

EAST COUNTY FIRE & RESCUE

Board of Fire Commissioners Meeting

January 20, 2009

CALL TO ORDER:

The meeting was called to order by Chairman Gary Larson at 7:03 PM at Station 1-1.

The following were in attendance: John Clancy, Greg Cox, Harry Goodnight, Gary Larson, Vic Rasmussen; Scott Koehler and Bob Jacobs.

AGENDA ADJUSTMENTS:

The Board for Volunteer Fire Fighter and Reserve Officer Minutes for January 6th are not available.

CONSENT AGENDA:

- ◆ Approval of Minutes:
 - January 6, 2009, Regular Board Meeting Minutes
- ◆ Approval of January 20, 2009 Financial Report

MOTION (by Clancy): To approve the Consent Agenda, as amended. SECONDED (by Cox). Passed Unanimously.

OPEN TO THE PUBLIC:

There was no public input.

CORRESPONDENCE:

Washington Fire Chiefs—Hearing Notice: HB 1080: Fire District Impact Fees. The State Chiefs have notified interested parties that the upcoming hearing regarding Fire District Impact Fees will be held on January 22nd.

WFCA/WSAFC—Joint Legislative Day—March 9. The Commissioners and the State Chiefs are hosting the annual Legislative Day Workshop and Luncheon on March 9th. Commissioner Larson asked interested Commissioners to coordinate their attendance through him

Clark County—State of the County Address—February 12. The County's annual State of the County address will be held on February 12th at Camas High School.

CHIEF OFFICER REPORTS:

Chief Koehler reported that there have been 40 calls YTD. Crews have been very busy with the inclement weather. Two Post Incident Analyses were held: Car In The River and Structure Fire on SE 362nd Avenue. There was only one complaint voiced by the homeowners on SE 362nd Avenue fire—a Fire Fighter in black turnouts required them to drop personal items (that were being salvaged by the property owners on their way out of the burning building) that were never retrieved—were lost in the fire. Chief Koehler will talk with Washougal's Fire Chief about this complaint (WF&R wears black turnouts).

Agency progress on FY2008 Goals & Objectives was provided to the Board.

Assistant Chief Jacobs reviewed his written report.

Assistant Chief Thornberry was not in attendance. No report was provided.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

No Volunteer Fire Fighters Association Representative was in attendance. No report was provided.

MISCELLANEOUS REPORTS:

There were no miscellaneous reports.

FIRE DISTRICT BUSINESS:

Shared Services with Camas Fire & Rescue. Chief Koehler discussed efforts to complete the following Interlocal Agreements: EMS Levy Partnership and a Staffing Agreement, both with the City of Camas. The City Administrator and the City Attorney have finally worked through the verbiage with the Fire District's Attorney. The Chief is still waiting, however, for the City's explanation of the 107% clause in the Staffing Agreement. There will be a workshop on January 22nd to provide updated financial information and a progress report on efforts to develop an outline for Shared Services.

EMS Response Billing. There were no issues to discuss tonight.

Debt Forgiveness Requests.

"SW" has one EMS response bill pending. They have asked for 100% forgiveness due to being on a fixed income—with virtually no discretionary income to pay for ECFR's response. No 1040 Form was submitted.

"FB" has one EMS response bill pending. They have asked for 100% forgiveness due to being on a fixed income—with virtually no discretionary income to pay for ECFR's response. No 1040 Form was submitted.

"JD" has two EMS response bills pending. They have asked for 100% forgiveness due to being on a fixed income—with virtually no discretionary income to pay for ECFR's response. A 1040 Form was submitted.

MOTION (by Clancy): To grant 100% forgiveness to "JD" for both invoices and to grant 100% forgiveness to "SW" and "FB" upon them submitting copies of their 1040 Forms. SECONDED (by Rasmussen). Passed Unanimously.

Authorization Forms: Clark County has requested the Fire District to update its Authorization Forms for Funds 6244, 6291 and 6292 and GO Bonds. The proposed signatures mimic the pattern utilized last time the Authorization Forms were updated.

MOTION (by Rasmussen): To approve the updated Authorization Forms. SECONDED (by Clancy). Passed Unanimously.

Policies: Commissioner Clancy reviewed the draft of Policy 00.1.1—regarding use of Telephonic Participation in Board Meetings. Commissioner Cox asked why Telephonic Participation was not compensated. Clancy noted that Telephonic participation, typically, requires very little time—and should, therefore, not be recognized/compensated as a whole meeting. Further discussion, involving the possibility of many members having to call from home due to inclement weather,

resulted in the Board changing the draft policy to include a statement similar to THE BOARD RESERVES THE RIGHT TO ALTER THE POLICY, AS NEEDED, TO MEET THE CIRCUMSTANCES OF THE SITUATION.

MOTION (by Cox): To approve policy 00.1.1, as amended. SECONDED (by Rasmussen). Passed Unanimously.

There was discussion about a policy on long distance phone calls. The Board consensus was to NOT allow personal long distance phone calls—except in emergency situations with notification to the Supervisor. Commissioner Clancy will work on documenting a Long Distance Phone Policy.

Record Disposal: Staff are going through old records and have found many old Fire Reports—dating back to the 1960s. The State of Washington suggests that Fire Reports be maintained for six years and Medical Reports be held for eight years. Chief Koehler asked if the Board desired such records be held for historical reasons. It was suggested that Staff contact Kurt Hughey, Fire District #9's former Historian, to see if there were any records he thinks would be interesting to hold. The Twin Rivers Museum may, also, have some ideas.

Bear Prairie Satellite Station.

Professional Services Bid—"As Built" Drawing for Existing Barn & Construction Plan for Remodel: A Scope of Services and a List of Features have been developed for the expansion/enclosure of the Ag Building at the Bear Prairie Satellite Station. Staff needs Board permission to seek bids on development of "As Built" drawings for the existing structure and construction plans for the expansion/enclosure of that building.

MOTION (by Clancy): To approve publication of the RFQ for drawings for the Ag Building Project at the Bear Prairie Satellite location. SECONDED (by Rasmussen). Passed Unanimously.

Repaint the Interior of Station 1-5: As part of the plan to bring a Paramedic Ambulance to Station 1-5, the interior of the living area needs to be re-painted—it was used for over five years before the building was shut-down. Staff asked permission to obtain bids for interior painting.

MOTION (by Larson): To approve seeking bids for re-painting the interior of Station 1-5. SECONDED (by Cox). Passed Unanimously.

Surplus Process for GMC Utility Vehicle. Chief Koehler provided the Board with the Legal Ad announcing the Sealed Bid process for the sale of the surplus GMC Utility Vehicle.

Ballot Measure for 5-Member Board: Commissioner Larson discussed the Board's desire to have the 5-Member Board issue on the ballot in FY2009. At this point, the best chance of getting such a ballot issue in an election that will not be extremely expensive, favors an election later in the year (early elections could be single ballot issues with total Fire District election costs approaching \$25,000).

MOTION (by Rasmussen): To place the 5-Member Board issue in an election with a ballot that has multiple issues under consideration. SECONDED (by Cox). Passed Unanimously.

Location of 'Roving' Board Meeting on February 17: Commissioner Clancy suggested that this Quarter's 'roving' Board Meeting will be held at Station 1-4. The Board was favorable.

Paramedic Training Program: The hiring of FF/IV Techs was a one-time effort to give ECFR personnel an opportunity to apply for these full-time positions. Discussion following that hiring process suggested development of a Paramedic Training Program—for ECFR personnel—to assist them in becoming Paramedics, which would allow them to apply for future FF/PM positions within the Functionally Consolidated Fire Agencies (ECFR and Camas Fire) or the Fire Authority. The Board had, during the FY2009 budget process, voiced support for such a program.

Currently, \$30,000 is budgeted to start such a program. Chief Koehler asked Board permission to coordinate development of a Paramedic Training Program with the Fire District's Attorney.

There was discussion that, based upon class costs, it might be better to sponsor two Members and provide a stipend during their training. The District would, however, have to be careful to NOT develop an Employee—Employer relationship as a result of such an arrangement. Again, the Attorney will need to assist the District in crafting the Program.

MOTION (by Larson): To direct the Chief to coordinate development of a Paramedic Training Program with the Fire District's Attorney. SECONDED (by Clancy). Passed Unanimously.

Disaster Vehicle: Camas Fire was looking at purchasing a used Mid-Sized Chassis ambulance from the Kaiser (OR) Fire District. The vehicle is in good shape, has about 150,000 miles, with an asking price of \$14,000. Camas decided NOT to purchase the truck, but asked if ECFR had any use for such a unit. Chief Koehler asked the Board if they would be favorable to such a vehicle IF Staff found a viable use for it. The Board asked Staff to bring back ideas to a future Board Meeting—if purchase of such a unit might be beneficial to the District.

Tire Chain Purchase: Cable chains were not very useful in the last round of snow and ice. Rear chains—without ice breakers—also had significant limitations. New chains have been ordered to address these concerns. Staff is seeking retro-active approval for the purchase of this safety equipment. Total cost is approximately \$2,200.

MOTION (by Clancy): To retro-actively approve the purchase of tire chains for emergency response apparatus. SECONDED (by Cox). Passed Unanimously.

Appointment to EMS Committee: The Ambulance Advisory Board is re-forming. The Board of Fire Commissioners needs to appoint an Elected Official and a Staff Representative. Alternates to one or both of these assignments would ensure Fire District representation at these meetings. Commissioner Clancy agreed to be the primary Commissioner Representative. Commissioner Rasmussen agreed to be the Alternate. Chief Koehler agreed to be the Primary Chief Officer attending. Chief Jacobs agreed to be the Alternate.

MOTION (by Larson): To appoint Commissioners Clancy and Rasmussen and Chiefs Koehler and Jacobs to the Ambulance Advisory Board. SECONDED (by Cox). Passed Unanimously.

LOCAL BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS

Chairman Gary Larson called the Local Board for VFF&ROs Meeting to order at 9:04 PM. There was one item of business to consider this evening:

To authorize the retirement of Mike Dickerson, after 30 Years of Service with the Fire District.

The Local Board reluctantly authorized Dickerson's retirement—thanked him for his three decades of service to this Community—and wished him well. The Local Board for VFF&ROs Meeting was adjourned at 9:06 PM. The Minutes of the Local Board for VFF&ROs Meeting are filed separately.

ROUND TABLE

Shared Services Meeting, Thursday, January 22nd, 5:30 PM, Station 4-2

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT:

The meeting was adjourned at 9:08 PM.

The next Regular Board Meeting is scheduled for February 3, 2009, Station 1-1, 7 PM.

Respectfully Submitted,

EAST COUNTY FIRE & RESCUE

by

Gary Larson, Chairman

Greg Cox, Vice-Chair

John Clancy, Commissioner

Harry Goodnight, Commissioner

Victor Rasmussen, Commissioner

ATTEST:

DISTRICT SEAL:

Scott Koehler, District Secretary