



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

October 11, 2018

Present: Commissioners Stan Chunn, Bob Johnson, Ken Ayers, Dave Town, Dave Lester, Larry Bartel. Chief John Nohr. Division Chiefs Dan Yager, Ben Peeler and Mike Jackson. Recording Secretary Kathy Streissguth.

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

CALL FOR LATE AGENDA ADDITIONS

None.

CONSENT AGENDA

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

COMMUNICATIONS

Thank you letter for the District's assistance with the Lake River clean up prior to the annual Birdfest event in Ridgefield. Letters of praise for Captain Ryan Berg (Strike Team Leader) and Volunteer Steve Streissguth (Supply Unit Leader) for their work on this season's wildland fire operations. Thank you letter from the North Star Quilters to Firefighter Eric Lawrence for his presentation on fall prevention. Received a framed copy of Resolution 2018-01 from the Washington Finance Officers Association recognizing the department for its support in allowing staff to participate on the Conference Committee. Commendation of good work from MPD Lynn Wittwer's office for Captain Clint Frahler and Firefighter Colby Gratzler for their actions in observing and reporting an incident of potential adult abuse on a recent call. Advisement from DHS that the fire prevention grant request was denied.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

No meeting. No report.

Fairgrounds Fire Facility Board

Commissioner Johnson advised that the parking lot at Station 151 will be restriped Friday, October 12.

Finance Committee

Rescheduled to Tuesday, October 16 at 4:00 p.m. Commissioner Town advised he is unable to attend. Commissioners Chunn and Lester are available.

Commissioner Updates

None.

STAFF REPORTS

Admin Services

DVC Yager summarized the September Admin Services report. Added that Kathy was a big help at the WFOA conference last month. The process to acquire property near the new Ridgefield middle school for the relocation of Station 24 is still in process. Architect Karl Johansson is staying on top of the issues. DVC Yager presented the fire prevention presentation prepared by DVC Jackson at this week's City of La Center Council meeting. Thanked him for his work – the Council enjoyed the presentation. Commissioner Town asked if this year's wildland season was on par with other years. Staff advised it would likely be the biggest year for the District dollar wise. Chief Nohr explained the process used this year to mobilize the medic unit. The unit and two personnel are still out on the Klondike fire. Commissioner Chunn asked to make sure a final report summarizing the year's activity is sent to the Board.

Operations

DVC Peeler out on personal business. A written September operations report was provided for review.

Community Risk Reduction

DVC Jackson summarized the September fire prevention report.

District Secretary/Chief

Chief Nohr summarized the September Chief's report. Tapani Underground has been invoiced for the September 7 Tebo rock pit fire.

On Monday, October 1 Chief Nohr made a presentation to the City of Woodland Public Safety Committee. A presentation for the full Council will be scheduled. The City is moving forward with a plan to place an annexation proposition on the November 2019 ballot. Commissioner Bartel reiterated the need to get a newsletter out to the citizens before the end of the year. Chief Nohr advised that is on his list and plans to make it happen.

Discussed the development of the 2019 budget. Chief Nohr stated that it takes a lot of work to develop a budget and he appreciates the work done by staff to make it happen, specifically thanks to Kathy. A preliminary budget will be placed before the Finance Committee at next Tuesday's meeting. With the addition of existing business inspections in January, we are looking to bring on an inspector sometime after the first of the year.

Reported that the 2018 AFG application due date is Friday, October 26, but the plan is to have the grant application completed and submitted by the end of next week. Staff is looking into options to extend the life of existing SCBAs or borrow unexpired equipment from neighboring agencies until getting confirmation on the new grant one way or the other.

Advised that former volunteer and full time facility specialist Gary Deschand unexpectedly passed away last week. There will be a memorial service with the family at Station 21 this evening at 6:00 p.m.

JD Fulwiler & Co. Insurance donated \$13,500 to the CCF&R cadet program. The proceeds from the Swing into Action 2018 tournament were split equally four

ways with the Vancouver Police Activities League, CCSO Youth Explorers Program, and TIP4KIDS receiving the other shares. The funds will be used to purchase new uniforms, PPE and other educational materials for the students.

Firefighter Josh Brooks is coordinating a coat drive in Woodland next month. The event will occur in the Walmart parking lot. Donor will receive a ride around the lot in one of the reserve engines.

Asked the Board to consider an agency name change to better reflect our service area. Chief Nohr has noticed many citizens seem to be confused about the District and think we are a part of the Clark County government. The name also doesn't reflect our presence in Cowlitz County or service to the Cowlitz Tribe. Acknowledged there are costs involved for lettering, patches, etc. Commissioner Bartel requested a total cost estimate.

2019 REVENUE HEARING

The 2019 revenue hearing was opened at 4:37 p.m. Chief Nohr summarized the revenue projections for 2019. Anticipated approximately \$700K in new property tax revenue with the millage rate expected to drop to \$1.45/\$1K. The preliminary contract renewal with the Cowlitz tribe will provide for an additional \$20K over this year's amount. The City of Woodland contract may be around \$1.2M in 2019. Inspection and plans review are forecast at \$72K. Discussion followed on other minor line items, but mostly no significant changes. Opened the floor for public comment. There being none, the hearing was closed at 4:39 p.m.

CHIEF'S EVALUATION

Discussed the process for Chief Nohr's annual evaluation. Commissioner Bartel suggested a self-evaluation this year. Provided a list of several areas of evaluation that the Board may wish to be reviewed. Discussion. The self-analysis shall be due by the November 8 meeting and include the following areas of performance:

- Planning
- Communications
- Teamwork/Team Building
- Leadership
- Innovation
- Community Involvement
- Peer Collaboration
- Fiscal Responsibility

Board members will review the completed evaluation for discussion at the second meeting in November.

NOVEMBER 22 MEETING – RESCHEDULE

As the November 22 meeting falls on Thanksgiving and the budget resolutions need to be adopted before November 30, it is recommended the meeting be rescheduled. Following discussion the meeting will be moved to Thursday, November 29 at 4:00 p.m.

Commissioner Town advised he will be unable to attend the November 8 meeting and asked to be excused. Approved.

OLD BUSINESS

Battalion Chief testing process recapped. There were seven candidates and a number of personnel from neighboring agencies and the community that participated in the process. The scores are still being tabulated. The list should be posted sometime in the next week.

LATE EDITIONS TO THE AGENDA

None.

CITIZEN COMMENTS

None.


EXECUTIVE SESSION

None.

SWEARING IN CEREMONY

Volunteer firefighter Bryson Lemire's oath of office was administered by Chief Nohr.

No further business. Meeting adjourned at 4:54 p.m.



Attest, John Nohr
Fire Chief/District Secretary

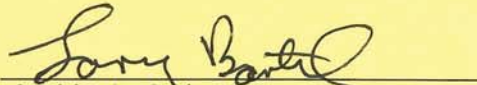


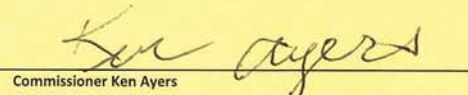
**CLARK COUNTY FIRE & RESCUE
CONSENT AGENDA
October 11, 2018**

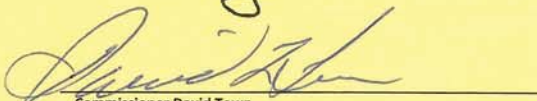
1. Minutes – September 27 General Meeting
2. Pre-paid Invoices
 - \$ 105,966.36 (CCFR DRS)
 - i. Check No. 6302
3. Current Invoices
 - \$ 71,033.65 (CCFR)
 - i. Check Nos. 18818 – 18860
 - \$ 3,514.30 (FFFB)
 - i. Check Nos. 18861 – 18863
4. Payroll Adjustment (OT)
 - September 1-30 paid October 2
 - i. \$ 1,511.28 Gross
 - ii. \$ 0.00 ACH net
 - iii. \$ 1,308.77 Payroll Warrant net
 - 1. Check No. 6318
 - iv. \$ 0.00 Payroll VOIDED
5. September Use Tax due October 25
 - \$ 260.60 (CCFR)
6. Voided/Destroyed Claims/Payroll Warrants
 - None


Commissioner Stanley Chunn – Chair


Commissioner James R Johnson – Vice Chair


Commissioner Larry Bartel


Commissioner Ken Ayers


Commissioner David Town


Commissioner David Lester

Budget Code	Title	2018 Budget Prelim Adjustment	2018 YTD as of 7/31	2019 Proposed	Notes
308 80 00 001	Beg Cash General Fund 6228 - Unreserved	\$ 1,330,850	\$ 1,330,846.55	\$ 1,600,000	
REVENUE					
Tax Revenue					
311 10 00 000	Property Taxes	\$ 7,629,100	\$ 4,268,372.32	\$ 8,346,400	\$173M NC, AV increase of 10% - estimated rate of \$1.44/\$1K
311 10 12 000	Admin Refund	\$ 200	\$ 207.64	\$ 5,000	
311 10 22 000	Land Use Tax	\$ 50	\$ -	\$ 50	
Federal & State (Direct/Pass Through)					
332 15 60 000	Federal In Lieu Taxes	\$ 4,250	\$ 3,122.33	\$ 4,250	
334 04 90 000	Grant - WA Dept of Health	\$ 1,250	\$ 1,222.00	\$ 1,150	
334 06 90 000	Grant - BVFF	\$ 500	\$ -	\$ 500	(5) Exams @ \$100
337 00 00 001	Leasehold Excise Tax	\$ 4,550	\$ 2,159.59	\$ 4,550	
337 00 00 002	Timber Tax	\$ 4,000	\$ 3,259.98	\$ 4,000	
Community Risk Reduction					
321 30 00 000	Permits - Fire & Operating (Prevention)	\$ -	\$ -	\$ 5,000	
342 40 00 000	Inspection Services	\$ -	\$ -	\$ 5,000	
345 83 00 000	Plans Review	\$ 25,000	\$ 2,150.00	\$ 35,000	
359 00 00 000	Permit Fines	\$ -	\$ -	\$ -	
Misc Revenue					
341 75 00 000	Beverage Service	\$ 50	\$ 40.00	\$ 50	
341 81 00 000	Duplication Service	\$ 200	\$ 53.05	\$ 200	
Contract Revenue					
342 21 00 000	Cowlitz Indian Tribe	\$ 210,000	\$ 105,000.00	\$ 230,000	
342 21 00 001	Public Safety - Schools & Agencies	\$ 9,150	\$ -	\$ 10,000	LCSD \$1500, RFSD \$3650, WPS \$2900, WDOT \$450, WSP Property \$900, USF&G \$100, Parks \$450
342 21 00 017	Public Safety - Cost Recovery Program	\$ 10,000	\$ 6,888.00	\$ 10,000	
342 21 00 091	Public Safety - City Of Woodland	\$ 1,103,800	\$ 827,859.75	\$ 1,200,000	Estimate
342 21 00 099	Public Safety - Misc	\$ 50	\$ -	\$ -	
Misc Revenue					
361 11 00 000	Interest - Fund 6228	\$ 19,000	\$ 15,412.49	\$ 20,000	
362 00 00 002	Verizon Facility Lease	\$ 13,000	\$ 7,800.00	\$ 15,600	\$1300/mo
362 00 00 040	Short Term Facilities Lease/Rent	\$ 300	\$ 320.00	\$ 150	
362 00 00 050	Long Term Facilities Lease/Rent	\$ 6,300	\$ 3,900.00	\$ 6,000	AMR \$400/mo BIB \$100/mo

Budget Code	Title	2018 Budget Prelim Adjustment	2018 YTD as of 7/31	2019 Proposed	Notes
367 11 00 001	Private Contributions (AT RISK)	\$ 550	\$ 560.78	\$ 500	
367 11 00 002	Private Contributions (Dedicated)	\$ 18,000	\$ 18,000.00	\$ 3,000	Recognition Social Donations
369 10 00 000	Sale of Junk/Salvage	\$ 150	\$ 53.00	\$ 150	
369 40 00 000	Judgments And Settlements	\$ -	\$ -		
369 91 00 000	Prior Yr Refunds/Other Misc	\$ 7,400	\$ 5,904.08	\$ 6,500	VISA Rebates, DES Rebate
395 10 00 000	Sale of Capital Assets	\$ 2,500	\$ -	\$ 2,500	
395 20 00 000	Ins Recoveries - Capital Assets	\$ 5,000	\$ -	\$ 5,000	AT RISK - tied to 522 60 48 009 Insured Vehicle Repair
398 00 00 000	Ins Recoveries - Other	\$ 24,000	\$ 21,356.96	\$ 2,500	LT Disability & L&I Wage Reimbursements
Interfund Transfers					
397 00 00 022	Transfer In - Fund 6222	\$ 300	\$ -	\$ 300	Debt Service Fee Reimb Voted Debt 2005R
397 43 00 000	Prog Mgmt O/H - Cadet Prog	\$ 5,400	\$ 3,150.00	\$ 5,400	Cadet O/H \$2400, SCBA Maint \$3K
397 50 00 000	Interdept Lease - Cadet Program	\$ 7,500	\$ 4,375.00	\$ 7,500	Cadet St26 use @ \$625/mo
Marine Program					
333 97 05 060	MEX - DHS Port Security Grant (97.056)	\$ 1,800	\$ -		AT RISK - FEDERAL FUNDING
333 97 06 071	DHS Region IV Grant (97.067)	\$ -	\$ -		AT RISK - FEDERAL FUNDING
367 11 00 002	Private Grant/Donation - Marine Program	\$ -	\$ -		AT RISK
367 11 00 003	MFSA Training Grant - Marine Program	\$ -	\$ -		AT RISK - NON FEDERAL FUNDING
TRT Program					
333 97 06 070	DHS Region IV Grant (97.067)	\$ -	\$ -		AT RISK - FEDERAL FUNDING
Wildland					
342 21 00 004	Wildland - DNR/WSP (AT RISK)	\$ 600,000	\$ 31,615.34	\$ 122,000	
342 21 01 004	Wildland - DNR/WSP (Prior Yr)	\$ -	\$ -		
Cadet Program					
334 01 30 002	Grant - WSP (Cadets)	\$ 10,800	\$ -	\$ -	No grant in 2019
342 21 00 006	Cadet Prog - CCFR Tuition	\$ 92,750	\$ 62,351.05	\$ 109,600	
342 21 00 008	Cadet Prog - Lab Fees	\$ 2,050	\$ -	\$ 3,400	
Training Division					
334 01 30 001	Grant - WSP	\$ 1,800	\$ -	\$ -	(3) Interns
342 21 00 009	Training Burn Fees	\$ 15,000	\$ 5,000.00	\$ 15,000	AT RISK
342 21 00 016	Tuition Fees	\$ -	\$ -	\$ -	

Budget Code	Title	2018 Budget Prelim Adjustment	2018 YTD as of 7/31	2019 Proposed	Notes
Non-Revenues					
389 30 00 000	Agency Receipts - Sales Tax	\$ -	\$ -		Holding account for sales tax - RECEIVED
TOTAL REVENUE		\$ 9,835,750	\$ 5,400,133.36	\$ 10,186,250	