

# EAST COUNTY FIRE & RESCUE

## Regular Board of Fire Commissioners Meeting

May 19, 2009

### CALL TO ORDER:

The meeting was called to order by Chairman Gary Larson at 7:02 PM at Station 1-5.

The following were in attendance: John Clancy, Greg Cox, Harry Goodnight, Gary Larson, Victor Rasmussen; Scott Koehler; Brad Baldwin, Cassidy Baldwin, Mark Ervin, Paula Knapp and Janet Savoy.

### AGENDA ADJUSTMENTS:

Commissioner Larson sought adjustments to the agenda.  
There were none.

### CONSENT AGENDA:

- ◆ Approval of Minutes:
  - May 5, 2009 Regular Board Meeting Minutes
  - May 5, 2009 Local BVFF&RO Meeting Minutes
- ◆ Approval of May 19, 2009 Financial Report

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

### OPEN TO THE PUBLIC:

There was no public comment.

### CORRESPONDENCE:

There was no correspondence.

### REPORTS OF OFFICERS:

The following has occurred since the last Regular Board Meeting:

<u>Total Calls</u>		<u>Projected:</u>
FY2007	1.65 Calls/day	605/year
FY2008	1.70 Calls/day	623/year
<u>FY2009</u>		
228 Calls	1.64 Calls/day	598/year

Calls that have occurred since the last Regular Board Meeting:

- 15 EMS
- 4 Non-Injury MVAs
- 3 Injury MVA
- 3 Burning Complaints
- 3 Public Service
- 1 Structure Fire (Deck Fire—Got Into the Common Wall)
- 1 Fire Alarm

Station 1-5 Ambulance Staying Busy—Staffed 7 AM to 7 PM—Everyday  
Crew has already run fire & medical calls for ECFR  
Working to Coordinate Facilities Maintenance Schedule with CFD personnel  
Shared Services Talks Continue  
New Shared FFs Have Completed the Academy. Working on Driver/Pump Operator Skills  
Coordinating Use of Single Engine Out of Station 1-5  
Volunteers and Part-Timers Standing Shifts at Station 1-1 to Help Fill Duty Schedule  
Three new EMTs have applied for affiliation with ECFR  
Working on Summer Academy for High School Fire Fighters (Cadet Program)  
Letters sent to Station 1-4 Neighbors regarding Washougal's Water Tank Project  
Nancy Hooper has requested to do only Incident-related PIO activities  
Emergency Equipment Being Installed in New Staff Vehicle This Week  
New Water Tender may arrive early—perhaps by mid-July.  
Crews have been servicing Fire District Water Tanks—East Side  
ECFR undergoing DRS Audit  
First-half Tax Revenue Estimate Received from Clark County  
Applying for Federal Assistance to Fire Fighters Grant—Exhaust Filters for Diesel Apparatus  
Preparing MotoCross Plan for this Summer's National Event  
VFIS Risk Reduction Consultant will be here on June 9th  
Conducted Monthly Staff Meeting  
Scheduled Committee Meeting for Health & Fitness Grant  
ERT Crew Attended Camas Health & Safety Fair  
ECFR will participate in JAS Interviews on May 20<sup>th</sup> & 21<sup>st</sup>  
Developing Annual Drill for Regional Type 3 Incident Management Team  
Will Involve Skamania FD #4 and Skamania FD #1  
Plans/Finance Trailer Will Be Hardwired Thursday for Computers/Printers  
I-Suite (Database) Training Scheduled for Regional T-3 IMT Members  
Contracted Shredding Service Here Today to purge old Records—Per State Records Retention Grant  
Surplused Water Tender Has Arrived In Wyoming  
John Talbot (CRESA Assistant Director) Retires June 26<sup>th</sup>

Chief Koehler provided current YTD figures for costs associated with ECFR staffing Station 1-1 in the unexpected absence of Camas personnel. A cost projection (from ECFR Staff) was also contrasted against initial first-half revenue figures (from Clark County). Initial trends show that ECFR will—probably—be OK, financially, and can return to the original staffing plan (two at Station 1-1 and two at Station 1-4). Capital expenditures will be held until the end of the budget year.

Assistant Chief Bob Jacobs could not attend tonight's meeting—he was staffing Station 1-1. He provided a written report.

Assistant Chief Dean Thornberry could not attend tonight's meeting—he was doing a Defensible Space presentation for a neighborhood association. He provided a written report.

### **VOLUNTEER FIRE FIGHTERS ASSOCIATION:**

Brad Baldwin, Volunteer Association Liaison, reported that Minutes from the last Volunteer Fire Fighters Association had been distributed, Agency-wide, to keep all Members informed of what is going on within the Association. Efforts to merge the two Volunteer Associations look promising—and that effort will be pursued with the intent to finish the merger in short-order.

The Volunteers will perform medical standby at the Vintage MX Race. Captain Baldwin thanked the Board and the Chief for allowing the Volunteers to perform this standby. A group of Volunteers recently took an Engine to Cape Horn Skye School to present a Fire Safety Class to a group of 5<sup>th</sup> Graders. The class was well received by both the kids and the adults. Again, the

Volunteers appreciate the opportunity to use District apparatus, equipment and supplies to undertake such projects.

The Board thanked Captain Baldwin and the Volunteers for their service to the Community—their willingness to undertake projects and tasks that advance both the Fire District and their Association.

### **MISCELLANEOUS REPORTS:**

There were no miscellaneous reports.

### **FIRE DISTRICT BUSINESS:**

Shared Services with Camas Fire & Rescue. Chief Leon could not attend, so Battalion Chief Mark Ervin reported. The seven new Fire Fighters have completed the Fire Fighter Academy and the Driver/Pump Operator Academy and start shift tomorrow. It appears that there will be enough trained/qualified personnel available to begin staffing Station 1-1, full time, on July 6<sup>th</sup>.

The Board asked Chief Ervin to have ECFR's Part-Timers listed on the Org Chart and/or within the Consolidation Plan. Ervin will deliver the Board's request to Chief Leon.

### **EMS Response Billing.**

#### Debt Forgiveness.

"WO" utilized EMS response twice and owes the Fire District \$826. They are on a 'fixed-income' and have no discretionary income (confirmed via documentation submitted to the District by "CW"). They have tried, diligently, to get their insurance to cover the cost—but have been turned down, repeatedly. They have been tax payers in the Fire District for 32 years. They ask the Board to forgive all EMS response charges.

**MOTION (by Goodnight): To forgive all charges related to EMS response for "WO".  
SECONDED by Clancy. Passed Unanimously.**

Bear Prairie Satellite Station. Commissioner Larson reported that Clark County has notified the Fire District that portions of the Bear Prairie house were constructed without building permits. The County found the discrepancy while doing preliminary work in preparation for the upcoming enclosure of the barn. The County wants documentation—and drawings—of any additions that occurred where building permits/inspections/sign-offs were not obtained by the previous owner. Clark County has provided the Fire District with drawings—which show what the 'approved' house should look like—however, the drawings are poor and hard to understand.

Commissioner Larson will meet with the previous owner, tomorrow, to try to get an understanding of what construction was done (without permits and inspections), the construction methods used, etc. Doing so could limit the amount of work that our Architect will have to do (as well as the cost associated with this unplanned work) to provide the County with proper documentation.

There was discussion about how to avoid such a problem—in the future—if the District repeats the Satellite House project for the Jones Creek area. Commissioner Larson will talk with Clark County to see if they are willing to perform site visits and records checks PRIOR to the Fire District purchasing a home and/or out-building.

Purchase Request: Accountability Materials. The Fire District must switch to the new apparatus numbers by June 16<sup>th</sup>. To meet that date, Staff had to order approximately \$1,300 in

Accountability materials between Board Meetings. Staff is seeking retroactive approval for this purchase of crew cards, helmet shields, replacement of placard numbers, etc.

**MOTION (by Clancy): To approve the purchase of Accountability materials, estimated to be \$1,300 plus shipping and handling. SECONDED by Goodnight. Passed Unanimously.**

Open House at Station 1-1. The MotoCross Nationals will be held the final weekend of July. That is also the weekend for Camas Days. The Pilot's Association has asked if the Fire District wants to partner for an Open House that weekend, too. Chief Koehler will poll the Membership to see if enough personnel are available to undertake all these activities.

Washougal Water Tower. Chief Koehler has received no response from the letters that were sent to neighbors—regarding the Fire District's desire to receive public feedback—on the possible granting of road access to the City's proposed water tanks via SE 16<sup>th</sup> Street. After discussion, the Board desires to wait a bit longer—for public feedback—before giving the City an answer. There was discussion about what the District should require from the City (i.e., pave SE 16<sup>th</sup>, install curbs, provide unlimited access to tank water for fire suppression, etc) in exchange for granting road access.

Wildfire Preparation. Wildfire season is approaching and Staff desires to document the District's approach to mutual aid and mobilization requests. A draft plan was presented to the Board for consideration. As has been done in past years, it is suggested that (if adequate apparatus and human resources are available to ensure that the Fire District is adequately protected) a maximum of two rigs could be sent to Regional Incidents and/or State Mobs. In consideration of reducing our Tender fleet from 5 to 4, only one Tender would leave the District for any extended period of time. The same would hold true for a Class 1 Structural Engine.

Regarding assignment of Chief Officers, past practice has been to keep one Chief Officer in the District at all times. Chief Koehler has been assigned to a State Incident Management Team, which means that both he and Chief Thornberry could both be gone at the same time. Chief Jacobs is typically available (from work via cell phone, pager and radio) during weekdays, but may be out-of-town on weekends for NASCAR assignments. Staff is suggesting that Captain Carnes remain in the District when Chiefs Koehler and Thornberry are dispatched. Captain Carnes will assist in coordination of staffing for ECFR stations. Additionally, the Camas BC will respond to larger incidents for scene supervision. Chief Jacobs will look after apparatus and facility repair issues—when available—otherwise Captain Carnes can address such breakdowns.

Assignments for State IMTs can last 14 days plus travel time.

If these (or other) arrangements are not acceptable to the Board, Chief Koehler is willing to withdraw from the Type 2 IMT—however, if that is likely to happen, he desires to give his IMT as much warning about his departure, as possible.

**MOTION (by Cox): To adopt the FY2009 Wildfire Plan. SECONDED by Clancy. Passed Unanimously.**

Adopt Volunteer Fire Fighter Position Description. The Fire District is completing a random DRS audit. The State Retirement System is asking for a Position Description for Volunteers—to help them determine if the Volunteers are eligible for participation in PERS. Staff has created a draft document for Board review.

**MOTION (by Clancy): To adopt the Volunteer Fire Fighter Position Description. 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 8:06 PM. There was one item of business to discuss: Authorize the State BVFF&ROs to pay invoice voucher(s) for two physical therapy visits for Cadet Shawnee Kuehl for injuries sustained during Cadet class. **The Local Board directed the State Board to pay the invoice voucher(s).** The Local Board for VFF&ROs Meeting was adjourned at 8:07 PM. The Minutes of the Local Board for VFF&ROs Meeting are filed separately.

**ROUNDTABLE:**

- District Offices Closed on Memorial Day, May 25<sup>th</sup>—Duty Crews Staffed
- Fire Authority Meeting, June 4<sup>th</sup>, 6 PM, Station 1-1
- Risk Reduction Consultant Here, Tuesday, June 9<sup>th</sup>, TBA
- Ambulance Advisory Board Meeting, Thursday, June 11<sup>th</sup>, 7 PM, Station 4-2

**EXECUTIVE SESSION:**

There was no Executive Session.

**ADJOURNMENT:**

The Board adjourned at 8:09 PM.

The next Regular Board Meeting is scheduled for June 2, 2009, 7 PM, Station 1-1.

Respectfully Submitted,

**EAST COUNTY FIRE & RESCUE**

by

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John Clancy, Commissioner

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Greg Cox, Commissioner

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Harry Goodnight, Commissioner

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Gary Larson, Chairman

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Victor Rasmussen, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

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Scott Koehler, District Secretary