

# Board of Fire Commissioners Meeting Minutes

10518 – 18<sup>th</sup> Street SE, Lake Stevens, WA 98258

April 9, 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, BC Putnam, Captain Rasmussen, Police Chief Dyer, Council Member Kurt Hilt, various members of the district and community, and Communications Director/District Secretary Laana Larson.

## ADDITIONAL AGENDA ITEMS

## MINUTES

### **Minutes 19-03-21**

Motion to approve the March 21, 2019 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

### **Minutes 19-03-28**

Motion to approve the March 28, 2019 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Chairman Elmore.  
Vote Passed, Commissioner Gagnon abstained as he was not present at the March 28, 2019 Commissioner Meeting.

## FINANCIAL REPORT

### **Vouchers**

Motion to approve Expense Vouchers dated March 29, 2019 in the total amount of \$80,731.43 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to approve Capital Initiative Voucher dated March 27, 2019 in the total amount of \$2,945.68 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Chairman Elmore.  
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated March 27, 2019 in the total amount of \$1,026.91 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to approve Strategic Fund Voucher dated March 28, 2019 in the total amount of \$940.00 as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

## **Expense Line Item Review Summary & Reports**

Director of Finance & Administration Leah Schoof commented two items have been added to the line item review summary. Fees were increased by the City at the end of last year for property taxes and the capital equipment line item has been offset in revenues by the recent donation.

*"Touching Lives Today ~ Planning for Tomorrow"*

**LAKE STEVENS**  
**FIRE**

Phone: 425.334.3034  
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www.lsfire.org

Fire Commissioners:  
Troy Elmore, Paul Gagnon, Jim Steinruck  
Fire Chief Kevin K. O'Brien

1825 South Lake Stevens Road  
Lake Stevens, WA 98258

## **Department of Revenue Audit**

Director of Finance & Administration Leah Schoof commented the Department of Revenue (DOR) met with Rosie Richmond to review our Leasehold Excise Tax process. The Leasehold Excise Tax is what we collect from the tenants in Building D in lieu of property taxes, and then we submit this tax amount directly to the DOR. The last time they were out was in 2015, so this audit is for 2016 - 2018.

Director of Finance & Administration Leah Schoof thanked Rosie Richmond for her hard work maintaining the day to work and hosting the auditor.

## **CORRESPONDENCE**

Thank You from Huff Family

Thank You from C Trail Run

## **OLD BUSINESS**

### **Discussion**

#### **Fire District 7 Partnership**

Chief O'Brien gave the following highlights regarding our partnership with Fire District 7:

- Overtime shift work and staffing has helped keep our units in service and staffing up
- MSO Program – Captain Ron Rasmussen is working day 4 as an MSO. He plans to move to C shift once he has had the chance to learn the system.
- Boundary Review Board – After working through some challenges with the assessor's office, we have been able to get our information in the hands of the Boundary Review Board.
- Second Office Location – Chief O'Brien is sharing an office with Chief Meek in Monroe and we continue to move forward.
- Recruit Academy - We are working on a lateral recruit academy for this summer, and trying to get our recruits into that academy so that we can get Engine 82 staffed 24/7.

Chief O'Brien thanked Chief Meek for joining us this evening; our partnership is progressing very well.

#### **Fire Station 84**

Chief O'Brien requested the Commissioners go into executive session to discuss this topic further, as we consider the purchase of the Petersen property.

#### **Commissioner Meeting Schedule**

No additional comment.

#### **Lexipol Policy for Electronic Signature**

Chief O'Brien commented we are still working on a policy for electronic signatures.

#### **Sharing Technology with Fire District 7**

Chief O'Brien commented we continue to look at integrating our IT services; and we are working on sharing policies with Commissioner Elmore, Fire District 7 Commissioner Schaub, and Fire District 7 Commissioner Wells.

### **Action**

#### **Resolution 2019-03 Changing Regular Meeting Schedule**

This resolution identifies the Joint Commissioner Meeting Dates and Locations on the fourth Thursday of the month, April through October.

Motion to adopt Resolution 2019-03 Changing Regular Meeting Schedule as submitted.

Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.

Vote Unanimous.

## **NEW BUSINESS**

### **Discussion**

#### **Cultural Integration Team**

Chief O'Brien commented we have Dr. Sikora helping us with our Cultural Integration Team which will include representation from both fire districts. Dr. Sikora will be here the last week of May to facilitate a retreat with the team, and we will present a scope of work at the next Commissioner Meeting. We have had an encouraging response from our members.

## **Action**

### **ALS Community Resource Paramedic Interlocal Agreement**

Chief O'Brien explained this is the interlocal agreement for shared CRP services under the Medicaid Transformation Project. We are close to signing our contract with the Accountable Community of Health (ACH) on this and as such close to entering into partnership with South Snohomish County Regional Fire Authority, North County Regional Fire Authority, and ourselves to begin the project. To date we have received a little over \$141,000 from the ACH for this project. Once we sign the ILA all three agencies will likely pool this money to work collaboratively toward achieving the measures outlined in our contract. It is anticipated that in 2019 we will receive approximately 80% of what we received in 2018 from the ACH, and significantly less in 2020. Essentially this allows us to enter into a partnership with the other districts.

Motion to authorize Chief to sign the ALS Community Resource Paramedic Interlocal Agreement as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

### **PUBLIC HEARING FOR PRIMARY ELECTION MERGER APPROVAL**

#### **Resolution 2019-04 Providing for the Submission of Primary Election Merger Approval**

We have given notice of this hearing through press release, Dispatch Newsletter, website and Facebook postings, meeting notice posted in Admin lobby, and through Commissioner Agenda posting and distribution.

This public hearing for primary election merger approval began at 1755 hours.

Chief O'Brien commented this resolution provides for the submission of merger approval and was created by legal counsel Brian Snure. We have not heard any negative response; and we are essentially doing this to improve service to our community. It has already benefited Lake Stevens by keeping units in service and promoting Captain Rasmussen to MSO. Merging with Fire District 7 will make us stronger and increase our team's availability. It also makes us stronger financially.

Chief O'Brien thanked Chief Meek and his Board of Commissioners for entering into this agreement.

Copies of the signed LSF Petition, signed Fire District 7 Resolution, tonight's draft Resolution 2019-04, Merger Exploration handout, and the Commissioner Meeting agenda are all available on the back table. We also have merger information posted on our website at [www.lsfire.org](http://www.lsfire.org).

Chairman Elmore asked if there were questions or concerns, and there was no additional comment.

Please feel free to contact Fire Chief Kevin O'Brien with any questions or concerns by email or phone.

Motion to adopt 2019-04 Providing for the Submission of Primary Election Merger Approval as submitted.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

This public hearing closed at 1800 hours.

### **6PM PUBLIC HEARING**

#### **FOR PURCHASE & SALE AGREEMENT FOR LAKE STEVENS FIRE ADMIN CAMPUS**

#### **Resolution 2019-05 Declaring Real Property Surplus to the Needs of the District and the Authorizing Sale of Real Property and Authorizing Execution of Contractual Agreements & Exhibit A Purchase and Sale Agreement**

We have given notice through an Everett Herald legal ad, press release, meeting notice posted in Admin lobby, and through Commissioner Meeting Agenda posting and distribution.

This public hearing for the purchase and sale agreement for the Lake Stevens Fire Admin Campus began at 1800 hours.

Chief O'Brien commented we have an offer of 4.5 million for the LSF Admin Campus, and this is an opportunity to help the City of Lake Stevens with their police department.

Chief O'Brien thanked Police Chief Dyer and Council Member Hilt for joining us this evening. This will benefit both Lake Stevens Fire and the community.

Copies of the Purchase & Sale Agreement are available on the back table.

Chairman Elmore asked if there were any questions or concerns; and there was no additional comment.

Please feel free to contact Fire Chief Kevin O'Brien with any questions or concerns by email or phone.

Motion to adopt Resolution 2019-05 Declaring Real Property Surplus to the Needs of the District and the Authorizing Sale of Real Property and Authorizing Execution of Contractual Agreements as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

Motion to authorize Chief to sign Exhibit A Purchase & Sale Agreement for the Lake Stevens Fire Admin Campus as submitted for the City of Lake Stevens.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

Chairman Elmore congratulated the City of Lake Stevens.

This public hearing closed at 1804 hours.

### **CHIEF'S REPORT**

#### **Hiring Process Update**

We will be interviewing 12 candidates throughout the week, and we have 7 firefighter positions to fill. We have a great pool of candidates and thank you to everyone who has been involved in the hiring process. A special thank you to Gary O'Rielly for helping out with our process.

#### **Thank You for Rikki King**

On April 3 we had a nice going away ceremony for Rikki King with the Everett Herald, thanking her for her service.

#### **Cultural Integration Team**

We are going through the recruiting process for our Cultural Integration Team. The deadline to submit a request to participate is Tuesday, April 16 and we have had a positive response so far.

#### **Rescue Swimmer Program**

Joe Mulligan commented we tested for our Rescue Swimmer Program on March 29. Two of the three candidates were offered a position and they will be going to a class at the end of May.

There will be a Special Joint Commissioner Meeting scheduled for 5:30pm Thursday, April 18 at the Fire District 7 Station 31 Training Room located at 163 Village Court, Monroe, WA.

There will be a Joint Commissioner Meeting scheduled for 5pm Thursday, April 25 at the LSF Conference Center located at 10518 – 18<sup>th</sup> Street SE, Lake Stevens, WA.

### **GOOD OF THE ORDER**

Commissioner Gagnon thanked everyone for their hard work.

Vice Chair Steinruck commented there is lots of great work going into the merger talks; and he thanked the members for all they do.

Chairman Elmore commented he appreciates everyone's efforts. We are progressing well and we have a great future ahead of us.

At 1807 hours Chairman Elmore requested an 18-minute break.

### **EXECUTIVE SESSION**

At 1825 hours Chairman Elmore called for an executive session to consider the selection of a site or the acquisition of real estate by purchase pursuant to RCW 42.30.110 (1) (b) for 30 minutes with expected action to follow. Executive session included Chairman Elmore, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, and Fire District 7 Chief Meek.

Chairman Elmore reconvened the open public meeting at 1855 hours and the meeting moved forward with the following motion.

Motion to authorize Chief Kevin O'Brien to seek a price adjustment for the purchase of the Petersen Family property based on the results of the District's feasibility study and to take all necessary actions to proceed with the purchase within the parameters discussed in executive session.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Commissioner Gagnon.  
Vote Unanimous.

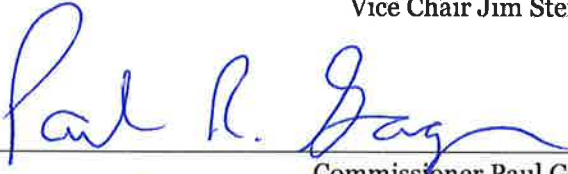
**ADJOURNMENT**

Motion to adjourn the meeting at 1856 hours.  
Motion by Commissioner Gagnon and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Unanimous.

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

  
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Chairman Troy Elmore

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Vice Chair Jim Steinruck

  
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Commissioner Paul Gagnon

  
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Chief Kevin K. O'Brien