

**Board of Fire Commissioners**  
**Special Meeting Minutes**  
1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 20, 2019

1730 hours

**CALL TO ORDER**

Chairman Elmore called the meeting to order at 1730 hours.

**PLEDGE OF ALLEGIANCE**

**ATTENDANCE**

Present: Chairman Elmore, Vice Chair Steinruck, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Director of Finance & Administration Leah Schoof, President/Captain Keith Terry, Firefighter Mike Snyder, Firefighter Alex Fatkin, and Communications Director/District Secretary Laana Larson.

Commissioner Gagnon is an excused absence.

**MINUTES**

**Minutes 19-08-01**

Motion to approve the August 1, 2019 Commissioner Meeting minutes as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Chairman Elmore.  
Vote Passed, Commissioner Gagnon is an excused absence.

**FINANCIAL REPORT**

**Investment Report**

**Vouchers**

Motion to approve Expense Vouchers dated August 14, 2019 in the total amount of \$83,103.98 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Chairman Elmore.  
Vote Passed, Commissioner Gagnon is an excused absence.

Motion to approve Strategic Fund Voucher dated August 14, 2019 in the total amount of \$4,888.82 as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Passed, Commissioner Gagnon is an excused absence.

**Payroll**

Motion to approve the August 2019 Payroll in the total amount of \$656,004.75 as submitted.  
Motion by Vice Chair Steinruck and 2<sup>nd</sup> by Chairman Elmore.  
Vote Passed, Commissioner Gagnon is an excused absence.

**Expense Line Item Review Summary & Reports**

Director of Finance & Administration Leah Schoof commented we have added one item to this report, travel expense for fire operations.

**CORRESPONDENCE**

Thank You from Aquafest Boat Parade  
Thank You from Aquafest AquaRun  
Thank You for Service  
Thank You from PStrax

## **OLD BUSINESS**

### **Discussion**

None

### **Action**

None

## **NEW BUSINESS**

### **Discussion**

#### **Policy 217 Procurement & Purchasing**

Director of Finance & Administration Leah Schoof commented we have been informed of the new bid law by legal counsel Brian Snure and this policy revision will make us more efficient. This draft Purchasing and Procurement Policy is simply for first review. We hope to submit this for approval at the first Commissioner Meeting of September.

### **Action**

#### **MOU 2019-02C Snohomish County Fire Training Academy – Company Officer Assignment**

Deputy Chief Huff commented this is the same MOU we have used for all academy CO's to date and it has been reviewed and approved in the past by legal counsel Rich Davis. The only changes are to the dates and selection process. With this MOU in place, the last four promoted captains will have served as CO.

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

Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.

Vote Passed, Commissioner Gagnon is an excused absence.

## **CHIEF'S REPORT**

### **WFOA Annual Conference**

The WFOA Annual Conference is scheduled for October 24-26 at the Tulalip Resort. Please let us know if you would like to be registered.

Both Vice Chair Steinruck and Chairman Elmore are planning to attend.

### **Recruit Class Graduation 2019-02 Update**

The Recruit Class Graduation Ceremony was held 6pm Friday, August 16 at the Lynnwood High School Theater. Deputy Chief Huff thanked Chief Meek who did the pinning of badges.

### **Recruit Post Academy**

Deputy Chief Huff commented the Recruit Post Academy will run through September 12, and then they will go on shift work the week of September 16.

### **Dedicated Aid Car**

Deputy Chief Huff commented our Dedicated Aid Car will transition from daytime staffing only to 24/7 staffing at Station 82 on September 16.

Captain Keith Terry confirmed the dedicated aid car has been an awesome help.

### **National Night Out Update**

Deputy Chief Huff commented National Night Out was another great evening connecting with families over at the Trestle Station on August 6. He thanked both LSF and Fire District 7 members for helping us staff the event. Both Fire Chief O'Brien & Police Chief Dyer enjoyed visiting with a number of neighborhood block parties as well.

### **Water Safety Day Camp Update**

Deputy Chief Huff commented the Water Safety Day Camp was another great partnership with Fire District 7, and he thanked Heather Chadwick and all involved. Twenty youth (ages 6-12) had a great day learning about water safety at Lundeen Park on August 8.

### **Coffee with the Chiefs**

The next Coffee with the Chiefs is scheduled for 11am Wednesday, August 28 at the Lake Stevens Senior Center.

**Earthquake Preparedness Workshop**

We will be partnering with Snohomish County Department of Emergency Management and Lake Stevens Police on an Earthquake Preparedness Workshop for the community. This workshop is scheduled for 6pm Thursday August 29 at the Conference Center and it is free for the community.

**Community Back to School Event**

This year's Back to School Event will be hosted by the Hungry Hearts Foundation and it is scheduled for Saturday, August 24 at Calvary Chapel. We will have a booth present to connect with families.

**First Day Back to School**

We are planning to have a presence at our schools on the first day back to school, Wednesday September 4<sup>th</sup>, at all seven elementary schools and Cavelero Mid High. We will help direct traffic and welcome students to their first day of school.

**GOOD OF THE ORDER**

Vice Chair Steinruck commented we appreciate everyone and all they do. He also commented we are thankful for the positive vote with the merger and thanked all who helped communicate our message to make this possible.

Chairman Elmore thanked everyone for doing a great job. He commented this is an impressive organization and the work that went into the merger is greatly appreciated.

Vice Chair Steinruck confirmed the next Commissioner Meeting is scheduled for 5:30pm Thursday September 5 at the HQ Board Room and the Joint Commissioner Retreat is scheduled for September 28-30.

**EXECUTIVE SESSION**

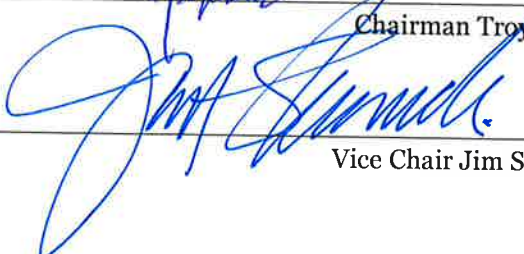
None


**ADJOURNMENT**

Motion to adjourn the meeting at 1749 hours.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Vice Chair Steinruck.  
Vote Passed, Commissioner Gagnon is an excused absence.

*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