

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

March 21, 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, Captain Rasmussen, Lake Stevens Police Chief Dyer, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

MINUTES

Minutes 19-02-26

Motion to approve the February 26, 2019 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore & 2nd by Commissioner Gagnon.
Vote Passed, Vice Chair Steinruck abstained.

Minutes 19-03-04

Motion to approve the March 4, 2019 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Passed, Commissioner Gagnon abstained.

Minutes 19-03-16

Motion to approve the March 16, 2019 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers dated March 14, 2019 in the total amount of \$100,169.52 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated March 14, 2019 in the total amount of \$6,005.95 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Payroll

Motion to approve the March 2019 Payroll in the total amount of \$567,578.11 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 the Annual Retreat line item is anticipated to go over budget closer to the end of the year; and EMS/ACLS Registration is slightly over with an increase in attendance. Our budget will be adjusted for next year.

CORRESPONDENCE

Congratulations from National Fire Academy

Chairman Elmore congratulated Chief O'Brien for his successful completion of the executive fire officer program.

OLD BUSINESS

Discussion

Fire District 7 Partnership

Chief O'Brien commented we had a great public meeting last weekend, and we appreciate everyone's support. He commented the Fire District 7 Board of Commissioners accepted our petition on March 14; and he thanked Deputy Chief/Fire Marshal Messer for turning in our packet to the Boundary Review Board.

We will have a resolution for the Commissioners to review at our April 9 Commissioner Meeting, and we have confirmed the next ballot will include the Mayor's position and city council positions. We are in good shape for the August election and we will submit a resolution that will allow us to go with November election if needed.

We are meeting with Liz Loomis monthly and making great progress. And we are hearing positive feedback from our community. Earlier this week we had a great example of the benefits of merging. We needed to fill an overtime position and we were able to fill from the Fire District 7 membership, which allowed us to keep a unit in service.

Today we had an interview process for the shift MSO position and we will have chief interviews on Monday. We plan to integrate this position with the Fire District 7 MSOs.

Chief O'Brien thanked Leah Schoof for leading a Joint Admin meeting with Chief Silva yesterday.

We have our next Joint Commissioner Board meeting scheduled for 5pm Thursday, March 28 at Fire District 7. We are going to try and get things streamlined; and next week there will be one packet that will go out to all the Commissioners. Please let us know if you have trouble accessing the link. At next week's meeting we will discuss the draft board governance policy.

Chairman Elmore commented he is planning to meet with Fire District 7 Chairman Waugh and the two Fire Chiefs to talk about how we will merge the Boards.

Chief O'Brien commented he and Deputy Chief Huff plan to move their offices to Monroe on April 1.

Fire Station 84

Chief O'Brien commented the geotechnical study for Station 84 is done, and there are a few common challenges. We will set up a meeting with Lawhead next week; and we will keep moving forward.

Action

None

NEW BUSINESS

Discussion

Purchase and Sale Agreement for Lake Stevens Fire Admin Campus

Chief O'Brien distributed a purchase and sale agreement submitted by the City of Lake Stevens and commented our legal counsel Brian Snure has reviewed it and made a few changes. The details include a purchase price of 4.5 million, earnest money \$25,000 promissory note; contingency period (Feasibility Study) 60 days, and a closing date of 120 days after the contingency period is waived.

Chief O'Brien explained we have commissioned Lawhead to create a plan establishing HQ at Station 84 or Station 81; and everything we do will reference the Strategic Plan. We continue to reference our decision making criteria questions:

- Does it benefit the citizen?
- Does it support our mission?

- Does it reflect the culture of our community?
- Is it fiscally responsible and sustainable?
- Is it transparent and well communicated?

Chief O'Brien reviewed the potential benefits of selling the LSF HQ Facility to the City of Lake Stevens:

- Community retains their investment by using the revenue from the sale as "seed money" for the Station 84/HQ project.
- A new HQ could be developed that captures the specific needs of a contemporary fire/EMS organization.
- A new HQ could be located on the campus of a fire station. This would improve the Administration-Operations connection while at the same time improving essential emergency services (Fire Suppression and Emergency Medical Services) to the southern portion of the fire district.
- The sale would help the City of Lake Stevens provide a functional HQ for police.
- The sale would demonstrate a positive partnership between LSF and the City of Lake Stevens.
- Reduction in property management operations (Professional Building Leases and Conference Center public events).
- The community saves money by not funding the cost of new construction for a new Police Station at Market Street and 91st.

Potential costs of selling the LSF HQ Facility to the City of Lake Stevens:

- Development costs for a new HQ are estimated and will likely exceed the revenue from the sale of the current HQ.
- To develop a replica of the current LSF HQ in another location would be exceedingly costly.
- Moving Administrative Staff to a temporary facility or to Fire District 7 may be disruptive.
- Loss of Conference Center.

Chief O'Brien commented tonight our goal is to review the agreement. We will plan to have the public hearing for the proposed sale at our April 9 Commissioner Meeting. At that meeting the Commissioners could decide to sign the purchase and sale agreement and send to the City. Then the city council would have the option to approve or make changes.

Police Chief Dyer thanked Chief O'Brien and staff for their work on this project. He appreciates the relationship LSPD shares with Lake Stevens Fire. The HQ Facility would be an incredible asset for the Lake Stevens Police Department.

Chief O'Brien commented we appreciate our relationship with LSPD as well.

Lexipol Policy for Electronic Signature

Chief O'Brien commented we are going to work on a policy to accept electronic signatures.

Sharing Technology with Fire District 7

Chief O'Brien commented we are also working on sharing technology with Fire District 7 so we can share policies.

Chairman Elmore commented the hope is that we will have reviewed all the policies before the end of the year. The first step is to give everyone access.

Action

Deputy Chief Contract Amendments

Chief O'Brien commented we have some suggested amendments for the Deputy Chief contracts, and we would like to discuss this further in executive session.

CHIEF'S REPORT

Northwest Leadership Seminar Update

Chief O'Brien thanked Commissioner Steinruck for joining us at the Northwest Leadership Seminar. We enjoyed a great conference.

Vice Chair Steinruck commented each speaker had 3 1/2 hours to work with and it was all worthwhile. We had a great turnout from Lake Stevens Fire.

Hiring Process Update

Deputy Chief Huff commented we have 28 candidates and next Tuesday/Wednesday is the assessment center.

Harborview Paramedic Training Update

Chief O'Brien commented we met with Nadia on the 5th, and she is just past the half way point of her paramedic training program.

Dispatch Newsletter

We are planning for the next issue of our Dispatch Newsletter to get mailed out on March 27.

Coffee with the Chiefs Update

We had a great visit with some members from our community including Gary and Karen Wolfe, Wilma Daniels and Sean with the Health District.

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, March 28 at the Fire District 7 Station 31 Training Room in Monroe.

The following Commissioner Meeting is scheduled for 5:30pm Tuesday, April 9 at the LSF Conference Center located at 10518 – 18th Street SE, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Steinruck commented he appreciated being able to go to the Northwest Leadership Conference and spend time with our members. He commented there is a lot of good talk about the merger; and he thanked the members for all they do.

Commissioner Gagnon thanked our members for their work.

Chairman Elmore commented everyone is doing a great job. It doesn't matter what level of the organization you are in, this organization is great to work with.

EXECUTIVE SESSION

At 1813 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 expected action to follow. Executive session included Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, and Chief O'Brien.

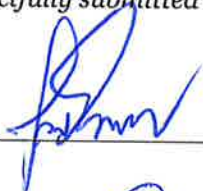
Chairman Elmore reconvened the open public meeting at 1828 hours and the meeting moved forward with the following motion.

Motion to approve amendments to employee agreements dated March 21, 2019 for Deputy Chief Huff and Deputy Chief/Fire Marshal Messer.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

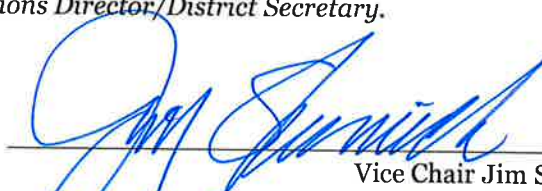
ADJOURNMENT

Motion to adjourn the meeting at 1829 hours.
Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.
Vote Unanimous.

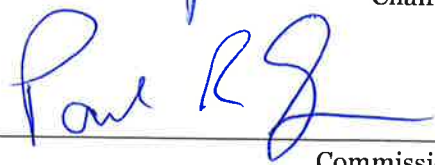
Minutes respectfully submitted by Laana Larson, Communications Director/District Secretary.



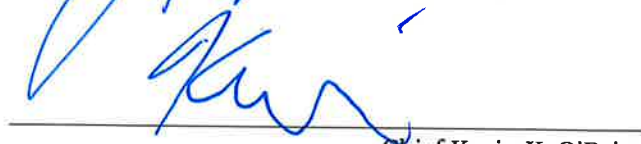
Chairman Troy Elmore



Vice Chair Jim Steinruck



Commissioner Paul Gagnon



Chief Kevin K. O'Brien