

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

October 6, 2011

0930 hours

## CALL TO ORDER

Chairman Elmore called the meeting to order at 0930 hours.

## ROLL CALL

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

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

### Minutes 11-09-15

Motion to approve the September 15, 2011 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Unanimous.

### Minutes 11-09-16

Motion to approve the September 16, 2011 Commissioner Meeting minute as submitted.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Unanimous.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers 1110001 through 1110036 in the total amount of \$49,180.65 as submitted.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Chairman Elmore.  
Vote Unanimous.

Motion to approve Foster Press Voucher 1110037 in the total amount of \$306.23 as submitted.  
Motion by Chairman Elmore and 2<sup>nd</sup> by Commissioner Lorentzen.  
Vote Passed. Commissioner Foster abstained.

Motion to approve Capital Voucher 1110001 in the total amount of \$2,445.67 as submitted.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Chairman Elmore.  
Vote Unanimous.

## Expense Report

## CORRESPONDENCE

Thank You from Everett Fire  
Thank You from Mukilteo Fire  
Thank You from K5  
Thank You for Your Efforts and Determination  
Thank You from Chaplain Baughman

**LAKE STEVENS**  
**FIRE**

Phone: 425.334.3034  
Fax: 425.334.6981  
www.lsfire.org

*"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

## **SECRETARY'S REPORT**

District Secretary/Legal Counsel Brian Snure commented he will have information to present in executive session. He will also plan to highlight the Commissioners' October Conference in Spokane at November's Commissioner Meeting.

## **OLD BUSINESS**

### **Discussion**

None

### **Action**

None

## **NEW BUSINESS**

### **Discussion**

#### **Commissioner Travel**

Chief Lingenfelter commented we now have new rates in regards to mileage reimbursement. The amount of reimbursement will decrease if a district vehicle is available and you choose to use a private vehicle. It is 51 cents per mile if no district vehicle is available and 19 cents per mile if you choose to use your own vehicle when a district vehicle is available.

Chief Lingenfelter also asked about the Commissioner Travel line item in the budget. Year to date \$999.42 has been spent in this line item. He asked if the Commissioners would like to change the amount or have it remain the same.

Commissioner Lorentzen suggested the amount remain the same for 2012.

Chairman Elmore commented he doesn't anticipate the Commissioners doing a lot of travel during these difficult economic times.

#### **Conference Center Rates**

Chief Lingenfelter commented the current rates for our Conference Center are included in the agenda packet. We have done some research on comparable venues and we are currently working on a new rate structure. Our goal is to keep the Conference Center in good condition and keep it as affordable as possible for our community.

#### **Oktoberfest**

Chief Lingenfelter summarized the letter from Chamber of Commerce. He commented we have drafted a letter in agreement to the exchange of in kind services regarding Oktoberfest. Lake Stevens first Oktoberfest will be happening Friday and Saturday, October 14 & 15. This community event is hosted by the Chamber of Commerce and it replaces the Annual Auction / Dinner they have hosted in years past. We will have an LSF Booth on Saturday downtown Lake Stevens on Main Street.

### **Action**

None

## **CHIEF'S REPORT**

### **Commissioner Conference in Spokane**

The Commissioners confirmed they are not planning to attend this conference this year.

### **Retirement Reception**

Chief Lingenfelter thanked everyone for joining us for Dave Safford's Retirement Reception on Friday, September 23<sup>rd</sup>.

### **Paramedic/Firefighter**

Chief Lingenfelter confirmed we are currently interviewing candidates for our open paramedic position.

### **Guns 'n Hoses Softball Challenge**

The Guns 'n Hoses Softball Challenge on Saturday afternoon, September 24<sup>th</sup> was a success. The community raised over \$75 in cash donations, 222 food items for the Food Bank and 345 new toys for the Family Center.

### **Sno-Isle Meeting**

Just a reminder this evening is the Sno-Isle Meeting in Silvana.

### **Labor Update**

Chief Lingenfelter commented we continue to meet regularly with Union leadership. The current topic of discussion is the ongoing issue of debit cards for HRA & Veba. We have scheduled another meeting with the bargaining unit next Tuesday.

Chief Lingenfelter also commented we have asked President Eagle and Vice President Aamold if we should continue our meetings as is or go back to the Labor/Management style with further shift representation. It was mutually agreed that we are most productive as we are currently meeting.

### **Audit**

Our Audit Opening Meeting is yet to be scheduled and we will keep you advised as details are confirmed. The auditors are tentatively scheduled to come out and start their process on Monday, October 24<sup>th</sup>.

Chairman Elmore called for a three minute break at 0955 hours. Chairman Elmore reconvened the open public meeting at 0958 hours and continued with Chief's Report.

### **FACTs**

Chief Lingenfelter commented we will be sending out an email in the next week with suggested topics for future FACTs articles. We appreciate the Commissioners' participation in this department newsletter.

### **Fire Prevention Month**

October is Fire Prevention Month with the theme, "Protect Your Family from Fire!" Public Educator Alison Caton is busy in our Lake Stevens & Granite Falls schools communicating our fire safety message.

### **Subway**

The target opening date for Subway is Saturday, October 15<sup>th</sup> and they are just about complete with their construction.

The next regular Commissioner Meeting is scheduled for 9:30am Thursday, October 20<sup>th</sup> at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

Chairman Elmore called for a two minute break at 1000 hours. Chairman Elmore reconvened the open public meeting at 1002 hours and continued with Good of the Order.

### **GOOD OF THE ORDER**

Commissioner Lorentzen thanked everyone for participating in the Softball Challenge and appreciated the Retirement Reception for Dave Safford.

Commissioner Foster commented he appreciated the Retirement Reception as well. He was sorry to have missed the Softball Challenge, as it was a great thing to do for our community.

Chairman Elmore thanked everyone for their efforts with the Retirement Reception as well. He also thanked everyone for their hard work over the last few months.

Chairman Elmore called for a seven minute break at 1008 hours. Chairman Elmore reconvened the open public meeting at 1015 hours and continued with Executive Session.

### **EXECUTIVE SESSION**

Chairman Elmore called for an executive session at 1015 hours for 10 minutes regarding litigation pursuant to RCW 42.30.110(1)(i) with no anticipated action. Executive session included Chairman Elmore, Commissioner Lorentzen, Commissioner Foster, District Secretary/Legal Counsel Brian Snure and Chief Lingenfelter.

Chairman Elmore reconvened the open public meeting at 1025 hours and there was no action taken. Meeting moved to Adjournment.

### **ADJOURNMENT**

Motion to adjourn the meeting at 1028 hours.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Unanimous.

*Minutes respectfully submitted by Laana Larson, Communications Director.*

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Chairman Troy Elmore



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Commissioner Dan Lorentzen



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Commissioner Vern Foster