

# Board of Fire Commissioners Meeting Minutes

9811 Chapel Hill Road, Lake Stevens, WA

July 7, 2009

0930 hours

## CALL TO ORDER

Chairman Lorentzen called the meeting to order at 0930 hours.

## ROLL CALL

Chairman Lorentzen, Commissioner Elmore, Commissioner Foster, District Secretary/Legal Counsel Brian Snure, Chief Faucett, DC Lingenfelter, Leah Schoof, Robert Marshall, President Rasmussen, and Laana Larson.

## ADDITIONAL AGENDA ITEMS

Chairman Lorentzen introduced the paperwork recently received from PERK.

## MINUTES

### Minutes 09-06-15

Motion to approve the June 15, 2009 Commissioner Meeting minutes as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

## FINANCIAL REPORT

### Vouchers

Motion to approve expense vouchers 0907001 through 0907043 in the amount of \$72,150.77 as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Motion to approve capital voucher 0907001 in the amount of \$3,783.55 as submitted.  
Motion by Commissioner Elmore and 2<sup>nd</sup> by Commissioner Foster.  
Vote Unanimous.

### Budget Report

### Resolution 2009-09

Motion to adopt Resolution 2009-09 Removal of Account Signers as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Commissioner Elmore asked about a current unemployment issue.

District Secretary/Legal Counsel Brian Snure commented if the application for unemployment was not contested, you don't get the money back.

Chief Faucett commented he will check into it.

## CORRESPONDENCE

Thank You from Hillcrest Elementary  
Thank You from Hillcrest PTA



Phone: 425.334.3034  
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www.lsfire.org

*"Touching Lives Today ~ Planning for Tomorrow"*

Fire Commissioners:  
Troy Elmore, Dan Lorentzen, Vern Foster  
Fire Chief Gary L. Faucett

9811 Chapel Hill Road  
Lake Stevens, WA 98258

## **SECRETARY'S REPORT**

### **Property Acquisition**

District Secretary/Legal Counsel Brian Snure commented the closing is scheduled for Wednesday this week. He will be reviewing the closing documents and Chief Faucett will sign once we confirm that everything is in order. There have been some discussions regarding the lien holders and we have done everything we can to help work things out. He is hopeful it will close within the week.

Chairman Lorentzen suggested once it closes, it would be nice to take another tour. We could call a Special Commissioner Meeting and all go together so that we are not such a distraction to those who are still in the building.

## **OLD BUSINESS**

### **Discussion**

None

### **Action**

None

## **NEW BUSINESS**

### **Discussion**

#### **Ambulance Rates**

Chief Faucett commented we annually review our rates and we are currently below the average standard rate of our neighboring fire departments. We are charging \$475 for BLS and the average is \$499. Chief Faucett recommends \$500 for BLS, \$700 for ALS 1, and \$800 for ALS 2. He also commented we are quite a bit below on our mileage fees and recommended we increase it to \$15.50 per mile. He spoke with our Billing Manager Sonya Dudder and she stated the rate increase could potentially generate \$100,000 – \$125,000 in a year.

Chairman Lorentzen asked how this would impact our neighboring agencies.

Chief Faucett commented we don't have Granite Falls listed in the comparison because they don't have ALS service with us.

Chairman Lorentzen commented he would appreciate more information before making a decision.

Chief Faucett clarified we are looking at raising our rates by \$25.

Chairman Lorentzen asked Chief Faucett to give Granite Falls the courtesy of letting them know that this is potentially coming and that it has been presented to the Board.

Commissioner Elmore agreed it is good to keep the communications open.

Chairman Lorentzen commented we will readdress this at the next Commissioner Meeting.

### **Civic Center**

Chief Faucett commented we had started collaborating with the City on the Civic Center Project some time ago. Now that we are in the process of closing the purchase of the South Lake Center buildings our plan has changed and there would no longer be a need for the fire district to partner with the City on the Civic Center project. Chief Faucett also stated that we still want to keep ourselves open to purchase land for a fire station on the Grade Road property. Chief Faucett plans to withdraw from this Civic Center project once the South Lake Center purchase is final.

Chairman Lorentzen commented it would be a nice courtesy to send an official letter once our purchase is complete.

### **Chapel Hill Properties**

Chief Faucett commented we need to think about what we are going to do with the Chapel Hill Road properties. We need to get them up to par either for sale or for rent. DC Lingenfelter has been authorized to work with the Department of Corrections labor to work on cleaning things up at the houses. All three buildings have already been inspected and we have the reports. Most likely our plan will be centered on selling the properties and Chief Faucett commented he is not in favor of renting out the houses. He would prefer to fix them up and sell them.

Commissioner Elmore asked which lot would be kept for additional parking.

Chief Faucett commented he has not yet determined this and he will be working with DC Lingenfelter regarding this matter. His initial thoughts are to potentially level the garage and keep that lot for parking and sell off the corner lot.

Chairman Lorentzen commented the public will be using the conference room more frequently and we need a place for them to park.

Chief Faucett commented that once administration moves we will see what is still needed for storage at Station 82. Most of the items in the garage can go to the new administration building.

Chairman Lorentzen commented it sounds like a good plan.

### **Action**

#### **Resolution 2009-10**

Chairman Lorentzen commented this small works roster is a great idea.

District Secretary/Legal Counsel Brian Snure identified there is a blank line regarding the limit the fire chief can approve versus the board.

Chief Faucett recommended that we go to the bid limit for the fire chief.

District Secretary/Legal Counsel Brian Snure clarified that amount would be \$300,000.

Chief Faucett then suggested the amount of \$35,000 and reminded the Commissioners it would have to be in the budget in order for it to be spent.

Commissioner Foster asked District Secretary/Legal Counsel Brian Snure if this dollar amount would be appropriate.

District Secretary/Legal Counsel Brian Snure agreed that \$35,000 would be appropriate.

Motion to adopt Resolution 2009-10 MRSC Small Works Roster as submitted.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Elmore.  
Vote Unanimous.

Meeting took a two minute break and then moved into executive session.

### **EXECUTIVE SESSION**

Chairman Lorentzen moved the meeting to executive session pursuant to RCW 42.30.110 (1) (g) regarding personnel and negotiations at 1020 hours for 15 minutes. Executive session included Chairman Lorentzen, Commissioner Elmore, Commissioner Foster, District Secretary/Legal Counsel Brian Snure, and Chief Faucett. Executive session continued for an additional 1 hour and 20 minutes and meeting reconvened at 1155 hours with no action taken.

### **CHIEF'S REPORT**

#### **Successful Health & Safety Fair**

Chief Faucett commented we had 19 different agencies represented this year and we look forward to continuing the tradition next year.

#### **Laura Kipp**

It was Laura's last day on Tuesday, June 30<sup>th</sup>. Chief Faucett thanked her for her hard work over the past couple of years. Admin took her out to lunch during her last week and she had a going away party at Razzals last Tuesday evening. Chief Faucett commented he may want to bring her back as a consultant regarding the upcoming audit. If she could just finish preparations for the audit, Leah Schoof could continue to focus on everything else.

#### **New CAD System**

Chief Faucett commented that DC Lingenfelter & BC Huff have been assigned to this project.

#### **Department of Corrections**

We have signed a new contract with the Department of Corrections and they will be working on projects at the Chapel Hill properties and at Station 83.

**Headquarters and Initial Plans**

Chief Faucett commented we can have the place as of August 1<sup>st</sup>; however we may need to clean the carpets and do some painting. We are currently coordinating the equipment that will be needed over at the new Headquarters.

Commissioner Foster confirmed that we would have a professional move the copier machines.

**Annexation**

The Boundary Review Board approved the annexation for the City of Lake Stevens. Chief Faucett thanked Robert Marshall for representing us at the meeting.

The next regular Commissioner Meeting is scheduled for Wednesday, July 15<sup>th</sup> at 9:30am.

**GOOD OF THE ORDER**

Commissioner Foster commented it was great to see our Firefighter Joe Mulligan win the race later that night at the Monroe Speedway after the Health & Safety Fair.

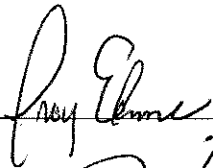

Commissioner Elmore commented it is a pleasure to be here and it is good to see us working through the challenges. He is looking forward to our future.

Chairman Lorentzen thanked everyone for their time and also commented it is good to see us work through our challenges. He hopes everyone had a great holiday.

**ADJOURNMENT**

Motion to adjourn the meeting at 1200 hours.  
Motion by Chairman Lorentzen and 2<sup>nd</sup> by Commissioner Foster.  
Vote Unanimous.

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

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Chairman Dan Lorentzen  
  
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Commissioner Troy Elmore  
  
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Commissioner Vern Foster