



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

July 22, 2015

Meeting called to order by Commissioner Kolke at 3:00 p.m.

Flag Salute lead by Kolke.

Present: Commissioners Jon Babcock, Larry Bartel, Dave Town, Bob Johnson, Jerry Kolke. Assistant Chief Dan Yager, Recording Secretary Maureen Groat.

CALL FOR LATE AGENDA ADDITIONS

Commissioner Town requested to add an item to the Agenda to discuss a personnel issue during the executive session.

CONSENT AGENDA

Motion by Johnson to approve the consent agenda as presented. Second Town. Commissioner Bartel questioned the \$9,000 expenditure for Radios. Chief Jackson explained the expenditure as full upfitting for the new Battalion Chief vehicle; lights, labor, parts. He stated that he has found Silke communications to be reasonably priced, with good results. Added pieces included the installation of a back-up camera and GPS device. No further discussion. Passed unanimously.

COMMUNICATIONS

None.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Fairgrounds Fire Facility Board

Meeting held July 9th. Main topic discussed was painting of the facility. Bids came in at between \$46,200 and \$46,400. The thought of completing the exterior during the good weather, following up with the interior at a later date was a consideration.

Clark County Risk Management Group

No meeting. Nothing to report.

EMS Council

No meeting. Nothing to report.

Finance Committee

No meeting. Nothing to report.

RFA Planning Committee

Meeting held July 21st. Chief Mason provided the Board with a copy of the minutes. Commissioner Babcock stated the main topic of discussion concerned the Battle Ground contract. There was talk of a possible annexation of the City of Woodland. Discussion of placing the RFA issue on the ballot next year. The next scheduled meeting will be October 20th.

Staff Reports

No staff reports given, due to an expected lengthy executive session.

Operations – Yager

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Training – Ford

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Volunteer Program – Young

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EMS Program - Ford

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Support Services – Jackson

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PIO-Fire Prevention – Jackson

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Chief/Administration – Mason

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OLD BUSINESS

None.

LATE AGENDA ADDITIONS

None.

CITIZEN COMMENTS

None.


EXECUTIVE SESSION

Moved to executive session at 3:07 PM to discuss the Department Right-sizing Plan and a personnel issue. Action anticipated. Anticipated length of session to be 30 minutes, with an expected extension. Session extended for 30 minutes at 3:38. Session extended for 30 minutes at 4:09. Session extended for 15 minutes at 4:39. 10 minute break. Meeting reconvened at 4:52.

Commissioner Kolke reconvened the meeting stating the Board has reviewed the Staff Report presented by Chief Mason outlining his proposal for right-sizing the Department. Commissioner Johnson made the recommendation to accept the

Staffing Proposal presented by Chief Mason. Second Bartel. Discussion. Commissioner Bartel stated the proposal hurts, but understands the action has to be taken. He stated the reductions are significant on both sides. Chief Mason stated the plan is worst case scenario; over the next several months, through savings, cost cutting and additional concessions, the plan can change. He stated we need to move forward so that misplaced folks can start planning. He stated we knew going in that there were going to be hard decisions to make. Upon authorization, he will distribute the staff report to the Department tonight. Commissioner Babcock stated he is torn. He knows that we have to go forward, but there are items he does not agree with. He is having difficulty making the decision to approve. Commissioner Kolke called for the vote to adopt the staff report as proposed by the Chief. Kolke, Johnson, Bartel and Town in favor. Babcock opposed. Approved.

Commissioner Town made a motion to fire the Fire Chief. Second Babcock. The effective date was questioned. Town responded effective September 1st. Commissioner Bartel stated there is a very tough motion on the floor. Commissioner Kolke called for the vote. Babcock, Bartel and Town in favor. Johnson and Kolke opposed. Approved. Kolke stated legal counsel should be consulted as soon as possible to assure things are done correctly. Commissioner Johnson asked if addressing a replacement would be appropriate. Commissioner Kolke and Bartel will pursue legal counsel Thursday morning from Station 21. Meeting adjourned at 5:03 pm.



Attest Dennis Mason
Chief, District Secretary

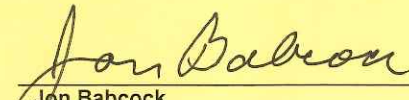


CLARK COUNTY FIRE & RESCUE CONSENT AGENDA July 22, 2015

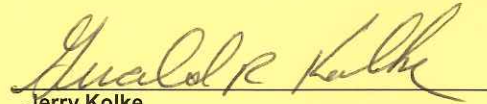
1. Minutes – July 8 General Meeting
2. Minutes – July 15 Workshop
3. Pre-paid Invoices
 - \$ 41,115.02 (CCFR Q2-15 Payroll Taxes)
 - i. Check Nos. 5383 – 5384
 - \$ 114,575.23 (CCFR)
 - i. Check Nos. 15305 – 15377
 - \$ 2,437.54 (FFFB)
 - i. Check Nos. 15296 – 15304
4. Current Invoices
 - None
5. Approved Commissioner Stipends Payable July 31

For the Period June 16 through July 15							
Name	Regular Meeting	Committee Meeting	RFA Mtg	Assn Meeting	Educ	Other	Total
Babcock	3						3
Bartel	2						2
Johnson	3	1				1	5
Kolke	2						2
Town	2						2


6. Voided/Destroyed Claims/Payroll Warrants
 - None
7. Financial Report as of July 30
 - Fund Balance Report
 - Financial Statements



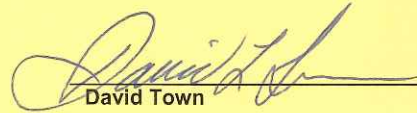
 Jon Babcock



 Jerry Kolke



 James R Johnson



 David Town



 Larry Bartel

Clark County Fire & Rescue
 Available Fund Balances
 6/30/2015



Debt Service Fund 6220		\$ -
Debt Service Fund 6222		\$ 136,728.82
EMS Fund 6226		\$ 1.48
General Fund 6228		
6228 General Operating Fund	\$ 2,324,515.02	
6228-1 Equipment Replacement Fund	\$ 201,245.91	
6228-2 Land Acquisition Fund	\$ 363.05	
6228-3 Contribution Fund	\$ 1,598.89	
6228-4 Truck Debt Fund	\$ -	
	Total*	\$ 2,527,722.87
6228-0 EMS Program		\$ -
6228-5 2013 Contract Educ Reimb Carry Over - BC		\$ 2,250.00
6228-5 2013 Contract Educ Reimb Carry Over - Line		\$ 10,191.00
FFFB Fund 6254		\$ 7,426.46
Deposits Pending - Fund 6228		\$ 3,950.00
Deposits Pending - Fund 6254		\$ -
Advance Travel Checking (\$750)		\$ 750.00
Deposits Pending - Imprest Travel Checking		\$ -
Imprest Petty Checking (\$1000)		\$ 1,000.00
Deposits Pending - Imprest Petty Checking		\$ -
Outstanding Warrants - Fund 6228*		\$ 294,120.10
EFT Payable - Fund 6228*		\$ 74,743.18
Outstanding Warrants - Fund 6254*		\$ 147.50
EFT Payable - Fund 6254*		\$ 12.39

*The available fund balance takes the outstanding warrants and EFT payables into account

Clark County Fire & Rescue
 Available Fund Balances
 6/30/2015



Accounts Receivable - Fund 6228

	\$	-	
	\$	-	
Cowlitz 1 S215 Tuition (Inv 566) PD 7/6/15)	\$	100.00	
Clark 10 S215 Training (Inv 565) PD 7/17/15	\$	100.00	
Ryan Miller Promissory Note (Inv 563) PD 6/30/15	\$	3,950.00	
City of Battle Ground Q3-15 (Inv 569) PD 7/8/15	\$	563,014.25	
City of Woodland Q3-15 (Inv 570)	\$	266,159.25	
City of Battle Ground St27 HVAC (Inv 574)	\$	30,505.93	
ESD #114 Cadet Program (Inv 573)	\$	46,870.42	
Kyle Ulsh Promissory Note (Inv 561)	\$	3,950.00	
DHS AFG 00819 (Smoke Detector Program)	\$	4,941.00	
DHS SAFER 00493 Q2-15 (Vol Program)	\$	50,617.00	
Total			\$ 970,207.85

Misc Receivables Pending - 6228

Alliance One Collections (Foss)	\$	532.43	
Highland Lutheran Contract Sale	\$	7,200.00	
Cost Recovery Program - Claims Closed	\$	758.00	
Cost Recovery Program - Open Claims	\$	12,275.62	
Total			\$ 20,766.05

Wildland/IMT Receivable

Invoices Pending	\$	-	
Total			\$ -

Accounts Receivable - Fund 6254

Clark 6 (Inv 571) Q3-15 Operations PD 7/17/15	\$	9,076.75	
CCSO (Inv 572) Q3-15 Operations	\$	9,145.00	
Total			\$ 18,221.75

YTD General Fund Revenue

Clark County Fire & Rescue
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028 General Fund

Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
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310 Taxes

311 10 00 000	Property Taxes	5,276,350.00	3,022,617.76	2,253,732.24	57.3%
311 10 12 000	Admin Refund	5,700.00	24.50	5,675.50	0.4%
311 10 22 000	Land Use Tax	50.00	0.00	50.00	0.0%
317 20 00 000	Leasehold Excise Tax	3,000.00	1,444.14	1,555.86	48.1%
317 40 00 000	Timber Tax	3,000.00	5,835.90	(2,835.90)	194.5%
310 Taxes		5,288,100.00	3,029,922.30	2,258,177.70	57.3%

330 State Generated Revenues

332 15 60 000	Federal In Lieu Taxes	5,000.00	3,497.26	1,502.74	69.9%
334 04 90 000	Grant - WA Dept of Health	1,500.00	1,341.00	159.00	89.4%
334 06 90 000	Grant - BVFF	1,600.00	0.00	1,600.00	0.0%
330 State Generated Revenues		8,100.00	4,838.26	3,261.74	59.7%

331 Federal Direct Grants

331 97 04 819	AFG 00819 (97.044) Smoke Detectors	7,800.00	3,097.00	4,703.00	39.7%
331 97 08 031	SAFER 00493 (97.082) Vol Program	181,300.00	39,551.00	141,749.00	21.8%
331 97 08 032	SAFER 00949 (97.083) (3) '12 Hires	56,350.00	38,685.63	17,664.37	68.7%
331 97 08 033	SAFER 00448 (97.083) (4) '14	321,500.00	143,380.16	178,119.84	44.6%
331 Federal Direct Grants		566,950.00	224,713.79	342,236.21	39.6%

333 Federal Indirect Grants

333 97 06 070	DHS Region IV (97.067) Equipment	0.00	0.00	0.00	0.0%
333 Federal Indirect Grants		0.00	0.00	0.00	0.0%

340 Charges For Services

341 75 00 000	Beverage Service	50.00	0.00	50.00	0.0%
341 81 00 000	Duplication Service	250.00	80.00	170.00	32.0%
342 21 00 001	Public Safety - Schools & Agencies	16,000.00	0.00	16,000.00	0.0%
342 21 00 002	Public Safety - City of Battle Ground	2,252,100.00	1,126,038.50	1,126,061.50	50.0%
342 21 00 011	Public Safety - AMR (Stop The Clock)	4,500.00	4,884.83	(384.83)	108.6%
342 21 00 017	Public Safety - Cost Recovery Program	35,000.00	7,146.99	27,853.01	20.4%
342 21 00 091	Public Safety - City Of Woodland	1,064,600.00	532,318.50	532,281.50	50.0%
342 21 00 099	Public Safety - Misc	2,000.00	0.00	2,000.00	0.0%
399 43 00 000	Prog Mgmt O/H - Interdept Service	16,500.00	13,646.73	2,853.27	82.7%
340 Charges For Services		3,391,000.00	1,684,115.55	1,706,884.45	49.7%

360 Misc Revenues

361 11 00 000	Interest - Fund 6228	9,000.00	5,199.41	3,800.59	57.8%
362 40 00 000	Short Term Facilities Lease/Rent	150.00	0.00	150.00	0.0%
362 50 00 000	Long Term Facilities Lease/Rent	4,800.00	2,400.00	2,400.00	50.0%
367 11 00 000	Private Contributions (Contract)	0.00	0.00	0.00	0.0%
367 11 00 001	Private Contributions (AT RISK)	1,500.00	200.00	1,300.00	13.3%
367 11 00 002	Private Contributions (Dedicated)	10,000.00	1,000.00	9,000.00	10.0%
369 10 00 000	Sale of Junk/Salvage	2,000.00	0.00	2,000.00	0.0%
369 40 00 000	Judgments And Settlements	50.00	0.00	50.00	0.0%
369 90 00 000	Prior Yr Refunds/Other Misc	2,500.00	112.13	2,387.87	4.5%

YTD General Fund Revenue

Clark County Fire & Rescue
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028 General Fund

Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
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360 Misc Revenues

399 50 00 000	Interdept Lease - Cadet Program	7,500.00	3,750.00	3,750.00	50.0%
360 Misc Revenues		37,500.00	12,661.54	24,838.46	33.8%

380 Non Revenues

386 00 00 000	Agency Receipts - Sales Tax	100.00	0.00	100.00	0.0%
380 Non Revenues		100.00	0.00	100.00	0.0%

390 Other Revenues

395 10 00 000	Sale of Capital Assets	18,800.00	5,700.00	13,100.00	30.3%
395 20 00 000	Ins Recoveries - Capital Assets	10,000.00	4,323.98	5,676.02	43.2%
398 00 00 000	Ins Recoveries - Other	10,000.00	343.96	9,656.04	3.4%
390 Other Revenues		38,800.00	10,367.94	28,432.06	26.7%

397 Interfund Transfers

397 00 00 022	Transfer In - Fund 6222	600.00	0.00	600.00	0.0%
397 00 00 026	Transfer In - Fund 6226	0.00	0.00	0.00	0.0%
397 00 00 054	Transfer In - Fund 6254	0.00	0.00	0.00	0.0%
397 00 00 220	Transfer In - Fund 6220	0.00	0.00	0.00	0.0%
397 Interfund Transfers		600.00	0.00	600.00	0.0%

214 Wildland Operations

340 Charges For Services

342 21 00 004	Wildland - DNR/WSP (AT RISK)	155,000.00	0.00	155,000.00	0.0%
342 21 01 004	Wildland - DNR/WSP (Prior Yr)	40,000.00	0.00	40,000.00	0.0%
340 Charges For Services		195,000.00	0.00	195,000.00	0.0%

360 Misc Revenues

362 10 00 000	Equipment Lease - IMT Trailer (AT RISK)	1,800.00	0.00	1,800.00	0.0%
360 Misc Revenues		1,800.00	0.00	1,800.00	0.0%

214 Wildland Operations		196,800.00	0.00	196,800.00	0.0%
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420 Cadet Program

330 State Generated Revenues

334 01 30 002	Grant - WSP (Cadets)	14,400.00	0.00	14,400.00	0.0%
330 State Generated Revenues		14,400.00	0.00	14,400.00	0.0%

340 Charges For Services

342 21 00 005	Cadet Prog - CC Mgmt Fee*	3,000.00	2,866.50	133.50	95.6%
342 21 00 006	Cadet Prog - CCFR Tuition	82,800.00	52,566.89	30,233.11	63.5%

YTD General Fund Revenue

Clark County Fire & Rescue
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028 General Fund

Months: 01 To: 06

Revenues	Amt Budgeted	Revenues	Remaining	
340 Charges For Services				
342 21 00 007 Cadet Prog - Passthrough Tuition *	82,800.00	51,965.19	30,834.81	62.8%
342 21 00 008 Cadet Prog - Lab Fees	3,600.00	40.00	3,560.00	1.1%
340 Charges For Services	172,200.00	107,438.58	64,761.42	62.4%
420 Cadet Program	186,600.00	107,438.58	79,161.42	57.6%
450 Training				
330 State Generated Revenues				
334 01 30 001 Grant - WSP	6,000.00	0.00	6,000.00	0.0%
330 State Generated Revenues	6,000.00	0.00	6,000.00	0.0%
340 Charges For Services				
342 21 00 009 Training Burn Fees	2,000.00	2,000.00	0.00	100.0%
342 21 00 016 Tuition Fees	1,000.00	0.00	1,000.00	0.0%
340 Charges For Services	3,000.00	2,000.00	1,000.00	66.7%
450 Training	9,000.00	2,000.00	7,000.00	22.2%
Fund Revenues:	9,723,550.00	5,076,057.96	4,647,492.04	52.2%
Fund Excess/(Deficit):	9,723,550.00	5,076,057.96		

YTD Expenditure by Dept

Clark County Fire & Rescue
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028 General Fund

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	100.00	1,326.07	(1,226.07)	*****%

100 Admin

010 Wages	539,200.00	295,825.82	243,374.18	54.9%
020 Benefits	142,700.00	78,773.42	63,926.58	55.2%
030 Supplies	14,350.00	13,061.66	1,288.34	91.0%
040 Services	57,550.00	44,330.08	13,219.92	77.0%
050 Inter Agency Transfer	6,000.00	7,947.72	(1,947.72)	132.5%
522 Fire & Emergency Services	759,800.00	439,938.70	319,861.30	57.9%

100 Admin	759,800.00	439,938.70	319,861.30	57.9%
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110 Board

010 Wages	24,000.00	10,944.00	13,056.00	45.6%
030 Supplies	600.00	18.43	581.57	3.1%
040 Services	24,300.00	11,683.00	12,617.00	48.1%
050 Inter Agency Transfer	50,000.00	0.00	50,000.00	0.0%
522 Fire & Emergency Services	98,900.00	22,645.43	76,254.57	22.9%

110 Board	98,900.00	22,645.43	76,254.57	22.9%
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200 Operations

010 Wages	4,481,400.00	2,200,830.58	2,280,569.42	49.1%
020 Benefits	1,459,100.00	797,544.15	661,555.85	54.7%
030 Supplies	167,000.00	58,062.23	108,937.77	34.8%
040 Services	415,450.00	187,310.44	228,139.56	45.1%
522 Fire & Emergency Services	6,522,950.00	3,243,747.40	3,279,202.60	49.7%

200 Operations	6,522,950.00	3,243,747.40	3,279,202.60	49.7%
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201 UTV Ops

010 Wages	0.00	0.00	0.00	0.0%
020 Benefits	0.00	0.00	0.00	0.0%
030 Supplies	1,800.00	143.81	1,656.19	8.0%
040 Services	300.00	731.55	(431.55)	243.9%
522 Fire & Emergency Services	2,100.00	875.36	1,224.64	41.7%

201 UTV Ops	2,100.00	875.36	1,224.64	41.7%
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202 EMS Ops

010 Wages	85,500.00	66,744.00	18,756.00	78.1%
020 Benefits	30,300.00	14,979.77	15,320.23	49.4%
030 Supplies	11,400.00	7,009.88	4,390.12	61.5%
040 Services	29,400.00	14,183.00	15,217.00	48.2%

YTD Expenditure by Dept

Clark County Fire & Rescue
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028 General Fund

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire & Emergency Services

522 Fire & Emergency Services	156,600.00	102,916.65	53,683.35	65.7%
202 EMS Ops	156,600.00	102,916.65	53,683.35	65.7%

203 Marine Program

010 Wages	3,500.00	6,097.52	(2,597.52)	174.2%
020 Benefits	0.00	422.02	(422.02)	0.0%
030 Supplies	14,300.00	1,730.34	12,569.66	12.1%
040 Services	13,000.00	2,314.20	10,685.80	17.8%
522 Fire & Emergency Services	30,800.00	10,564.08	20,235.92	34.3%
203 Marine Program	30,800.00	10,564.08	20,235.92	34.3%

204 TRT Ops

010 Wages	4,500.00	2,553.93	1,946.07	56.8%
020 Benefits	900.00	197.23	702.77	21.9%
030 Supplies	2,100.00	0.00	2,100.00	0.0%
040 Services	0.00	0.00	0.00	0.0%
522 Fire & Emergency Services	7,500.00	2,751.16	4,748.84	36.7%
204 TRT Ops	7,500.00	2,751.16	4,748.84	36.7%

212 Volunteer Program

010 Wages	111,800.00	48,818.50	62,981.50	43.7%
020 Benefits	47,400.00	26,781.46	20,618.54	56.5%
030 Supplies	800.00	209.21	590.79	26.2%
040 Services	35,900.00	9,923.18	25,976.82	27.6%
522 Fire & Emergency Services	195,900.00	85,732.35	110,167.65	43.8%
212 Volunteer Program	195,900.00	85,732.35	110,167.65	43.8%

214 Wildland Operations

010 Wages	130,000.00	17,538.02	112,461.98	13.5%
020 Benefits	6,000.00	1,281.97	4,718.03	21.4%
030 Supplies	4,150.00	0.00	4,150.00	0.0%
040 Services	3,100.00	905.61	2,194.39	29.2%
522 Fire & Emergency Services	143,250.00	19,725.60	123,524.40	13.8%
214 Wildland Operations	143,250.00	19,725.60	123,524.40	13.8%

300 Prevention

010 Wages	123,400.00	61,030.00	62,370.00	49.5%
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YTD Expenditure by Dept

Clark County Fire & Rescue
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028 General Fund Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
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522 Fire & Emergency Services

020 Benefits	35,450.00	18,339.97	17,110.03	51.7%
030 Supplies	9,950.00	3,367.81	6,582.19	33.8%
040 Services	1,500.00	72.52	1,427.48	4.8%
522 Fire & Emergency Services	170,300.00	82,810.30	87,489.70	48.6%
300 Prevention	170,300.00	82,810.30	87,489.70	48.6%

301 Pub Ed

010 Wages	500.00	898.07	(398.07)	179.6%
030 Supplies	1,250.00	269.06	980.94	21.5%
040 Services	900.00	2,850.25	(1,950.25)	316.7%
522 Fire & Emergency Services	2,650.00	4,017.38	(1,367.38)	151.6%
301 Pub Ed	2,650.00	4,017.38	(1,367.38)	151.6%

420 Cadet Program

010 Wages	64,350.00	45,832.49	18,517.51	71.2%
020 Benefits	8,050.00	5,157.25	2,892.75	64.1%
030 Supplies	12,300.00	65.04	12,234.96	0.5%
040 Services	101,900.00	59,686.08	42,213.92	58.6%
522 Fire & Emergency Services	186,600.00	110,740.86	75,859.14	59.3%
420 Cadet Program	186,600.00	110,740.86	75,859.14	59.3%

450 Training

010 Wages	207,450.00	125,856.65	81,593.35	60.7%
020 Benefits	51,350.00	29,653.00	21,697.00	57.7%
030 Supplies	8,500.00	589.19	7,910.81	6.9%
040 Services	86,050.00	34,549.04	51,500.96	40.1%
522 Fire & Emergency Services	353,350.00	190,647.88	162,702.12	54.0%
450 Training	353,350.00	190,647.88	162,702.12	54.0%

451 EMS Training

010 Wages	14,100.00	2,027.44	12,072.56	14.4%
020 Benefits	1,400.00	579.72	820.28	41.4%
030 Supplies	8,500.00	496.13	8,003.87	5.8%
040 Services	10,500.00	1,099.98	9,400.02	10.5%
522 Fire & Emergency Services	34,500.00	4,203.27	30,296.73	12.2%
451 EMS Training	34,500.00	4,203.27	30,296.73	12.2%

YTD Expenditure by Dept

Clark County Fire & Rescue
MCAG #: 2959

Time: 08:37:37 Date: 07/20/2015
Page: 4

028 General Fund

Months: 01 To: 06

Expenditures	Amt Budgeted	Expenditures	Remaining	
501 Facilities				
010 Wages	173,000.00	86,133.44	86,866.56	49.8%
020 Benefits	55,800.00	28,190.64	27,609.36	50.5%
030 Supplies	34,000.00	23,026.47	10,973.53	67.7%
040 Services	219,950.00	107,853.24	112,096.76	49.0%
522 Fire & Emergency Services	482,750.00	245,203.79	237,546.21	50.8%
501 Facilities	482,750.00	245,203.79	237,546.21	50.8%
580 Boathouse				
040 Services	0.00	0.00	0.00	0.0%
522 Fire & Emergency Services	0.00	0.00	0.00	0.0%
580 Boathouse	0.00	0.00	0.00	0.0%
592 Debt Service - Interest/Fees				
592 Debt Service - Interest & Fees	1,200.00	53.79	1,146.21	4.5%
592 Debt Service - Interest/Fees	1,200.00	53.79	1,146.21	4.5%
594 Capital Expense				
594 Capital Expenditures	92,100.00	120,417.76	(28,317.76)	130.7%
594 Capital Expense	92,100.00	120,417.76	(28,317.76)	130.7%
597 Inter Fund Transfer				
597 Interfund Transfers	433,750.00	85,993.02	347,756.98	19.8%
597 Inter Fund Transfer	433,750.00	85,993.02	347,756.98	19.8%
999 Ending Balance				
999 Ending Balance	1,652,300.00	0.00	1,652,300.00	0.0%
999 Ending Balance	1,652,300.00	0.00	1,652,300.00	0.0%
Fund Expenditures:	11,327,400.00	4,774,310.85	6,553,089.15	42.1%
Fund Excess/(Deficit):	(11,327,400.00)	(4,774,310.85)		



STAFF REPORT

TO: Board of Fire Commissioners

FROM: Chief Mason

DATE: July 22, 2015

SUBJECT: Staffing Proposal

Attached is the draft 2016 preliminary budget. The proposal includes a number of both operational and non-operational program adjustments while maintaining a primary goal of fire and emergency medical services to the communities we serve. The result represents a significant "right-sizing" of the department at every level and places a priority on mission-critical functions.

The proposed budget provides career staffing at four (4) stations beginning in January 2016. Those stations are Station 23 (LaCenter), Station 24 (Ridgefield), Station 26 (Dollars Corner), and Station 29 (Woodland). Staffing at those four stations is based on the current collective bargaining agreement (CBA) requirement of 2 career firefighters per station/apparatus. This will result in a reduction of 11 firefighter positions beginning in 2016. This figure represents a 22% reduction. The proposal also includes the elimination of 1 battalion chief position and the reversion of 3 captains back to firefighter.

On the non-firefighter side of the organization, 6 positions are being eliminated along with a reduction of reception hours to 20 hour per week. This figure represents a 50% reduction in non-firefighter staff.

The draft budget and staffing proposal is based on the following assumptions:

- With the exception of the EMS Coordinator position, the proposed layoffs will not occur until December 31, 2015.
- The plan includes an across the board pay freeze to be implemented in 2015. On the firefighter side this will require negotiation with the union to forgo the 2.3% COLA adjustment anticipated for 2016. (This figure totals \$92,560 and would

need to be incorporated back into the budget if an agreement cannot be reached).

- All remaining components outlined in the CBA remain unchanged. Any additional concessions negotiated between now and the end of 2015 could be utilized for one or more additional firefighter positions.
- A significant expenditure reduction plan is currently being implemented for the remainder of the 2015 budget year. Additional savings for the remainder of 2015 will be rolled into 2016 carryover. Total amount of savings and how those savings are utilized will need to be determined closer to the end of 2015.
- Other components of this proposal include implementation of a QRV response at all 4 stations, shifting of a number of job duties previously assigned to other positions, emphasis on community outreach and prevention functions by all personnel, etc.

My plan is to meet with those employees directly affected as soon possible. A nearly 5 ½ month advance notice will help lessen the trauma on those employees and provide them some level of planning over the coming months. Notice of Layoff letters are being prepared and will be distributed over the next couple days. At least one fire department has agreed to move our displaced firefighters to the top of their hiring process and have requested copies of that letter as a part of their application process.

I expect nearly all of our displaced firefighters will secure firefighter positions with other agencies in the coming months. Some of those will be employees that are higher on the seniority list which could positively affect those that initially receive layoff notices. We will of course do everything we can to assist all of our folks where possible.

It is important to recognize that the draft budget represents a snapshot of where we are at currently. It could change in the weeks and months ahead as we get closer to the end of the current budget year. It will be directly affected by:

- Expenditure reductions and cost saving measures implemented through the end of this year.
- Any additional concessions negotiated over the next few months.
- Any additional revenues identified over the next few months.



Meeting Date

7/22/15

Stated purpose of this executive session:

- To consider matters affecting national security.
- To consider the selection of a site or the acquisition of real estate.
- To consider the minimum price at which real estate will be offered for sale or lease.
- To review negotiations on the performance of publicly bid contracts.
- To receive and evaluate complaints or charges brought against a public officer or employee.
- To evaluate the qualifications of an applicant for public employment.
- To review the performance of a public employee.
- To evaluate the qualifications of a candidate for appointment to elective office.
- To discuss with legal counsel representing the agency (present or via telephone conference) matters relating to agency enforcement actions.
- To discuss with legal counsel representing the agency (present or via telephone conference) litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.
- To discuss collective bargaining negotiation strategies.

Meeting recessed at 3:07 Hrs

Anticipated length of session 30 Mins

Announcement of extended session 3:38 Hrs

Anticipated extended length of session 30 Mins

Meeting resumed at 4:52 Hrs

Action anticipated YES NO

Announcement of extension @ 4:09. Anticipated length of session 30 minutes.
Announcement of extension @ 4:39. Anticipated length of session 15 min.

Reference RCW Chapter 42.30