

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 6, 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, Firefighter Petersen, Firefighter Rhoades, Firefighter Rumann, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien added the topic of MOU 2019-02B SSCFTA to New Business Discussion.

MINUTES

Minutes 19-05-28

Motion to approve the May 28, 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 June 4, 2019 in the total amount of \$109,581.64 as submitted.
Motion by Vice Chair Steinruck and 2nd by Commissioner Gagnon.
Vote Unanimous.

Motion to approve Capital Replacement Voucher dated June 4, 2019 in the total amount of \$817.79 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Unanimous.

Expense Line Item Review Summary & Reports

Director of Finance & Administration Leah Schoof noted there are no new additions for this summary report.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we had a great retreat last week with our Cultural Integration Team, with 15 people in attendance. We focused on building relationships and Dr. Pat Sikora was there to facilitate. They are calling it a new creation rather than a merger and they have filled the following positions: Lundquist is the Chair, Boswell & Eagle are Co-Chairs, and Melissa & Chris are Co-Secretaries.

Chairman Elmore commented we had a very productive Commissioner Workshop in Chelan with our Commissioners and Fire Chiefs.

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

Chief O'Brien commented we have no new news; we are progressing along with a potential October closing date.

Policy

Chief O'Brien commented both our Operations Team and Admin Team are reviewing policies.

Director of Finance & Administration Leah Schoof commented we have revamped our current policies #701 Fixed Asset/Inventory System and #702 Surplus Property. Both policies have been sent to our Legal Counsel Brian Snure for review; please let us know if you have any comments or concerns.

Chairman Elmore asked about small asset tracking.

Deputy Chief/Fire Marshal Messer commented we had been using FDM, and recently switched over to Asset Tiger which is the same program the City of Lake Stevens uses. We are still working on loading everything into the system.

Action

None

NEW BUSINESS

Discussion

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

Chief O'Brien commented we will be sending both Nate Dillon and Jerry Aamold to the summer recruit academy in July to help instruct our seven firefighter hires and the other recruits. Chief O'Brien commented he is planning to sign MOU 2019-02B SSCFTA, unless the Commissioners have any concerns.

Motion to authorize the Chief to sign MOU 2019-02B South Snohomish County Fire Training Academy – Company Officer Assignment as submitted.

Motion by Commissioner Gagnon and 2nd by Vice Chair Steinruck.

Vote Unanimous.

Action

None

CHIEF'S REPORT

Captain Testing Process

Chief O'Brien commented we are interviewing candidates this week for four Captain positions.

Thank You

Chief O'Brien thanked everyone for their hard work.

Health & Safety Fair

Our Health & Safety Fair is coming up this Saturday, June 8 from 10am – 2pm. We received confirmation this week that Walmart is donating 800 hotdogs to our event, and thank you to the LS Lions Club for serving these up. We hope you can join us!

The next Joint Commissioner Board Meeting is scheduled for 5pm Thursday, June 27 at the Fire District 7 Station 31 Training Room in Monroe.

Vice Chair Steinruck mentioned he will be unable to attend the June 27 Joint Commissioner Meeting.

GOOD OF THE ORDER

Vice Chair Steinruck thanked everyone for their efforts.

Commissioner Gagnon thanked everyone for their hard work.

Chairman Elmore commented this is such a great organization; he always hears positive feedback about our interactions with others. He thanked everyone for their efforts.

Chief O'Brien congratulated Commissioner Troy Elmore on his recent promotion to Battalion Chief of Training with the Mukilteo Fire Department. His promotion ceremony is scheduled for 7pm Monday, June 17 at the Mukilteo City Hall.

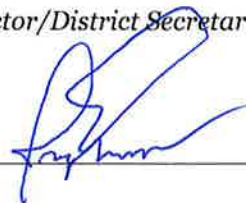
EXECUTIVE SESSION

None

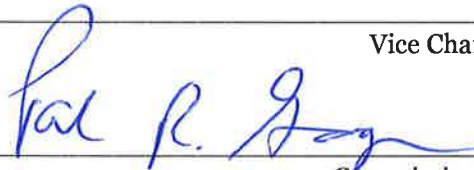
ADJOURNMENT

Motion to adjourn the meeting at 1748 hours.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
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