

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

February 7, 2019

1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1735 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.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-01-08

Minutes 19-01-15

Minutes 19-01-17

Motion to approve the January 8, 15, and 17, 2019 Commissioner Meeting minutes as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated January 24, 2019 in the total amount of \$33,167.24 as submitted.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented we have one addition to the line item review summary, the special ops assessment line item. We were within 58 cents of our budgeted line item.

CORRESPONDENCE

Thank You from WFCA for Support

OLD BUSINESS

Discussion

Commissioner Meeting Schedule

The Commissioners rescheduled the March 7 regular meeting for Monday, March 4th at 5:30pm.

Partnership with Fire District 7

Chief O'Brien commented we have had some good discussion with Fire District 7 and we introduced the financial forecast. We appreciate the Commissioners signing the petition to request our merge into Fire District 7. We have executed the contract with Liz Loomis Public Affairs effective through August 31, a very similar contract to what we had before. We are currently working on key messages and developing the next letter to the editor. Tuesday, February 26 at 6pm will be our meeting for the community held at the Conference Center. This will be considered a Special Meeting and Chief O'Brien will check with Chief Meek to see if we want to make it a Joint Commissioner Meeting.

LAKE STEVENS
FIRE

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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

Chief O'Brien thanked Deputy Chief/Fire Marshal Messer for finishing the SEPA document, one of our next steps in the process.

Chief O'Brien commented we have gone through the management plan with most of our personnel, just one shift to go; and we seem to have more members excited about the potential merger. The shadow shifts have started and it will be great for our members to meet each other.

Chairman Elmore commented we appreciate Fire District 7 hosting our Joint Commissioner Meeting last night and we look forward to integrating the best of both organizations.

Fire Station 84

Chief O'Brien introduced the topic of Fire Station 84 and our Wetland Resources contract.

Deputy Chief / Fire Marshal Messer commented Wetland Resources is part of our feasibility study. This contract approves a scope of work for environmental exploration and wetland delineation of the Petersen property. If approved it allows us to conduct an environmental study, basically identify and classify our wetlands. It is our standard LSF consultant contract with a two year term, 20 day written termination notice, and a \$7,000 not to exceed value. We went through an RFQ process and Wetland Resources came out on top.

Motion to authorize Chief to sign the Wetland Resources contract as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Action

Petition for LSF to Merge into Fire District 7

Chairman Elmore commented our Commissioners signed the petition at last night's Joint Commissioner Meeting with Fire District 7.

NEW BUSINESS

Discussion

Medical Services Officer

Chief O'Brien commented with the vacated position in the Community Risk Reduction office, we are looking at the needs of the District. We see a need for a Medical Services Officer, and working within our budget we are talking about establishing an MSO position. We would phase out the Community Risk Reduction position as a Union position and establish an MSO position. This would be a benefit to the District and we are currently working on an MOU. We plan to establish this as a day shift or 24 hour shift, based on the needs of the District; and we may integrate this into the Fire District 7 shift position.

Commissioner Gagnon asked about the CRP program and requested an update to see how this program is going.

Vice Chair Steinruck commented we are discussing the possibility of a quarterly written report.

Chief O'Brien commented we are considering a quarterly written report and then possibly asking the CRP to attend 1 or 2 Commissioner Meetings per year.

Action

MOU 2019-02 Snohomish County Fire Training Academy – Company Officer Assignment

Motion to authorize the Chief to sign MOU 2019-02 Snohomish County Fire Training Academy – Company Officer Assignment as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

CHIEF'S REPORT

Legislative Day Update

Chief O'Brien commented he and Chairman Elmore went to Legislative Day with the Fire District 7 team. Chief Guptill from Fire District 7 developed two new bill proposals regarding shop services and purchasing.

Firefighter Hiring Update

We have posted for our next Firefighter Hiring and this will close March 1, the Assessment Center will be March 26 & 27, and then the Chief Interviews will take place April 8-12. We hope to hire six candidates.

Organizational Health Assessment / Strategic Planning Team Update

Chief O'Brien commented we met as a Strategic Planning Team with Dr. Pat Sikora yesterday. Everyone will receive the report soon after the team has had a chance to review it. It is a good report and we are doing well. Dr. Pat Sikora will also be at the Leadership Retreat to help us walk through both the Lake Stevens Fire and Fire District 7 reports.

Commissioner Timesheets

Chief O'Brien commented we will be requesting signatures on the Commissioner timesheets moving forward, and we will also base the monthly payment on the number of dates of service for that month.

Coffee with the Chiefs Update

We had a great Coffee with the Chiefs this past Tuesday afternoon, February 5 at the Frontier Village Starbucks.

Executive Leadership Retreat

Chief O'Brien commented our Executive Leadership Retreat is scheduled for next week, February 11-13.

NW Leadership Seminar

The NW Leadership Seminar is scheduled for March 6-8, 2019 and we will plan to leave Tuesday afternoon, March 5.

Recent Rescue on February 2

On Saturday, February 2 we were dispatched to a car upside down in a deep ditch. Everett Fire and our Lake Stevens Fire team did an awesome job rescuing the individual who was trapped. Our firefighter used an SCBA so he could see under the water. Captain Cook, Firefighter Harrott and Fire District 7 Public Information & Education Officer Heather Chadwick did a great job representing us with the media. We appreciate the water rescue program we now have in place.

The next Regular Commissioner Meeting is scheduled for 5:30pm Thursday February 21 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA.

GOOD OF THE ORDER

Commissioner Gagnon thanked our team for the recent rescue and commented he is excited we have the water rescue program in place. He also thanked our members for all the work going into the merger process.

Vice Chair Steinruck commented he is proud of our members in preparation for yesterday's Joint Commissioner Meeting. Our members make this department and we appreciate that we can let you do your job.

Chairman Elmore commented he is proud of our responders, it was so awesome to hear about the rescue. He thanked everyone for their efforts and looks forward to sharing our attributes with Fire District 7, and looks forward to adopting some of their attributes as well. We have a lot of work to do.

EXECUTIVE SESSION

At 1855 hours Chairman Elmore called for an executive session to review the performance of a public employee pursuant to RCW42.30.110 (1) (g) and to consider the minimum price at which real estate will be offered for sale when public knowledge regarding such consideration would cause a likelihood of decreased price pursuant to RCW 42.30.110 (1) (c), 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 1910 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1910 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