

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

January 6, 2011

0930 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 0936 hours.

ROLL CALL

Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, District Secretary/Legal Counsel Brian Snure, Chief Lingenfelter, Leah Schoof, Council Member Kathy Holder, and Laana Larson.

ADDITIONAL AGENDA ITEMS

Chief Lingenfelter added the topics of District 17 Contract regarding Public Education and Remodel Change Orders to Old Business Action.

MINUTES

Minutes 10-12-16

Minutes 10-12-27

Minutes 11-01-03

Motion to approve the December 16, 2010, the December 27, 2010, and the January 3, 2011 Commissioner Meeting minutes as submitted.

Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.

Vote Unanimous.

FINANCIAL REPORT

Vouchers

Motion to approve Expense Vouchers 1101001 through 1101035 in the total amount of \$35,336.86 as submitted.

Motion by Commissioner Lorentzen and 2nd by Chairman Elmore.

Vote Unanimous.

Motion to approve Foster Press Voucher 1101036 in the total amount of \$144.44 as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Lorentzen.

Vote Passed. Commissioner Foster abstained.

Motion to approve Capital Voucher 1101001 in the total amount of \$33,996.24 as submitted.

Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.

Vote Unanimous.

Expense Reports

CORRESPONDENCE

Thank You from Chamber of Commerce

Thank You from Lakeside Community Church

Greetings from Laura Kipp

SECRETARY'S REPORT

No additional comment at this time.

LAKE STEVENS
FIRE

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"Touching Lives Today ~ Planning for Tomorrow"

Fire Commissioners:

Troy Elmore, Dan Lorentzen, Vern Foster

Fire Chief Dave Lingenfelter

1825 South Lake Stevens Road
Lake Stevens, WA 98258

OLD BUSINESS

Discussion

Relationship between Lake Stevens Fire and Getchell Fire

Chief Lingenfelter commented he simply wanted to have the subject available for the Board to discuss in case they had any follow up discussion to Monday's Special Commissioner Meeting with Getchell.

Commissioner Lorentzen commented it was great to meet with their Board again and have the opportunity to update each other with current happenings.

Chairman Elmore agreed it is good to keep communications open between the Boards.

Action

District 17 Contract Public Education

Chief Lingenfelter explained District Secretary/Legal Counsel Brian Snure drafted an inter-local agreement with District 17 regarding Public Education. Chief Lingenfelter further explained he signed the contract knowing he had the support of the Commissioners. Chief Lingenfelter requested ratification of the contract that has been signed.

Motion to ratify the execution of our inter-local agreement with District 17 regarding Public Education.

Motion by Commissioner Foster and 2nd by Commissioner Lorentzen.

Vote Unanimous.

Remodel Change Orders

Chief Lingenfelter commented we have additional change orders regarding the Professional Building remodel for the following amounts: \$1,335; \$748; and \$650. He requested authorization to execute these change orders and also asked for clarification as to whether the Commissioners would prefer to see each change order individually prior to moving forward.

Commissioner Lorentzen commented it is important that Chief be able to move forward and he could keep the Commissioners informed as changes occur.

Chief Lingenfelter asked if the Commissioners would like to put a dollar amount on how much can be approved without prior authorization from the Commissioners.

Commissioner Lorentzen suggested spending up to \$10,000 would be fine.

Motion to authorize Chief to execute change orders up to \$10,000.

Motion by Chairman Elmore and 2nd by Commissioner Lorentzen.

Vote Unanimous.

Chairman Elmore requested we research what we have in policy regarding the matter of change order authorization.

NEW BUSINESS

Discussion

2011 Commissioner Roles

Chief Lingenfelter asked District Secretary/Legal Counsel Brian Snure if we should have it documented in the minutes each year that we have had the discussion to confirm who is in the chair positions for that year. He also asked if the auditor would prefer this.

District Secretary/Legal Counsel Brian Snure confirmed there should be a resolution in place identifying which Commissioner is the Chair as well as the timeframe.

Motion to identify Commissioner Foster as the Vice Chair for 2011.

Motion by Chairman Elmore and 2nd by Commissioner Lorentzen.

Vote Unanimous.

Motion to identify Commissioner Elmore as the Chair for 2011.

Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.

Vote Unanimous.

Motion to adopt Resolution 2011-01 identifying the Commissioners in the roles of Chair and Vice Chair for the year 2011.

Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.

Vote Unanimous.

Action

No additional action items.

CHIEF'S REPORT

Healthcare Update

Chief Lingenfelter commented we are working through the transition to LEOFF Trust.

Chapel Hill Property Update

Chief Lingenfelter confirmed we have closed on the house at 9730 Chapel Hill and it is paid for. We still have one more house to sell.

Granite Falls Contract Update

Chief Lingenfelter commented he is meeting with Chief Haverfield this afternoon to start laying the groundwork for this partnership.

Commissioner Lorentzen thanked Chief Lingenfelter for moving forward with this partnership.

Conference Center Update

Chief Lingenfelter commented the contractor has been considerably behind on the Conference Center and he has been given a completion deadline of two weeks.

Professional Building Update

Chief Lingenfelter commented he recently had a conversation with the owner of the interested restaurant franchise, and the corporate office is the entity that has not yet signed the paperwork. We hope to hear from them soon. Also, North Sound Physical Therapy has plans to move in upstairs during the weekend of the 15th. Revelation Church is currently in the process of moving in downstairs.

HQ Signage Update

The Conference Center sign is up, and Mike Frymire did a great job with this. In reference to the Professional Building sign we are currently accepting bids on refinishing, placement and wiring. Our tenants are requesting additional signage and are we are currently working through the codes to address this issue.

Home Fire Sprinkler Coalition

Chief Lingenfelter announced Lake Stevens Fire will be featured in various magazines (Firehouse, Fire Chief, and Fire Rescue magazines) with regards to the live fire sprinkler demonstration we held back in the fall. It is great to see Alison and Robert recognized for this project.

Strategic Plan Update

Chief Lingenfelter commented his staff met on Tuesday to begin the process of working through our Strategic Plan update. We are expecting a proposal from Waldron & Company representative Janaki Severy next week.

Laana Larson confirmed she has been in contact with our representative Janaki and we hope to see a draft proposal next week. In the meantime, staff has started the process of reviewing our current Strategic Plan, creating a list of community stakeholders and developing an initial order of events we would like to consider as we delve into the strategic planning process.

The next regular Commissioner Meeting is 9:30am Thursday, January 20, 2011 located at the HQ Board Room at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Foster thanked everyone, especially Alison with regards to Lake Stevens Fire being placed in an ad with photos of our live fire sprinkler demonstration. He is looking forward to a great year.

Commissioner Lorentzen thanked everyone for their efforts, and wished everyone a great 2011. He is looking forward to the upcoming Strategic Plan process.

Chairman Elmore commented he is looking forward to a productive 2011, including the Strategic Plan and the energy it brings to the organization. Special thanks to Alison and Robert for their efforts that went into the live fire sprinkler demonstration. He also mentioned he spoke with the Mayor regarding the food bank and clarified with him where we are as a Board and that we still need to determine our plans for the corner property.

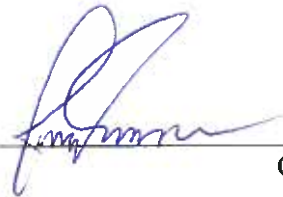
EXECUTIVE SESSION

None

ADJOURNMENT

Motion to adjourn the meeting at 1011 hours.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Minutes respectfully submitted by Laana Larson, Communications Director.



Chairman Troy Elmore



Commissioner Dan Lorentzen

Commissioner Vern Foster