



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

October 28, 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. Interim Chief Administrative Officer Ron Oliver, Recording Secretary Maureen Groat.

CALL FOR LATE AGENDA ADDITIONS

Commissioner Bartel requested the addition of a discussion regarding the new Chief's hiring process.

CONSENT AGENDA

Motion by Johnson to approve the consent agenda as presented. Second Town. Commissioner Johnson questioned the \$3,000 expense associated with Generator Service at Station 22. Chief Jackson responded the service is required even though there are not full time crews at Station 22, as there are station residents in addition to the crews that have been placed there during severe weather situations. This is preventative maintenance which occurs annually. No further discussion. Passed unanimously.

COMMUNICATIONS

Chief Oliver read a thank you card the Department received from the family of Ed Claiborne expressing their gratitude for the Department's participation in the funeral services held in Ridgefield. Commissioner Bartel added there have been donations made to the Firefighters' Association in Ed's memory totaling \$600.

CITIZEN COMMENTS

Battalion Chief Brett Graham asked if there was an update on Stephen Leong's condition. Battalion Chief Tim Dawdy reported that Stephen had been admitted to the hospital very gravely ill around two weeks ago. Chief Dawdy had a more recent visit with him and there was marked improvement. He has been moved to a rehab facility and is making great progress. He is looking forward to going home. Travis Smith added he has been in touch with Stephen's former department to alert them of Stephen's health.

STANDING COMMITTEES

Fairgrounds Fire Facility Board

No meeting. Nothing to report.

Clark County Risk Management Group

No meeting. Nothing to report.

RFA Committee

Meeting scheduled for Tuesday, November 3rd at 6PM at Station 21.

Cowlitz Negotiation Committee

Commissioner Bartel reported he, Chief Yager and Capt. Ryan met with the Cowlitz representatives and Brian Snure on October 20th. Our committee presented and discussed our proposal. The Cowlitz did not express any concerns with the plan, but will make revisions and get back to us soon.

EMS Council

No meeting. Nothing to report.

Finance Committee

No meeting. Nothing to report.

Commissioner Updates

Commissioner Bartel reported he attended the SW Washington Commissioner meeting. He stated that the fire commissioners are being encouraged to attend the Clark County Commissioner meeting on November 10th to express concerns regarding fire code enforcement. The fire commissioners feel it is important to rally for a new fire inspector. He attended the Firefighters' Association meeting. They are looking at individuals to head up events rather than strictly Association members. As a group the commissioners discussed the Washington State Fire Commissioners Conference. Overall they felt it was a good conference. Discussion of topics they felt made the conference very worthwhile.

STAFF Reports**Chief Administrative Officer Report**

Chief Oliver reported that he has nearly completed his one-on-one meetings with all members. He stated: the feedback he has received to the questions "What are we Doing Well?" and "What are We Not Doing Well?" will be published for all to read, with the exception of personal comments about individuals; Chief Oliver will meet privately with those individuals to discuss the comments and perceptions. He stated he will identify individuals who are passionate about topics that are identified as not going well; then ask them to, along with several other peers, develop suggested methodologies for improving or fixing those areas. He mentioned that his experience has shown that this process gives members great ownership in the Department as they contribute. He discussed the change in the Monday staff meeting, which is now called the "Senior Staff" meeting. The meeting has shifted from focusing on schedules and who is working on what, to more in-depth issues; what do we need to work on, what is being accomplished, problems people are encountering and developing leadership skills. He is asking the Battalion Chiefs to become more intentional in their morning briefings and to include daily discussions about the criterion and daily plans and activities. He is stressing intentionality and accountability. He stated he will have a meeting with the union executive board on Thursday, October 29th. He had a transition meeting with the three division chiefs to discuss how they will succeed in their positions. He is planning a meeting with the battalion chiefs and Chief Jackson. He stated that in the three stages of

developing the organization we have gone through the forming and storming phases, and that we are moving into the norming stage.

Chief Jackson stated the transitioning between he and Chief Yager is going well. He is meeting with the battalion chiefs next week with a preliminary deployment plan. He has had good support from Chief Yager.

Commissioner Bartel questioned whether offers have come in from District 3. Ron responded it is the understanding that conditional offers have been made. The list has not been published at this time. A start date of January 1st is the expectation.

Chief Dawdy reported that the crews responded and did an excellent job on a complicated extrication incident yesterday. He reported that our crews participated in Fire Prevention week by visiting over 200 2nd graders in our area grade schools. They taught according to a lesson plan developed by Chief Jackson.

Revenue Hearing

Commissioner Kolke opened the Revenue Hearing, stating the proposed 2016 revenue total is \$7,233,650. There is included, an anticipated 7.9% increase in property tax assessment in 2016. The levy certification from the Assessor's office will be available in December. The budget was prepared based on previous year's figures and anticipated activity. Commissioner Kolke opened the hearing up for public discussion. No comment. Hearing closed. Commissioner Johnson made a motion to approve the proposed revenue budget as presented. Second Babcock/Bartel. No further discussion. Passed unanimously.

Meeting Dates (Reschedule)

Commissioner Kolke stated the meeting scheduled for November 11th falls on Veteran's Day, which is an administrative holiday. It was agreed upon to move the meeting to Tuesday, November 10th. The following meeting falls on November 25th, which is the day preceding the Thanksgiving holiday, which is an administrative holiday. It was agreed upon to move the meeting to Tuesday, November 24th.

OLD BUSINESS

None.

LATE AGENDA ADDITIONS

Commissioner Bartel presented a proposal to the Board stating that he would like approval by the Board to assist Chief Oliver with the hiring process for a new chief. He stated he feels the Board should be involved with the process and with his past experience he feels he could be of assistance. Discussion followed: Commissioner Town felt it would be a good choice to have Commissioner Bartel assist.

Commissioner Babcock stated that Commissioner Bartel is known to micro-manage and that he felt it would be best to share the load among all commissioners. The decision was made to table the decision until the November 10th meeting. Chief Oliver stated he is working on a plan and will present it at the November 24th meeting. Commissioner Kolke thanked Commissioner Bartel for his work and efforts in presenting his proposal.

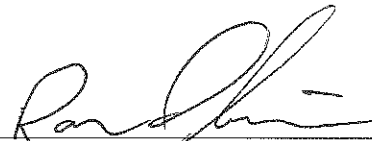
CITIZEN COMMENTS

Travis Smith commented on the discussion regarding whether the Department should provide payment for travel for candidates interviewing for the Chief position. He stated in his experience, when recruiting a person for a position, an individual who we want, will not necessarily be looking to take a new position; paying for travel and lodging would be incentive for them to come. He added a person looking to leave a position may not be a top candidate. Chief Oliver added in order to entice the best candidates, who typically have multiple opportunities, it would help if we paid for their travel related expenses.

EXECUTIVE Session

None.

Meeting adjourned at 4:00 PM.



Attest, Ron Oliver
Interim Chief Administrative Officer

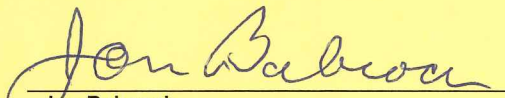


CLARK COUNTY FIRE & RESCUE CONSENT AGENDA October 28, 2015

1. Minutes – October 14, 2015 General Meeting
2. Pre-paid Invoices
 - \$ 369.40 (CCFR)
 - i. Check No. 15718
3. Current Invoices
 - \$ 25,272.66 (CCFR)
 - i. Check Nos. 15722 – 15752
 - \$ 7,186.60 (FFFB)
 - i. Check Nos. 15719 – 15721
4. Approved Commissioner Stipends Payable October 30

Name	For the Period						Total
	Regular Meeting	Committee Meeting	RFA Mtg	Assn Meeting	Educ	Other	
Babcock	2	1					3
Bartel	2	1					3
Johnson	2	1				1	4
Kolke	2					1	3
Town	2						2

5. Voided/Destroyed Claims/Payroll Warrants
 - Claims #15691 Replaced by #15718 – Incorrect Amount



 Jon Babcock



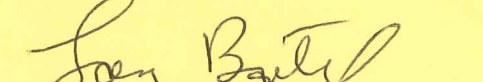
 Jerry Kolke



 James R. Johnson



 David Town



 Larry Bartel

BAS	EL	OB	LA	Title	26-Oct	Notes
REVENUE						
Tax Revenue						
311	10	0	000	Property Taxes	\$ 5,696,850	7.9% increase (KS) - includes new construction
311	10	12	000	Admin Refund	\$ 50	\$0 until HLL reached. Will receive previous years outstanding
311	10	22	000	Land Use Tax	\$ 50	\$0 since 2009
317	20	0	000	Leasehold Excise Tax	\$ 2,000	Based on 2015
317	40	0	000	Timber Tax	\$ 6,000	Based on 2015
332	15	60	000	Federal In Lieu Taxes	\$ 3,500	Based on 2015
Grants						
334	01	30	001	Grant - WSP	\$ 1,800	3 @ \$600
334	04	90	000	Grant - WA Dept of Health	\$ 1,350	Based on 2015
334	06	90	000	Grant - BVFF	\$ 1,000	Estimate - \$100/volunteer
331	97	8	031	SAFER 00493 (97.082) Vol Program	\$ 21,250	Matches SAFER 00493 expenditures
331	97	8	033	SAFER 00448 (97.083) (4) '14	\$ 80,000	Reimb for Q4-15: grant ended Dec31, 2015
Misc Revenue						
341	75	0	000	Beverage Service	\$ 50	fees for meeting room coffee service
341	81	0	000	Duplication Service	\$ 250	Incident report fees, public record requests
Contract Revenue						
342	21	0	001	Public Safety - Schools & Agencies	\$ 9,000	School fees, DOT & WA Parks contract charges
342	21	0	017	Public Safety - Cost Recovery Program	\$ 15,000	Chargeable incidents & recoveries lower than projected in 2015
342	21	0	091	Public Safety - City Of Woodland	\$ 1,098,100	CoW AV Est 629,350,025 @ 1.50/1K, No increase for Clark2 \$154,100
342	21	0	099	Public Safety - Misc	\$ 500	
342	21	0	004	Wildland - DNR/WSP (AT RISK)	\$ 122,000	Allows for \$15K income from fires
342	21	0	009	Training Burn Fees	\$ 2,000	4 @ \$500
342	21	0	016	Tuition Fees	\$ 500	Charges to other depts for CCFR courses held
Cadet Program						
334	01	30	002	Grant - WSP (Cadets)	\$ 13,800	23 students @ \$600

BAS	EL	OB	LA	Title	26-Oct	Notes
342	21	0	006	Cadet Prog - CCFR Tuition	\$ 84,300	30 students @ \$2810 (all program income balances with expenditures)
342	21	0	008	Cadet Prog - Lab Fees	\$ 3,000	18 students @ \$120; 12 @ \$60
Misc Revenue						
361	11	0	000	Interest - Fund 6228	\$ 9,600	Rates expected to remain low - based on lower reserve fund balance
362	40	0	000	Short Term Facilities Lease/Rent	\$ 100	Meeting room rental fees
362	50	0	000	Long Term Facilities Lease/Rent	\$ 4,800	AMR St21 @ \$400/mo
362	10	0	000	Equipment Lease - IMT Trailer (AT RISK)	\$ 900	Apx \$900 per incident (hasn't been out in 2 yrs)
367	11	0	001	Private Contributions (AT RISK)	\$ 1,000	Exp at risk
367	11	0	002	Private Contributions (Dedicated)	\$ 20,000	Anticipated amount
369	10	0	000	Sale of Junk/Salvage	\$ 1,000	Surplus misc small items and scrap
369	40	0	000	Judgments And Settlements	\$ 50	
369	90	0	000	Prior Yr Refunds/Other Misc	\$ 100	Misc refunds - little anticipated
395	10	0	000	Sale of Capital Assets	\$ 5,700	Surplus equipment proceeds - Highland Sale \$2700 Remaining
395	20	0	000	Ins Recoveries - Capital Assets	\$ 12,250	Matches at risk expenses & allows for \$250 deductible per incident
398	00	0	000	Ins Recoveries - Other	\$ 2,500	Disability & L&I payroll recoveries
Interfund Transfers						
397	00	0	022	Transfer In - Fund 6222	\$ 400	Debt Service Fee Reimb Voted Debt 2005R
397	43	0	000	Prog Mgmt O/H - Interdept Service	\$ 5,400	Cadet O/H \$2400, SCBA Maint \$3K
397	50	0	000	Interdept Lease - Cadet Program	\$ 7,500	Cadet St26 use @ \$625/mo
Non-Revenue						
386	00	0	000	Agency Receipts - Sales Tax	\$ -	Holding account for sales tax - RECEIVED

TOTAL REVENUE \$ 7,233,650