaluating other vendors; we gave EF Recovery notice that we may terminate our contract in March, depending on the results of our research.

Action

2019 Commission Chair Positions

Motion to appoint Commissioner Elmore as Commission Chair for 2019.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon is an excused absence.

Motion to appoint Commissioner Steinruck as Commission Vice Chair for 2019.
Motion by Commissioner Elmore and 2nd by Chairman Steinruck.
Vote Passed, Vice Chair Gagnon is an excused absence.

CHIEF'S REPORT

Summary of WFCB Benefits

2019 WFCB Conference

The next WFCB Conference is scheduled for October 24 – 26, 2019 at the Tulalip Resort.

2019 Snure Seminars

Brian Snure will be offering seminars on the topics of Open Public Records & Open Public Meetings during January and February of 2019. Please let us know if you'd like to register for one of these classes.

2019 Legislative Day

The Legislative Day is scheduled for January 24, 2019 in Olympia.

Commissioner Elmore would plan to join Chief O'Brien if he is available; and Chairman Steinruck is unavailable to attend.

Training Academy Update

Our next Recruit Class Graduation is scheduled for Friday, December 21 from 6-8pm at the Bymes Performing Arts Center at the Arlington High School.

Both Chairman Steinruck and Commissioner Elmore are planning to attend the graduation.

Battalion Chief Travis Welch commented our recruits are doing great. We have two members ranked 4 and 5 in their class.

Harborview Paramedic Training Update

Chief commented Nadia Kukhotskaya continues to do great with her paramedic training.

Coffee with the Chiefs

The next Coffee with the Chiefs is scheduled for Wednesday, December 19 from 10am – 11am at Lake Stevens Buzz Inn.

Dickens Fair

Chief O'Brien thanked Assistant Fire Marshal Petersen and Firefighter Pedersen for representing Lake Stevens Fire.

Winterfest

Chief O'Brien commented Winterfest was another successful event with City of Lake Stevens.

Tips for Firefighters

Chief O'Brien thanked Firefighter Blue for organizing Tips for Firefighters this year and thanked all who participated! We raised over \$4000 to provide Christmas for deserving children in Lake Stevens.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, December 20 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

GOOD OF THE ORDER

Chairman Steinruck thanked everyone for their efforts, and commented we appreciate all of you. Tips for Firefighters was a great event, and we enjoyed Winterfest and the Dickens Fair. It is great to have such a positive presence in our community.

Commissioner Elmore commented it is a privilege to be here, and it's great have such an efficient team.

EXECUTIVE SESSION


At 1820 hours Chairman Steinruck requested an executive session to consider the minimum price at which real estate will be offered for sale pursuant to RCW 42.30.110 (1) (c), and to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g), and to review potential litigation with legal counsel pursuant to RCW 42.30.110 (1) (i) for 45 minutes with no expected action to follow. Executive session included Chairman Steinruck, Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, and Director of Finance & Administration Leah Schoof. At 1905 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 1910 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1910 hours.
Motion by Chairman Steinruck and 2nd by Commissioner Elmore.
Vote Passed, Vice Chair Gagnon 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