

# EAST COUNTY FIRE & RESCUE

## Regular Board of Fire Commissioners Meeting

June 1, 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; Scott Koehler, Robert Jacobs; Nancy Hooper and Martha Martin.

### AGENDA ADJUSTMENTS:

Commissioner Hooper sought adjustments to the Agenda.

There were none.

### CONSENT AGENDA:

1. Approval of May 18, 2010 Regular Board Meeting Minutes
2. Approval of May 18, 2010 Local BVFF&RO Meeting Minutes
3. Approval of June 1, 2010 Financial Report
4. Excuse Commissioner Larson

**MOTION (by Clancy): To approve items 1-4 from the Consent Agenda. SECONDED (by Berg). Passed Unanimously.**

### OPEN TO THE PUBLIC:

There was no public comment.

### CORRESPONDENCE:

Fire District #5—Invitation to Regional Fire Authority Exploratory Meeting. Fire District #5 will host a meeting on June 29<sup>th</sup> for all Clark County fire agencies interested in discussing the possible study of a regional fire authority. An RSVP is requested. Commissioner Hooper and Chief Koehler expressed interest in attending.

City of Washougal—Washougal & Camas Discuss Fire Services. Mayor Guard provided a press release announcing the intention of the two cities to discuss possible 'cooperation' between their two fire departments.

### 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>		
223 Calls	1.46 Calls/day	535/year

Calls that have occurred since the last Regular Board Meeting:

21	EMS
2	Injury MVAs (1 billable Haz Mat Response)
1	Non-Injury MVA
1	Car Fire
1	Chimney Fire

Completed Movement of All Admin Personnel to Station 91

Special Thanks to Linda Durrett for Planning This Project and Handling the Logistics

Thanks to the On Duty Crews and Staff Members Who Helped Make This a Smooth Transition

Attempting to Improve Participation in the Square Mile Project

CAD Switchover Quieting Down

Additional Planning/Preparation Is Ongoing for this Fall's Hiring Process

Working to Obtain Radio Plan for Regional Interoperability

Working with Linda to Update Web Site

Preparing for Strategic Planning—Group Session

Washougal MX Nationals Coordination Meeting Scheduled

Meeting with Port of Camas-Washougal To Discuss Fire/EMS Protection at Grove Field

Meeting with Citizen Corps Regarding Grant Funding for CERT

Met with VFIS Loss Control Agent

Attended Annual DNR/Fire Districts Meeting

Attended Special OPS Meeting on CAD Change-over

Met with Columbia Southern University—Our Learning Partner—About Available College Services

Next ECAAB Meeting on June 17<sup>th</sup> at Station 171 at 1730 hours

Preparing for Customer Service Class

Held Monthly Drill for Type 3 IMT Plans Section

Held Monthly Drill for EOC Volunteers

Completed Instructor I Class—Outside Students Invoiced

Finalizing Thursday's "Live Fire" Training Event on Vernon Road

Hosting ESD 112 Student Rider Interested in Medical Careers

Drills: OTEP—BTLs and Hazards Communication Program

Assistant Chief Jacobs reviewed his written report.

Assistant Chief Thornberry was on a fire assignment in Alaska. The Board reviewed his written report.

Finance/HR Manager Tammy Dinius could not attend tonight's meeting due to a graduation event. The Board reviewed her written report.

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

There was no Volunteer Fire Fighters Association Liaison present. No information or report was provided for review.

### **SAFETY REPORT:**

Chief Jacobs discussed the upcoming Quarterly Safety Suggestion and Near Miss awards. He also noted that a draft safety policy had been forwarded to Commissioner Clancy for review. Chief Jacobs has ridden with several of our new drivers—and believes they are doing a good job.

### **CITIZEN LIAISON REPORT:**

Citizen Liaison Martha Martin reviewed her written report.

## **MISCELLANEOUS REPORTS:**

There were no miscellaneous reports.

## **FIRE DISTRICT BUSINESS:**

**Volunteer Activity Requirements.** Chief Koehler apologized for bringing this issue back to the Board. After the Board's approval of suggested changes in Policy #401—at the last Regular Board Meeting—it became obvious that implementing the means to track Standby Time would be cumbersome. In retrospect, there were plenty of other ways for Members to obtain adequate activity credits (extra drills, shift coverage, PR activities, special projects, etc) without providing another means of securing points for those few Members who fall short of drill and call participation on an ongoing AND recurring basis.

Staff requests that Standby Coverage be removed from the policy—relying on the many ways for Members to make-up/obtain adequate Activity Credits within the existing tracking system. However, Staff would like to keep the language on Accountability—which is cleaner and easier for everyone to understand and for Staff to enforce.

**MOTION (by Clancy): To adopt the June 1, 2010 version of Policy #401. SECONDED (by Rasmussen). Passed Unanimously.**

**Strategic Planning.** Chief Koehler reminded the Board of the District-wide Strategic Planning Session tomorrow, starting at 6 PM, at Station 91. Dinner will be served from 6:00 PM to 6:45 PM. The planning effort will begin at 6:45 PM—lasting until about 9 PM.

The Board was provided draft copies of updated/revised Mission Statement, Purpose, Slogan and Core Values from the May 17<sup>th</sup> Special Board Workshop on Strategic Planning. The Mission Statement, Purpose, Slogan and Core Values will be reviewed at tomorrow's All Members planning session. A brainstorming session will also be held—seeking input on tasks/projects to be considered by the Board during the 2011—2015 time period.

Chief Koehler will need to post tomorrow's planning session as a Public Meeting if three or more Board Members plan to attend. Only Commissioners Clancy and Rasmussen are available.

**Consider Policy: Proof of Insurance for Technical Service Vendors.** During the Loss Control visit with VFIS, it was suggested that the District obtain proof of insurance from providers of technical services. Some draft language was provided to VFIS for consideration. They were supportive. The Chief has, since, refined the language a little more. He seeks feedback from the Board and Staff before adoption.

It was suggested that ALL on-site vendors be required to provide proof of insurance before entering onto the property. Chief Koehler advised that such a requirement could become too restrictive and too cumbersome for reasonable compliance. Commissioner Clancy will solicit additional input on the policy and provide a final draft for review at the next Regular Board Meeting.

**Results of Loss Control Visit.** Chief Koehler reviewed the items that were discussed with the Loss Control Consultant. There were very few items that came-up during the review of medical records and inspections of Station 91 and Station 93. The Consultant's suggestions will be communicated to the appropriate persons. Mr. Benson, the VFIS Consultant, will be back next year for his regular visit. Both Mr. Benson and the Board felt that the District was doing a good job of risk management.

**Bear Prairie Satellite Station.** There was nothing to report on this project.

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

**LOCAL BOARD FOR VOLUNTEER FIRE FIGHTERS & RESERVE OFFICERS**

Vice-Chairman Jack Hooper called the Local Board for VFF&ROs Meeting to order at 7:29 PM. There were four items of business to discuss: Authorize the State Board to make payment on three Invoice Vouchers for an accident that occurred on December 21, 2009; and to seek reimbursement of the Fire District for a New Member Physical. **The Local Board granted payment authorization for the three invoice vouchers and agreed to seek reimbursement for the New Member physical.** The Local Board for VFF&ROs Meeting was adjourned at 7:30 PM. The Minutes of the Local Board for VFF&ROs Meeting are filed separately.

**ROUND TABLE**

Strategic Planning—Group Session—June 2<sup>nd</sup>, 6:00 PM, Station 91  
Live Fire Burn—June 3<sup>rd</sup>, 8 AM, Vernon Road

**EXECUTIVE SESSION:**

There was no Executive Session

**ADJOURNMENT:**

The meeting was adjourned at 7:31PM.

The next Regular Board Meeting is scheduled for June 15, 2010, Station 91, 7 PM.

Respectfully Submitted,

# EAST COUNTY FIRE & RESCUE

by

Absent \_\_\_\_\_  
Gary Larson, Chairman

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Jack Hooper, Vice-Chair

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Mike Berg, Commissioner

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John Clancy, Commissioner

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Victor Rasmussen, Commissioner

**ATTEST:**

**DISTRICT SEAL:**

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Scott Koehler, District Secretary