

Board of Fire Commissioners Meeting Minutes

10518 – 18th Street SE, Lake Stevens, WA 98258

March 4, 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, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Communications Director/District Secretary Laana Larson; and Fire District 7 Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Fay, Commissioner Woolery, Chief Meek, Assistant Chief Silva, Assistant Chief Andrews, District Administrative Coordinator Denise Mattern; Legal Counsel Brian Snure and various members from the fire districts and community.

Chairman Elmore commented Commissioner Gagnon is an excused absence.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-02-26

The February 26 meeting minutes have been postponed until the next meeting, with Commissioner Gagnon being an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated February 26, 2019 in the total amount of \$53,682.76 as submitted. Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Passed, Commissioner Gagnon is an excused absence.

Expense Report

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Fire District 7 Partnership

Chief O'Brien commented we are looking forward to the Joint Commissioner Meeting beginning at 6pm this evening. He mentioned we had a great Leadership Retreat and he appreciates the amount of ride alongs and job shadowing going on between our districts.

Fire Station 84

Chief O'Brien commented the environmental firm will be on site to begin their evaluation tomorrow.

Action

MOU 2019-04 Full-time Firefighter Attending Harborview Paramedic Program

Motion to authorize the Chief to sign MOU 2019-04 Full-time Firefighter Attending Harborview Paramedic Program as submitted.

Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.

Vote Passed, Commissioner Gagnon is an excused absence.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

WFCA Chelan Seminar

Please let us know if you would like to be registered for the WFCA Chelan Seminar on June 1, 2019 at Campbell's Resort in Chelan. Vice Chair Steinruck and Chairman Elmore have confirmed their plans to attend.

Northwest Leadership Seminar

Chief O'Brien commented we have a group going to the Northwest Leadership seminar tomorrow, and we are looking forward to it.

Hiring Process Update

Chief O'Brien commented the hiring process closes March 1. The community will be helping with the interview process along with representatives from all shifts.

Joint Leadership Meeting with John Schneider

Chief O'Brien thanked Fire District 7 for the invitation to their seminar with John Schneider.

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

GOOD OF THE ORDER

Vice Chair Steinruck thanked our LSF firefighters, paramedics and admin staff for the awesome job they do every day. He also thanked Fire District 7 for joining us this evening.

Chairman Elmore thanked everyone for their efforts; he is looking forward to our continued partnerships.

Chairman Elmore requested a 14 minute break at 1746 hours.

JOINT COMMISSIONER MEETING WITH SNOHOMISH COUNTY FIRE DISTRICT 7

Chairman Elmore reconvened the open public meeting at 1801 hours and Chairman Waugh opened the Fire District 7 Commissioner Meeting.

Leadership Retreat Review

Chief O'Brien distributed a summary report for the Leadership Retreat, February 11-13. The weather kept us in the Everett area, and it was a very productive time learning more about each other's organizations. We started with an organizational overview with Dr. Pat Sikora and went through a variety of team building exercises. The second day we continued our discussions with Dr. Pat Sikora; worked on the development of a new organization and discussed why we were there. The last day we reviewed everything; and developed high level goals for our team, with a focus on improving service, supporting our mission, and supporting each other. We want to be open to new ideas; and transform ourselves into one new awesome organization.

Chief O'Brien commented our conclusion as a team is that both organizations have great people who provide outstanding service; both organizations are doing well; neither organizations are perfect; and we want to move forward with an emphasis on "we". A merger would improve service to the people we serve; and we should always continually seek improvement.

Chief Meek commented he appreciated all the work Chief O'Brien put into the retreat. As much work as we did, we also had a lot of fun. Unanimously we agreed upon on customer improvement; and we appreciated the exercises with Dr. Pat Sikora.

Chairman Elmore commented the retreat was a great time, and he appreciated spending time with everyone. The fun ice breakers helped break down some barriers; and he looks forward to more.

Chairman Waugh commented it was a wonderful team building process for the staff to get to know each other. We are all comfortable where we are at and wouldn't need to do what we are doing. Our combined mission and vision include an improved service delivery model, and we have an opportunity to build on what we have.

Vice Chair Snyder commented it is encouraging to hear how things went.

Management Plan Review

Chief O'Brien commented we are checking in on the Management Plan to see if there are any questions or concerns.

Chief Meek commented we have presented this plan a couple times; and we just want to give the Boards an opportunity to review and ask any questions as we work together.

Chairman Elmore commented you build what you need to build.

Chairman Waugh referenced the Management Plan and commented we often make decisions based on people being over worked and we want to see real time numbers on "why" we make the decision so we can defend it to the public.

Commissioner Schaub commented when the districts merge we will have another standards of coverage review and another Joint Commissioner Retreat to have team building between Commissioners.

Chairman Elmore commented our Chair persons can get together to try and lay some of the groundwork.

Chairman Waugh commented he is encouraged by the ideas from the staff at the retreat.

Chairman Elmore and Chairman Waugh will try to get together in the next week.

Chief Meek commented on March 14 Fire District 7 will be entertaining the petition to merge with LSF. With no major objections to the plan, and should we get a favorable vote with the Board, we would then like to hear from the Board when we can begin to implement the Management Plan. The sooner we start operating as one fire district the quicker we can start building and continue to improve.

Chairman Elmore commented when the two organizations technically merge, it would be helpful if the policies and procedures were technically already together. We still need to talk about the size of the Board; and we can start coming up with a plan. It would be nice if we could have access to each other's policies.

Commissioner Fay asked about the draft Management Plan, phase 2 was to meet with staff and decide who gets plugged in where. When do we start moving staff and would it be during this year?

Chief Meek commented we are in the "dating" phase, and we will still have to have people in both agencies doing what they do.

Chief O'Brien commented we want to do what we can to get set up to be successful as soon as possible.

Commissioner Schaub referenced the executive overview summary of Dr. Pat Sikora's report, and asked if we would move forward with Management Plan as of April.

Chief Meek commented yes, as of April 1 O'Brien could be the fire chief.

Commissioner Schaub commented he was encouraged by President McConnell talking about the power of the Sikora report and that we want to use the information to improve. We want to grow and we want to improve.

Chief Meek commented both Sikora reports went out to our Fire District 7 members.

Chairman Waugh commented it sounds good; and we still have a vote by the people on this. Hypothetically what if the community says no.

Chief O'Brien commented we had a community meeting last week and the same question came up. We need to establish relationships and work together. If we receive that message, we will hear it.

Chairman Elmore commented things are good for both departments right now.

Chief O'Brien commented if that were to happen, we would still continue to work together and we would go back to the drawing board.

Chairman Waugh asked if we could still have a singular administration and two separate fire departments.

Legal Counsel Brian Snure commented yes, you could consolidate services and still keep separate tax bases.

Board Governance Policy

Chief O'Brien commented we are looking to begin the discussion about Board governance.

Legal Counsel Brian Snure commented the two existing policies overlap to a certain extent; and there are other draft policies you could consider.

Chairman Elmore suggested Brian Snure blend the two policies together.

Commissioner Schaub agreed combining the best of both policies is a good idea.

Legal Counsel Brian Snure commented he would be happy to look at a proposed policy that would be helpful with the merger, and he could work on this during the next couple of weeks.

Commissioner Fay asked where the Commissioners would send their feedback.

Chairman Elmore agreed to be the point person for policy feedback from Fire District 7 Commissioners.

Next Joint Meeting Date

Chief O'Brien recommended we set at least one more Joint Commissioner Meeting, it could be simply joining each other for our regular business meetings.

Currently the Fire District 7 Commissioners meet the second and fourth Thursdays at 3:30pm.

Commissioner Fay commented it would be helpful if we could plan for a consistent meeting.

Chief O'Brien asked if the Fire District 7 Commissioners would be able to work with a later meeting time. It is difficult for Vice Chair Steinruck to meet before 5:30pm due to his work schedule.

Chairman Waugh suggested the second Thursday of the month at a later time.

Commissioner Schaub suggested the fourth Thursday at 5pm.

Chairman Waugh commented we will let the chiefs decide.

Motion that the second Commissioner Meeting of each month would be a Joint Commissioner Meeting on the 4th Thursday at 5pm, and a resolution will be drafted and adopted by each Board.
Motion by Commissioner Wells and 2nd by Commissioner Schaub.
Motion Passed, Commissioner Gagnon is an excused absence.

The next Public Meeting to discuss a potential merger with Fire District 7 is scheduled for 10am Saturday, March 16 at the LSF Conference Center located at 10518 – 18th Street SE, Lake Stevens.

EXECUTIVE SESSION

At 1850 hours Chairman Elmore requested an executive session 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 45 minutes with no expected action to follow. Executive session included Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien; and Fire District 7 Chairman Waugh, Vice Chair Snyder, Commissioner Schaub, Commissioner Wells, Commissioner Fay, Commissioner Woolery, Chief Meek, and Legal Counsel Brian Snure.

Chairman Elmore reconvened the open public meeting at 1935 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1935 hours.
Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Passed, Commissioner Gagnon is an excused absence.

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