



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

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**August 10, 2016**

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

Flag Salute lead by Chair Babcock.

Present: Commissioners Jon Babcock, Bob Johnson, Larry Bartel, Dave Town, Jerry Kolke. Chief John Nohr. Division Chief 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. Commissioner Bartel asked about the recurring door repair invoices at Station 26. DVC Jackson reported there were no vehicle strikes. The doors are large and heavy so the springs fail more frequently. No further discussion. Motion passed unanimously.

### **COMMUNICATIONS**

Thank you from Ms. Godell on NW 389<sup>th</sup> Street for the quick service on their fire. She advised Chief Nohr that she supported the Clark 2 merger. Thank you note from Mr. Schei in Woodland for our July 28 response to a two-unit garage unit fire. He donated \$500 to the District for equipment. Notice of the upcoming WFCA Annual Conference. Commissioners Bartel, Babcock, Johnson and Chief Nohr will attend. Commissioner Kolke will attend, but his expenses may be covered by WFCA. Will check with the Clark 2 Board members to see if any of them are interested in attending as well. Ridgefield Octoberfest will be held on September 10 at Overlook Park.

### **CITIZEN COMMENTS**

Tevis Laspa from the Friends of the Ridgefield Library asked if the District had completed a letter of support. Staff believed the letter had been sent and will follow up.

### **STANDING COMMITTEES**

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

No meeting. No report.

#### **EMS Council**

No meeting. No report.

### **Fairgrounds Fire Facility Board**

Next meeting September 8. No report.

### **Finance Committee**

No meeting. No report.

### **RFA Committee**

Next meeting. No report.

### **Commissioner Updates**

Ridgefield National Night Out was attended by Commissioners Babcock and Bartel and Chief Nohr. Commissioner Bartel advised that the Cowlitz Tribe continue to express positive comments on dealing with the District.

### **DISTRICT SECRETARY/FIRE CHIEF REPORT**

Meeting hosted by Clark 3 to discuss resubmitting a regional grant SCBA units. A number of Clark County agencies are planning to participate. Chief Nohr committed the District to participate. Chief Nohr and DVC Jackson attended the Woodland Chamber of Commerce meeting yesterday to present information about the District. Shared the Chamber's August 25 invitation to business after hours. The City of Woodland Council members shared they are appreciative of the District's services at their August 1 meeting.

### **CLARK FIRE DISTRICT 2 MERGER**

The Clark 2 merger on the August 2 ballot was approved by the voters. Following certification of the election, a concurrent resolution approving the merger will need to be adopted by both agencies. As some members of the Clark 2 Board would not be able to attend the August 24 CCF&R meeting, it was suggested by Commissioner Bartel that CCF&R continue this meeting to August 18 to coincide with the Clark 2 meeting. Discussed on meeting options. Board concurred with continuing the meeting. Staff will post the appropriate public notice. Following adoption of the concurrent resolution, CCF&R will have an 8 member board until it drops back to 5 through attrition following RCW52.06.085. Once the resolution is passed the merger is complete. Staff has compiled a task and notification list.

### **RFA TIMELINE**

The City of Woodland is still interested in looking at the RFA process. The timeline proposed by the RFA planning committee has been approved by Clark 2. The City of Woodland will review and expect to adopt the timeline at their August 15, 7:00 p.m. meeting. The timeline allows for changes to the plan, which needs several modifications prior to finalization. Motion by Commissioner Kolke to approve the timeline proposed by the RFA Planning Committee. Second Johnson. Discussion. The election date in the plan may change to the general election as it was brought up that Cowlitz County does not publish a voter's pamphlet for the primary election. No further discussion. Motion passed unanimously.

### **OLD BUSINESS**

None.

**LATE AGENDA ADDITIONS**

None.

**CITIZEN COMMENTS**

None.

**EXECUTIVE SESSION**

None.

No further discussion. Meeting recessed at 3:38 p.m. to be continued at 5:30 p.m. on Thursday, August 18.



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Attest, John Nohr  
Fire Chief/District Secretary



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

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**August 18, 2016 – Continued from August 10, 2016**

Meeting reconvened by Commissioner Babcock at 5:35 p.m.

Present: Commissioners Jon Babcock, Larry Bartel, Dave Town. Chief John Nohr. Recording Secretary Kathy Streissguth.

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

None.

### **CLARK 2 MERGER COMPLETE – RESOLUTION NO. 160818-1**

Proposed resolution is the last official act of the two separate Boards to declare the merger complete. Motion by Commissioner Bartel to adopt Resolution No. 160818-1, a concurrent resolution between Clark County Fire Protection District No. 2 and Clark County Fire & Rescue declaring the merger of Clark 2 into CCF&R. Second Commissioner Town. No further discussion. Motion passed unanimously.

Commissioners Ken Ayers, Stan Chunn and Dave Lester were welcomed to the Clark County Fire & Rescue Board of Commissioners.

### **FUTURE MEETINGS – DAY/TIME**

What is the best day and time for all Board members to meet in the future? Following discussion the August 24 meeting will be moved to 4:00 p.m. to allow for the schedules of the new Board members. Future meetings will be held on the second and fourth Thursdays of each month. Staff will prepare a resolution for adoption at the next regular meeting and send out the appropriate public meeting notices.

### **NEW/OLD BUSINESS**

Commissioner Chunn asked if there was still an RFA meeting on August 23. The meeting was originally tentatively scheduled, but has not been officially confirmed or cancelled. Chief Nohr believed the meeting would be cancelled due to some scheduling conflicts. He will confirm with DVC Jackson and advise. Will also need to determine the RFA Planning Committee representative with the elimination of Clark 2 and the expansion of the CCF&R Board. Will discuss on August 24.

Chief Nohr confirmed that staff have a number of tasks to complete with the addition of the new Board members. Uniform shirts, purchase of Ipads, HR paperwork, email address and website access.

Streissguth confirmed that the Station 25 facility improvements will be paid from the Clark 2 budget for Fund 6203. This fund will close at the end of the year and be rolled into the CCF&R general fund per the budget.

Chief Nohr advised that additional staffing will be brought in on Friday and maybe Saturday. The additional crew will assist in covering La Center Our Days as well as having a little extra coverage with the red flag warnings projected for the next couple days.

Battalion Chief Dean Lange was dispatched to southern Oregon for a wildfire. No one else is out at this time.

**LATE AGENDA ADDITIONS**

None.

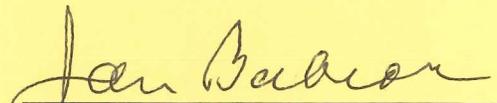
No further discussion. Meeting adjourned at 6:00 p.m.

  
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Attest, John Nohr  
Fire Chief/District Secretary

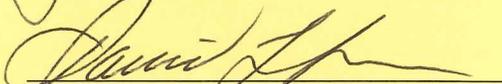


**CLARK COUNTY FIRE & RESCUE  
CONSENT AGENDA  
August 10, 2016**

1. Minutes – July 27 General Meeting
2. Pre-paid Invoices
  - \$ 121,150.46 (CCFR Benefits)
    - i. Check Nos. 5721 – 5730 paid July 28
  - \$ 52,680.91 (CCFR DRS)
    - i. Check No. 5731 dated July 28
  - \$ 4,331.34 (CCFR)
    - i. Check Nos. 16717 – 16719
3. Current Invoices
  - \$ 2,004.69 (FFFB)
    - i. Check Nos. 16720 – 16726
  - \$ 25,994.41 (CCFR)
    - i. Check Nos. 16727 – 16792
4. Payroll
  - July 1-31 paid July 29
    - i. \$ 396,389.99 Gross
    - ii. \$ 266,319.37 ACH net
    - iii. \$ 6,331.41 Payroll Warrant net
      - 1. Check Nos. 5697 – 5720
    - iv. \$ 0.00 Payroll VOIDED
    - v. \$ 55,692.51 941 Tax Deposit (paid August 1)
5. July Use Tax due August 25
  - \$ 406.67 (CCFR)
6. Voided/Destroyed Claims/Payroll Warrants
  - None

  
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Jon Babcock

  
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Jerry Kolke

  
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David Town

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

  
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Larry Bartel

**CLARK COUNTY FIRE PROTECTION DISTRICT NO. 2  
RESOLUTION NO. 160818-1**

**CLARK COUNTY FIRE & RESCUE  
RESOLUTION NO. 160818-1**

**CONCURRENT RESOLUTION DECLARING MERGER COMPLETED**

**Background:** WHEREAS, Clark County Fire Protection District No. 2 (District 2) and Clark County Fire & Rescue (CCF&R) are municipal corporations of the State of Washington organized and existing under Title 52 RCW; and

**WHEREAS**, on August 2, 2016 the voters of District 2 in accordance with RCW 52.06.050 approved the merger of District 2 into CCF&R; and

**WHEREAS**, the Boards of Commissioners of the Districts have determined that it is in the best interests of the Districts that the merger and transfer of assets take place effective the date of the adoption of this Resolution; and

**WHEREAS**, District 2 currently owns assets consisting of real property, personal property, fund accounts and receivables; and

**WHEREAS**, RCW 52.06.080 provides for the transfer of assets and receivables in the event of a merger of two fire protection districts;

**Resolution:** NOW THEREFORE, BE IT RESOLVED, by the Boards of Commissioners of Clark County Fire Protection District No. 2 and Clark County Fire & Rescue that District 2 be merged into and become a part of CCF&R effective the date of the adoption of this Resolution.

NOW THEREFORE, BE IT FURTHER RESOLVED that in order to comply with the cited statutes and to complete the merger of District 2 into CCF&R, that the following will occur:

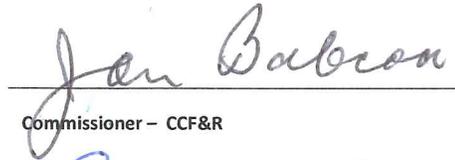
1. District 2 transfers the title and possession of all of its tangible personal property and interests in real property to CCF&R effective the date of the adoption of this Resolution; and
2. District 2 transfers to CCF&R, effective the date of the adoption of this Resolution, its expense fund balance, reserve fund balance, investments including interest, the right to collect all regular taxes levied in prior years but presently uncollected and the District's 2015 regular tax levy to be collected in 2016; and
3. For simplicity in recordkeeping, the Districts request and direct the Clark County Treasurer to transfer such funds and accounts on the books of Clark County effective December 31, 2016; and

4. The Board of Commissioners of District 2 authorizes and directs the Chair and the Secretary of the District to sign and deliver all documents necessary to complete the transfer of the assets including certificates of title to vehicles, quit claim deeds for all parcels of real property and any other necessary documents; and
5. The Districts request and direct the Assessor of Clark County to adjust the boundaries of CCF&R to be extended to include all the area of the District 2 pursuant to RCW 52.06.050.

**Adoption:** ADOPTED by the Boards of Commissioners of Clark Fire Protection District No. 2 and Clark County Fire & Rescue at a regular open public meeting of such Boards on the 18<sup>th</sup> day of August, 2016, the following commissioners being present and voting:



Commissioner – District 2



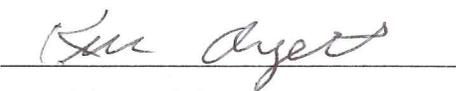
Commissioner – CCF&R



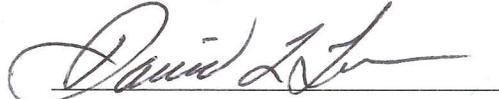
Commissioner – District 2



Commissioner – CCF&R



Commissioner – District 2



Commissioner – CCF&R



District Secretary – District 2



Commissioner – CCF&R



Commissioner – CCF&R



District Secretary – CCF&R