

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

May 2, 2019

1730 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1730 hours.

PLEDGE OF ALLEGIANCE

ATTENDANCE

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

Chairman Elmore commented Vice Chair Steinruck is an excused absence.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g).

MINUTES

Minutes 19-04-25

Motion to approve the April 25, 2019 Commissioner Meeting minutes as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated April 25, 2019 in the total amount of \$40,839.06 as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck is an excused absence.

Motion to approve Capital Initiative Voucher dated April 25, 2019 in the total amount of \$3,515.40 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Passed, Vice Chair Steinruck is an excused absence.

Motion to approve Strategic Fund Voucher dated April 25, 2019 in the total amount of \$2,300.00 as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck is an excused absence.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof commented there is one addition to the line item review summary for the training library line item for driver operator training materials. We will update our budget for 2020.

CORRESPONDENCE

Thank You from the Lake Stevens Library

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we have had some joint training with Fire District 7 on water rescue, and he presented a video by Firefighter Adam Perron.

Firefighter Joe Mulligan commented we have had some great feedback from both districts regarding our rescue swimmer training. District 7 brought in a car prop and we used our mannequins to practice water rescues.

Chief O'Brien commented it was impressive to see everyone working together. The MSO position is also progressing well. The merger process is going very well.

Chief O'Brien commented on May 19 our 45-day boundary review period comes to an end, so far so good. He also mentioned the he, Deputy Chief Huff and Director of Finance & Administration Leah Schoof now have offices in Monroe.

Fire Station 84

Chief O'Brien commented the closing date for the property is May 19, and we will work with them to close early if they'd like to do so.

Purchase & Sale Agreement for LSF Admin Campus to City of Lake Stevens

Chief O'Brien commented the Purchase & Sale agreement has been accepted and signed by the City of Lake Stevens. They are in the midst of their feasibility study; and Deputy Chief/Fire Marshal Messer will be meeting with them tomorrow. The expected closing date will be around September or October.

Cultural Integration Team

Through a good application process for the Cultural Integration Team, we are going to send out notifications tomorrow. We will have equal representation from both districts; and Dr. Pat Sikora will be here during the week of May 29.

Chairman Elmore commented it looks like the Commissioners are looking forward to a retreat with her as well.

Chief O'Brien commented he is looking forward to a Joint Commissioner Retreat in Chelan at the end of the month.

Training Consortium Interlocal Agreement

Chief O'Brien commented we continue to work with our partners on this Training Consortium Interlocal Agreement.

Lexipol Policy for Electronic Signature

Chief O'Brien commented we continue to work on a policy for electronic signatures.

Sharing Technology with Fire District 7

Chief O'Brien commented we continue to make progress on sharing technology with Fire District 7.

Action

Pro and/or Con Committees for the Merger of Lake Stevens Fire into Snohomish County Fire District No. 7

Chief O'Brien commented we have advertised that we are seeking both pro and con committees for the merger of Lake Stevens Fire into Snohomish County Fire District No. 7, and we have not received any con applicants. We did receive three applicants for the pro committee. We are asking the Commissioners to consider approving all three applicants: Mayor John Spencer, Gary O'Rielly and Lance Morehouse.

Motion to appoint Mayor John Spencer, Gary O'Rielly and Lance Morehouse to a pro committee for the merger of Lake Stevens Fire into Snohomish County Fire District No. 7.

Motion by Chairman Elmore and 2nd by Commissioner Gagnon.

Vote Passed, Vice Chair Steinruck is an excused absence.

Resolution 2019-06 Changing Regular Meeting Schedule

This resolution changes our May 23 Joint Commissioner Meeting to Tuesday, May 28 as discussed at last week's Joint Commissioner Meeting.

Motion to adopt Resolution 2019-06 Changing Regular Meeting Schedule as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck is an excused absence.

NEW BUSINESS

Discussion

None

Action

None

CHIEF'S REPORT

Sno-Isle Commissioner Meeting

The next Sno-Isle Commissioner Meeting is scheduled for 7:30pm Thursday, May 2 at the Snohomish District 4 HQ Station.

Paramedic Testing Update

Last week we combined our paramedic testing process with Fire District 7; and we had one candidate who did an excellent job – Firefighter David Albert. There will be one candidate from Lake Stevens and one from Fire District 7 going to Harborview Paramedic training.

CFSI in Washington D.C.

Chief O'Brien mentioned CFSI was an excellent experience. Fire chiefs from around the country attended the conference and we had a chance to meet with legislative staff. It was a great opportunity to network.

Upcoming Conferences

The annual WFC Conference is coming up during the week of May 20 and the WFC Chelan Seminar is coming up on June 1.

Chief O'Brien mentioned the North County Recruit Graduation Ceremony is this month and he is looking forward to speaking at the ceremony.

The next Joint Commissioner Meeting scheduled for 5pm Tuesday, May 28 at the Fire District 7 Station 31 Training Room located at 163 Village Court, Monroe, WA 98272.

GOOD OF THE ORDER

Commissioner Gagnon commented it is good to have a citizen join us for our meeting this evening; and he welcomed Assistant Chief from Everett. He thanked our first responders for all they do; and commented it's exciting to hear about our water rescue program. He also thanked the staff for all they do.

Chairman Elmore thanked everyone for their efforts and commented he appreciates the team effort. He has met with Fire District 7 regarding policies; and they plan to meet further with Chief Silva to most likely pare our policies down a bit with the best interest of the employees at heart.

EXECUTIVE SESSION

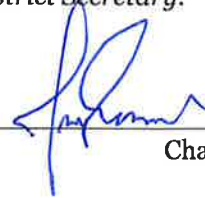
At 1800 hours Chairman Elmore requested an executive session to review the performance of a public employee pursuant to RCW 42.30.110 (1) (g) for 15 minutes with no expected action to follow. Executive session included Chairman Elmore, Commissioner Gagnon, and Chief O'Brien. At 1815 hours Chairman Elmore announced to the public that the executive session would be continued for an additional 50 minutes.

Chairman Elmore reconvened the open public meeting at 1905 hours and there was no action taken. The open public meeting moved forward with adjournment.

ADJOURNMENT

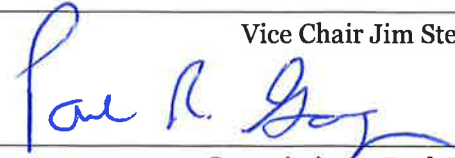
Motion to adjourn the meeting at 1905 hours.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Passed, Vice Chair Steinruck is an excused absence.

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