

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

June 17, 2010

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0935 hours.

ROLL CALL

Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, Chief Faucett, DC Lingenfelter, BC Huston, Guest Leah Grassl, Guest Kim Grassl, Council Member Kathy Holder, and Laana Larson.

ADDITIONAL AGENDA ITEMS

Station 82 Pictures

BC Huston and the firefighters worked with Leah Grassl on developing some pictures for Station 82. Leah Grassl presented her artwork and hopes the crews will enjoy them. Chief Faucett thanked Leah Grassl for her hard work and commented we are extremely proud of what she has done.

MINUTES

Minutes 10-06-03

Motion to approve the June 3, 2010 Commissioner Meeting minutes with clarification.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1006029 through 1006077 in the total amount of \$62,863.43 as submitted.
Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.
Vote Unanimous.

Motion to approve Foster Press Voucher 1006078 in the amount of \$182.05 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Lorentzen.
Vote Passed. Commissioner Foster abstained.

Payroll

Motion to approve June 2010 Payroll in the total amount of \$350,627.09 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Expense Report

Commissioner Lorentzen asked about the MJ Neal & Associates expense and whether it should be taken out of a capital line item.

Chief Faucett agreed and will ask Leah Schoof to move this item over to a capital line item.

CORRESPONDENCE

Thank You Firefighters' Association for Sponsoring Little League
Letter from Lake Connor Park Volunteer Support Team

OLD BUSINESS

Discussion

None

Action

Resolution 2010-06 Voucher Approval Process

This topic was tabled until the next Commissioner Meeting.

NEW BUSINESS

Discussion

None

Action

Resolution 2010-05 Risk Management Insurance

Chief Faucett commented DC Lingenfelter and Leah Schoof have been working on this resolution. This will be at least a \$10,000 savings for us. Both MacIvennie and Enduris are quality companies to work with. Our current company was told this would be a competitive bid process so that they would be encouraged to give the best rate possible, as we have been with them for a long time. Chief Faucett made the recommendation that we change to Enduris.

DC Lingenfelter commented we won't see the cost savings until after the first year.

Motion to approve Resolution 2010-05 Risk Management Insurance to switch to Enduris as submitted.
Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.
Vote Unanimous.

Chairman Elmore thanked the staff for the work that went into this process.

Personnel Job Descriptions & Contracts

Chief Faucett commented the job descriptions for Office Assistant II & Public Educator have been modified and the job description for Office Assistant I is a new description.

Motion to approve job descriptions for Office Assistant I, Office Assistant II, and Public Educator as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Motion to approve all three contracts including Office Assistant I Contract for Brandie Reece, Office Assistant II Contract for Rosie Richmond, and Public Educator Contract for Alison Caton as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

5116 SLC II, LLC Signage Agreement

This will grant Patrick McCourt the easement to the sign, however we still own the sign and we power it. Patrick McCourt will be expected to give us a check for \$4000 prior to our signing the agreement. In exchange for powering the sign, we will get the top two panels of the sign for Lake Stevens Fire.

Motion to authorize Chief to sign the 5116 SLC II, LLC Signage Agreement initiated on December 3, 2009 and as submitted after receipt of the \$4000 from Patrick McCourt.
Motion by Commissioner Foster and 2nd by Commissioner Lorentzen.
Vote Unanimous.

The next regular Commissioner Meeting is scheduled for Thursday, July 1st at 9:30am at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

There will be a Special Joint Commissioner Meeting scheduled for Wednesday, July 7th at 7pm at the Conference Center located at 10518 – 18th Street SE, Lake Stevens.

CHIEF'S REPORT

Prevention Report prepared by FM Robert Marshall

Executive Search Update

Chief Faucett commented we will be going through the testing process today and tomorrow with the final four candidates for our Deputy Chief position. Tonight will be a reception for department members at the Conference Center. Chief Faucett thanked Laana Larson and Lane Youngblood for working through all the details of this process.

Chapel Hill Update

We have had a couple offers and we are still working through the process. The current offer is contingent on their current place selling.

Professional Building Update

We are still on target with the architects to divide up the rooms as discussed. Allstate has done a soft move in upstairs. Their contract should be delivered tomorrow and we will bring it to the next Commissioner Meeting. Allstate will be using the upstairs area while we make the necessary modifications downstairs. Allstate received a better dollar value because they were the first ones to move in.

Captain & BC Promotional Status

We went through the oral board process and the assessors did not recommend promotion for either position. Chief Faucett commented he spoke with the Union representatives and they understand the process. We are working with them on the next step. Chief Faucett commented he is committed to working with people within our organization and this will be a growing pain for our organization.

DC Lingenfelter commented it is good to see the Union leadership understands the process.

Chief Faucett commented we called in two Deputy Chiefs and an Assistant Chief from Snohomish County for the testing process. Our candidates want to be credible and through these times we are going to learn.

Chairman Elmore offered funding from the Commissioners' Contingency Fund if needed for department training.

Chief Faucett assured the Commissioners that we are going to work through this.

Health & Safety Fair

Chief Faucett commented we had 27 booths participate this year. Over 300 people attended and over 60 people went through the Mobile Health Unit. It was a successful event and thank you to Laana Larson and Alison Caton for making it happen.

Wellness Program

Chief Faucett commented it is exciting to see everyone participate in the Wellness Program. He hopes that as everyone participates they are recognizing their personal fitness levels, as it is different for each individual. Administration is also working out twice a week.

Chairman Elmore asked about the safety stand down and whether Lake Stevens Fire would be participating.

GOOD OF THE ORDER

Chairman Elmore thanked everyone for their efforts and appreciates that we are running things more efficiently. He is very excited to meet the Deputy Chief candidates this evening at the reception. He also thanked Leah Grassl for her artwork.

Commissioner Lorentzen thanked Leah Grassl for her artwork. He also thanked Laana Larson for working through the details of the Health & Safety Fair.

Commissioner Foster also thanked Laana Larson for her efforts in making the Health & Safety Fair a success.

EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1112 hours.
Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.
Vote Unanimous.

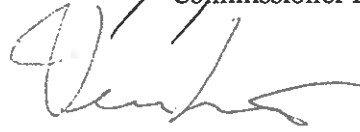
Minutes respectfully submitted by Laana Larson, Communications Director.



Chairman Troy Elmore



Commissioner Dan Lorentzen



Commissioner Vern Foster