

# Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

August 4, 2011

0930 hours

## CALL TO ORDER

Commissioner Foster called the meeting to order at 0930 hours.

## ROLL CALL

Commissioner Foster, Commissioner Lorentzen, District Secretary/Legal Counsel Brian Snure, Chief Lingenfelter, DC Huff, Leah Schoof, Council Member Kathy Holder, Guest Citizen, and Laana Larson. Chairman Elmore was an excused absence.

## ADDITIONAL AGENDA ITEMS

None

## MINUTES

Minutes 11-07-21

Motion to approve the July 21, 2011 Commissioner Meeting minutes as submitted.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Passed. Chairman Elmore not present.

## FINANCIAL REPORT

### Vouchers

Motion to approve Expense Vouchers 1108001 through 1108026 in the total amount of \$31,999.35 as submitted.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Passed. Chairman Elmore not present.

Motion to approve Capital Voucher 1108001 in the total amount of \$8,971.45 as submitted.  
Motion by Commissioner Foster and 2<sup>nd</sup> by Commissioner Lorentzen.  
Vote Passed. Chairman Elmore not present.

### Expense Report

## CORRESPONDENCE

Thank You for Service and for Fixing Walker  
Thank You for Service

## SECRETARY'S REPORT

District Secretary/Legal Counsel Brian Snure commented he had nothing additional to report at this time.

## OLD BUSINESS

### Discussion

None

### Action

#### Strategic Plan Contract

Chief Lingenfelter commented we have an addendum to our contract with Waldron & Co regarding our Strategic Plan. According to the owner of the company we have exceeded the number hours anticipated for the Strategic Plan process. After much discussion Chief Lingenfelter has agreed to an additional \$2000 to complete the Strategic Planning process. We have fine tuned our expectations for our consultant Janaki Severy and continue to move forward.



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

Chief Lingenfelter requested authorization to sign the contract addendum and this should be the end of the Strategic Plan expenses except for printing costs.

Motion to authorize Chief to sign the Waldron & Company contract addendum regarding the Strategic Plan as submitted.

Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.

Vote Passed. Chairman Elmore not present.

### **Community Questions & Answers**

We have drafted a response to the community questions. Please let us know if you have concerns or suggestions.

Commissioner Foster suggested the Commissioners respond by end of day with their comments and suggestions.

### **Strategic Plan Highlights**

Chief Lingenfelter introduced the Strategic Plan highlights that have been created by staff. Staff will be meeting this afternoon to discuss our objectives in further detail. Our next step will be to schedule a Special Commissioner Meeting to discuss future plans for Lake Stevens Fire.

The morning of August 16<sup>th</sup> would work best for all of our Commissioners.

### **NEW BUSINESS**

#### **Discussion**

None

#### **Action**

##### **District 19 Ambulance Billing**

Chief Haverfield has been in touch with us regarding District 19. They are in a similar situation where they are no longer with Escobar and they would like to work with Lake Stevens Fire on their ambulance billing just as District 17 is doing. Chief Lingenfelter confirmed we have the ability to do this without additional cost to the District as District 19 is not a large department. Their Chief has signed the contract and we will be meeting with him to start the billing process. Chief Lingenfelter requested authorization to move forward with the District 19 Ambulance Billing Agreement.

Motion to authorize Chief to sign the Ambulance Billing Agreement with District 19 as submitted.

Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.

Vote Passed. Chairman Elmore not present.

### **CHIEF'S REPORT**

Chief Lingenfelter commented he has met with both Jan Berg and Arlene Hulten as a follow up to the Community Meeting in July. He commented Jan Berg is now better informed on the services Lake Stevens Fire can provide as the City anticipates future growth. As we continue to work together, we have scheduled an upcoming meeting with the City regarding Revenue Forecasting.

Chief Lingenfelter also commented he appreciated meeting with Arlene Hulten. Her main concern was community perception regarding recent administrative decisions. She understands our position and only wants what is best for our department.

#### **Audit**

Chief Lingenfelter commented our audit has been tentatively scheduled for Monday, October 24<sup>th</sup>. We would like to invite the Commissioners to both the opening and closing meetings. We will keep you posted as details are confirmed.

#### **Phone System Update**

Chief Lingenfelter confirmed Integra is no longer our phone system. We now have XO with just a few internet lines through Integra and our fire wall is intact.

#### **Aquafest & National Night Out**

Chief Lingenfelter thanked everyone for their participation in Aquafest and National Night Out.

**Summer Luncheon with Admin**

The Commissioners are invited to join Admin for a potluck luncheon at the Conference Center on Friday, August 19<sup>th</sup> from 12-1pm. It will be a Mexican food type theme. Please contact Laana Larson if you can join us.

The next regular Commissioner Meeting is scheduled for 9:30am Thursday, August 18, 2011 at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

**GOOD OF THE ORDER**

Commissioner Lorentzen thanked everyone for their involvement in Aquafest and National Night Out. It was great to see everyone out there!

Commissioner Foster commented he enjoyed the pancake breakfast and he appreciated having the first aid booth staffed throughout Aquafest. He commented it is good to see LSF have a presence throughout Aquafest weekend.

**EXECUTIVE SESSION**


None

**ADJOURNMENT**

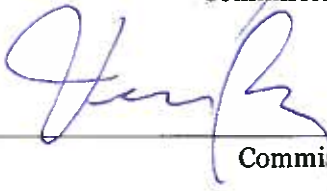
Motion to adjourn the meeting at 0952 hours.  
Motion by Commissioner Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Passed. Chairman Elmore not present.

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

\_\_\_\_\_ Chairman Troy Elmore



\_\_\_\_\_ Commissioner Dan Lorentzen



\_\_\_\_\_ Commissioner Vern Foster