

# EAST COUNTY FIRE & RESCUE

## Regular Board of Fire Commissioners Meeting

March 16, 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, Bob Jacobs, Dean Thornberry; Mike Carnes, Nancy Hooper and Martha Martin.

### AGENDA ADJUSTMENTS:

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

### CONSENT AGENDA:

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

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

### OPEN TO THE PUBLIC:

There was nothing discussed.

### CORRESPONDENCE:

SW Washington IMT Policy Group—Thank You for H1N1 Assistance. The Policy Group for the Regional Type 3 Incident Management Team thanked the Board of Fire Commissioners for allowing several ECFR personnel (Scott Coffman, Tammy Dinius, Linda Durrett, Paula Knapp, Scott Koehler and Dean Thornberry) to assist the Regional Public Health Department with the 2009 H1N1 Pandemic Flu response effort.

Washington Fire Commissioners Association—Legislative Roundtable. The annual Legislative Roundtable will be held on May 1<sup>st</sup> in Yakima. This event allows Fire Districts to discuss local and regional needs and help shape the WFCA's legislative priorities for next year. Commissioner Larson stated that this Roundtable was started at Member request—and is a good way to for the WFCA to understand local needs.

### 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)

FY2010—YTD

97 Calls

1.29 Calls/day

472/year

Calls that have occurred since the last Regular Board Meeting:

6	EMS
1	Injury MVA
2	Burning Complaints
1	Electrical Problem

Progress Continues on This Friday's Annual Awards Banquet

Washougal Fire has asked for Mutual Aid/Mutual Response Assistance Due to Staff Shortages

Received Updated Ambulance Budget Info from Camas--\$286,000 Revenue Reduction in FY2010

Preparing for Joint EOC Drill—Scheduled for Wednesday, April 28<sup>th</sup>

Recruited 8 CERT Students as EOC Volunteers—First Drill is this Thursday, 7 PM, Station 91

CRESA Following Up on MCI Trailer Transfer

Jemtegaard Middle School has installed Knox Box

Continuing Work on Semi-Annual Public Newsletter

Membership Agreements Are Being Completed by All ECFR Members

Performance Evaluations Were Completed for Part-Time Fire Fighters

One ECFR College Intern Is Leaving This Week—Has Been Hired by Richmond, Indiana FD

Office Assistant Has Successfully Completed 30-Day Review

Seatbelt Pledge Is Circulating Through District Membership

ID Badges have been delivered

Submitted Salary Information to Columbian—Per Public Information Request

Conducted County Fire Chiefs Meeting

Conducted Monthly Staff Meeting

Attended Annual County President's Meeting in Yakima

Clark Co. Community Development Has Reconsidered ECFR's Building Permit Request for Bear Prairie

Reviewed Easement for Hangar Project Behind Station 91

Completed CERT Class—18 Students Graduated/7 Need Make-Up Class(es)

Completing Preparation for the Next CERT Class—Starts March 25<sup>th</sup>

Held "Courage to Stay Safe" Class—22 Participants (1 from Camas Fire)

Presented "Incident Safety Officer" Class—20 Participants (3 from Outside: Camas, FD #3 & Vancouver)

IV Tech Class details/costs worked out—Several ECFR Students will be participating

Reviewed SW Medical Center Affiliation Agreement for Hospital Rotations

Critiqued Stauffer Road MVA

Preparing for Instructor I Class

Considering "Burn House" for "Live Fire" Training Event—at Grove Field

Completed PSC3 Task book

Drills: Health & Wellness Presentation & Safety Orientation to Exercise Equipment, Ladder Drill, Skills

Assistant Chief Jacobs reviewed his written report.

Assistant Chief Thornberry reviewed his written report.

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

NOTE: Commissioner Berg advised that Chevron has been having trouble with 'scammers' being placed on their pumps—which steal credit card information, allowing unauthorized charges on those same credit cards.

Chief Koehler will have the Finance Staff keep a close watch on the District's Chevron account.

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

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

### **SAFETY REPORT:**

Assistant Chief Jacobs reviewed his written report.

### **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.** Staff presented the Board with a DRAFT copy of basic language for the Fire Fighter/EMT position description. The Board was asked to review the language for discussion at the next Regular Board Meeting. Staff will finalize a “Step Plan” (Fire Fighter First Class, Second Class, etc.) for inclusion with this document. The “Step Plan” will be provided at the April 6<sup>th</sup> Regular Board Meeting for review.

**Immelman Hangar Easement.** Assistant Chief Thornberry discussed the easement—which would provide a gate between these hangars (west of Station 91) and the access road behind Station 91. This gate will allow ECFR to use hydrants—located around Station 91—for fire suppression operations at these hangars. A Knox Box will be mounted at the gate to allow quick Fire District access to Grove Field. The Developer can use this access—until August 1, 2010—as needed for delivery of construction materials, to provide worker access, etc.

This concept was discussed at an earlier Board Meeting—and was favorable to the Board. The District’s Attorney has reviewed and approved the document.

**MOTION (by Clancy): To authorize the Fire Chief to sign the Immelman Hangar Temporary Construction Easement. SECONDED (by Berg). Passed Unanimously.**

**Review Policy: Safety.** Commissioner Clancy provided the first draft of a policy detailing the Fire District’s Safety Philosophy—a good deal of which came from the “Courage To Stay Safe” class held last weekend. He requested feedback on the document. It was suggested that the policy might be better titled “Risk Management”. Clancy will provide an updated policy, via email, for consideration prior to the next Regular Board Meeting.

**Ambulance Advisory Board Information.** The next Quarterly Ambulance Advisory Board Meeting is scheduled for Thursday, March 18<sup>th</sup>, beginning at 5:30 PM, at Station 42. Chief Koehler provided the ECFR Board with the Agenda—which lists several topics that result from the ‘trickle-down’ from ECFR’s cancellation of the Joint Staffing Agreement with Camas Fire & Rescue. Commissioner Hooper and Chief Koehler will represent ECFR at this meeting.

Hooper and Koehler will ensure that it is clear to the attendees that ECFR’s cancellation of the Joint Staffing Agreement does not affect our participation in the Ambulance Agreement. Additionally, they will make sure everyone understands Camas’ intent to pull-out of Station 95 is Camas’ decision—not ECFR’s.

Agenda Items for Joint Meeting with Fire District #3. Chief Koehler requested Agenda items for this Joint Meeting—scheduled for 6 PM on April 12<sup>th</sup> at Station 91. Board Members can provide Agenda items to the Chief any time prior to the April 12<sup>th</sup> meeting.

Affiliation Agreement with SW Washington Medical Center. Chief Koehler presented the Board with verbiage changes suggested by Attorney Brian Snure. Several comments from Commissioner Clancy have been forwarded to the hospital for their consideration. The Chief feels that the Affiliation Agreement is appropriate and acceptable to the Fire District.

**MOTION (by Clancy): To authorize the Board Chair to sign the Affiliation Agreement with SW Washington Medical Center—as amended with the language provided by Attorney Brian Snure. SECONDED (by Hooper). Passed Unanimously.**

Bear Prairie Satellite Station. Chairman Larson reported that the Clark County Department of Community Development has agreed to handle the District's request to construct a storage building as a residential project. They will NOT require a Conditional Use Permit (CUP) for this project. However, lacking a CUP, the District will NOT be able to operate the facility as a full-fledged fire station—fire apparatus can be stored in the building and utilized off-site when accessed by a small number of Fire Fighters, but there can be no drills or meetings (Agency or Public) held at this facility. The Board was OK with this approach and directed Chairman Larson to move forward with the appropriate permit application paperwork.

Larson advised that he is ready to go out for bids for the shear-wall for the carport on the Bear Prairie residence. He noted that there is, also, a skylight that is broken above the kitchen and a six-sided custom window that has cracked in one bedroom—that he would like to include in the bid. The Board was OK with including these window replacements—along with the shear-wall bid. Five contractors will be called in an attempt to obtain required bids.

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

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

Chairman Gary Larson called the Local Board for VFF&ROs Meeting to order at 7:50 PM. There were no items of business to discuss. The Local Board for VFF&ROs Meeting was adjourned at 7:51 PM. The Minutes of the Local Board for VFF&ROs Meeting are filed separately.

### **ROUND TABLE**

- EOC Volunteer Training—Thursday, March 18<sup>th</sup>, 7 PM, Station 91
- Annual Awards Banquet—Friday, March 19<sup>th</sup>, 6 PM, Station 91
- CERT Class—Thursday, March 25<sup>th</sup>, 6:30 PM, Station 91
- Volunteer's Association Poker Night (Fund-Raiser)—Friday, April 16<sup>th</sup>, 7 PM, Station 91.

### **EXECUTIVE SESSION:**

There was no Executive Session.

### **ADJOURNMENT:**

The meeting was adjourned at 7:52 PM.

The next Regular Board Meeting is scheduled for April 6, 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