



## Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

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**August 12, 2015**

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

Flag Salute led by Commissioner Kolke.

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

### **CALL FOR LATE AGENDA ADDITIONS**

Commissioner Bartel requested a review of the Administrative Personnel Policy.

### **CONSENT AGENDA**

Motion by Town to approve the consent agenda as presented. Second Johnson. Commissioner Town asked that the July 22<sup>nd</sup> minutes be amended to read Clark County Fire & Rescue Board of Commissioners move to terminate the Fire Chief subject to legal counsel. No further discussion. Passed unanimously.

### **COMMUNICATIONS**

Commissioner Bartel reported that he and Chief Yager will be meeting with the architect for the Cowlitz Tribe next Tuesday to view preliminary plans. He will ask Capt. Ryan to attend meeting as well. Chief Yager reported that Jerry Kolke will speak at the upcoming SWWC meeting. Kolke stated he will speak on their long range plan. Chief Yager presented a thank you card forwarded by DNR, sent by a member of the Colvin Creek Fire community, in appreciation of the good work done by our crews. In addition, he presented several notes of appreciation from the citizens of our service area. A letter of thanks for utilizing Life Flight for an MVA incident was presented. Chief Yager commented on an e-mail received by Chief Ford in regard to a cardiac save incident our crews responded to with Cowlitz 1. The e-mailed stressed Capt. Dohman and Paul Bustamante did a fantastic job. Commissioner Kolke stated he received the reservation form for the upcoming Commissioner Conference. He congratulated Kathy Streissguth on receiving the Washington Finance Officers Association Professional Finance Officer Award. Kathy has received this award for 7 years. He stated he received a letter from the Washington State Auditor's Office stating that the hourly billing rate for local government audits will be increasing from \$88.50 to \$93.00 per hour beginning January 1, 2016.

### **CITIZEN COMMENTS**

None.

### **STANDING COMMITTEES**

#### **Fairgrounds Fire Facility Board**

No meeting. Nothing to report. Next meeting will be in September.

## **Clark County Risk Management Group**

No meeting. Nothing to report.

## **EMS Council**

No meeting. Nothing to report

## **RFA Committee**

No meeting. Nothing to report.

## **Finance Committee**

Commissioner Kolke stated the committee met on Tuesday, August 4. Commissioner Town stated the budget was reviewed. It was found that there was an error made in the revenue calculation, resulting in an additional \$72,500 deficit. Chief Yager stated that there is no apparent remedy to cover the deficit except to utilize carry over funds. Commissioner Town stated there was discussion of possible items to cut from the budget. Nothing has been put in place as of now. This will be a work in progress.

## **Chief's Report**

Chief Yager reported that the EMS 2 Board approved the ordinance that requires exclusivity for all transports in the District.

Chief Yager stated that the Department has had 18 mobilization requests so far this season. There were a total of 18 mobilizations for the entire season last year. We have sent out 23 individuals; some more than once. At this time we have 3 members out. Jennifer will have a more complete report for the September 9<sup>th</sup> meeting.

## **Interim Administrator**

Commissioner Bartel began the discussion of the Interim Administrator with the question of how do we move ahead. He made the motion of by September 1<sup>st</sup>, we enter into a six month contract with a person to serve as an interim administrator with all the authority of the chief's job description except for emergency responses. During this six month period, the administrator will review all District programs, systems, and our budget making recommendations to the Commissioners on deletions, additions, or modifications to the above. Working with present staff, district members, district citizens, area business owners, local elected officials and any other interested parties, the administrator will formulate a process to start a five year Strategic Plan for the District. Finally the administrator will recommend a process to the commissioners for the selection of our next chief and administer the selected process. Second Town. Commissioner Bartel added the Department has had much turmoil and there is some fear of being unsuccessful. He stated an outsider, with no biases could prove to be more successful. Commissioner Kolke expressed concern that six months seems like a short time to formulate a five year plan. Discussion followed. Kolke called for the vote. All in favor. Passed unanimously.

Commissioner Bartel moved on to the process of hiring the Interim Administrator. He reviewed the typed outline presented to the Board. He stated that there are three individuals interested in the position. Two are present at the meeting today.

He stated what he would like to see happen, if the Board agrees, is to continue this Board meeting to Monday, August 24 at 9:45; call for executive session; hold interviews with the three candidates; and if an agreement can be made, hire the Administrator. Commissioner Babcock expressed concern with not having an open call for applicants. Bartel stated he would like to contact legal counsel to confirm we are covered with interviewing the three candidates in place at this time. He asked if the Board is comfortable with this process if approved by legal counsel? He stated if all agree, the decision can be made public at the close of the Board meeting. The last piece presented by Bartel is an announcement to be presented to our communities of the status of the Department. Chief Yager stated that we need to ensure that the operational changes be made carefully and not be made until December 31. All changes will be backed up with data and budget calculations. Commissioner Kolke thanked Commissioner Bartel for all his work.

### **OLD BUSINESS**

None.

### **LATE AGENDA ADDITIONS**

Commissioner Bartel asked for a review of the Administrative Benefits policy in regard to vacation buy back. He stated the policy gives the Chief the authority to authorize administrative staff to buy back 80 hours of vacation. Bartel is concerned with the policy at this time when budgeting is at a critical stage. Bartel made a motion to amend the Administrative Benefits Summary to disallow the Chief from authorizing administrative staff permission to buy back 80 hours of vacation time earned. Second Town. Johnson suggested we table the vote. Bartel asked for the vote now. Kolke called for the vote. 3 no. 2 yes. Motion to amend policy failed.

### **CITIZEN COMMENTS**

None.

### **EXECUTIVE SESSION**

None.

Meeting recessed at 4:00 pm. to be continued at 9:45, Monday August 24<sup>th</sup>.

### **August 24, 2015**

Meeting resumed at 10:15 AM.

Citizen comment - Travis Smith, IAFF Local 3674 President made the following statement:

*"As you are aware our local represents the professional firefighters employed by the Fire District. The local strongly oppose the Board of Fire Commissioners plan to run our fire district by committee and through an interim administrator rather than appoint an interim chief and provide that chief with the authority to run the Fire District."*

**August 24, 2015**

Meeting resumed at 10:15 AM.

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*"As you are aware our local represents the professional firefighters employed by the Fire District. The local strongly oppose the Board of Fire Commissioners plan to run our fire district by committee and through an interim administrator rather than appoint an interim chief and provide that chief with the authority to run the Fire District.*

*Appointment of an interim chief is a commonly accepted and legal practice in Washington. It is frequently necessary when a fire chief unexpectedly leaves and there is a need to temporarily fill that position.*

*I believe I heard from Commissioner Bartel that Washington law requires that the Board essentially run the Fire District by committee through an interim administrator. The local is aware of no such legal requirement.*

*This fire district and other districts and departments throughout the state run on a strict chain of command basis. Having a powerless interim chief who has to seek the approval of the Board for any significant decision will inevitably slow and impair effective decision making and leadership. This in turn will jeopardize efficient operation of the fire district and could jeopardize employee and public safety.*

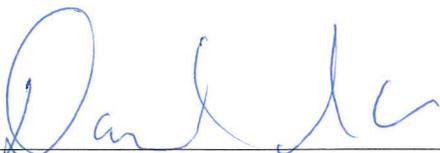
*Can the board please identify the provision of the RCW's or legal reasons that is the basis for this extraordinary action?"*

The Board thanked Travis for his comments and continued to executive session.

Moved to executive session at 11:00. To hold interviews for the Interim Administrator position. Anticipated length of session to be 1 hour. A possible decision anticipated. Session extended at 11:00 for 30 minutes. Session extended at 11:30 for 30 minutes. No action taken.

Meeting resumed at 12:00. No further discussion.

Meeting adjourned at 12:00 PM.

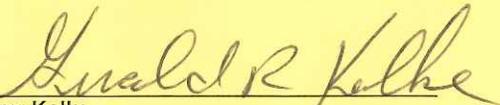


**Attest, Dan Yager**  
**Assistant Chief**

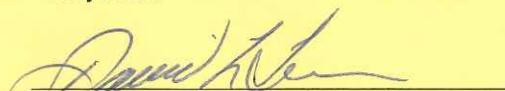


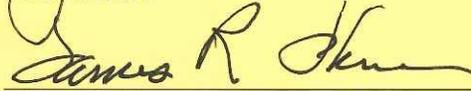
**CLARK COUNTY FIRE & RESCUE**  
**CONSENT AGENDA**  
**August 12, 2015**

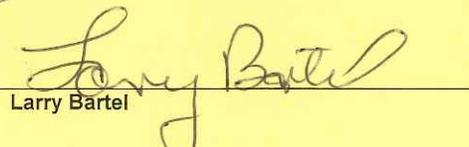
1. Minutes – July 22 General Meeting
2. Pre-paid Invoices
  - \$ 154,101.02 (CCFR Payroll Benefits)
    - i. Check Nos. 5417 – 5427
  - \$ 85,134.82 (CCFR DRS)
    - i. Check No. 5428
  - \$ 487.27 (CCFR Payroll – Replaces 5385)
    - i. Check No. 5429
3. Current Invoices
  - \$ 181.03 (FFFB)
    - i. Check Nos. 15454 – 15455
  - \$ 6,048.07 (CCFR)
    - i. Check Nos. 15456 – 15480
4. Payroll
  - July 1-31 paid July 31
    - i. \$ 621,265.00 Gross
    - ii. \$ 416,232.37 ACH net
    - iii. \$ 16,481.50 Payroll Warrant net
      1. Check Nos. 5385 – 5416
    - iv. \$ 949.27 Payroll VOIDED Check No. 5385
    - v. \$ 94,333.21 941 Tax Deposit (paid August 3)
5. July Use Tax due August 25
  - \$ 31.98 (FFFB)
  - \$ 240.17 (CCFR)
6. Voided/Destroyed Claims/Payroll Warrants
  - See Payroll Item 4.iv. above

  
Jerry Kolke

  
Jon Babcock

  
David Town

  
James R Johnson

  
Larry Bartel