

EAST COUNTY FIRE & RESCUE

Regular Board of Fire Commissioners Meeting

November 17, 2009

CALL TO ORDER:

The meeting was called to order by Chairman Gary Larson at 7:00 PM at Station 94.

The following were in attendance: John Clancy, Greg Cox, Gary Larson, Vic Rasmussen; Scott Koehler, Bob Jacobs, Dean Thornberry; Greg Anderson, Jack Hooper, Nancy Hooper, Martha Martin and Sheldon Tyler.

AGENDA ADJUSTMENTS:

Commissioner Larson sought adjustments to the Agenda. Commissioner Cox asked to move all business to the top of the agenda so he can attend another meeting related to his job. The Board was OK with that.

CONSENT AGENDA:

Approval of Minutes:

- November 3, 2009 Regular Board Meeting Minutes
- November 3, 2009 Local BVFF&RO Meeting Minutes

Approval of November 17, 2009 Financial Report

Excuse Commissioner Goodnight

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

FIRE DISTRICT BUSINESS:

Adopt FY2010 Budget. Chief Koehler reviewed the documentation related to approval of the FY2010 budget:

Resolution #109-11172009 adopts the budget for Fund 6291 (General Operational Fund). The proposed budget is balanced on 101% of FY2009's projected tax revenues; including wildfire income; and anticipates a small amount of revenue from several other sources—beyond property tax. The budget totals \$2,423,943.81. It supports the current level of operation—for most activities/programs; increases Part-Timer coverage at Station 94; and provides for the addition of a half-time Office Assistant.

Resolution #110-11172009 documents the preliminary tax revenue that will be collected by Clark County. The General Fund (Fire Tax) Levy funds being requested are \$1,989,000. These funds will be placed in Fund 6291. The EMS Levy taxes being requested are \$556,000—which will be passed-through to the City of Camas for the Paramedic Ambulance Service. These numbers represent 101% of FY2009 taxing levels.

Resolution #1119-11172009 documents the Board's belief that a substantial need exists to exceed the 100% level of taxation (based on FY2009 levels) to fund operations in FY2010. This resolution is needed because the IPD was a negative number. A super-majority of

Commissioners (4 of 5) will have to support this Resolution for it to pass. Failure of this Resolution will require the District to balance FY2010's budget at 100% of FY2009's revenue. The 1% increase represents approximately \$20,000 which will be necessary to increase Part-Timer staffing hours at Station 94.

MOTION (by Cox): To adopt Resolution #109-11172009 Adopting the FY2010 budget for Fund 6291. SECONDED (by Clancy). Passed Unanimously.

MOTION (by Clancy): To adopt Resolution #110-11172009 requesting Fire Levy money and EMS Levy money, at 101% of FY2009's levels, from Clark County. SECONDED (by Rasmussen). Passed Unanimously.

MOTION (by Rasmussen): To adopt Resolution #111-11172009 declaring a substantial need for revenue—allowing the Fire District to exceed the IPD for FY2010. SECONDED (by Cox). Passed Unanimously (4 of 4 Commissioners present and voting).

Commissioner Cox advised that he would review the bills before leaving for his meeting. The Board thanked him for attending to insure that the FY2010 budget got adopted.

OPEN TO THE PUBLIC:

Greg Anderson, City Councilmember from the City of Camas, reported that the Camas City Council has disbanded the Fire Authority Work Group.

Martha Martin, a resident of the Fire District, noted that she had attended a recent Washougal City Council Meeting where the City had discussed their plans to obtain Federal funding to proceed with the construction of the water reservoir on SE 352nd Avenue near SE 16th Street.

CORRESPONDENCE:

WFCA—Fire Service Directory Update. The Washington Fire Commissioner's Association is seeking updated information, on Fire Districts and Commissioners, for the 2010 edition of their Directory. Commissioners were asked to review the current information and get changes to Chief Koehler prior to the December 4th deadline.

CHIEF OFFICER REPORTS:

The following activities have occurred since your last meeting:

<u>Total Calls</u>		<u>Projected:</u>
FY2007	1.65 Calls/day	605/year
FY2008	1.70 Calls/day	623/year
<u>FY2009—YTD</u>		
573 Calls	1.78 Calls/day	651/year

Calls that have occurred since the last Regular Board Meeting:

- 15 EMS
- 2 Non-Injury MVA
- 1 Chimney Fire
- 1 Burning Complaint
- 1 Structure (Small) Smoke In The House—1 Engine M/A to Washougal Fire

The Fire District's Ballot Request to Maintain the Board at 5 Positions passed with 72%
 Receiving Citizen Requests for Information on Method District will use to fill that 5th position
 The Washington State Survey and Rating Bureau visited the District to re-evaluate capability
 Overall Result was VERY favorable

East County Fire & Rescue has completed its support to the Regional H1N1 Pandemic Flu 2009 Event
The Regional Type 3 IMT has transitioned back to the Health Department's Type 4 IMT
Communicating Staffing Issues/Concerns with Chief Leon
Post-Record Interviewed ECFR & Camas to Obtain Info Regarding Status of Shared Services Talks

Met with Washougal Mayor-Elect Sean Guard—at his request
Re-Scheduling After Action Review with DNR for the Jones Creek 3 Fire
Completed Final Versions of FY2010 Revenue and Expense Budgets
Camas has been asked to re-evaluate our maintenance charges for hydrants located in the Fire District
Considering SAFER Grant Application for Full Time Fire Fighter Positions
Attended County Fire Chief's Association Meeting—Requested to Remain as the Chair for FY2010
Possible Location of Contract Helicopter at SW Medical Center is currently stalled
Ordered Exercise Equipment per the Health & Wellness Committee's Recommendation/Board's approval
Working on Scheduling Health & Wellness Evaluations

Square Mile Project is underway.

The DRS Audit has been completed

Chief Koehler attended the TTT—All Hazards PIO class at the National Fire Academy in Emmitsburg, MD
Discovered This Region's Type 3 IMT is 'light years' ahead of most T3 IMTs across this Nation
Evaluating DVD Recording Cameras for Possible Purchase (For Training Activities and Other District Events)

Live-Fire House Burn held last Saturday

JAS (Job Acquisition Skills) Interview with Washougal High School Student

Planning for Annual Holiday Gathering on December 9th

Planning for Year-End Review of FY2009 Goals and Objectives on December 30th

Planning for Driver/Pump Operator Academy for November 21st and 22nd

Drills: Fire Suppression, FF1 Skills Sheets, Fire Fighter's Association Business Meeting

NOTE: Commissioner Cox left the meeting at this time.

Assistant Chiefs

Chief Jacobs reviewed his written report.

Chief Thornberry reviewed his written report.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

No representative from the Volunteer Fire Fighter's Association was in attendance. No report was provided.

MISCELLANEOUS REPORTS:

There were no miscellaneous reports.

FIRE DISTRICT BUSINESS (continued):

Shared Services with Camas Fire & Rescue. Commissioner Larson advised that the Commissioner's Sub-Committee would be meeting after the Thanksgiving Holiday. He asked if either the Volunteer Association or the Part-Timers had submitted representative suggestions. Chief Koehler has not heard from the Volunteers. The Part-Timers had suggested one name—but had not confirmed that ALL Part Timers had been contacted for possible nomination. Chief Koehler will follow-up with both groups.

EMS Response Billing – Debt Forgiveness. There were no issues to discuss tonight.

Survey & Rating Bureau Re-Evaluation. Chief Thornberry spent part of a day with a representative from the Washington Survey and Rating Bureau (WSRB). Overall, the visit was favorable for the District. WSRB noticed the lack of an Engine at Station 93—and will down-grade the protection class rating for that area unless the rig is moved back to Sunnyside from Station 91. That is being handled.

WSRB is, also, unwilling to grant residents of the Bear Prairie area (beyond 5 road miles from the Mt. Norway Station) fire protection credit until that station has been built/completed. They won't consider the area to have adequate fire protection until an engine is parked inside the building—free from the chance of freezing its water/pump/plumbing—on a year-round basis.

Additionally, WSRB was favorable to the age/quality of the Fire District's fleet. They also were complimentary of the breadth and scope of the District's Training Program.

Bear Prairie Satellite Station. Commissioner Larson and Assistant Chief Thornberry met with Clark County to discuss their—new—concerns about the Bear Prairie Satellite Station. Even though the County, initially, said it was OK for the Fire District to build the storage shed/garage as a Residential-grade rural storage building—they now say that (due to public money being used to fund the project) a Commercial-grade building will be required. A Conditional Use Permit will also be necessary—due to the Commercial Building. A Site Evaluation Plan may, also, be required. This 'Eleventh-hour' change is, certainly, unwelcome—almost one year after our efforts to build this building began with the County's full knowledge and approval.

Our Architects have advised that the proposed building *is* designed to Commercial Standards. It will have to be moved 2 feet closer to the existing building to meet the County's newly discussed set-back from the roadway. A one-hour fire wall will be necessary due to the new structure's close placement to the existing building (the one-hour wall was already a part of the Architect's proposal). There may be requirements for one or more of the following: landscaping review, paving/storm-water review, etc—all of which will raise the total cost of the project.

The next logical step is to schedule a Pre-App Conference with the County—to understand what the County might require from the District in terms of process, products, procedures and/or fees (past projects have seen the County change their requirements—sometimes several times—during the life of a project). The Pre-App Conference will cost the Fire District approximately \$2,300. It was suggested that the County be asked to document their decisions (from the Pre-App Conference) and be held to those decisions by the Fire District.

MOTION (by Rasmussen): To begin the process for—and expenditures required—for the Pre-App Conference for the Bear Prairie Satellite Station project. SECONDED (by Clancy). Passed Unanimously.

Washougal Water Tower. Clark County has published a Notice of Development Review and has reserved the Optional SEPA Determination of Non-Significance for the proposed water reservoir on the property immediately north of the Mt. Norway Fire Station (SE 352nd Avenue at SE 16th Street). The Fire District needs to provide the County with any feedback by December 1st. After a short discussion, the Board had no feedback, for the County, at this time.

Commissioner Clancy noted that the proposed plan shows road access to the water tank(s) off of SE 352nd Avenue just north of SE 16th Street. Having such an access on the City's land may remove the Fire District from the discussion about possible provision of access off our property (SE 16th Street is part of the north-end of the Fire District's property—easements grant access to a limited number of other users).

Determine Process for Appointment of Commissioner to fill Newly Approved 5th Board Seat. The Board discussed how they wanted to handle the ‘soon-to-be “open”’ 5th Commissioner’s Seat. It was agreed that public notice will be published for two weeks in the *Camas Post Record*, as well as being posted on the Fire District’s web site. The Board agreed that having a resume with background information would be helpful. Also, something that listed the applicant’s knowledge of the Fire District—and their vision for the Agency—would be helpful. Everyone agreed that previous knowledge of Fire Department operations is NOT a requirement. However, knowledge of budget, policy, management/supervision would be.

The Board will review applications and—if there are a lot of applications—pick the best qualified candidates. Interviews are tentatively scheduled for Thursday evening, December 10th. Two Commissioners can be involved in the Interviews without the interviews becoming part of a Public Meeting. More than two Commissioners will require that the Meeting be published and Minutes be maintained. Either way works—but, the Candidates might be more comfortable with a smaller crowd. The Board opted for two Commissioners, two Chief Officers, one Volunteer Representative and one Part-Timer Representative.

The full Board could appoint the ‘new’ Commissioner during the December 15th Regular Board Meeting. Doing so would have the ‘new’ Commissioner ready for the start of their term when it begins on January 1st.

Acknowledge FY2010 Fire District Holidays. Chief Koehler presented a list of the holidays that the Fire District will observe in FY2010. These holidays are spelled-out in Agency policy and/or employee contracts. The Board acknowledged receipt of the FY2010 Holiday List.

Spokane Conference. Commissioner Larson advised that, during the recent Annual WFCIA Commissioner’s Conference in Spokane, contact was made with Clark County Fire District #3—who is interested in sitting down to discuss general operations. This meeting would allow both Districts to look for ways to help each other; and, perhaps, operate more efficiently.

LOCAL BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS

Chairman Gary Larson called the Local Board for VFF&ROs Meeting to order at 8:01 PM. There were no items of business to discuss. The Local Board for VFF&ROs Meeting was adjourned at 8:02 PM. The Minutes of the Local Board for VFF&ROs Meeting are filed separately.

ROUND TABLE

Driver/Pump Operator Academy, November 21st and 22nd, 8 AM to 5 PM, Station 91
Annual Holiday Gathering, December 9th, 6 PM, Station 91
Year in Review—Agency Goals & Objectives, December 30th, 7 PM, Station 91

EXECUTIVE SESSION:

The Board went into Executive Session, per RCW 42.30.110(g)—To Review the Performance of a Public Employee—at 8:03 PM. The expected duration of the Executive Session was estimated to be 10 minutes.

BOARD RECONVENES:

The Board returned to Regular Session at 8:13 PM. No action will be taken.

Sheldon Tyler asked about the length of appointment for the “Open” 5th Commissioner’s seat. The appointment is for, approximately, two years of the six year term. The appointed

Commissioner will have to 'run' for the last four years of the term—in an open election—at the General Election in the next 'odd-numbered' year (2011).

There was some discussion—among the Board and various attendees—to insure that everyone understood the County's/State's reasons for using this model for appointees.

ADJOURNMENT:

The meeting was adjourned at 8:18 PM.

The next Regular Board Meeting is scheduled for December 1, 2009 Station 91, 7 PM.

Respectfully Submitted,

EAST COUNTY FIRE & RESCUE

by

Gary Larson, Chairman

Greg Cox, Vice-Chair

John Clancy, Commissioner

Absent _____
Harry Goodnight, Commissioner

Victor Rasmussen, Commissioner

ATTEST:

DISTRICT SEAL:

Scott Koehler, District Secretary