

EAST COUNTY FIRE & RESCUE

Regular Board of Fire Commissioners Meeting

April 6, 2010

CALL TO ORDER:

The meeting was called to order by Chairman Gary Larson at 7:00 PM at Station 91.

Commissioner Larson led the group in a flag salute.

The following were in attendance: Mike Berg, John Clancy, Jack Hooper, Gary Larson, Vic Rasmussen; Scott Koehler, Dean Thornberry; Mike Carnes, Tammy Dinius, Nancy Hooper, Paula Knapp and Martha Martin.

AGENDA ADJUSTMENTS:

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

CONSENT AGENDA:

1. Approval of March 16, 2010 Regular Board Meeting Minutes
2. Approval of March 16, 2010 Local BVFF&RO Meeting Minutes
3. Approval of April 6, 2010 Financial Report

MOTION (by Clancy): To approve items 1-3 from the Consent Agenda. SECONDED (by Rasmussen). Passed Unanimously.

OPEN TO THE PUBLIC:

Martha Martin, a citizen living in the Fire District, reported that she had spoken with Camas Mayor Paul Dennis after a recent Camas City Council activity. She has information—regarding the current relationship between East County Fire & Rescue and Camas that she would like to share with Commission Chairman Larson. Commissioner Larson will meet with Ms. Martin in the next few days.

Martha Martin, President of Concerned Citizens In Action, invited the Board and all Members of East County Fire & Rescue to the upcoming presentation by State Auditor Brian Sonntag.

CORRESPONDENCE:

Concerned Citizens In Action—Brian Sonntag Presentation. Martha Martin, President of the Concerned Citizens In Action, invited the Commissioners, Administration, Staff and all Members to a presentation on the different types of audits performed by the Washington State Auditor's Office. State Auditor Brian Sonntag will be the guest speaker. The event is scheduled for Wednesday, April 14th, 6:30 PM, at Washougal High School.

Firehouse Lawyer—Impact Fees for Fire Districts. The March 2010 edition of the Firehouse Lawyer discusses House Bill 1080, which is on the Governor's desk for signature, granting Fire Districts access to the use of Impact Fees.

CHIEF OFFICER REPORTS:

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)

<u>FY2010—YTD</u>		
126 Calls	1.31 Calls/day	479/year

Calls that have occurred since the last Regular Board Meeting:

15	EMS
2	Injury MVA (1 ATV Accident with Life Flight)
3	Non-Injury MVA
1	Burning Complaint
1	Electrical Problem
1	Public Assist
1	Fire Alarm
1	Hazardous Condition
1	Bark dust Fire
1	Garage Fire (ECFR with Assistance from Camas & Vancouver)
1	Dryer Vent Fire (Vancouver's Fire)
1	Mutual Aid to Camas Structure Fire with Air 93

The Annual Awards Banquet was a nice event. THANKS for sponsoring the gathering.
 Bringing Closure to Federal Health & Wellness Grant—Final Report Due to FEMA in May
 Circulated Recent News Article Highlighting Benefits of Health & Wellness Programs to both
 FFs & Taxpayers
 Attending Quarterly Insurance Meeting to Deal with Change in Broker
 Evaluating Moving All Admin Personnel to Station 91
 Considering Logistics, Costs and Scheduling Issues
 Preparing for Joint EOC Drill—Scheduled for Wednesday, April 28th
 Recruited 8 CERT Students as EOC Volunteers—Training To Support The Joint Drill
 Continuing Work on Semi-Annual Public Newsletter
 Meeting with Linda to Discuss Web Site Updates/Changes
 Listed All District Cell Phones on DO NOT CALL LIST
 DRS Audit Results Are Being Addressed
 Preparing for Joint Fire Chiefs Meeting—Clark County and Cowlitz County
 Attended Quarterly Ambulance Advisory Board Meeting
 Trying to Get Minutes of Prior Meeting To Be Accurate
 Scheduling Type 3 IMT Training for Regional Team
 Will Assist DNR in Annual Type 3 IMT Training Event
 CERT Class—Scheduled to begin March 25th—Cancelled Due to a Lack of Students
 Medical Center Affiliation Agreement for Hospital Rotations Is Causing Changes in ER Standbys
 Preparing for Instructor I Class
 Preparing for EVIP Class and Rodeo
 Sent Billing to Outside Students from ISO Class
 Considering Several “Live Fire” Training Events
 Drills: OTEP: Geriatrics; Evolutions: Hydrants, Ladders, Ventilation, Ropes & Knots
 Station 91 Open House will, likely, be postponed from July until September
 Attending FEMA's TTT Class for Planning Section Chiefs During Next Board Meeting
 Assistant Chief Jacobs will Facilitate Board Meeting
 Public Information Officer Nancy Hooper is leaving us this week—after almost 5 years as ECFR's PIO
 We will her well in her retirement—and all her future endeavors

Chief Koehler thanked Nancy Hooper for her many years of outstanding service to the Fire District as both the Public Information Officer and the CERT Program Coordinator.

Board Chairman Gary Larson read a letter, signed by all Board Members, thanking Nancy Hooper for her outstanding service to East County Fire & Rescue—for the last seven (7) years—as the Public Information Officer. Her efforts helped to portray the Fire District in a favorable light to local citizens and District Taxpayers. The Board wished Nancy “Good Bye” and “Good Luck” in all her future endeavors.

Assistant Chief Jacobs could not attend tonight’s meeting—but provided a written report for Board review.

Assistant Chief Thornberry reviewed his written report.

Finance/HR Manager Tammy Dinius reviewed her written report. She noted that due to changes in the way that Chevron is now handling their billing, the Fire District has been charged a Late Fee during each of the last two months. She suggested that the Board could authorize the use a Resolution (approved a couple of years ago) which authorizes immediate and direct payment of certain bills—which require timely or immediate payment—which is then followed by retro-active Board approval. Staff could begin paying the Chevron bill—in that manner—if the consensus of the Board was supportive. The Board told Finance/HR Manager Dinius to utilize that existing Resolution to avoid Late Fees on the Chevron bill.

Commissioner Rasmussen, the Board’s Auditing Commissioner, noted that changes in the billing techniques of other vendors might require similar action to avoid late charges. Staff will notify the Board if late charges become an issue with other regularly occurring invoices.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

There were no Volunteer Fire Fighter Association representatives in attendance. No report was provided.

SAFETY REPORT:

Chief Koehler provided the Board with a copy of the newly implemented Hazardous Atmosphere Exposure Report. ECFR personnel will fill-out the HAER after operating in any hostile atmosphere. Ongoing documentation of exposure (which is a regular and ongoing part of fire fighting) may assist ECFR Members if they ever have to make a claim against the State for occupational illness.

CITIZEN LIAISON REPORT:

Martha Martin reviewed her written report.

MISCELLANEOUS REPORTS:

There were no miscellaneous reports.

FIRE DISTRICT BUSINESS:

DRAFT Position Description: Lateral-Entry Fire Fighter/EMT-B. Chief Koehler presented the Board with a draft position description for a Lateral-Entry Fire Fighter/EMT-Basic. The Chief asked the Board to review the position description for future adoption. The intent of the upcoming hiring process is to seek someone with knowledge, skills and experience who can immediately serve as a Shift Leader and, through competitive testing, progress rapidly towards becoming an Officer. Initially, the District would seek qualified applicants—with at least one (1)

year of experience with ECFR—from current Membership. If in-house candidates cannot be found, the test will be opened for candidates outside the current membership.

The Chief also provided the Board with the first draft of a proposed Step Program. The intent of this program is to foster a ‘learning environment’, where members can seek –and be recognized—for professional development during their time-in-service. This Step Program will be open to ALL Members of the District who share the Fire Fighter assignment (both Career and Volunteer). Staff will finalize the Program and email the final draft to the Board prior to the next Regular Board Meeting.

Policies:

Adopt Safety Policy: Commissioner Clancy discussed Policy #2000.1—Safety. This policy has been reviewed by the Board and Staff several times and is ready for issue.

MOTION (by Rasmussen): To adopt Policy #2000.1. SECONDED (by Hooper). Passed Unanimously.

The Board was provided with a copy of Safety Bulletin #2000.1.1—CO Emissions in Truck Bays. It has been finalized and will be signed/issued by Assistant Chief Jacobs.

Use of Commissioner ID Badges: Commissioner Hooper asked if the District needed a policy on Commissioner use of ID Badges. After some discussion, the group decided that Commissioners should use discretion when wearing their photo-ID badges.

Agenda Items for Joint Meeting with Fire District #3. Commissioner Larson discussed the upcoming Joint Meeting with Clark County Fire District #3. He hopes to get to know District #3’s Commissioners and Staff—better—and learn what challenges they face. A current list of suggested discussion topics was presented. Commissioners and Staff should get any additional discussion topics to Chief Koehler for inclusion on the Agenda.

Bear Prairie Satellite Station. Commissioner Larson reported that the plans are currently being reviewed by Clark County for the construction of the new storage building. The existing open portion of the barn—the 3-bay carport—will have to be torn-down before the new storage building can be built. This will meet the County’s requirements for set-backs.

Bids have been sought from five (5) local contractors for construction of the shear wall and replacement of two windows at the existing residential structure.

Quarterly Review of FY2010 Goals & Objectives. Chief Koehler presented the Board with an update on Staff/Member progress on the FY2010 Goals. Activities without color highlights have not, yet, been started. Activities that are highlighted in yellow are currently underway. Green highlight means the activity has been completed. Staff/Members have made good headway during the first quarter of FY2010.

Commissioner Larson thanked Staff and Members for the ‘great work’ that they have already accomplished on the goals and objectives for FY2010.

Progress on Public Newsletter. Chief Koehler advised that work continues on the public newsletter—but progress has been slowed by all the work on the job description and hiring process for the Full Time Fire Fighter position.

Purchase Request: Computer. It is time to replace a computer that has reached the end of its service-life AND is running poorly. Chief Koehler desires to purchase a laptop and docking

station for Finance/HR Manager Tammy Dinius to better support her current computer needs. This purchase is a budgeted expense. Total estimated cost for the laptop and docking station is approximately \$2,500.

MOTION (by Larson): To authorize the purchase of a laptop computer and docking station with an estimated cost of \$2,500. SECONDED (by Clancy). Passed Unanimously.

Citizen Academy. Chief Koehler provided the Board with a proposed schedule for a Citizen's Academy. He asked if this is the type of presentation that the Board desires for such a public education/public information project. The Board was OK with the proposed schedule. The Citizen's Academy could start May 6th if enough participants sign-up to justify the commitment of Staff time.

Strategic Planning. Chief Koehler suggested that, with the recent cancellation of the Camas Staffing Contract and ECFR's intention to hire its own staff, it seems appropriate to update the District's Strategic Plan. The Board agreed. May 17th was chosen as the tentative date for the planning effort. The meeting will start at 7 PM at a location to be announced. The Chief would like the Board to develop the overarching goals and objectives. He would then like the Officers, Staff and Membership to identify tasks and potential timelines for achieving the Board's goals.

EMS Response Billing—Debt Forgiveness. There were no bills to consider this evening.

Review of Information from Commissioner Training Event. Commissioners Berg and Hooper discussed the recent training they attended—which covered the roles and responsibilities of Fire Commissioners in Washington State.

Commissioner Hooper felt that the session was good training. He also felt that the reference books were very good. The Commissioner Handbook; the information on ethics and conflicts of interest; and the section on finance were outstanding. Chief Koehler asked to get a copy of those reference books.

Commissioner Berg also thought the training was good—but that too much information was presented in too short a period of time to internalize the data. He asked if the District has funds to purchase additional reference material—on other subjects offered by the WFCA and Attorney Brian Snure. Chief Koehler asked for a list of desired books. He will check the list against books the District already has—then advise the likely cost of the requested purchase.

Berg also discussed Commissioner Compensation. Pending legislation will authorize Commissioners to receive \$104 per meeting—if it is signed by the Governor. Bern noted that, currently, ECFR pays only \$75 per meeting (current law allows \$90) and limits Commissioners to two meeting claims per month. Commissioner Larson stated that the ECFR Commissioners adopted a policy—a couple of years ago—limiting Commissioner compensation due to the District's tight budget. Berg thinks that—based upon what he learned at this conference—that individual sign-offs are needed for each Commissioner who desires to waive some or all of their compensation. The Board cannot waive the compensation of the group of Commissioners. Additionally, Berg believes that the Board can exclude some meetings and activities from compensation—but is prohibited, by law, from excluding Regular Board Meetings from compensation. Berg will provide his reference material to Staff for follow-up.

LOCAL BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS

Chairman Gary Larson called the Local Board for VFF&ROs Meeting to order at 8:37 PM. There were three items of business to discuss: Authorize the State Board to make payment on

two Invoice Vouchers for an accident that occurred on February 24, 2010; and to Accept the Report of Accident for an injury that occurred on February 24, 2010. The Local Board granted payment authorization for the two invoice vouchers and accepted the Report of Accident. 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

Joint Meeting with Fire District #3—Monday, April 12th, 6 PM, Station 91
Deadline for Filing PDC Form F-1 is April 15th
Volunteer’s Association Poker Night (Fund Raiser)—Sunday, May 23rd, 3:30 PM, Camas
Moose Lodge

EXECUTIVE SESSION:

Commissioner Larson announced, at 8:40 PM, that the Board was going into Executive Session, per RCW 42.30.110(g)—To evaluate the qualifications of an applicant for public employment. The estimated time for the Executive Session was 5 minutes.

At 8:42 PM, Chief Koehler advised the audience that the Executive Session would be extended to 8:50 PM.

At 8:50 PM, Chief Koehler advised the audience that the Executive Session would be extended to 9:00 PM.

REGULAR SESSION RECONVENED:

Commissioner Larson reconvened the Regular Session at 9:01 PM. He advised that no action would be taken related to the Executive Session.

Commissioner Larson advised the Board that he would be out-of-town during the next Regular Board Meeting. Vice-Chair Jack Hooper will Chair that meeting.

Commissioner Clancy advised the Board that he would be out-of-town during the Joint Meeting with Fire District #3 on April 12th.

ADJOURNMENT:

The meeting was adjourned at 9:03 PM.

The next Regular Board Meeting is scheduled for April 20, 2010, Station 91, 7 PM.

Respectfully Submitted,

EAST COUNTY FIRE & RESCUE
by

Gary Larson, Chairman

Jack Hooper, Vice-Chair

Mike Berg, Commissioner

John Clancy, Commissioner

Victor Rasmussen, Commissioner

ATTEST:

DISTRICT SEAL:

Scott Koehler, District Secretary