

EAST COUNTY FIRE & RESCUE

Regular Board of Fire Commissioners Meeting

April 20, 2010

CALL TO ORDER:

The meeting was called to order by Vice-Chairman Jack Hooper at 7:00 PM at Station 91.

Commissioner Hooper led the group in a flag salute.

The following were in attendance: Mike Berg, John Clancy, Jack Hooper, Vic Rasmussen; Robert Jacobs; Tammy Dinius, Nancy Hooper, Martha Martin and Jeff Walton.

AGENDA ADJUSTMENTS:

Commissioner Hooper sought adjustments to the Agenda. There were none.

CONSENT AGENDA:

1. Approval of April 6, 2010 Regular Board Meeting Minutes
2. Approval of April 6, 2010 Local BVFF&RO Meeting Minutes
3. Approval of April 12, 2010 Special Workshop Minutes
4. Approval of April 20, 2010 Financial Report
5. Excuse Commissioner Larson
6. Appoint Assistant Chief Robert Jacobs as Acting District Secretary

MOTION (by Clancy): To approve items 1-6 from the Consent Agenda. SECONDED (by Rasmussen). Passed Unanimously.

OPEN TO THE PUBLIC:

Martha Martin, President of Concerned Citizens In Action, thanked Commissioners Clancy and Rasmussen for attending the presentation by State Auditor Brian Sonntag.

CORRESPONDENCE:

The Daily News—Fire Commissioners May Create Taxing District to Pay for Lexington Station. Cowlitz County Fire District #2 may use a little-known method to fund construction of a new fire station. The funding process involves forming a miniature taxing district (Limited Improvement District) around those citizens served by the capital improvement. The levy can be authorized by the Board of Fire Commissioners without an election. Taxpayers within the LID are allowed to pay their share of the debt in as little as 1 year or over as many as 15 years.

CHIEF OFFICER REPORTS:

Chief Koehler is out-of-town for training. He provided the following written report:

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 (+2.9% over 2007)
FY2009	1.79 Calls/day	655/year (+5.1% over 2008)

FY2010—YTD

147 Calls

1.37 Calls/day

501/year

Calls that have occurred since the last Regular Board Meeting:

12	EMS
1	Injury MVA (Lifeflight from MX Park. Skamania Co FD #4 assisted)
2	Burning Complaint
2	Electrical Problem
2	Public Assist
1	Garage Fire (ECFR with Assistance from Camas & Washougal)
1	Mutual Aid to Vancouver Structure Fire with Engine 91 & Tender 93

Attending FEMA's TTT Class for Planning Section Chiefs

Finalizing Hiring Process Announcements/Position Descriptions

FEMA Advised that ECFR's Assistance to Fire Fighters Grant Would Not Be Funded This Year

Working With Southwest Clean Air to Ensure All Burning Complaints are Reported to Their Office

Working to Replace PIO—Candidate Will Be Brought to Board for Approval

Working to Obtain Radio Plan for Regional Interoperability

Continuing Evaluation for Moving All Admin Personnel to Station 91

Preparations Continue for Joint EOC Drill—Scheduled for Wednesday, April 28th

Met with Linda to Discuss Web Site Updates/Changes

Held Monthly Staff Meeting

Attended Quarterly Insurance Meeting to Deal with Change in Broker

Attended Joint Fire Chiefs Meeting—Clark County and Cowlitz County

Conducted Training for Type 3 IMT Training—Planning Section

Scheduled to Assist DNR in Annual Type 3 IMT Training Event on April 27th

Preparing for Instructor I Class

Preparing for EVIP Class and Rodeo

Finalizing "Live Fire" Training Event on Vernon Road

Working with ESD 112 to facilitate Student Rider Interested in Medical Careers

Drills: Evolutions—Salvage & Overhaul; Quarterly SCBAs; Volunteer's Association Business Meeting

Assistant Chief Jacobs reviewed his written report.

Assistant Chief Thornberry is out-of-town for training. No report was provided.

Finance/HR Manager Tammy Dinius reviewed her written report. **She thanked Fire Fighter Frank Billington for ALL the time and effort he has committed in selling the Fire District's surplus equipment.**

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

Jeff Walton, Alternate Fire Fighters Association Liaison, reported on the change of date and location for the upcoming Fire Fighter's Association Poker Tournament. The event is being moved to the Camas Moose Lodge due to State Gambling Commission requirements.

SAFETY REPORT:

Chief Jacobs reviewed the "Near Miss" and Fire Station Inspection Programs. The Safety Suggestion Program is, also, working well.

CITIZEN LIAISON REPORT:

No report was provided.

MISCELLANEOUS REPORTS:

There were no miscellaneous reports.

FIRE DISTRICT BUSINESS:

Adopt Position Description: Lateral Entry Fire Fighter/EMT-Basic. Finance/HR Manager Tammy Dinius reviewed the final draft of the position description—which had been provided to the Board at the last Regular Board Meeting. She sought desired changes to the document. There were none. Dinius requested the Board to approve the document in anticipation of the District hiring its own Fire Fighters to transition with Camas personnel when the Joint Staffing Agreement expires in early December.

MOTION (by Rasmussen): To approve the position description for the Lateral Entry Fire Fighter/EMT-Basic. SECONDED (by Clancy). Passed Unanimously.

Approve Position Announcement: Lateral Entry Fire Fighter/EMT-Basic. Finance/HR Manager reviewed the final draft of the position announcement—which had been emailed to the Board prior to tonight’s Regular Board Meeting. The intent is to hire experienced Fire Fighters who can immediately serve as Crew Leaders. We hope to find the most suitable candidates to facilitate future competitive promotions to Officers/Shift Leaders. The classes/training required has been provided at ECFR—on an annual basis—for over five (5) years. The requirements come from the Step Program that the Board reviewed at its last Regular Board Meeting.

It is Chief Koehler’s intent to test in-house personnel—first—in an effort to find qualified personnel. If enough qualified in-house personnel cannot be found, the test will be opened to the public. In-house personnel are ‘known quantities’—all of whom will have served at least one year with ECFR—and at least two years in the Fire Service. By publishing the announcement now, Members can plan their schedules to be available to test (if found to meet all published requirements). Additional information about the application, the testing process, the testing procedures, etc., will be published well ahead of the various phases of the testing process.

MOTION (by Clancy): To approve the hiring announcement and publish it throughout ECFR Stations. SECONDED (by Berg). Passed Unanimously.

Adopt Policy: Fire Fighter Step Program: Finance/HR Manager reviewed the final draft of the Step Program—which had been emailed to the Board prior to tonight’s Regular Board Meeting. The final draft has added a couple new requirements—but nothing unreasonable or unattainable. The Step Program is applicable to all Members of the District assigned as Fire Fighters. The intent of the program is to foster ongoing professional development—only Fire Fighter Fourth Class is mandated for all Members who successfully pass probation. Career personnel must attain Fire Fighter 4th Class within their 12 month probation. Volunteers are not held to that 12-month window.

A good portion of the classes listed in the Step Program are presented annually in-house. Some of the classes will be obtained outside the District’s training program. There are costs associated with sending personnel to some of these outside classes—but the costs are manageable. The amount of obligation—borne by the District (for tuition and wages)—is outlined in the Sponsored Training Policy that was sent to the Board prior to tonight’s meeting.

Chief Koehler intends to develop a similar program for all Suppression Personnel prior to hiring the Full Time Fire Fighters anticipated to start work in November. Eventually, all personnel in the District will have a career development program to guide them in developing their knowledge, skills and abilities.

Staff requests that the Board adopt the Fire Fighter Step Program.

MOTION (by Clancy): To adopt Policy #2000.1. SECONDED (by Berg). Passed Unanimously.

Acknowledge Agency Operational Policies:

Minimum Staffing Guideline: Assistant Chief Jacobs discussed the Operational Policy developed to guide in staffing District Fire Stations. It prioritizes staffing at Station 91 and Station 94, then guides additional staffing (Volunteer or Paid) for other stations, as needed or as available. This policy was emailed to the Board prior to tonight's meeting.

It is Chief Koehler's intent to utilize this policy to manage both staffing needs and to control cost. As an Operational Policy, Board adoption is not required. However, the Chief asks that the Board acknowledge the pending implementation of the policy. The Board is OK with the policy.

Sponsored Training: Assistant Chief Jacobs discussed the Operational Policy developed to guide Staff in addressing Member requests for training. It defines and prioritizes training that benefits the District and its Members, and guides Staff in determining what support the Fire District will provide to Members authorized to participate in approved training classes. This policy was emailed to the Board prior to tonight's meeting.

It is Chief Koehler's intent to utilize this policy to objectively and fairly manage training requests and control training costs (tuition, wages, etc). As an Operational Policy, Board adoption is not required. However, the Chief asks that the Board acknowledge the pending implementation of the policy. The Board is OK with the policy.

Review Meeting with Fire District #3. Commissioners Berg and Hooper discussed the Joint Meeting with Fire District #3. They currently face many of the same challenges that ECFR does. The uncertainty of the economy—and its impact on both Districts' ability to maintain current levels of service—was a topic that got a lot of attention.

There was discussion about how the two Districts might participate in joint training, joint purchases, joint response, etc.

Following the discussion phase of the Joint Meeting, the District #3 Board and Staff was given a tour of Station 91. There was considerable time spent discussing ECFR's two newest Water Tenders—District #3 needs at least one new Water Tender and liked the Tenders that are currently being utilized at Station 91 and Station 94.

District #3 has invited ECFR to visit their Headquarters Station later this year. A date will be scheduled in the near future.

The Minutes of the Joint Meeting (Special Board Workshop) are filed separately.

Citizen's Academy. Assistant Chief Jacobs reviewed the proposed schedule for the Citizen's Academy—slated to begin May 6th. It is planned to run on Thursdays for eight weeks. Chief Koehler would like a minimum of 6 participants and a maximum of 10. The District's Insurance Carrier has been notified of the upcoming Academy.

The Academy will allow citizens (priority will be given to residents of the Fire District) learn about the legal and administrative aspects of the District, as well as performing minor 'hands on' tasks and activities related to fire, medical, rescue, haz mat, and disaster response. Volunteer

Members and On Duty personnel will be utilized to assist with the class. Minor PPE will be loaned to the participants. There will be no cost to participants.

Chief Koehler will proceed with the Citizen's Academy—which will be advertised in the local paper, in the Columbian, on the District's web site; will be highlighted by the District's Citizen Liaison; and will be advertised on posters—unless the Board has objection. The Board was supportive of hosting the Citizen's Academy. Assistant Chief Jacobs invited the Board to attend any or all of the Academy sessions.

Update on Commissioner Compensation. Finance/HR Manager Tammy Dinius did some research on Commissioner Compensation. After contact with the State Auditor's Office, it was determined that the District has met the intent of the law: the Board's previous documentation (Resolutions and Policies) is considered valid for all who voted on those documents during their adoption. The District is, therefore, not obligated to pay the Commissioners \$104 per Meeting (up to the annual limit of \$9,984). It is appropriate for those signing Members to accept the \$75 per Meeting—two meetings or authorized events, maximum, per month—that was previously agreed to (and on which the FY2010 Budget was based).

New Board Members will need to sign documentation if they desire to defer some or all of their compensation. Such documentation cannot be retroactive—new Commissioners will, retroactively, be given the \$104 per Meeting—maximum of two Meetings or authorized events per month—until the date that the waiver is signed. Then, Commissioner compensation will be reduced, as noted on that document. Commissioners who choose NOT to sign the waiver will be compensated \$104 per Meeting. The two Meeting (or authorized activity) limitation, per month, is a valid restriction—according to RCWs.

Existing Commissioners Clancy, Larson and Rasmussen decided to remain at the \$75 per Meeting rate. Newly appointed Commissioner Hooper signed his waiver and will be retroactively paid \$104 per Meeting—until that document is processed by Clark County—which will drop his compensation to the \$75 per Meeting amount. Commissioner Berg has not returned a waiver. He will be paid—retroactively—the \$104 per Meeting—which will continue at that amount unless he waives some or all of his compensation at a future time.

Bear Prairie Satellite Station. A total of two bids were received from the five (5) Contractors who were contacted. The winning bidder was Foes & Sullivan—who bid \$3,106.07 to build the shear wall (for the carport) and to replace one broken window and a broken skylight. Work is scheduled to begin on April 22nd.

The other bidder was Rehfeldt Construction—who bid \$6,951.85.

The building permit—for construction of the storage building—is still in-process with Clark County Department of Community Development.

EMS Response Billing—Debt Forgiveness. There were no EMS billing issues to discuss.

Location of 'Roving' Quarterly Board Meeting—May 18th. It is time to pick the location of the 'roving' quarterly Board Meeting. The second meeting of the second month of each quarter is held at a fire station—other than Station 91—in an effort to improve Customer access to these meetings. After discussion, the Board decided to hold the May 18th Regular Board Meeting at Station 94 beginning at 7 PM.

LOCAL BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS

Vice-Chairman Jack Hooper called the Local Board for VFF&ROs Meeting to order at 7:35 PM. There were six items of business to discuss: Authorize the State Board to make payment on two Invoice Vouchers for an accident that occurred on December 21, 2009; and to make payment on four Invoice Vouchers for an accident that occurred on February 24, 2010. The Local Board granted payment authorization for the six invoice vouchers. The Local Board for VFF&ROs Meeting was adjourned at 8:38 PM. The Minutes of the Local Board for VFF&ROs Meeting are filed separately.

ROUND TABLE

Volunteer’s Association Poker Night (Fund Raiser)—Sunday, May 23rd, 3:30 PM, Camas
Moose Lodge
Strategic Planning Session for Board & Administrative Staff—Monday, May 17th, 5:30 PM,
Station 91

EXECUTIVE SESSION:

There was no Executive Session

ADJOURNMENT:

The meeting was adjourned at 7:50 PM.

The next Regular Board Meeting is scheduled for May 4, 2010, Station 91, 7 PM.

Respectfully Submitted,

EAST COUNTY FIRE & RESCUE

by

Absent _____
Gary Larson, Chairman

Jack Hooper, Vice-Chair

Mike Berg, Commissioner

John Clancy, Commissioner

Victor Rasmussen, Commissioner

ATTEST:

DISTRICT SEAL:

Robert Jacobs, Acting District Secretary