



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

January 12, 2017

Meeting called to order by Commissioner Babcock at 4:00 p.m.

Flag Salute lead by Chair Babcock.

Present: Commissioners Jon Babcock, Jerry Kolke, Larry Bartel, Bob Johnson, Dave Town, Ken Ayers, Dave Lester, Stan Chunn. Chief John Nohr. Division Chiefs Dan Yager, Tim Dawdy, Mike Jackson. Recording Secretary Kathy Streissguth.

ELECTION – 2017 OFFICERS

Commissioner Kolke nominated for 2017 Chair by Commissioner Babcock. Second Commissioner Johnson. No discussion. Motion passed unanimously.

Commissioner Chunn nominated for 2017 Vice Chair by Commissioner Babcock. Second Commissioner Ayers. No discussion. Motion passed unanimously.

2017 COMMITTEE APPOINTMENTS

Committee representative appointments were assigned as follows.

Clark County Fire Rescue Risk Management Group – Commissioner Bartel
Cowlitz Liaison Committee – Commissioner Bartel
Fairgrounds Fire Facility Board – Commissioner Johnson
Finance Committee – On recommendation to add a third representative from the former Clark 2 Board; appointees are Commissioners Lester, Kolke and Town
Regional Fire Authority Committee – Commissioners Chunn, Johnson and Babcock

Though they have not had a meeting in some time, Commissioner Bartel will continue to represent the Fire Commissioners on the EMS Council.

CALL FOR LATE AGENDA ADDITIONS

Chief Nohr requested to add: Strategic Plan Adoption and an executive session to discuss the acquisition of real estate.

CONSENT AGENDA

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

COMMUNICATIONS

Notification of the 2017 WFC/WFCA Legislative Day in Olympia to be held on Thursday, January 26. Chief Nohr would like to attend and Commissioner Kolke will be attending as the SWFCA representative. Commissioner Babcock shared information about an upcoming Gordon Graham training event (active shooter scenario) to be held on February 8. WFCA Saturday Seminar flyer.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

Commissioner Bartel reported the last meeting was held on January 5. There are 2-3 outstanding claims. The group discussed the possibility of an L&I risk management pool. Option is also being discussed by the State Chiefs.

EMS Council

No meeting. No report.

Fairgrounds Fire Facility Board

January 11 cancelled due to inclement weather; meeting to be rescheduled. DVC Yager advised the roof replacement will be put out to bid later this spring for a mid-summer award.

Finance Committee

No meeting. No report.

RFA Committee

No meeting. No report.

Commissioner Updates

Commissioner Bartel advised he is continuing work on the annual awards social. Will be held on February 10 at the Summit Grove Lodge.

STAFF REPORTS

Administrative Services

December 2016 report summarized by DVC Yager.

Operations

December 2016 report summarized by DVC Jackson.

Prevention/PIO

December 2016 report summarized by DVC Dawdy. Discussed the ongoing concern over the lack of sufficient fire protection water supply at the Casino site. The tribe and the project managers are well aware of the situation and have acknowledged the District's concerns. They believe the issue will resolve itself in the near future.

District Secretary/Chief

December report summarized by Chief Nohr. Recapped the recent collision damage to Shop64. Will be approximately \$4,400 to repair. Insurance has been notified. Contacted legal counsel regarding questions/updates on the Social Media policy. DVC Dawdy has been tasked to format the changes recommended by counsel into the District's policy format. There will be no body cameras or go-pro video cameras permitted. Chief Nohr advised he met with Clark 3 Chief Wrightson to schedule a joint board meeting. The meeting

has been scheduled for Monday, February 13 at 6pm at the downtown Battle Ground fire station. Recommended that all Board members attend. Will be a dinner meeting provided by Clark 3. Reported that DVC Jackson met with Clark 3 Asst Chief Sorenson and the respective shift Battalion Chiefs for both Districts to discuss ways to coordinate efforts for better coverage in both jurisdictions. The DHS SAFER grant application period opened on Monday, January 9. Requires a 25% match in years one and two and 65% in year three. Without a successful lid lift the District will have insufficient funds for a match. Discussed options for a lid lift. The 2017 effective combined rate is approximately \$1.36 per thousand of assessed valuation. Chief Nohr recommended placing a lid lift on the November 2017 ballot. The District has multiple needs. Primary need is staffing at Charter Oak Station 22. Discussed current staffing at the station; focus has been on inclement weather days. Also discussed the need to replace aging apparatus. A capital replacement plan is included in the Strategic Plan. The third area of need is a facilities maintenance person and general station improvements and maintenance. The station captains have been managing the daily maintenance, but there are more things that a trained person would be better positioned to do. This work is currently being contracted out. Deferred maintenance on the stations is catching up with us – creating more expenses. Commissioner Bartel asked exactly what we would be asking for – what is the proposal to raise it to? Chief Nohr confirmed his recommendation is to ask to restore the levy to \$1.50 per thousand. Additional staffing will help everyone District wide by keeping resources available in all areas thereby decreasing response times. Spoke with Chief Wrightson about using Liz Loomis for consulting on the lid lift. He agreed that a lot is learned from seeing an expert work on the information campaign. Staff capacity is also a significant issue. This would be a onetime opportunity to utilize her services. Discussed next steps. On Board approval Chief Nohr will request a formal proposal from Ms. Loomis. Will have a contract drawn up for review at the next meeting. Need to get going ASAP if we are going to do this. Advised he received a verbal quote of \$3,750/mo. Will discuss whether to place a lid lift on the November ballot and whether to hire an information campaign consultant at the January 26 meeting. Reminder that Kathy Streissguth will be providing some financial training following the meeting on January 26.

CITY OF WOODLAND – CONTRACT MOU

MOU to modify the 2017 City of Woodland contract installment read aloud. Previously approved by the Board and accepted by Woodland to change the amount to 101% of the 2016 contract plus new construction at \$1.50 per thousand. The MOU formalizes this agreement, which has already been incorporated into both agencies' 2017 budgets. Motion by Commissioner Town to adopt the MOU as presented. Second Commissioner Kolke. No further discussion. Motion passed unanimously. Board Chair to sign. Will forward two signed copies to the City for adoption and signatures; an original for each agency.

NEW ONLINE TRAINING FORMAT

Advised the District has a new online training program which was implemented January 1. Will allow the Training Division to create customized training events.

Mandatory training for Board members will be available on the new platform, which will make it more easily accessed when needed. Board members will be provided with logins and passwords to access. The program will track all training for legal compliance. There is nothing to do at this time. Information will be provided at an upcoming meeting. Captain Rommel advised the change was driven by the need for adequate record management. The old system provided a class assignment and creation platform, but was terrible at records management. Neighboring departments are also using this system, which gives us the option to piggyback on existing training programs.

OLD BUSINESS

None.

LATE ADDITIONS - STRATEGIC PLAN

Chief Nohr advised that the proposed three-year Strategic Plan is ready for adoption. Summarized events leading up to final assembly of the plan. Discussed the method to be used to track how we are doing in accomplishing the tasks in the plan. There will be a tracking document posted online for all members so everyone may access where we are at any time. Chief Nohr stressed the importance of keeping the document and our progress out in front of everyone. The plan will be updated on a regular basis. Motion by Commissioner Bartel to adopt the Strategic Plan as presented. Second Commissioner Kolke. Discussion. Commissioner Bartel asked about seeing specific actions following the development of certain goals. Chief Nohr advised that the tasks will address the action. There will be trackable changes to show accomplishments under each goal. No further discussion. Motion passed unanimously.

CITIZEN COMMENTS

None.

EXECUTIVE SESSION

Recessed to executive session at 5:29 p.m. to discuss the possible selection of a fire station site. Anticipated length of session is 15 minutes. Informational only; no action anticipated. Meeting extended at 5:44 p.m. for 5 minutes. Meeting resumed at 5:50 p.m.

No further discussion. Meeting adjourned at 5:50 p.m.



Attest, John Nohr
Fire Chief/District Secretary



CLARK COUNTY FIRE & RESCUE CONSENT AGENDA January 12, 2017

1. Minutes – December 22, 2016 General Meeting
2. Pre-paid Invoices
 - \$ 52,250.63 (CCFR Benefits)
 - i. Check Nos. 5820 – 5830 Dated December 29, 2016
 - \$ 57,075.55 (CCFR DRS Dec16)
 - i. Check No. 5831 dated December 31, 2016
 - \$ 34,372.96 (CCFR Q4-16 Payroll Reports)
 - i. Check No. 5831 dated December 31, 2016
 - \$ 80,096.57 (CCFR Jan17 Med Ins Premium)
 - i. Check No. 5834 dated January 10, 2017
 - \$ 12,082.59 (CCFR)
 - i. Check Nos. 17216 -17231 dated December 30, 2016
 - \$ 3,111.37 (FFFB)
 - i. Check Nos. 17232 – 17235 dated December 30, 2016
3. Current Invoices
 - \$ 845.95 (FFFB)
 - i. Check Nos. 17236 – 17237
 - \$ 81,104.99 (CCFR)
 - i. Check Nos. 17238 – 17272
4. Approved Commissioner Stipends paid December 30,2016

Name	For the Period						Total
	Regular Meeting	November 16 thru December 15 Committee Meeting	RFA Mtg	Assn Meeting	Educ	Other	
Ayers	1						1
Babcock	1						1
Bartel	1						1
Chunn	1						1
Johnson	1						1
Kolke	1						1
Lester	1						1
Town	1						1

5. Payroll
 - December 1-31 paid December 30, 2016
 - i. \$ 432,601.01 Gross
 - ii. \$ 283,816.66 ACH net
 - iii. \$ 6,846.44 Payroll Warrant net
 1. Check No. 5819
 - iv. \$ 0.00 Payroll VOIDED
 - v. \$ 67,412.97 941 Tax Deposit (paid January 3)
6. December 2016 Use Tax due January 25
 - \$ 114.84 (CCFR)
7. Voided/Destroyed Claims/Payroll Warrants
 - None



**CLARK COUNTY FIRE & RESCUE
CONSENT AGENDA
January 12, 2017**

Jon Babcock

Commissioner Jon Babcock – Chair

Jerry Kolke

Commissioner Jerry Kolke – Vice Chair

Larry Bartel

Commissioner Larry Bartel

Ken Ayers

Commissioner Ken Ayers

James R Johnson

Commissioner James R Johnson

Stanley Chunn

Commissioner Stanley Chunn

David Town

Commissioner David Town

David Lester

Commissioner David Lester

Staff Report



To: Commissioners, Chief Nohr

From: Dan Yager, Administrative Services Division Chief

Date: 1/12/2017

Re: December Administrative Services Update

FINANCE:

2016 Property Taxes

Total 2016 General Fund tax receipts came in at \$62,250 over the amount budgeted.

FACILITIES & EQUIPMENT:

Shop 917 (American LaFrance Engine)

The fire engine that went into the ditch is back in-service. Because it's an American LaFrance (out of business), some of the parts had to be custom built and the repairs took approximately 15 months.

Station 26

A waterline to the ice-makers on the refrigerators in the kitchen broke and caused water damage to the wood floor. We decided to take out the wood, then polish and coat the concrete underneath. The crews removed the damaged floor saving us a significant amount of money. We will receive a check from the insurance company for \$4,310.01 after our \$500 deductible. The cost of the concrete finishing was \$7,630.55. Going with the concrete option will save in the long run. This is the third time we have had broken water lines that damaged the floors at the station. Another change we made is only plumbing one refrigerator. The breaks only occur at the splices and this will minimize the potential of future leaks.

Station 151

The ceiling damage caused by the leaky roof in the bay has been repaired.

IT:

Fire walls

Our old firewall hardware was obsolete and no longer supported. We purchased new equipment, which has been installed. The new firewalls offer far more flexibility and capability. For example, Dustin can make any necessary changes remotely saving time and money.



Meeting Date

January 12, 2017

Stated purpose of this executive session:

- To consider matters affecting national security.
- To consider the selection of a site or the acquisition of real estate.
- To consider the minimum price at which real estate will be offered for sale or lease.
- To review negotiations on the performance of publicly bid contracts.
- To receive and evaluate complaints or charges brought against a public officer or employee.
- To evaluate the qualifications of an applicant for public employment.
- To review the performance of a public employee.
- To evaluate the qualifications of a candidate for appointment to elective office.
- To discuss with legal counsel representing the agency (present or via telephone conference) matters relating to agency enforcement actions.
- To discuss with legal counsel representing the agency (present or via telephone conference) litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party.
- To discuss collective bargaining negotiation strategies.

Meeting recessed at 17:29 Hrs

Anticipated length of session 15 Mins

Announcement of extended session 17:44 Hrs

Anticipated extended length of session 5 Mins

Meeting resumed at 17:50 Hrs

Action anticipated YES NO

Reference RCW Chapter 42.30