

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

December 20, 2018

1730 hours

CALL TO ORDER

Vice Chair Gagnon called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice Chair Gagnon, Commissioner Elmore, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, Battalion Chief of Training Welch, and Captain/Paramedic Rasmussen.

Chairman Steinruck is an excused absence.

ADDITIONAL AGENDA ITEMS

2019 Board Meeting Schedule
Environmental Study RFQ for Station 84

MINUTES

The December 13, 2018 Commissioner Meeting minutes will be moved to the January 3, 2019 Commissioner meeting. Chairman Steinruck is an excused absence.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated December 20, 2018 in the total amount of \$36,755.49 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

Motion to approve Capital Replacement Voucher dated December 20, 2018 in the total amount of \$8,691.31 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Payroll

Motion to approve the December 2018 Payroll in the total amount of \$585,678.54 as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented that the Physician Advisor Service line item is over due to invoice timing.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Fire District 7 Partnership

Chief O'Brien commented that we had a great merger leadership team meeting on Monday, December 17th, and on January 8th, 2019 we will have the joint board meeting at Lake Stevens Fire at 6pm to talk about mergers and to discuss the qualifications of the potential fire chief of a new fire district.

Action

Resolution 2018-21 Community Risk Reduction Fee Schedule

Motion to adopt Resolution 2018-21 Community Risk Reduction Fee Schedule as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for his hard work with the City of Lake Stevens on this process.

Policy 217 Procurement and Purchasing

Motion to approve Procurement and Purchasing Policy 217 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Policy 1000 Hiring & Recruitment of Full-time Emergency Response Personnel

Motion to approve Hiring & Recruitment of Full-time Emergency Response Personnel Policy 1000 as submitted.
Motion by Commissioner Elmore and 2nd by Vice Chair Gagnon.
Vote Passed, Chairman Steinruck is an excused absence.

Chief O'Brien thanked the labor and management group that worked to develop this policy, and thanked both Battalion Chief Welch and Captain/Paramedic Rasmussen for their work in the group. Captain/Paramedic Rasmussen noted it is a good policy, looks toward the future and allows for a greater variety of candidates. Commissioner Elmore thanked everyone for their hard work, and Commissioner Gagnon also noted that it is a good policy.

Environmental Study RFQ for Station 84

Deputy Chief/Fire Marshal Messer reviewed the RFQ information provided by Wetland Resources, who is a preferred provider with the City of Lake Stevens. Wetland Resources did the Trestle Station work and is familiar with wetland concerns in the potential Station 84 area. They are also a local company and received good references from the City of Lake Stevens.

Motion to approve the RFQ for Environmental Study to Wetland Resources.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

NEW BUSINESS

Discussion

2019 Board Meeting Schedule

The board reviewed the option to change the meeting schedule for 2019 and will look at it again in 2019 with all commissioners present.

Captain Paramedic Shift Trade MOU

The Union approached the District with an option to allow shift trades between Captains. Chief O'Brien noted that the Union has approved the MOU and that it has also passed legal review by the District's attorney.

Action

Captain Paramedic Shift Trade MOU

Motion to authorize Chief O'Brien to execute the Captain Paramedic Shift Trade MOU as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

Resolution 2018-22 Surplus Equipment

Commissioner Elmore asked if any of the equipment would be of use to the Training Academy. Battalion Chief Welch noted that the surplus equipment would not be of use to the Training Academy. Vice Chair Gagnon asked if any of the equipment would be needed in a swap with SERS. Deputy Chief/Fire Marshal Messer noted that the equipment would not be needed.

Motion to adopt Resolution 2018-22 Surplus Equipment as submitted.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

CHIEF'S REPORT

Training Academy Update

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

New Part-Paid Firefighters

Chief O'Brien noted that on Monday the District welcomed four new part-paid firefighters.

Coffee with the Chiefs

Coffee with the Chiefs went well and Chief O'Brien appreciated Captain/Paramedic Rasmussen attending the meeting.

Chief O'Brien commented that he appreciates all the great work by the crews, the administration, and the Board of Commissioners support.

Next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, January 3 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Elmore appreciates everyone in the organization. It has been a good year of growth and positive things occurring. The District is more efficient and we are looking forward to the upcoming year.

Commissioner Gagnon thanked Chief O'Brien for his leadership, and the administrative staff and first responders for everything that they do.

Chief O'Brien thanked everyone at Lake Stevens Fire and the supportive community that we have the privilege to serve. He appreciates that the citizens frequently stop him to say how much they appreciate their firefighters.

Director of Finance & Administration Schoof thanked Sonya Dudder, Rosie Richmond, Brandie Reece, and Debbie Jennings for all the hard work they do. They keep the District running smoothly and work collaboratively with all areas of the organization like the crews and Training to provide excellent support.

Chief O'Brien also appreciates the administrative team and how they are always positive.

Deputy Chief Huff thanked Battalion Chief Welch for his excellent work as Battalion Chief of Training. He commented that Battalion Chief Welch is disciplined and highly trustworthy. Deputy Chief Huff appreciates that Battalion Chief Welch jumped right into the position and did a fantastic job.

EXECUTIVE SESSION

At 1800 hours Vice Chair Gagnon 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) for 30 minutes with no expected action to follow. Executive session included Vice Chair Gagnon, Commissioner Elmore, and Chief O'Brien. At 1830 hours Vice Chair Gagnon announced to the public that the executive session would be continued for an additional 30 minutes.

Vice Chair Gagnon reconvened the open public meeting at 1900 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1830 hours.
Motion by Vice Chair Gagnon and 2nd by Commissioner Elmore.
Vote Passed, Chairman Steinruck is an excused absence.

Minutes respectfully submitted by Leah Schoof, Director of Finance and Administration.

Chairman Jim Steinruck


Vice Chair Paul Gagnon


Commissioner Troy Elmore


Chief Kevin K. O'Brien