



**CITY OF LAKE STEVENS
VETERANS COMMISSION
FIRE STATION 82 CONFERENCE ROOM
9811 Chapel Hill Road
March 4, 2019, 7:00 P.M.**

AGENDA

- Call To Order** Chair
- Pledge of Allegiance** Chair
- Roll Call:** Chair
Approve Absences at January 7, 2019 Meeting
- Election of Officers**
- Public Comment**
- Approval of Minutes:**
December 3, 2018
January 7, 2019
- Discussion/Action Items:**
1. Review and update 2019 Committee Assignments
 2. Standing Committee Reports
 3. Business Recognition Certificates
 4. Veterans Commission Information Sources/Newsletter Update
 5. Meeting with Legislators
 6. Non-Profit/Foundation Update (Frederick)
 7. CERT Update
- New Business**
- Upcoming Agenda Items** Chair
- Adjourn**

**CITY OF LAKE STEVENS
VETERANS COMMISSION MEETING MINUTES**

Monday, December 3, 2018
Lake Stevens Community Center
1808 Main Street, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Vice Chair Shawn Frederick

COMMISSIONERS PRESENT: Leif Hamar, Shawn Frederick, Dennis Ives, Samara Heydon, Gayle McCurdy, Kim Daughtry, Kurt Hilt

COMMISSIONERS ABSENT: Stacy LaFlam, Marcus Tageant, Cameron Balazic, Richard Russell

STAFF MEMBERS PRESENT: Kathy Pugh, City Clerk

Call to Order: Chair Leif Hamar called the meeting to order at 7:00 p.m.

Pledge of Allegiance: Chair Hamar led the Pledge of Allegiance.

Roll Call: Moved by Commissioner Daughtry, seconded by Commissioner Frederick, to excuse Commissioners LaFlam, Tageant, Balazic and Russell from the meeting. On vote the motion carried (7-0-0-4).

Approval of Minutes: Moved by Commissioner Daughtry, Commissioner Frederick, to approve the minutes of the November 5, 2018 meeting. On vote the motion carried (7-0-0-4).

Discussion/Action Items:

2019 Committee Assignments: The committees were reviewed and discussed, with the consensus being that the current committees remain in place and additional committees are not needed at this time. The following committee assignments for 2019 were made:

- Newsletter: Leif Hamar, Lead; Gayle McCurdy and Samara Heydon, Members
- Marketing: Kim Daughtry, Lead; Leif Hamar and Shawn Frederick, Members
- Planning/Events: Kurt Hilt, Lead; Dennis Ives, Leif Hamar and Samara Heydon, Members
- CERT: Dennis Ives, Lead; Kurt Hilt and Shawn Frederick, Members
- Foundation: Shawn Frederick, Lead; Kim Daughtry, Marcus Tageant and Samara Heydon, Members

It was noted that commissioners may assist committees as necessary. Commissioner Hamar would like a way to give commissioners access to documents such as the newsletter mailing list and events planning document so that all can have access for information and providing updates. City Clerk Pugh will discuss this with the IT Manager.

Events:

Veterans Day – Review: Commissioners shared the events they attended. Commissioner McCurdy went to Cavelero Mid-High, the Senior Center, Ashley Point, and handed out poppies

at Jay's Market. Commissioner Hamar when to Lake Stevens Middle School, where there were 40-50 veterans in attendance. Commissioner Heydon went to Highland Elementary, where she was asked to speak on "women in the military." Commissioner Ives participated at Lake Stevens High School, and also handed out poppies on Saturday.

Planning Committee Update: Commissioner Hilt said he has a mostly completed list and will work on getting the contact information and dates. Commissioner Ives asked if the Legion Auxiliary Christmas Party is included and said it is scheduled for December 15 from 11 a.m. to 3:00 p.m. He added that any help in setting up and taking down, as well as contributions of cookies, will be appreciated, and that Karen Moran is the point person.

Marketing Update:

Award Template and Logo: Chairman Hamar updated that the logo and award template are finalized, but he is not sure if the vendor has been paid. Commissioner Daughtry will follow up on payment. There was discussion as to how the certificates will be used. Commissioner Daughtry closed by saying he will get the marketing materials from Commissioner Balazic, including the digital assets for the logos.

Copyright/Trademark of Logo: Commissioner Hilt said he has researched this and recommends the logo be both copyrighted and trademarked. He commented obtaining the copyright is fairly easy, but obtaining the trademark will require legal assistance, and he will contact the city attorney. He estimated the cost for trademark of the logo to be between \$300 and \$500, plus attorney fees.

Veteran Commission Information Sources/Newsletter Update: Chairman Hamar said the first edition of the newsletter was distributed by email. He added that in 2019 he will lean on his committee members to assist with content for the newsletter. Discussion ensued, including that all commissioners can contribute, and that other sources, so long as they are recognized, can provide content. There was general consensus that initially the newsletter will be sent out quarterly, with the next issue coming out in March. Commissioner Ives will provide information about Boy Scout Troop 42's flag retiring ceremony in February for the next newsletter.

Puget Sound Honor Flight: Commissioner Hilt said this organization is located in the Bremerton area and they are currently focused on providing flights to Washington, DC for veterans of World War II and the Korean War, due to the age of these veterans. The organization does some fundraising but has a lot of corporate sponsorship. Commissioner Hilt would like to promote this organization to veterans in the Lake Stevens area.

2019 Legislative Session: Commissioner Daughtry said it is difficult to set up meetings with legislators during the legislative session and suggested that the City Council research the Military Caucus while they are attending the AWC City Action Days legislative event in February. Commissioner Hilt believes it would be good to focus on in-district meetings with members of the 44th District and Congresswoman Suzan DelBene. Commissioner Daughtry suggested hosting a one-hour meeting with these elected officials. He added that there is a very active veterans group in Lacey that may be a resource.

Nonprofit/Foundation Update: Commissioner Frederick reviewed that the Lake Stevens Veterans Foundation has its business license, is incorporated as a nonprofit in Washington state, and has a federal EIN number. The next step is to apply for and obtain 501(c)(3) status, and after that, the final step is to apply for charitable organization status with Washington state. He has completed the easy 501(c)(3) application form and would like to make sure it is correct

before submitting it. Following discussion there was consensus to send the application to the City Attorney for review and comment.

CERT Update: Commissioner Ives updated that he has met with Chief Messer with Lake Stevens Fire and that he is targeting a training start date in March or April 2019. Attendees need to be CPR qualified before then can take the CERT training. Commissioner Ives added that the fire department will teach first aide, and that the commission will need to arrange for other instructors. He reviewed the training schedule which is comprised of four Thursday evenings at three hours each, and a Saturday training lasting five hours. One of the courses will be on dealing with disasters, and that course will likely be presented by the Lake Stevens Fire Department chaplains. Commissioner Ives is currently looking into the cost of the training.

New Business: None.

Public Comment: None.

Adjourn: Moved and seconded, to adjourn the meeting at 7:57 p.m. On vote the motion carried (7-0-0-4).

Leif Hamar, Chairperson

Kathy Pugh, City Clerk

**CITY OF LAKE STEVENS
VETERANS COMMISSION MEETING MINUTES**

Monday, January 7, 2019
Lake Stevens Fire Station 82 Conference Room
9811 Chapel Hill Road, Lake Stevens

CALL TO ORDER: 7:00 p.m. by Vice Chair Shawn Frederick

COMMISSIONERS PRESENT: Shawn Frederick, Dennis Ives, Gayle McCurdy, Kim Daughtry, Marcus Tageant

COMMISSIONERS ABSENT: Samara Heydon, Richard Russell, Kurt Hilt

STAFF MEMBERS PRESENT: Kathy Pugh, City Clerk, Adri Crim, Deputy City Clerk

Call to Order: Vice Chair Frederick called the meeting to order at 7:00 p.m.

Pledge of Allegiance: Vice Chair Frederick led the Pledge of Allegiance.

Roll Call: Vice Chair Frederick noted for the record that there was not a quorum present, and that Commissioners Balazic and Hamar have resigned.

After a brief discussion, the commission members present determined to continue with the meeting for discussion and information sharing.

City Clerk Pugh introduced Deputy City Clerk Adri Crim to the commissioners and said she will be clerking the February 4, 2019 meeting.

Approval of Minutes: Due to lack of a quorum minutes were not approved.

Discussion/Action Items:

Standing Committee Reports:

Newsletter: Commissioner McGurdy had no new updates.

Marketing: Vice Chairman Frederick said that the invoice for logos has been paid, and Commissioner Tageant confirmed the logos are good to go.

There was discussion about doing patches, and Commissioner Tageant encouraged getting placards out to veteran-owned businesses and businesses that hire veterans and/or their spouses. This could be presented to businesses through the Chamber. Commissioner Daughtry will bring this up at the upcoming Chamber meeting, and Vice Chairman Frederick will make sure the placards are ready to go.

Planning and Events: Vice Chairman Frederick will follow up with the committee members.

CERT: Commissioner Ives provided a brief update and said that the training is more involved than initially thought, will consist of six weeknight and two weekend sessions. The fire department chaplains will do the training on Disaster Psychology, and fire personnel will do the

medical operations training. He reviewed the other training session topics and said other instructors will need to be identified. He is anticipating a start date of mid-March and through April. This would allow the CERT team to stand up for Aquafest.

Nonprofit/Foundation Update: Vice Chairman Frederick updated that the attorneys have reviewed the application for 501(c)(3) status and requested some minor changes. He will make those and submit the application. He reminded that once 501(c)(3) status is obtained, the final step is to apply to the Secretary of State, Washington, for charitable organization status. Vice Chairman Frederick will also complete the required annual filing for 2018.

Community Center Update: Commissioner Daughtry updated that he sat down as a representative of the Veterans Commission with Family Center and Food Bank representatives recently, and that City is working with the Food Bank to identify a site for the new facility. Commissioner Daughtry said the building concept has been drawn and includes space for the Family Center, Food Bank offices and storage, and offices for the Veterans Commission. He added that the Family Center will be moving into temporary quarters, likely by the end of February, and that construction of the new facility is anticipated to be completed in approximately two years.

Information Sources/Newsletter: Vice Chairman Frederick said he will be getting that information from former Commissioner Hamar. City Clerk Pugh said she has discussed with IT making these documents shared documents.

Copyright/Trademark of Logos: Vice Chairman Frederick updated that Commissioner Hilt discussed this with the City Attorney who advised it was unlikely that there is a need to protect the logos.

Meeting with Legislators: Commissioner Tageant said while is attending Association of Washington Cities City Action Days in Olympia he will try to connect with the Yelm veterans organization to see what they are doing and maybe be able to work with them to bring programs forward in Lake Stevens. Commissioner Daughtry added the Yelm organization is lobbying the State to create a state-wide veterans commission.

New Business: Commissioner McCurdy said she has started a ballot petition with the state to provide education benefits to dependents of veterans who are partially disabled. Currently the benefits are only available for dependents of veterans who are 100% disabled.

Public Comment: Tom Thorleifson suggested there needs to be a place where veterans service officers can meet privately with veterans and that this is a complex issue. Discussion ensued with Commissioner Daughtry advising two offices are set aside for that purpose in the building design. Vice Chairman Frederick said this discussion can be pursued at a more appropriate time.

Adjourn: There being no further business, the meeting was adjourned at 7:25 p.m.

Shawn Frederick, Vice Chairman

Kathy Pugh, City Clerk

**VETERANS COMMISSION
2019 COMMITTEE ASSIGNMENTS**

	Newsletter	Marketing	Planning	CERT	Foundation
Dennis Ives			Member	Lead	
Gayle McCurdy	Member				
Kim Daughtry		Lead			Member
Kurt Hilt			Lead	Member	
Marcus Tageant					Member
Shawn Frederick		Member		Member	Lead
Samara Heydon	Member		Member		Member