

Board of Fire Commissioners Special Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

November 14, 2011

1800 hours

CALL TO ORDER

Chairman Elmore called the meeting to order at 1800 hours.

ROLL CALL

Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, Chief Lingenfelter, Deputy Chief Huff, Robert Marshall, Leah Schoof, four members of the community, and Laana Larson.

FUNCTIONAL PRIORITIES

Chief Lingenfelter distributed a list of Functional Priorities and asked the community to prioritize the list in order of importance. He requested they turn in their list prior to leaving.

LEVY FUND ANALYSIS

Leah Schoof reviewed the levy funding summary.

Leah Schoof explained the one time funding balance (amount remaining) is part of the strategic budgeting process and is being used to fund the portion of wages, benefits, operational expenses, and capital expenses that our current revenues will not support.

A question was asked whether we spent funding on the Emergency Operations Center or if we rolled over the amount for that line item.

Chief Lingenfelter confirmed it was spent on the purchase of the building. The levy funding was not intended to fund the entire Emergency Operations Center project.

DRAFT 2012 BUDGET

Leah Schoof reviewed the draft 2012 Budget. This included 2011 updates on revenue, expense budget, and capital expenses. We want to eliminate the variables as much as we can; and plan each year in advance.

Ultimately our goals are as follows:

- Operate at a level supported by current revenue
- Increase revenue sources
- Decrease expenses where we can
- Operate using a structured capital replacement plan

Draft expense budgets are currently available for review. The 2012 Budget will be recommended for approval at the regularly scheduled November 17th Commissioner Meeting.

Leah Schoof also mentioned the Levy Ordinance Resolutions will be presented at Thursday's Commissioner Meeting as well. Currently we are at our fire levy cap. 1% is the amount we are allowed to request of both the Fire and EMS Levy if we are not at our levy cap of \$1.50 on the Fire Levy and \$0.50 on the EMS Levy. The 1% of the fire levy is not applicable because as of 2011 we are at the cap of \$1.50 and the 1% of the EMS Levy would bring in approximately \$14,200 if approved. We do not anticipate receiving funding on fire as we are at our cap.

DRAFT STRATEGIC PLAN UPDATE

Chief Lingenfelter introduced the Strategic Plan Update and reviewed the Lake Stevens Fire Mission and Values.

The key topics of the Strategic Plan Update include the following: Operations, Internal & External Relationships, Technology, Administration, Maintenance, Fire Prevention, and Public Education.

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Phone: 425.334.3034
Fax: 425.334.6981
www.lsfire.org

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Fire Commissioners:
Troy Elmore, Dan Lorentzen, Vern Foster
Fire Chief Dave Lingenfelter

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Lake Stevens, WA 98258

Chief Lingenfelter summarized the main highlights for each category within the Strategic Plan Update.

Effective & Efficient Operations

- Review response data collected over past years
- Complete a Community Risk Assessment
- Implementation of computer software for emergency response services
- Update Standard of Cover regarding level of service
- Complete a Firefighter Risk Assessment
- Update Operations and Emergency Policies
- Restructure officer responsibilities
- Evaluate effectiveness and cost benefits of District Wellness Program
- Continue to develop emergency operations plan

Enhance & Build Relationships

- Build partnerships with local agencies
- Increase information distribution
- Communicate department message throughout community
- Enhance website
- Create an informational page on Facebook
- Department-wide participation in FACTs newsletter
- Support employee recognition
- Establish department teams

Effective Technology Plan

- Partner with City of Lake Stevens
- Implement computer replacement and capital replacement schedules
- Update computer software and hardware
- Consider fiber optics for the future

Effective Administrative Services

- Maintain financial accountability
- Decrease expenses where possible
- Pursue options to increase revenue stream
- Review and update policies and procedures
- Develop and implement a Capital Plan
- Expand ambulance billing services
- Implement archiving system

District Maintenance Programs

- Maintain apparatus maintenance and repair program
- Develop a facility maintenance program
- Explore collaborative efforts

Effective Fire Safety Strategies

- Strengthen Fire Marshal partnership with City of Lake Stevens
- Strengthen partnerships with: WA State Association of Fire Marshals, Snohomish County Fire Prevention Association, International Association of Arson Investigators, Snohomish County Fire Marshal's Office, and Monroe Fire District 3
- Plan for future growth
- Further develop department Safety Team
- Pursue grants where applicable to needs of the District
- Perform a Risk Study Analysis on false alarms
- Evaluate potential for Level of Service Contributions and Impact Fees on new construction
- Focus on fire sprinkler education

Fire & Life Safety Strategies

- Support Risk Watch program in elementary schools
- Implement Start Safe program in preschools and daycares
- Serve and educate our community through various community events
- Develop a Senior Falls Prevention program
- Perform a Community Risk Analysis
- Build partnerships and expand on shared resources with: SafeKids, Snohomish County Fire Prevention Association, Snohomish County Fall Prevention Coalition, Granite Falls Fire District 17, and neighboring agencies

Chief Lingenfelter commented that sharing services with other agencies has been a common theme throughout our Strategic Plan Update and will be critical for the future of fire services. We will continue to look for opportunities to share resources and decrease costs.

A question was asked about ambulance billing and whether we are collecting revenues for their transports.

Chief Lingenfelter responded we are currently billing for other agencies, and they pay us to process the bill.

Another question was asked about how our levy compares to the school levy. Is Lake Stevens Fire under the same levy we voted in a few years back?

Chief Lingenfelter explained we are currently at the cap of our levy.

Commissioner Lorentzen further explained when the economy is good the revenue is as expected; however due to the downturn in the economy the reverse is correct. This is unlike the school district, and over time our levy loses its value.

Additionally Chief Lingenfelter explained that a Maintenance and Operations Levy is different than a Fire Levy. This is yet another option we are considering.

Lastly a question was asked about Station 83 and whether we staff it with overtime.

Chief Lingenfelter responded up until the end of June we spent quite a bit of overtime. So far this year there have only been three days that the station hasn't been staffed; however it has been at a cost. Only two firefighters staff the station, and often times it is our part-paid firefighters. Unfortunately it is becoming increasingly difficult to find part-paid staffing as it is considered a part-time job and there are no benefits included.

Deputy Chief Huff further explained the difficulty of retaining part-paid firefighters. Additionally he commented that in the past our part-time firefighters used to consist of those who lived in the community. More recently our part-paid hires are already trained in EMT skills and working for multiple fire districts. This leads to a lot less training time required by our staff to get these new hires up and running.

Chief Lingenfelter thanked the community members for participating in the Special Commissioner Meeting and commented we appreciate the support. Once the 2012 Budget and Strategic Plan Update have been approved, they will be posted on our website.

Chairman Elmore asked if there were any additional questions and moved the meeting to adjournment.

ADJOURNMENT

Motion to adjourn the meeting at 1846 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