

EAST COUNTY FIRE & RESCUE

Board of Fire Commissioners Meeting

January 5, 2010

CALL TO ORDER:

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

The following were in attendance: Mike Berg, John Clancy, Jack Hooper, Gary Larson, Vic Rasmussen; Scott Koehler, Bob Jacobs, Dean Thornberry; Tammy Dinius; Sean Guard, Trevor Evers, Brent Gruber, John Roth; Kevin Bergstrom, Brooks Cooper, Tad Crum, Dave Duncan, Harry Goodnight, Nancy Hooper, Paula Knapp and Martha Martin.

Commissioner Larson introduced newly-elected Commissioner Mike Berg and recently-appointed Commissioner Jack Hooper.

COMMISSIONER APPOINTMENT AND SWEARING IN:

Clark County has requested to know who will be appointed to the two 'new' Commissioner seats recently approved by ECFR voters when the Board was 'expanded' to five (5) positions. Chief Koehler advised Clark County Elections that the Board was, really, only expanded by one position—Commissioner Cox's (FD #1) position had been eliminated by attrition on December 31, 2009, but Commissioner Clancy's (FD #1) position is still valid until the end of 2011.

Clark County Elections acknowledged that the District's contention is, indeed, probably valid. However, technically, the official Board—prior to this most recent election—was comprised of the three District #9 positions (the FD #1 positions are being eliminated, as elected terms run out, following the merger of the two Districts in May of 2006). Thus, if the Board was expanded from the 'official' three positions to the 'new' five positions—there could be two seats open.

Tim Likness, County Elections, could get an Attorney General's opinion, but that would take several weeks. He feels that the best way to ensure that all five Board Members are valid and can conduct business is to appoint two positions. If this is done, it would be OK for Commissioner Clancy to be 're-appointed' to fulfill his term.

To that end, Chief Koehler drafted Resolution #119-01052010 which appoints John Clancy to fill position #4 for the last two years of his remaining two-year term; and Jack Hooper to fill Position #5 for the first two years of a six-year term that runs through December 31, 2015. Clancy's term could, according to Elections, be stretched to four years. However, the District would have to pay for an election after the first two years of that seat, in 2011; followed by the cost of an election, in 2013, for a six year term. Financially, maintaining the two year term for Position #4 is the best choice.

The Board can, however, ultimately appoint whoever they want to fill Position #4. Clark County Elections must be notified of the appointees and their assigned terms. Technically, if John Clancy is chosen to fill Position #4, he cannot vote on this Resolution until a majority of Commissioners have voted in favor of it.

MOTION (by Larson): To adopt Resolution #119-01052010. SECONDED (by Rasmussen). Passed Unanimously—Commissioner Hooper voting after the three sitting Commissioners voted, with Commissioner Clancy voting last.

Tammy Dinius administered the Oath of Office to Commissioner-Appointee John Clancy for ECFR Commissioner Position #4.

FIRE DISTRICT BUSINESS:

Washougal Water Tower. Trevor Evers, Director of Public Works for the City of Washougal thanked the Board for an opportunity to re-visit the proposed water tank construction project planned for the Mt. Norway area. With the election of Mayor Guard, the City is looking for options and alternatives—to improve planned projects—and, perhaps (in this case) cooperatively approach this water tank issue.

The City has purchased 10 acres immediately north of the Mt. Norway Fire Station. It would benefit the City to obtain permission from the Fire District for road access off of SE 16th Street—instead of dealing with a new road/site distance problems immediately adjacent to SE 16th; or using the property’s existing driveway off of SE 352nd Avenue. The City is aware that using SE 16th Street is not a popular option with the neighbors—and feels that, perhaps moving the proposed tank onto Fire District property could result in a win-win outcome for both entities.

There are elevation advantages to building the water tank on Fire District property. The three feet of gained elevation translates in cost savings—for the project—by being able to construct a shorter water tank. The City could provide a platform—on the tank—that could be used for Fire District ladder training or rope drills. A fire hydrant (with backflow prevention) could be provided to the Mt. Norway Fire Station which would deliver a lot of volume—but, at this time, not much pressure (the City would have to track water usage to comply with State requirements). There is also the possibility that the City would allow the Fire Station to hook into the water main to obtain domestic water (at metered rates)—requiring the Fire District to install a pump to boost pressure.

The water tank will be fed by a water main that runs down SE 20th from Lehr Road. Commissioner Clancy asked if fire hydrants could be installed in the water main—which might be a good selling point for the public (again, water usage must be tracked for the State). The City Attorney feels that there is an unspoken ‘promise’ of fire protection inferred when fire hydrants are placed in the rural area and has, to this point, been reluctant to discuss the issue further. The City stated that they would re-contact the City Attorney.

Commissioner Rasmussen is concerned about being sued by the neighbors, if the water tank is built on Fire District property. The City advised that they have already contacted all the neighbors—through a public outreach process—and the neighbors are more open to the tank, now, that it is being considered by Clark County Community Development.

Mayor Sean Guard feels that building the water tank on Fire District property is the best use of land. By leveraging partnerships, Mayor Guard feels that everyone benefits. The City does not want to pressure the Fire District to make a decision, but the County should be done with the project review within 60 days. It would be more efficient to notify Community Development that the tank will be moved—before they complete the Review Process—rather than afterwards. Additionally, the City must commit to using the USDA loan money, for the project, by February.

The Mayor also suggested that, since the water tank limits property usage by future purchasers, that the City might seek the First Right of Refusal for sale of the Mt. Norway Fire Station. They are also willing to look at what it would take to re-zone the Station 95 site (211 39th Street) from Residential to Commercial.

Chief Koehler discussed the 100 ft x 100 ft required to land a medical helicopter—and his desire to maintain such a space IF the tank is built. The City suggested that they could hard-coat the LZ as part of the construction project.

It was noted that the Fire District must retain 5.0 acres to comply with County zoning. While the City would prefer purchasing the 0.3 or 0.4 acres needed for the tank, they could work with a long-term lease. The City will determine their exact need for space and notify the Fire District.

The Board expressed some concerns that need review by the District's Attorney. Chief Koehler will collect questions and forward them to Attorney Brian Snure. Board Members are asked to provide their questions to the Chief by the end of the week.

The City will attend the next Regular Board Meeting to provide follow-up to the Fire District's questions. Mayor Guard thanked the Board for their time—and excused himself to attend another meeting.

Mayor Sean Guard, Trevor Evers, Brent Gruber and John Roth left the Board Meeting.

AGENDA ADJUSTMENTS:

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

CONSENT AGENDA:

Approval of Minutes:

1. December 15, 2009 Regular Board Meeting Minutes
2. December 15, 2009 Local BVFF&RO Meeting Minutes
3. Approval of January 5, 2010 Financial Report

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

OPEN TO THE PUBLIC:

Harry Goodnight wondered why the City of Washougal was back—asking to build a water tank on Fire District property—only three (3) years after the strong public outcry against the project. Goodnight believes that this tank does nothing to help the Fire District—it only benefits the City of Washougal.

Goodnight was assured by the Board that they had not made any kind of decision—rather they allowed an adjacent governmental entity the opportunity to discuss a topic that might impact Fire District operations. More information will be needed before any kind of decision is made.

CORRESPONDENCE:

Washington Fire Commissioners—2010 Saturday Seminar Series. Chief Koehler overviewed this year's list of topics: Seminar for Newly Elected/Appointed Commissioners, Chiefs and Secretaries; and Seminar on Standards of Cover—How to Establish Fire District Response Guidelines.

Commissioners Berg and Hooper expressed interest in attending the March Seminar for Newly Elected Commissioners. Commissioners Clancy, Hooper and Larson expressed interest in attending the Standards of Cover Seminar in June.

CHIEF OFFICER REPORTS:

The following has occurred since the last Regular Board Meeting:

Total Calls

FY2007 1.65 Calls/day
FY2008 1.70 Calls/day
FY2009 1.79 Calls/day

Projected:

605/year
623/year (+2.9%)
655/year (+5.1%)

FY2010—YTD

8 Calls 1.6 Calls/day 584/year

Calls that have occurred since the last Regular Board Meeting:

18 EMS
5 Non-Injury MVA
3 Injury MVA
1 Electrical Problems
2 Mistaken Alarms
3 Public Service
1 Fire Alarm
2 Chimney Fire
1 Unattended Fire (DNR Property)
1 Structure Fire (ECFR)
2 Structure Fires (Camas—Mill and Residence)

Had Good Member Coverage During Holidays—Thank You !!!!!

Members Assisted with CAROL Box Packing and/or Distribution

Volunteer Fire Fighter's Association Stood-by at New Year's MX Event

More Exercise Equipment has arrived for Health & Wellness Grant

Finalizing Scheduling of Health & Wellness Evaluations at Station 91

Three-month grant extension has been approved

Working on Fitness Incentive Program

Painted Exercise Area (Loft) and Tool Room at Station 94

Tammy Reassigned/Promoted to HR/Finance Manager effective January 1st

Implementing Peachtree Accounting Software

Re-submitted FY2010 Revenue and Expense Budgets to County—per their new protocol

Still Working with County Auditor's Office to finalize likely revenue

New Attendance Tracking System Implemented on January 1st

Held Part-Timer Meeting—Gathering Will Become a Quarterly Event in FY2010

Held Part-Time Fire Fighter Interviews

Working on SAFER Grant

Finalizing Agency ID Cards for All Personnel—All Members Need to Get Photographed

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

CERT Class Cancelled Due to Lack of Students

Finalizing Weekend Class List

Drills: All Hands Meeting

Clark County Fire Marshal's Office Operating on Reduced Hours Due to Budget

Implementation of New CAD Progressing for March Start-up

Type 3 IMT Recruitment Has Closed—Team Meeting Scheduled for mid-January

Finalized Hydrant Charges from City of Camas Water Department

Received Pre-App Report from Washougal Community Development on Rezoning of Station 95

Chief Leon Submitted Shared Services Proposal—but ECFR has Received No Response From Leon or Mayor Dennis

Issued ECFR Response Guidelines to Camas Fire & Washougal Fire

Attended Quarterly Ambulance Oversight Meeting on December 17th

Discussed Public Information/Marketing Efforts with Martha Martin

Preparing Defensible Space Presentation for Autumn Hills Home Owners Association

Working on Public Information/Public Education Displays

Assistant Chief Jacobs reviewed his written report.

Assistant Chief Thornberry reviewed his written report. He also advised the Board that ECFR will be co-hosting (with DNR) a Fire-Wise-style workshop for the Autumn Ridge Home Owners Association on January 12th at 7 PM at Station 91. The public is invited.

Commissioner Larson read a letter from Clark College acknowledging Tammy Dinius' listing on the Vice President's List—an honor bestowed upon students who earn at least a 3.75 grade point average for the quarter while carrying a minimum of 12 credits of graded course work. On behalf of the Board, Commissioner Larson congratulated Tammy for being in the top 5% of the 13,496 eligible students enrolled at Clark College.

VOLUNTEER FIRE FIGHTERS ASSOCIATION:

No Volunteer Association's Representative was in attendance. No information was provided to report.

SAFETY REPORT:

Assistant Chief Jacobs advised that the Safety Committee is:

- Reviewing/Improving the Safety Suggestion Program
- Improving and Marketing the "Near Miss" Program

Commissioner Larson advised that the State Fire Marshal is urging everyone to be more aware—there have been 15 Fire Deaths in Washington State during the month of December. Larson stated that most fire deaths are preventable and urges ECFR personnel to do all they can to raise public awareness. Chief Koehler advised that the Square Mile Program includes information—during the face-to-face visits made by ECFR crews—directly related to life safety and fire prevention.

MISCELLANEOUS REPORTS:

There were no miscellaneous reports.

FIRE DISTRICT BUSINESS (continued):

Shared Services with Camas Fire & Rescue. The Board was provided with a copy of the letter sent to Chief Leon documenting/limiting overtime expenditures to only those amounts budgeted (listed); notifying the City of Camas that they will be billed for any utility expenses that exceed FY2009 levels; and notifying the Camas Fire Department that ECFR may need to use Station 95 to house the ECFR Duty Crew starting on December 3, 2010.

The Board was also presented with a note from Chief Leon listing some informal ideas which might help address some of the issues/concerns/complaints raised by ECFR. The Board advised that they will digest this information until the next Regular Board Meeting.

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

Bear Prairie Satellite Station. Commissioner Larson discussed feedback from the Fire District's Attorney regarding Clark County's desire to utilize a Conditional Use Permit process for the storage shed that is proposed for construction at Station 96. Attorney Brian Snure can evaluate Clark County's zoning and land use regulations—but it will take about 5-8 hours of time. Estimated cost will be about \$1,000 to \$1,600. Snure can make recommendations that might help

the Fire District avoid some of—or most of—the \$28,000 CUP cost. Snure is busy, right now, and cannot start this project for 1-2 weeks—unless this is a priority. The Board was willing to wait—and directed the Chief to have our Attorney begin working on this project, as soon as it is convenient.

Board Assignments for FY2010. The Board discussed/agreed to assignments for various tasks/committees/projects. Commissioner Clancy suggested that these assignments remain active for a two-year period.

MOTION (by Clancy): To appoint Commissioners, Staff and Members to documented assignments for a period of two years. SECONDED (by Hooper). Passed Unanimously.

FY2010 Goals & Objectives. Chief Koehler presented an updated list of Goals & Objectives for FY2010. He will finalize them—after ensuring that project deadlines don't conflict—for adoption at a Regular Board Meeting in the near future.

SAFER Grant. Chief Koehler would like to submit a SAFER Staffing Grant to off-set the cost of hiring the five (5) Full-Time Fire Fighter/EMTs scheduled to start December 3, 2010. He would also like to seek funds for a Recruiting/Retention Program.

MOTION (by Clancy): To approve submittal of a SAFER Grant for up to five Fire Fighter/EMTs and for a Volunteer Recruitment/Retention Program. SECONDED (by Rasmussen). Passed Unanimously.

Citizen Liaison. Commissioner Larson reported that he and Chief Koehler had meet with Martha Martin to discuss ideas about improving the Fire District's involvement in the Community. Ms. Martin had some outstanding ideas—and has offered to help the District extend its public outreach. To that end, Commissioner Larson requests the Board appoint Martha Martin as a Citizen Liaison.

MOTION (by Larson): To appoint Martha Martin as the Fire District's Citizen Liaison. SECONDED (by Clancy). Passed Unanimously.

Adopt EMS Budget Resolution. The District still needs to adopt an EMS Levy for FY2010. All of these funds will be passed-through to Camas Fire Department to support the Paramedic Ambulance.

Resolution #120-01052010 acknowledges the negative IPD (-0.848%) for FY2009. It declares SUBSTANTIAL NEED—to insure adequate funds to provide 24/7/365 staffing for the ambulance—and allows the Fire District to levy 100% of last year's budget—providing a Super Majority of Commissioners (4 of 5) vote in favor of the Resolution. That said, this Resolution allows the FY2010 budget to equal amounts levied in FY2009—a separate Resolution (#118-01052010) will be needed to levy the 1% ABOVE the FY2009 levy amount.

MOTION (by Hooper): To approve Resolution #120-01052010—Declaring a Substantial Need. SECONDED (by Clancy). Passed Unanimously by the Five (5) Fire Commissioners present and voting.

Resolution #118-01052010—if approved, allows the Fire District (following the adoption of Resolution #120-01052010—Declaring A Substantial Need) to levy 1% over last year's budget.

MOTION (by Clancy): To approve Resolution #118-01052010—Levying 1% Above the Amount of the FY2009 Budget. SECONDED (by Rasmussen). Passed Unanimously by the Five (5) Fire Commissioners present and voting.

Adopt Standing List for Part-Time Fire Fighters & Hire One Part-Timer. The Fire District recently tested for Part-Time Fire Fighter/EMTs. Staff desires the Board to approve/adopt the Standing List of Top Contestants—for a period not to exceed one year; and hire Stephen Vera as a Part-Time Fire Fighter/EMT.

MOTION (by Clancy): To approve and adopt the Standing List for Part-Time Fire Fighter/EMTs for a period not to exceed one year. SECONDED (by Rasmussen). Passed Unanimously.

MOTION (by Clancy): To hire Stephen Vera as a Part-Time Fire Fighter/EMT. SECONDED (by Hooper). Passed Unanimously.

Review Hiring Process for Part-Time Office Assistant II. Tammy Dinius reviewed the proposed Office Assistant II Hiring Process and the Position Announcement for a Part-Time Office Assistant—who is anticipated to work 24 hours/week. This information had been emailed to Board Members prior to the Board Meeting.

Chief Koehler reminded the Board that this is a budgeted position. This position is being proposed to assist the HR/Finance Manager—as she takes on the HR responsibilities—as well as provide the ‘separation’ of duties required by the State Auditor when Staff handles public funds. Staff would like a Commissioner Representative on the Interview Panel. Commissioner Larson expressed interest in participating.

MOTION (by Clancy): To direct Staff to move forward with the proposed hiring process for the Part-Time Office Assistant II. SECONDED (by Hooper). Passed Unanimously.

PERS Membership for Commissioners. Tammy Dinius advised the Board that Commissioners are, now, eligible for participation in the Public Employees Retirement System. It takes 3 credits per year for 20 years to qualify for a retirement benefit. Members may be able to purchase credit for previous years of service. The Board was asked to review the information and advise Tammy if they are interested in participating. Commissioner Clancy stated that he will not be participating.

Annual Awards Banquet. Chief Koehler is gearing-up for the Annual Awards Banquet, which will be held in late-February or early-March. He requested permission to make purchases related to this budgeted event.

MOTION (by Clancy): To approve expenditures for the Annual Awards Banquet—within budgetary limitations. SECONDED (by Hooper). Passed Unanimously.

Location of ‘Roving’ Board Meeting for February 16th. Chief Koehler asked for the Board’s preference for the next quarterly ‘roving’ Board Meeting. The Board was OK with using Station 94.

LOCAL BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS

Chairman Gary Larson called the Local Board for VFF&ROs Meeting to order at 9:00 PM. There was one item of business to discuss: Seek Local Board permission to make the Annual Insurance and Pension Payment. This request was approved by the Local Board. The Local

Board for VFF&ROs Meeting was adjourned at 9:02 PM. The Minutes of the Local Board for VFF&ROs Meeting are filed separately.

ROUND TABLE

Risk Management Meeting, January 6, 8 AM, Station 61
Fire District Administrative Office Closed on Monday, January 18th
Quarterly Roving Board Meeting, February 16th, 7 PM, Station 94

EXECUTIVE SESSION:

There was no Executive Session

ADJOURNMENT:

The meeting was adjourned at 9:04 PM.

The next Regular Board Meeting is scheduled for January 19, 2010, Station 91, 7 PM.

Respectfully Submitted,

EAST COUNTY FIRE & RESCUE

by

Gary Larson, Chairman

George F. (Jack) Hooper, Vice-Chair

Mike Berg, Commissioner

John Clancy, Commissioner

Victor Rasmussen, Commissioner

ATTEST:

DISTRICT SEAL:

Scott Koehler, District Secretary