

Board of Fire Commissioners Draft Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

September 5, 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, Chief O'Brien, Deputy Chief Huff, Deputy Chief/Fire Marshal Messer, Captain Keith Terry, Firefighter Mike Snyder, Fire District 7 Firefighter and Communications Director/District Secretary Laana Larson.

Excused Absence: Commissioner Gagnon

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 19-08-20

Minutes 19-08-22

Motion to approve the August 20 and August 22, 2019 Commissioner Meeting minutes as submitted.
Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Passed, Commissioner Gagnon is an excused absence.

FINANCIAL REPORT

Vouchers

Motion to approve the Expense Vouchers dated August 28, 2019 in the total amount of \$33,260.07 as submitted.
Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Passed, Commissioner Gagnon is an excused absence.

Motion to approve Capital Initiative Voucher dated August 28, 2019 in the total amount of \$3,249.65 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Passed, Commissioner Gagnon is an excused absence.

Motion to approve Strategic Fund Voucher dated August 28, 2019 in the total amount of \$400.00 as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Passed, Commissioner Gagnon is an excused absence.

CORRESPONDENCE

None

OLD BUSINESS

Discussion

Merger with Fire District 7

Chief O'Brien commented we have our crews working together, our executive staff working together, and training is working together to make this happen. We are looking forward to our Board Retreat at the end of the month.

LAKE STEVENS
FIRE

Phone: 425.334.3034
Fax: 425.334.6981
www.lsfire.org

"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

Chief O'Brien commented in the effort of bringing us together, we might want to consider Joint Commissioner Meetings starting in October. We have the transfer of this building coming up in November or December; and it might be good to consider a Fire District 7 facility. He asked if the Commissioners would please think about this.

Chairman Elmore commented he expected this would go into effect soon.

Vice Chair Steinruck confirmed we would still have separate meetings for regular business and then the Joint Meeting. He also asked that the Commissioners receive an agenda prior to the Board Retreat.

Chief O'Brien commented the Board Retreat will be starting at Noon on Saturday and we will work until dinner; Day 2 will be a full day; and Day 3 will be just Monday morning with plans to leave right after lunch. We are working on the agenda with Dr. Pat Sikora and our main goal is to bring the Boards together. We will talk about culture, the organizations, Board responsibilities, and the direction the Board wants to go. We will talk about the why and the who, with the main goal of working together.

Vice Chair Steinruck asked if we could include an update from the CIT team.

Chief O'Brien commented we will be asking for a CIT representative to attend a portion of the retreat to give a report and be available to field some questions.

Vice Chair Steinruck asked if we might also discuss the topic of how many Commissioners the new district will have, along with the new name of our organization.

Chief O'Brien commented Dr. Pat Sikora specializes in naming and branding organizations, and she would like to help us with this. We are also working with her on scheduling a couple visits, possibly one in November and then a more in depth visit in February. Receiving her help along the way will help us continue on a successful path with a true blending of our teams and working with the Union in a successful manner.

Chairman Elmore commented he will be arriving late on the first day, as he just found out he has been accepted into an academy in Seattle for work.

Chief O'Brien also commented he recently had a great meeting with the Union leadership regarding the merger, it was very positive.

Fire Station 84

Deputy Chief/Fire Marshal Messer distributed a draft contract for AESI. Now that the lot is cleared out, we want to perform the geotechnical exploration; and the cost will be \$8200 to complete four subsurface exploration borings on site.

Chief O'Brien commented we are doing our best to estimate costs in the most accurate way possible.

Deputy Chief/Fire Marshal Messer confirmed Legal Counsel Brian Snure has reviewed the contract.

Chief O'Brien distributed updated information for the S84 project with estimated costs. This is just for the site and the building, as it does not include the furniture. We are working on the signage for the property.

Vice Chair Steinruck asked if the sale of the buildings included the furniture in the negotiations and Chief O'Brien didn't think the sale included the furniture.

Motion to authorize Chief to sign the AESI Consultant Agreement as submitted, not to exceed \$8,200.

Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.

Vote Passed, Commissioner Gagnon is an excused absence.

Temporary Lake Stevens Fire Office

Chief O'Brien commented we have encountered some challenges as we plan for the temporary Lake Stevens Fire office.

Deputy Chief/Fire Marshal Messer commented in review of the site's preliminary costs the project is estimated at \$223,000. Trucking is going to be a huge issue. We are considering additional properties that might meet our needs during this time of transition.

Chief O'Brien commented we have communicated to the City that we would appreciate closing at the end of the year; or possibly lease the building until the end of the year. This may also work out better for them with their bond funding.

Action

Captain of Training & Driver Operator MOU

Chief O'Brien commented this MOU has been approved by the Union. It helps align training leadership and Driver Operator positions with Fire District 7. The following are key components of the MOU:

- The MOU adjusts the LSF BC of Training to Captain of Training
- 12 Driver Operator positions are established for LSF personnel
- There has been a specialized Driver Operator class administered to LSF personnel
- An examination will be held soon to establish an eligibility list for the Driver Operator Candidates
- We plan to appoint the positions by November 1, 2019.
- The budget impact to the program is expected to be approximately +\$30,500 annually.

Motion to authorize Chief to sign the Captain of Training & Driver Operator MOU as submitted.
Motion by Vice Chair Steinruck and 2nd by Chairman Elmore.
Vote Passed, Commissioner Gagnon is an excused absence.

Chief O'Brien thanked Captain Keith Terry and the Union for their hard work on this.

NEW BUSINESS

Discussion

Concurrent Merger Resolution

Chief O'Brien commented with the approval of the merger of Lake Stevens Fire into Fire District 7, we now have a Concurrent Merger Resolution ready for review. This same resolution will be seen by Fire District 7 Commissioners at their next meeting. We would like the Boards to approve this resolution at a Board Meeting in October.

Action

Policy 217 Procurement and Purchasing

Chief O'Brien commented we have revised our current procurement and purchasing policy to include the recent revisions to the statutory bid law thresholds applicable to fire protections districts and Legal Counsel Brian Snure has reviewed.

Motion to adopt Policy 217 Procurement and Purchasing as submitted.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Passed, Commissioner Gagnon is an excused absence.

CHIEF'S REPORT

- Thank you to the crews for helping out on the first day of school.
- Training Consortium Academy starts on Monday, and Captain Defenbaugh will be company officer.
- We had a good Coffee with the Chiefs on August 28 at the Senior Center.
- Our new firefighters start shift on September 16th, and Aid 82 will be in service 24/7.
- Thanks to DC/FM Messer for coordinating the Earthquake Preparedness Workshop.
- The September 11 Remembrance Service is scheduled for 10am, Wednesday, September 11 at Station 81 Downtown Lake Stevens.

The next Joint Commissioner Meeting is scheduled for 5pm Thursday, September 26 at the LSF Conference Center located at 10518 – 18th Street SE, Lake Stevens.

GOOD OF THE ORDER

Vice Chair Steinruck thanked the crews for all they do, and thanked the staff for all they do as well.

Chairman Elmore thanked admin and everyone on the line, along with our new partners at Fire District 7. He commented we have a lot of movement coming up and he has been very pleased with the process. This is a great thing we are doing and it will be great for our community.

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, and Chief O'Brien. At 1820 hours Chairman Elmore announced to the public that the executive session would be continued for an additional 32 minutes.

Chairman Elmore reconvened the open public meeting at ^{18:52}1952 hours and the meeting moved forward with Adjournment. _{7/2}

ADJOURNMENT

Motion to adjourn the meeting at 1952 hours.
Motion by Chairman Elmore and 2nd by Vice Chair Steinruck.
Vote Passed, Commissioner Gagnon 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