

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

July 16, 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 via conference call, Commissioner Gagnon, Chief O'Brien, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, and Communications Director/District Secretary Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief O'Brien requested the topic of Fire Station 84 under Old Business Discussion.

MINUTES

Minutes 19-06-27

Motion to approve the June 27, 2019 Commissioner Meeting minutes as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Gagnon.
Vote Passed, Vice Chair Steinruck abstained as he was not present at the June 27 meeting.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers dated July 3, 2019 in the total amount of \$98,677.26 as submitted.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Unanimous.

Motion to approve Capital Initiative Voucher dated July 3, 2019 in the total amount of \$264.00 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 commented we have one item added to the line item review summary, the Awards Banquet and Retreat. We anticipated that this would go over and we have budgeted accordingly for next year.

CORRESPONDENCE

Thank You for Your Service

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we are finishing our merger proposal presentations with the community. We had three community members join us at last night's meeting, and all were very supportive of the merger. Last week we met with the Kiwanis and our presentation was well received. This week we look forward to also meeting with the Lake Stevens Senior Center. We will be available, if there are other groups who would like to meet with us regarding the merger.

We have started member swaps with Fire District 7 for a month at a time. We are trying to match members up job for job and it is going well. We have also appreciated help from Fire District 7 with our overtime coverage.

LAKE STEVENS
FIRE

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"Touching Lives Today ~ Planning for Tomorrow"

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

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Action

Fire Training Facility Use Agreement

Chief O'Brien commented this agreement is simply for the use of the Snohomish Fire District 4 Training Tower and grounds. We are waiting for a couple simple corrections from Chief Simmons.

Motion to authorize the Chief to sign the Fire Training Facility Use Agreement contingent upon approval from legal counsel.

Motion by Commissioner Gagnon and 2nd by Chairman Elmore.

Vote Unanimous.

NEW BUSINESS

Discussion

Operations Shift Start Time Memorandum of Understanding

Chief O'Brien commented this MOU is aligning with Fire District 7 by changing our start time from 9am to 8am.

MSO Debit Time Memorandum of Understanding

Chief O'Brien commented this MOU essentially updates the debit hours system for our MSO.

Captain of Training & Driver Operator Memorandum of Understanding

Chief O'Brien commented this MOU takes our Battalion Chief of Training position and converts it to a Captain of Training. This also aligns us with Fire District 7. It also creates 12 driver operator positions in Lake Stevens, and helps set up our members to be driver operators in the new district.

Temporary Lake Stevens Fire Office

Deputy Chief/Fire Marshal Messer commented he has been working with Lawhead to put together a plan for a trailer at Fire Station 82. We have finished the legal assessment; and we are waiting on the final lease agreement and final pricing. We will then be ready for a final presentation; we are very close to having this done. Essentially it will cost us \$40,000 for 2019; and then \$4,800 per month in 2020.

Chief O'Brien commented the goal is to have a HQ storefront in Lake Stevens for at least a year or two.

Fire Station 84

Deputy Chief/Fire Marshal Messer reviewed the site plan for the proposed Fire Station 84 and two-story administration building which could potentially accommodate 35 offices. We are ready to move forward with the pre-application process; presenting our packet to the City and asking for their thoughts.

Chief O'Brien commented we would like to continue to keep moving this forward.

Deputy Chief/Fire Marshal Messer commented this process will let us know what else we need to do.

Chief O'Brien commented this is a consideration for the future HQ for the new district. We continue to work through the details. There may still be room to grow; and most likely the Battalion Chief would be relocated at Fire Station 82 or possibly Fire Station 84.

Action

Resolution 2019-07 Providing for the Submission of Merger Approval

Chief O'Brien commented our Legal Counsel Brian Snure has reviewed Resolution 2019-07 and included specific language that allows the Chief to withdraw the Resolution without further action of the Board if the voters approve the merger in August.

Motion to adopt Resolution 2019-07 Providing for the Submission of Merger Approval as submitted.

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

Vote Unanimous.

Director of Finance & Administration Leah Schoof commented the District will be posting for both pro and con committees in our HQ downstairs lobby area through August 26.

CHIEF'S REPORT

July 4 Updates

Chief O'Brien commented we increased our staffing to 20 for the 4th of July holiday and we had two members from Fire District 7 helping us out. We had the following types of calls on the 4th:

- 5 EMS calls
- 1 non-injury motor vehicle accident
- 1 motor cycle accident fatality
- 1 fireworks related call
- 1 fire in Snohomish
- 4 various calls outside of Lake Stevens

Paramedic Graduation

Paramedic Nadia Kukhotskaya's graduation is scheduled for Saturday, July 27 at 11:30am. Please let Deputy Chief Huff know if you would like to attend the ceremony at the University of WA and we can make plans to carpool.

Guns 'n Hoses Softball Challenge & BBQ

5:30pm BBQ & 6pm Game Time this Thursday, July 18

There will be free hotdogs while they last and we will be collecting donations of peanut butter for the Lake Stevens Food Bank.

Aquafest & Firefighters' Pancake Breakfast

Our Annual Firefighters' Pancake Breakfast is scheduled for Saturday and Sunday, July 27 & 28 from 6am – Noon at the downtown fire station.

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, July 25 at the LSF Conference Center located at 10518 – 18th Street SE, Lake Stevens, WA.

GOOD OF THE ORDER

Vice Chair Steinruck thanked everyone for all they do.

Commissioner Gagnon thanked everyone for their efforts.

Chairman Elmore thanked everyone for their work and congratulated the Lake Stevens Fire and Fire District 7 members who were recently promoted.

EXECUTIVE SESSION

At 1805 hours Chairman Elmore called for 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, Vice Chair Steinruck, Commissioner Gagnon, Chief O'Brien, Deputy Chief/Fire Marshal Messer, and Director of Finance & Administration Leah Schoof.

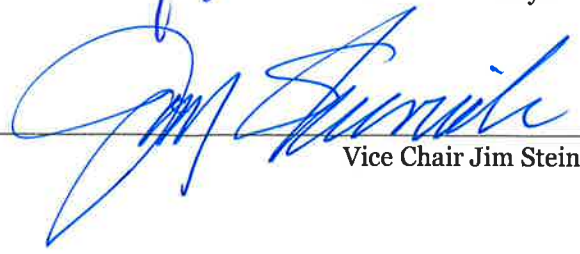
Chairman Elmore reconvened the open public meeting at 1820 hours and the meeting moved forward with Adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1820 hours.
Motion by Commissioner Gagnon and 2nd by Chairman Elmore.
Vote Unanimous.



Chairman Troy Elmore



Vice Chair Jim Steinruck



Commissioner Paul Gagnon

Chief Kevin K. O'Brien