

Board of Fire Commissioners Special Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 15, 2019

1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, and Communications Director/District Secretary Laana Larson.

MINUTES

Minutes 19-01-03

Motion to approve the January 3, 2019 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated January 3, 2019 in the total amount of \$109,771.21 as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Motion to approve Expense Vouchers dated January 10, 2019 in the total amount of \$89,441.54 as submitted.
Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated January 3, 2019 in the total amount of \$1,307,041.01 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Payroll

Motion to approve the January 2019 Payroll in the total amount of \$621,400.86 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have listed one item for the beginning of the year, a one-time expense for the Medical Program Director. This is not a deficit, simply informational.

CORRESPONDENCE

Thank You for Assistance

OLD BUSINESS

Discussion

Fire District 7 Partnership

Chief O'Brien commented we had a great Joint Commissioner Meeting last week, and we would like to hear any comments you may have.

Chairman Elmore commented he enjoyed talking with the other Commissioners and their Chief, and he looks forward to future joint meetings.

Vice Chair Steinruck asked if it was the intent not to have any questions from the floor at the meeting.

Chief O'Brien commented it was simply a Board workshop to look at the plan, and we had not planned for public comment at that time.

Vice Chair Steinruck commented it seemed a bit abrupt to have the meeting and then go into executive session and end the meeting.

Chairman Elmore commented that questions could have gone into a lengthy meeting.

Vice Chair Steinruck commented there is a perception out there that this merger is a done deal, and we need to be careful to go through the steps. The community meetings will be important so we can continue to explain the process.

Chief O'Brien commented organizationally there has been a lot of tension surrounding whether we are merging or not. We have talked about our partnership with Fire District 7, and we need to continue to get the word out there. We have a tight timeline if we want to make this happen this year; and there is a lot we can get done during February to get this on this year's ballot.

Chief O'Brien commented we are planning for a Joint Commissioner Meeting in February, is there a date that works for everyone? We want to reintroduce the financial plan.

Chairman Elmore suggested we ask Bill Cushman to attend and represent a third party review of the financial plan.

The Commissioners agreed both February 5 & 6 would work during the evening, and Chief O'Brien will check with Chief Meek.

Chief O'Brien commented February 21 we have a Regular Meeting date and then February 26 would be our Public Hearing at 6pm regarding the potential merger.

Chairman Elmore asked if we are going to work with Liz Loomis in communicating this message about the potential merger.

Chief O'Brien commented we had considered doing this in house, and we can certainly reach out to her.

Chief O'Brien reviewed the petition for Lake Stevens Fire to merge into Fire District 7:

- This is the starting point to begin the process of merging
- To the best extent possible, all employees of Lake Stevens Fire will be integrated into the combined workforce of the new merged District considering their current position and working conditions
- The new merged District shall endeavor to maintain or improve staffing levels in all geographic areas of the new merger District

Chairman Elmore commented it might be nice to have some community support in the Joint Commissioner Meeting.

Commissioner Gagnon commented we may want to consider another Joint Commissioner Meeting to review the financials to be available to the community.

Chairman Elmore asked how similar we are to Fire District 7 with our approach to budgeting.

Director of Finance & Administration Leah Schoof commented we are very similar and we spend money the same way.

Chief O'Brien confirmed our plan is to have a Joint Commissioner Meeting on February 5 or 6 to review the plan and the financials. We hope to have Bill Cushman join us for this meeting.

- February 5 or 6 – Joint Commissioner Meeting
- February 7 - Regular Commissioner Meeting
- February 21 - Regular Commissioner Meeting
- February 26 - Open Public Hearing to review plan and financial presentation

Chief O'Brien commented there will be an article in the Everett Herald coming up this week regarding a potential merger, most likely an informational article.

Fire Station 84

Chief O'Brien commented Geotech is planning to come out to the property on January 31st.

Deputy Chief/Fire Marshal Messer commented the exploration by Geotech will come first, next the environmental study/wetland delineation and then the survey will follow.

Action

Resolution 2019-01 Changing Regular Meeting Schedule

Motion to adopt Resolution 2019-01 Changing Regular Meeting Schedule as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Unanimous.

NEW BUSINESS

Discussion

None

Action

MOU 2019-01 Lake Stevens Fire and Snohomish County Fire District 7 Integrated Training and Labor Cooperation

Chief O'Brien commented this Memorandum of Understanding opens the door for our members to job shadow and possibly work overtime; and our Local is in favor of it. It's about sharing resources and it's consistent with the collective bargaining agreement.

Motion to authorize Chief to sign MOU 2019-01 Lake Stevens Fire and Snohomish County Fire District 7 Integrated Training and Labor Cooperation as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

CHIEF'S REPORT

WSRB Update

Chief O'Brien commented we are 2-3 weeks out on the WSRB report, and he thanked Deputy Chief/Fire Marshal Messer and Deputy Chief Huff for their help with this project.

Legislative Day

Chief O'Brien thanked Chief Silva for taking care of the details for Legislative Day. We look forward to joining Fire District 7 for the day, and we will be meeting with our representatives in Olympia.

Firefighter Hiring

We will be announcing the hiring process tomorrow. We plan to have 30 candidates go through an assessment center, and we will be reaching out both internally and externally.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday, February 7 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Gagnon thanked everyone for what they do; we have lots of additional work coming up.

Vice Chair Steinruck thanked everyone for their hard work.

Chairman Elmore thanked everyone for their efforts. There will be a certain amount of stress that goes along with these projects; and we will continue to be driven by doing what is best for our citizens.

EXECUTIVE SESSION

At 1817 hours Chairman Elmore 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 Elmore, Vice Chair Steinruck, Commissioner Gagnon, and Chief O'Brien.

Chairman Elmore reconvened the open public meeting at 1832 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1832 hours.
Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Unanimous.

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



Chairman Troy Elmore



Vice Chair Jim Steinruck



Commissioner Paul Gagnon



Chief Kevin K. O'Brien