

Board of Fire Commissioners Meeting Minutes

1825 South Lake Stevens Road, Lake Stevens, WA 98258

July 7, 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, BC Bernethy, Leah Schoof, Brian McMahan, Council Member Kathy Holder, and Laana Larson.

ADDITIONAL AGENDA ITEMS

None

MINUTES

Minutes 11-06-20

Motion to approve the June 20, 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 1107001 through 1107038 in the total amount of \$25,704.61 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Motion to approve Foster Press Voucher 1107039 in the total amount of \$999.89 as submitted.
Motion by Chairman Elmore and 2nd by Commissioner Lorentzen.
Vote Passed. Commissioner Foster abstained.

Motion to approve Capital Expense Vouchers 1107001 through 1107002 in the total amount of \$4,474.23 as submitted.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

Expense Report

Budget Deficit Report

Leah Schoof reviewed biannual budget deficit report.

CORRESPONDENCE

Thank You from Diane Carter
Thank You from Duran Family
Thank You from Fire District 7
Thank You from Sunnycrest PTA

SECRETARY'S REPORT

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

OLD BUSINESS

Discussion

Snohomish County Health Department MOU

Chief Lingenfelter sent a draft contract to the Snohomish County Health Department regarding the use of our facility in an emergency situation. We have drafted a disclaimer if occupancy exceeds "x" number of days they would need to pay fair market value for rent from that time forward and we are currently discussing this with legal. Snohomish County Health Department is currently reviewing.

Action

None

NEW BUSINESS

Discussion

Everyone Goes Home

Chief Lingenfelter commented Lake Stevens Fire has achieved 100% participation in the Everyone Goes Home Seatbelt Pledge. We are the ninth department in the state of Washington to achieve this. The official certificate was presented to Chief Lingenfelter by Mukilteo Fire Assistant Chief Brian McMahan.

Chief Lingenfelter thanked BC Matt Bernethy and BC Perry Putnam for their efforts towards this department wide accomplishment.

Action

D17 Ambulance Billing Agreement

Chief Lingenfelter has set up an Ambulance Billing Agreement with Fire District 17 Chief Haverfield. Escobar is out of business, and there may be additional agencies who would like to work with us well. This agreement has been reviewed by legal and Chief is requesting permission to sign the agreement and move forward.

Motion to authorize Chief to sign the District 17 Ambulance Billing Agreement as submitted.

Motion by Chairman Elmore and 2nd by Commissioner Lorentzen.

Vote Unanimous.

DRS Part-time Contract

Leah Schoof commented these contracts simply reflect a reclassification of title for Jennye Cooper and Amanda Stark to "Receptionist". She further explained PERS is based on hours worked as well as job title, and this is why we have changed their title. These employees have been notified and have signed their contracts.

Motion to authorize the Chairman to sign contracts for part-time receptionists as submitted.

Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.

Vote Unanimous.

CHIEF'S REPORT

Update with the City

Chief Lingenfelter met with City Administrator Jan Berg and discussed the current economic challenges. She was curious about our future plans for Station 84 on 20th Street SE.

Lunch with Auction Winner

George Selvy won the Lake Stevens Fire Auction Certificate at Holy Cross Church. Both Chief Lingenfelter and DC Huff went to lunch with him and his daughter.

HQ Ford Escape

The alarm key for one of our Ford Escapes was stolen on Friday, June 10th and we have changed the key setting so that the stolen key no longer operates the vehicle.

HQ Generator

Chief Lingenfelter commented we are currently working through the testing process on the HQ generator. Jack Sharpe will be able to maintain the generator for basic service.

Chapel Hill Property

Chief Lingenfelter commented we have received a report from the home inspector hired by the purchaser and all items will be addressed and dealt with. They will reinspect on Monday. There should be no further road blocks as we move into the closing process.

Flag Pole Ceremony

Chief Lingenfelter commented the Flag Pole Ceremony was Monday evening, June 13th at Station 83. It was well attended with approximately 50 people including Boy Scouts, American Legion and Lake Stevens Fire members. Again, many thanks to Mike Frymire for all his efforts coordinating this project and to Boy Scout Kyle McCroskey for his efforts as well.

Strategic Plan

Chief Lingenfelter confirmed we have our Community Meeting this afternoon at 1pm with Strategic Planning Consultant Janaki Severy. So far we have 22 community members confirmed.

As we make plans for next Strategic Plan Commissioner/Staff meeting to review results of Community Meeting with Janaki, which date would work best for Commissioners? The Commissioners agreed 10am Thursday, July 14th would work best.

Aquafest

Chief Lingenfelter commented the Firefighters' Pancake Breakfast is coming. Saturday & Sunday, July 30-31, from 6am to Noon at the downtown fire station. Hope to see you there!

The next regular Commissioner Meeting is scheduled for 9:30am Thursday, July 21st at the HQ Board Room located at 1825 South Lake Stevens Road, Lake Stevens.

GOOD OF THE ORDER

Commissioner Lorentzen thanked everyone for their efforts. He hopes all goes well at the Community Meeting this afternoon, and he looks forward to hearing their feedback.

Commissioner Foster thanked department members for participating in the Seatbelt Pledge.

Chairman Elmore commented the Seatbelt Pledge is awesome, and he looks forward to another great month.

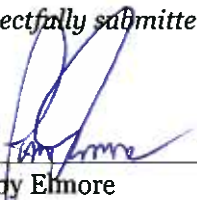
EXECUTIVE SESSION

None

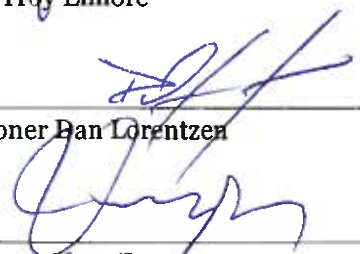
ADJOURNMENT

Motion to adjourn the meeting at 1020 hours.
Motion by Commissioner Lorentzen and 2nd by Commissioner Foster.
Vote Unanimous.

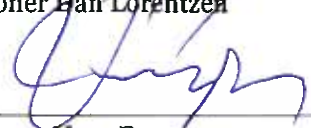
Minutes respectfully submitted by Laana Larson, Communications Director.



Chairman Troy Elmore



Commissioner Dan Lorentzen



Commissioner Vern Foster