

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

May 20, 2010

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0935 hours.

ROLL CALL

Chairman Elmore, Commissioner Foster, Chief Faucett, DC Lingenfelter, BC Huff, Leah Schoof, President Mike Eagle, Council Member Kathy Holder and Laana Larson. Commissioner Lorentzen was an excused absence.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 10-05-06

The May 6, 2010 Commissioner Meeting minutes were tabled as Commissioner Lorentzen was not present to approve and Chairman Elmore was not present at the May 6, 2010 meeting.

FINANCIAL REPORT

Investment Report

Vouchers

Motion to approve Expense Vouchers 1005046 through 1005104 in the total amount of \$130,532.36 as submitted.
Motion by Commissioner Foster and 2nd by Chairman Elmore.
Vote Passed. Commissioner Lorentzen was an excused absence.

Motion to approve Capital Voucher 1005002 in the amount of 4,939.25 as submitted.
Motion by Commissioner Foster and 2nd by Chairman Elmore.
Vote Passed. Commissioner Lorentzen was an excused absence.

Payroll

Motion to approve May 2010 Payroll in the total amount of \$346,258.67 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Foster.
Vote Passed. Commissioner Lorentzen was an excused absence.

Expense Report

Chief Faucett explained our unemployment line item is overdrawn as the duration of unemployment has been extended by the State.

Chairman Elmore requested information on who we are paying unemployment for and Leah Schoof will give him the details.

Chief Faucett also explained that our IT invoices will now be paid annually so that the second half doesn't carry over into the next year, which is why this line item is overdrawn this year.

Board of Volunteer Firefighters Claim Form

Chairman Elmore signed the claim form.



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"Touching Lives Today ~ Planning for Tomorrow"

Fire Commissioners:
Troy Elmore, Dan Lorentzen, Vern Foster
Fire Chief Gary L. Faucett

1825 South Lake Stevens Road
Lake Stevens, WA 98258

Certified Annual Financial Report

Leah Schoof commented each year we are required to submit a certified annual financial report to the State Auditor's office. Prior to submission of this report she reviewed it in detail with Chief Faucett and there were four primary areas of review.

- The Notes Area including compensated absences, investments as compared to the county reports, and financial accounts as compared to the county reports and bank statements.
- The Resources and Uses Statement which is a Summary of Revenue and Summary of Expense in BARS for each fund and verifies the annual beginning and ending balances match to the county.
- Schedules 4 and 5 in reference to the Resources and Uses Statement including information on grants (and referenced Notes to the Grants) and Labor Consultant.
- Financial Report including summary of expense/revenue to the District's adopted budget.

Leah Schoof concluded we submitted the report and have received back a confirmation of submission as well as an acceptance report from the State Auditor's office noting the report was on-time and included all the necessary information.

Leah Schoof also commented we are reviewing other companies to see if there could be a cost savings regarding our Risk Management Insurance. She will be putting together a recommendation for the Commissioners.

CORRESPONDENCE

Thank You for Service

Thank You for Fire Service

Thank You for Visiting Our Class

OLD BUSINESS

Discussion

Aquafest Fireworks

The letter of response has been tabled until the next Commissioner Meeting.

Facilities Update

- **Professional Building Update**

Chief Faucett commented the furniture has been moved out and the office space has been cleaned. We are still considering whether we will replace the carpet or not. We are currently working with the architect to get permits for building the inside walls. Our first tenants are looking at a potential July 1st move in date.

- **District Signage**

Chief Faucett commented the tall sign by the driveway off South Lake Stevens Road will stay where it is and the top two panels will be for Lake Stevens Fire. The smaller sign will be placed on the other side of the driveway for the tenants occupying the Professional Building. We are also still working on signage for the Conference Center, although the city has said we can't have more than one sign on our property. Chief Faucett will talk with the city to try and find a solution. The architect is also working with DC Lingenfelter and Mike Frymire regarding signage for the remaining stations throughout the District.

- **S81 Update**

Chief Faucett commented the architect is bringing in engineers on Friday to look at the current status of the electrical, civil, and mechanical. They will do an assessment and give a report on their recommendations. We will be careful not to spend any more than we have to as we consider our long range plans.

- **S81 Fueling**

Chief has asked DC Lingenfelter to stop all fueling at S81 and we are now going to commercial vendors.

DC Lingenfelter commented plans are to fuel diesel apparatus at Pacific Pride. The challenge is the generator runs off that S81 diesel tank. Possibly we could exchange it for a smaller tank.

Chairman Elmore commented if we end up in a disaster situation all the pumps will be shut down, and we should consider talking with a station in town so that if a disaster were to happen we know we could still get fuel.

Chief Faucett commented we will continue to look into this.

President Mike Eagle suggested the Machias Grocery would be worth looking into.

District Vehicles

Chief Faucett commented four staff vehicles have been ordered on state bid and they are Ford Escapes. Our plan will be to surplus the red van.

Chief Faucett mentioned BC Huff and DC Lingenfelter are looking into acquiring a new medic unit.

BC Larry Huff commented GM shut down their factory in 2009 and they no longer make the model we purchased last. International is making a mid size vehicle and we are currently looking into it. The specs look the same as the GMC model and the price is comparable as well. The last color change with the medic unit is going to be the standard for our department in the years to come.

Action

None

NEW BUSINESS

Discussion

Emergency Generators

Chief Faucett commented the architect is working on this as well. We need to get all of our facilities up to par for disaster readiness.

D17 Joint Commissioner Meeting

This joint meeting will be held at District 17 at 7pm on Tuesday, May 25, 2010. The agenda will include the following topics:

- ALS Agreement – Discuss the D17 agreement versus other agencies
- Training – Chief Haverfield has already met with Chief Huff, and he would like to look further into training
- Staffing of S86
- Consolidation Study – Are there some things we can do closer together at this time? If they are interested Chief Faucett would recommend that we bring in a facilitator to help us through the process.

The goal of this joint meeting is to build relationships. Chief Faucett will connect with Chief Haverfield and let him know about the award for Commissioner Steinke.

Action

None

The next regular Commissioner Meeting is scheduled for 9:30am Thursday, June 3, 2010 and located at the HQ Board Room at 1825 South Lake Stevens Road, Lake Stevens.

CHIEF'S REPORT

Prevention Report – FM Marshall

IT Report – Stevens

Executive Search Update

Chief Faucett commented the executive search is going well and the list has been narrowed down to 12 candidates. The company will be conducting the next phase of interviews and then we will narrow it down to potentially the top 5 candidates. The next step of the process will be a two day event including an oral board, a reception open to all department members, psych exams, a district tour and Chief's interviews. We are still finalizing the timeline and hoping to bring the Operations Chief on board early August. This has been an intense process as we are looking for someone to come into our department with credibility as a fire officer.

BC Promotional Process

Chief Faucett commented we always want to hire from within when we can, and he is concerned about having only one person on the BC list and only two people on our Captain list. After a lot of thought, we are going to bring in an oral board for BC Bernethy and if he succeeds in the oral board and Chief's interview, he will be brought in as Battalion Chief. It is paramount that there is credibility with this decision. As Battalion Chief he would be placed on a one-year probation.

Captain Promotional Process

Battalion Chief Larry Huff commented that during the interim the new captain will be allowed to perform both medic and captain duties until the newly hired medic is on board. The oral board will interview the captain candidates and recommend if they should move forward to Chief's interview. There will also be a working assessment center throughout the first year for the successful candidate.

Firefighter Hiring Process

Battalion Chief Larry Huff commented we have an eligibility list to work from and there will be a written test as well as an assessment center as part of the hiring process. The plan is for the new medic to start August 1 and go to the academy. The new medic would then return in November. Sending medics to the academy will definitely benefit them as future officers.

Chief Faucett commented it is important to get the leadership ranks filled, and he has agreed to authorize one additional slot starting July 1 until December 31, for career firefighter overtime. He further agreed the union can try to fill this position however they choose, though it is not a mandatory position. He confirmed the MOU has been signed.

Voice Mail

Chief Faucett will no longer be handling his voice mails. Calls that he is unable to answer will be forwarded to Laana Larson, and if she is unable to answer they will go to a voice mail that she will monitor. She will then forward messages to Chief Faucett.

GOOD OF THE ORDER

Commissioner Foster had no additional comment.

Chairman Elmore commented it is good to see everything moving forward. He is looking forward to the hiring of the new Deputy Chief of Operations and getting back on track with the strategic planning process. He thanked everyone for their time and efforts.

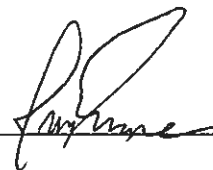
EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1102 hours.
Motion by Chairman Elmore and 2nd by Commissioner Foster.
Vote Passed. Commissioner Lorentzen was an excused absence.

Minutes respectfully submitted by Laana Larson, Communications Director.



Chairman Troy Elmore

Commissioner Dan Lorentzen



Commissioner Vern Foster