



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

---

**December 21, 2015**

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

Flag Salute lead by Kolke.

Present: Commissioners Jerry Kolke, Larry Bartel, Dave Town, Bob Johnson, Jon Babcock. Interim Chief Administrator Ron Oliver.  
Recording Secretary Kathy Streissguth.

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

None.

### **CONSENT AGENDA**

Motion by Johnson to approve the consent agenda as presented. Second Babcock.  
Passed unanimously.

### **COMMUNICATIONS**

None.

### **CITIZEN COMMENTS**

None.

### **STANDING COMMITTEES**

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

No meeting. Nothing to report.

#### **Clark County Risk Management Group**

No meeting. Nothing to report.

#### **EMS Council**

No meeting. Nothing to report.

#### **RFA Committee**

No meeting. Nothing to report.

#### **Cowlitz Negotiation Committee**

No meeting. Nothing to report.

#### **Finance Committee**

Met today to review the proposed 2015 budget amendment. Ending cash estimate will be adjusted to increase overtime by \$30K to match actual. There was an additional \$250K in cash carry over from the amount estimated in November 2014. Suggested moving surplus cash reserves to the facility and equipment reserve fund. There is a shortfall of approximately \$750K per

year for needed equipment replacement. Need to bolster the fund. Other upcoming capital needs: the roof and siding at St26 as well as a number of apparatus. Bartel also suggested allocating the St21 bond payment amount into the reserve fund when the bond is paid off.

### **Commissioner Updates**

Babcock asked for an update on the Verizon cell tower contract. Jackson and Yager spoke with them last week. The final draft agreement is out for agency and legal review. Working with Ridgefield officials on the permitting. Anticipate the issue should be wrapped up by the next meeting. Proposed contract is comparable with other fire district agreements. Has been cleared with District counsel.

Johnson asked about the firefighter that fell off a ladder during training. Advised he is okay; only missed the remainder of that shift. The incident will be reviewed by the safety committee.

Bartel advised he visited Stephen Leong. He appreciates visitors. Reminder that Chief Dick Streissguth's memorial service is tomorrow at 2:00 p.m. at Crossroads Church. Oliver suggested that flags be at half-staff for the day. Bartel advised he will miss the January 13 meeting.

### **CHIEF ADMINISTRATOR'S REPORT**

Oliver summarized the programs to be evaluated. Recommended that an in depth review/evaluation of the programs is a part of the strategic plan process. The new chief should be tasked with this project. Oliver recommended that he gather the information about the programs for the new chief; do the groundwork for the strategic plan. Discussion. Bartel stated it was his to goal to have the programs looked at in order to determine what's effective and how each program is working. No decisions will be made before the new chief has input. Develop a short summary and recommendation for each program with an overview by the program managers. Oliver will pursue.

### **STAFF REPORTS**

Jackson reported on the Battle Ground tornado and the I-5 slide. Discussed the impacts on operations. Will request reimbursement from EMD for the related incident overtime costs. WADOT is working on a plan to manage traffic more efficiently for future incidents. Bartel asked if the door combos would be changed in January. Jackson believes that is the plan. Oliver is conducting exit interviews with individuals. CRESA will change over to the new District 3 tones at St27 on Monday, December 28. Too busy on New Year's Eve. There will be a District 3 crew at the station; they will have primary responsibility for calls. Discussed the transfer of the facility and equipment. Discussed staffing plan changes for Dec31.

Dawdy summarized the morning's fire. Excellent job by the crews. Worked with District 6, CCSO and the highway department. BC Graham reported that everything flowed well with the two departments. 10<sup>th</sup> Avenue was closed. Dawdy provided summary of community development activity in 2015 and projected new projects for 2016. Bartel asked for a third column in the report with pre-applications.

Whether in process (start date) or done (end date). Dawdy advised he is communicating with the contractors on the casino project; though they have their own person. The Cowlitz hired away the La Center code official to manage their projects. Recapped the progress of the resident volunteer program. Putting more volunteers at St22 to enhance coverage. Must have some experience and be WA EMT certified. Will operate out of the station in a QRV for medical calls. Three members have been approved. There will also be two residents at St26 to support St22. St23 will have two volunteer residents. Personnel will be in place shortly after the first of the year.

#### **LOCAL 3674 MOU**

Reviewed the MOU with Local 3674 regarding the approval of contract concessions for budget year 2016. Oliver presented the proposal to the local last month. Voted to support: 25 to 3. Legal counsel has reviewed. The MOU provides a one year wage freeze, which retains one firefighter and one captain rank. The additional captain will be a day-shift training captain. The plan is beneficial for both the union and the administration. Fills a hole left by the elimination of the training chief position. Discussion. Two firefighters not scheduled for layoff are leaving after the first of the year for jobs with other departments. Recommendation to allow continuous employment for the two individuals who would have been laid off otherwise. Motion by Bartel to approve. Second Babcock. No further discussion. Motion passed.

#### **DIVISION CHIEF EMPLOYMENT CONTRACTS**

Reviewed the proposed employment contracts for the three Division Chiefs. Each is the same except for the salary section. Oliver recommended a step increase for Jackson and Yager. Discussion. Motion by Babcock to approve. Second Town. Discussion. Bartel expressed concern about the administrative benefit summary. Would prefer there not be an annual vacation buyout option. Oliver had included this provision based on the decision made back in August. Bartel prefers that management use their vacation hours to remain fresh. Motion by Bartel to eliminate the annual vacation buyout provision. Second Babcock. No further discussion. Motion passed. Motion to adopt the Division Chief contracts as amended passed unanimously.

#### **2015 BUDGET AMENDMENT – RESOLUTION NO. 151221-1**

Following the recommendation of the Finance Committee, motion by Bartel to adopt Resolution No. 151221-1, a resolution amending the 2015 budget. Second Johnson. No further discussion. Motion passed.

#### **CHECKING ACCOUNT SIGNATORIES – RESOLUTION NO. 151221-2**

Following the recommendation of the Finance Committee, the check signatories need to be updated again. Remove Jennifer Yager and add Chief Administrator Ron Oliver and Senior Support Specialist Christi Linn. Motion by Babcock to adopt Resolution No. 151221-2, a resolution updating the authorized checking account signatories with Bank of America. Second Town. No discussion. Motion passed.

**OLD BUSINESS**

Reminder from Babcock that there is reception for outgoing La Center Mayor Jim Irish on Tuesday, December 29. 4-7 p.m. at the La Center Community Center. Oliver advised that the fire chief recruitment process is open, but no applications as yet. Spent some time talking to a potential candidate from Portland Fire. Bartel reminded that we need to get a news release out on what has been accomplished budget-wise to save money.

**NEW BUSINESS/OTHER**

Kathy Streissguth reported that she and Chief Yager are investigating options for a VOIP system to replace the existing phone system. Would connect all the stations through the internet. All station systems are independent and pretty much obsolete. The voice mail system at St21 is down. Using a temporary mailbox through Comcast.

**LATE AGENDA ADDITIONS**

None.

**CITIZEN COMMENTS**

Johnson reported the local WA State Patrol office has a new captain. He will be staying at St26 until he locates a permanent residence and moves his family to the area.

**Executive Session**

None.

No further discussion. Meeting adjourned at 3:56 p.m.



Attest, Ron Oliver  
Interim Chief Administrative Officer