



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

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**July 27, 2016**

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

Flag Salute lead by Chair Babcock.

Present: Commissioners Jon Babcock, Jerry Kolke, Bob Johnson, Larry Bartel, Dave Town. Chief John Nohr. Division Chiefs Dan Yager and Mike Jackson. Recording Secretary Kathy Streissguth.

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

None.

### **CONSENT AGENDA**

Motion by Commissioner Johnson to approve the consent agenda as presented. Second Commissioner Town. No discussion. Motion passed unanimously.

### **COMMUNICATIONS**

Commissioner Babcock advised that a citizen stopped him to express appreciation for the efforts of the crew who assisted him in a recent medical emergency. They were very professional and did a great job.

### **CITIZEN COMMENTS**

None.

### **STANDING COMMITTEES**

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

No meeting. No report.

#### **EMS Council**

No meeting. No report.

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

Commissioner Johnson summarized the July 14 meeting. Interior painting is complete in the shared and fire areas of the facility. CCSO is pleased with the result. They hope to find funds to be able to complete their side of the facility. Only a couple interested parties for the sewer hookup latecomer agreement discount offered. A final notice letter will be sent out in August. The agreement expires in November.

#### **Finance Committee**

No meeting. No report.

**RFA Committee**

No meeting. No report.

**Commissioner Updates**

Commissioner Johnson met with personnel at Clark 10. They are happy with the transport services provided by North Country EMS. They confirmed there are still a number of vehicle crashes along the Hwy 503 corridor.

Commissioners Babcock, Johnson and Town attended the Clark 2 Open House event at Station 21 on July 14.

**STAFF REPORTS**

**Administrative Services**

Emailed report summarized by DVC Yager. Streissguth explained the finance report graphics.

**Operations**

Written/mailed report summarized by DVC Jackson.

**Prevention**

Written reports submitted by DVC Dawdy.

Commissioner Babcock reiterated the importance of providing the staff reports in electronic format as requested in an effort to minimize printing costs.

**District Secretary/Chief**

Emailed report summarized by Chief Nohr. While driving home from the 184<sup>th</sup> Street fire, Shop 64, the Chief's 2015 Explorer, sustained damage when it hit a deer. Drivable but needs repair. Obtaining quotes and insurance will be notified. Chief Nohr plans to attend National Night Out in Ridgefield on August 2. Will be attending the Woodland City Council meeting on August 1 with DVC Jackson to provide a District update. Appreciation was expressed by a Clark 2 citizen regarding the services provided by CCF&R personnel.

**OLD BUSINESS**

None.

**NEW BUSINESS/OTHER**

Follow up on the Station 26 concrete quotes. The work was awarded to Pacific Brothers Concrete as the low bid. Motion by Commissioner Kolke to adjust the budget to move \$24,400 from the equipment and facilities reserve fund to capital expenditures to cover the cost of the work. Second Commissioner Bartel. No further discussion. Motion passed unanimously.

**LATE AGENDA ADDITIONS**

None.


**CITIZEN COMMENTS**

None.

**EXECUTIVE SESSION**

None.

No further discussion. Meeting adjourned at 3:33 p.m.



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**Attest, John Nohr**  
**Fire Chief/District Secretary**

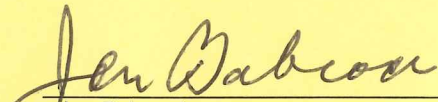


# CLARK COUNTY FIRE & RESCUE CONSENT AGENDA July 27, 2016

1. Minutes – July 13 General Meeting
2. Pre-paid Invoices
  - None
3. Current Invoices
  - \$ 35,077.28 (CCFR)
    - i. Check Nos. 16691 – 16716
  - \$ 316.77 (FFFB)
    - i. Check Nos. 16689 – 16690
4. Approved Commissioner Stipends Payable July 29

Name	For the Period June 16 through July 15, 2016					Total
	Regular Meeting	Committee Meeting	RFA Mtg	Assn Meeting	Educ Other	
Babcock	2		1			3
Bartel	1					1
Johnson	2	1	1			5
Kolke	1		1			2
Town	2					2

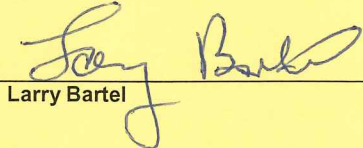
5. Voided/Destroyed Claims/Payroll Warrants
  - None
6. Financial Report
  - YTD Financial Statements as of June 30

  
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Jon Babcock

  
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Jerry Kolke

  
\_\_\_\_\_  
James R Johnson

  
\_\_\_\_\_  
David Town

  
\_\_\_\_\_  
Larry Bartel

# Staff Report



**To:** Commissioners, Chief Nohr

**From:** Dan Yager, Administrative Services Division Chief

**Date:** 6/22/2016

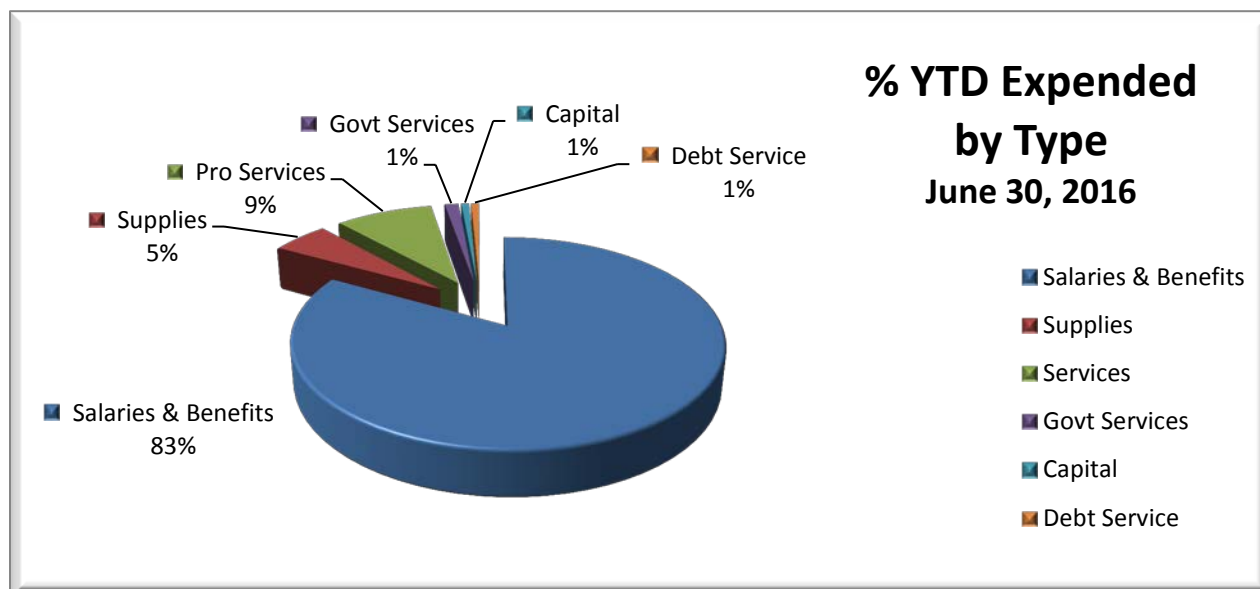
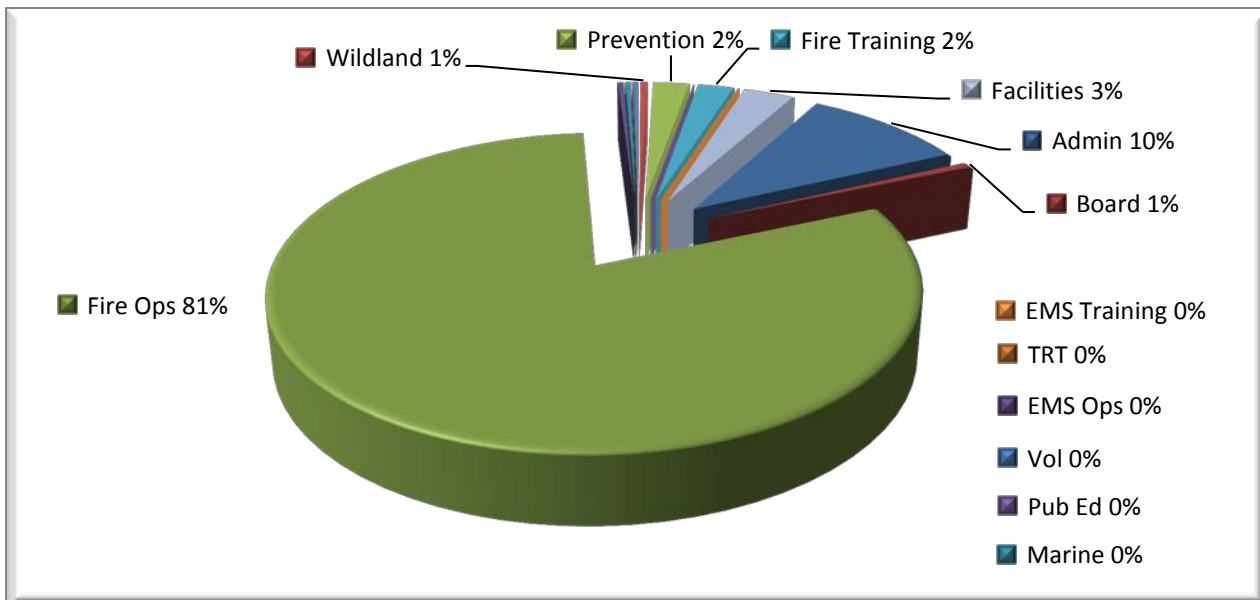
**Re:** Administrative Services Update

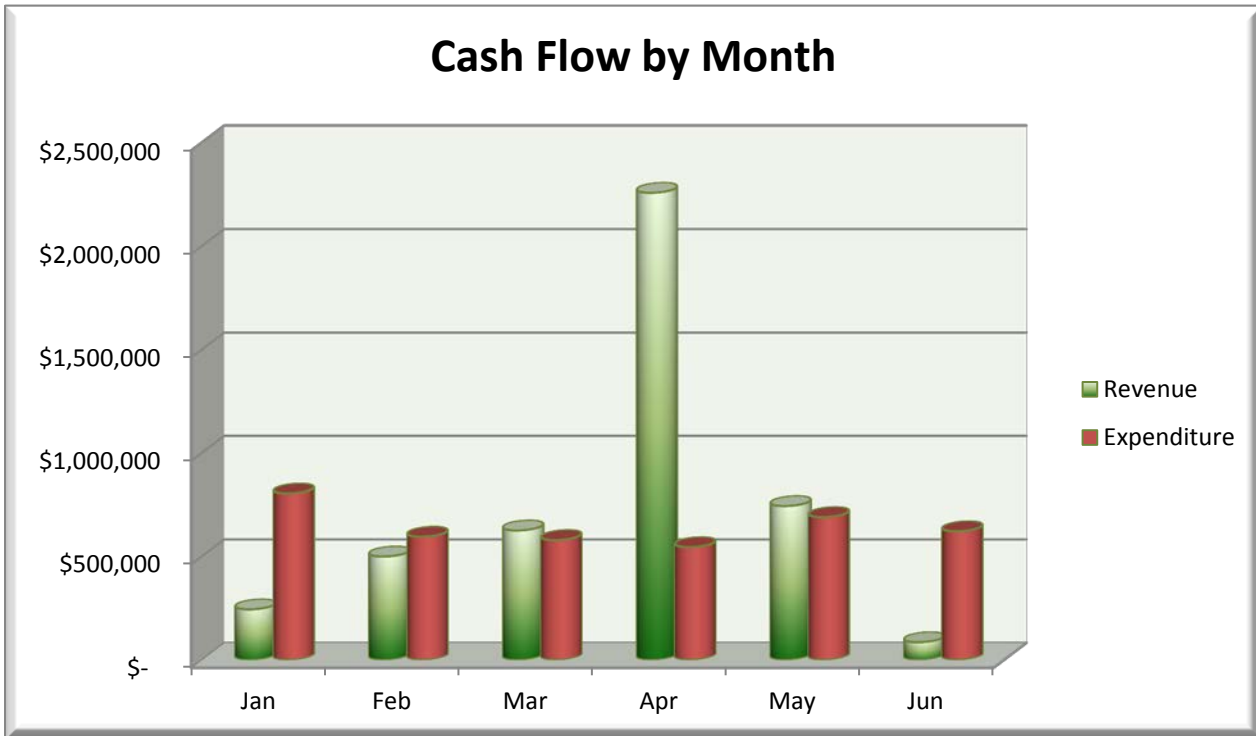
**FINANCE:**

**2016 Budget YTD**

As a percentage of the total amounts budgeted, through June 30 revenue received is at 57.5% and expenditures paid are at 48.6%.

**YTD Program Expenditures as a Percentage of the total Operating Budget expended through June 30, 2016**





January had higher than normal expenditures due to payment of the last of the Volunteer Program SAFER grant costs (\$147,553). Other costs to note: there were two additional firefighter positions maintained through the month pending hire at other agencies, leave cash outs and two months of health insurance premiums (a normal occurrence for the month of January).

**2017 Budget**

Preliminary estimates are in process. Program Coordinators, Division Heads and staff are gathering data for future needs. The budget goals workshop is scheduled for Wednesday, August 10 at 10:00 a.m.

**FACILITIES & EQUIPMENT:**

**Station 23**

The exterior painting is complete.

**Station 25**

The Clark Fire District 2 Commissioners approved the painting of Station 25 at their July 21 Board meeting. They have agreed to pay the cost out of their budget.

**Station 26**

The state agreed to concrete the strip between the concrete pad and the sidewalk - completed. We received 3 bids to replace 3 of the concrete pads that have crumbled.

They were for:

1. \$43,875 + tax Lies Brothers Construction
2. \$27,000 + tax Rotschy Inc
3. \$22,620 + tax Pacific Brothers Concrete

We accepted the low bid for a grand total of \$24,361.74. They will be starting the project on Saturday, August 6 and expect to complete the work in 3 days.

***Coats***

Thanks to Firefighter Gratzer the new coats have been received and he is in the process of handing them out.

**HUMAN RESOURCES**

**Cadet to Volunteer Transfers**

Four of the five cadet-to-volunteer transfers have been fully cleared to pull shifts. The final candidate is still pending, but will hopefully be cleared in August.

**CLARK COUNTY FIRE DISTRICT 2**

The Clark 2 Board of Fire Commissioners unanimously passed a motion to accept the timelines as presented by the RFA Planning Committee.

# Staff Report



**To:** John Nohr, Fire Chief; Commissioners

**From:** Michael J. Jackson, Division Chief

**Date:** 7/27/2016

**Re:** Operations Staff Report- July

## Training – Captain Rommel

- **EMS**

- Reviewed Protocols:
  - CPR/Death in the Field
  - Heat Syndromes
  - Bradycardias – Symptomatic
  - CHF/Pulmonary Edema
- PCEP/OTEP Lecture Online
- Geriatrics and Dementia Lecture from SW Washington Area Agency on Aging & Disabilities on 25<sup>th</sup>.

- **Fire**

- Relay Pumping
- MCO's for Relay Pumping 26<sup>th</sup>, 27<sup>th</sup> & 28<sup>th</sup>.
- Volunteer Relay Pumping/Tender Ops Drill.
- Command simulators via video conference.
- After Action Reviews of fires that occurred on 12<sup>th</sup> and 17<sup>th</sup> via video conference.
- TRT: Rope drill for CCF&R members of the team on 27<sup>th</sup> & 28<sup>th</sup>.
- Training has stepped up our after action reviews of significant incidents for improved training and implementation of Lessons Learned. Formal after action reviews have been consistently held within a week of the incident response for significant incidents.
- CCF&R hosted a day long Coast Guard Drill on the 19<sup>th</sup> (Classroom and on the Columbia) on River searches. Marine units from Coast Guard, Columbia County Sheriff, Port of Portland, Scappoose Fire and our Fire Boat 24 participated. Firefighter Frahler planned and ran this very successful drill.





## **Blue Card Command Training**

Officers are completing Blue Card Command training online for certification in the Fall. This is a program adopted county-wide for interoperability and common terminology for incident management, strategy, and tactics. Incident simulations are conducted for training using our video conference systems on a weekly basis.

## **Air Monitors**

Training is coordinating the implementation of new standardized multi-gas detectors with training for all crews. The instruments will be deployed in the coming months to standardize our equipment and replace outdated equipment. We will be able to calibrate and test the new monitors in-house, saving future expenses from outsourcing.

## **County Coordination – Plan Updates**

County Operations Chiefs are working on updates to interoperability plans and the County Operations Manual. Updates will include consistency for use with the Blue Card System along with other pertinent reviews and updates.

## **CRESA – Dispatch**

We are working closely with CRESA to deliver pertinent training for operations personnel as they prepare to transition to a new CAD program later this year and updated digital radio system in the first quarter of 2017. These changes will include minor updates to our radio programming and some changes to the software interfaces on our Mobile Dispatch Computers. Additional updates will help track and accurately allow us to cross staff resources with less room for dispatch error and improved tracking of unit availability.

## **La Center Our Days**

The IAP for our involvement with the La Center Our Days event will be completed this week. Our participation is being coordinated by Captain Dohman at Station 23.

## **Woodland Update**

The anticipated timeline for the new station in Woodland includes: Council Approval to seek bids at their August 15<sup>th</sup> Meeting with award of bids for construction in September.

Woodland Council will host a public hearing for the proposed RFA timeline (as recommended by the RFA Planning Committee) at their August 15<sup>th</sup> meeting.

## **Shift Communications and Planning**

We are fine-tuning a new tool to improve information exchange at shift change that has been in trial / testing over the last 2 months. This will document routine information regarding vehicles, events, staffing, project status, etc. to help information flow between different shifts with an improved record of those communications. Another tool for career development, coaching, mentoring, and succession planning will be implemented in the coming months through the chain of command on a one-on-one basis.

## **Rehab**

Geoff Gutridge has agreed to work with Volunteer Support Members to help them transition with additional ownership of the Rehab unit and program. Geoff has done tremendous work and research for effective policy development and needs identification to help us meet State Standards and improve our on-scene rehab efforts. Under Chief Dawdy's direction, the support volunteers will work to maintain and respond the rehab unit more routinely.

# Staff Report



**To:** Commissioners

**From:** Chief Nohr

**Date:** July 27, 2016

**Re:** July Report

## **SIGNIFICANT EVENTS:**

CCF&R crews have responded to several significant events this reporting period, including 3 structure fires, a large mobile property fire, two fatality MVCs, and a shooting incident that resulted in one critical patient and 3 fatalities. I continue to be impressed with the capability, creativity and dedication of the CCF&R crews. They have overcome some very difficult challenges during these events. In addition, significant events are being reviewed, both formally and informally, to ensure that all members can learn as much as possible from the experiences.

## **WASHINGTON SURVEY & RATING BUREAU REVIEW:**

The WSRB review of the District is taking place today. Our last review was in 2010. The information gained from the review will assist the District in future planning.

## **LAW ENFORCEMENT RESPONSE:**

I met with CCSO Commander McCabe to discuss Law Enforcement responses to suicide calls and mental health crises. LE has made the determination that they will not respond on some of these calls if no one is directly threatened. Fire/EMS still responds to these incidents as a care provider. We have concerns that this policy change by LE may create situations where that can put our crews at risk. CCF&R is evaluating this issue and will make decisions about providing more training to our personnel about this subject, as well as engaging LE in discussions about how to get the right response when our crews deem it necessary.

## **CCFD#2 OPEN HOUSE:**

The CCFD#2 Commissioners held an Open House at Station 21 on July 14<sup>th</sup> to discuss the upcoming vote regarding merging into CCF&R. The event was lightly attended by the public.

## **MEETING WITH DR. WITTWER:**

I met with Dr. Wittwer and his assistant, Marc Muhr, to introduce myself and to discuss EMS responses in north Clark County. It was a good discussion and helped me gain a history of EMS in Clark County and how the broader EMS system works in Washington. It also allowed me to raise concerns to Dr. Wittwer about the need for appropriate EMS staffing in the District as well as timely ambulance response.

**VOLUNTEER PROGRAMS:**

I held a discussion with the Admin Chiefs to review current volunteer programs and how they fit into the District's needs. The programs are working well at this time. The volunteers are an important part of our response system. CCF&R will recruit interns to begin in January. The Rehab duties will be shifted to the Support Volunteers. DVC Dawdy will coordinate this transition.

**STATION 151 OPEN HOUSE:**

The Station 151 Open House will occur on September 24 (this is a change from the original date). DVC Dawdy and DVC Jackson will coordinate CCF&R involvement.