



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

September 12, 2019

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

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

CALL FOR LATE AGENDA ADDITIONS

Administrative Support salary adjustment proposal by Chief Nohr.

CONSENT AGENDA

Motion by Commissioner Johnson to approve the consent agenda as presented. Second Commissioner Town. DVC Yager detailed the HVAC vent repair invoice questioned by Commissioner Johnson. No further discussion. Motion passed unanimously.

COMMUNICATIONS

Community Emergency Response Team (CERT) training opportunity through Clark 6 and Vancouver Fire. Notification from the Washington Finance Officer's Association that Kathy Streissguth has received the Professional Finance Officer designation for 11 years. Snure Seminar flyer (October 23). Thank you email from the Port of Ridgefield for support for their application for funding broadband improvements. Thank you email from the Ridgefield Council (Sandra Day) for assistance with the Rake the River clean up event. Invitation to the Ridgefield Early Learning Center ribbon cutting at 5:00 p.m. Email notification that County Fire Marshal Jon Dunaway is retiring October 8. Email from Vancouver City Manager Eric Holmes regarding the need to discuss the implications of CRESA's possible transition to a Public Development Authority. A meeting will be scheduled. City of La Center September newsletter. City of Ridgefield newsletter. Clark County Public Works flyer regarding improvements to the 179th Street corridor.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

No meeting. No report.

Fairgrounds Fire Facility Board

Commissioner Johnson summarized the September 11 meeting. Noted the station debt liability pays off June 2020. The Board approved the preliminary budget, which will be incorporated into the CCF&R budget proposal.

Finance Committee

Commissioner Town summarized the committee meeting held earlier in the day. Shared the proposed changes as compared to the 2019 adopted budget

amended earlier this year. There is approximately \$500,000 in additional combined revenue with \$400,000 in additional expenditures. The budget includes funding for 2 additional positions (1 is for the SAFER positions).

Commissioner Updates

Commissioner Johnson advised he stopped in at Station 26 and it is looking good. Commissioner Bartel reported he attended a Ridgefield Community meeting and heard the school district will be running a \$115M bond in February. They have contingency plans should the bond not pass on the first or second attempt.

STAFF REPORTS

Admin Services

DVC Yager summarized the August report.

Community Risk Reduction

DVC Jackson summarized the August report.

Operations

DVC Peeler summarized the August report. Commissioner Bartel asked about the status of the new engine to be purchased under the Cowlitz Tribe grant. DVC Peeler advised that the new emergency manager is working on the details. They are still waiting on DHS to finalize an issue. The apparatus committee completed the spec which will be used for future engine purchases.

District Secretary/Chief

August report summarized. Invites to the Strategic Planning meetings have been sent. AFG and SAFER grants are starting to be awarded. VFD received close to \$1M – we are still hopeful. 500 smoke alarms will be purchased with the Price Foundation donation. Chief Nohr will send out a press release. Legal counsel has prepared a draft lease agreement for the field behind Station 25. Shop 18 (2000 Pierce Saber) has an engine issue and has been moved to reserve status. We may need to purchase another engine. Staff is working on the 2020 budget. We are in good shape financially, the first in a while. Preliminary workups have been prepared using conservative numbers. The 2020 revenue hearing will be held September 26. There is an Open House at Ridgefield High School on October 14 at 10:00 a.m. The district will be participating in a disaster preparedness event on Saturday, September 14 at the LDS church on 29th Avenue. Chief Nohr will attend a CERT coordinators meeting to get more involved in the program. Instructors are needed.

DVC Yager shared that a homeowner's association contacted him regarding our use of a swath of property they own next to the Hillhurst station site. He will look into it.

DVC Peeler added that Firefighter Brenton Walker was hired September 1. He is currently going through in-house orientation and will start the local academy on September 23. Brenton was hired to fill the Lingle vacancy.

Chief Nohr advised we are eligible for a SWACH grant to hire a social worker to follow up on call where a need for social services is observed by the crews. We have been offered a 2 year \$80,000 grant to fund the position. There may be additional funding opportunities. He plans to move forward with the program, which will be grant funding only. General funds will not be utilized to support the program.

Advised we may have new meeting room furniture for the next meeting.

Commissioner Bartel asked about the status of a Woodland annexation. Chief Nohr advised the City Council did not wish to pursue annexation at this time, but possibly next year. They are still interested.

Commissioner Bartel asked about Towing/No Parking signs for the Hillhurst site. There had been some issues with cars blocking his driveway. Chief Nohr will contact legal counsel.

FIRE CHIEF ANNUAL REVIEW

Following discussion, the Chief will provide a self-performance evaluation for the September 26 meeting. The evaluation will cover the same topics as 2018:

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

OLD BUSINESS

None.

LATE EDITIONS TO THE AGENDA

Chief Nohr completed a non-represented employee compensation study, which was shared with the Finance Committee. Positions reviewed were all Chief Officer and office support staff positions. Nine of the District's comparable agencies were used with the high and low numbers tossed out for each position. Noted there were no comparable positions to Training/Office Assistant and he will need to do further investigation for this position. Presented recommendations for pay increases for the four non-represented support staff personnel to be effective September 1.

Recommended holding off until after the Chief's review to make a decision on the Chief's pay. The other Chief Officer rates are suggested to be a factor of the Chief's rate. Discussion. Commissioner Town shared that Chief Nohr did a thorough job of compiling the report.

Motion by Commissioner Town to approve the support staff pay raises presented to be effective September 1. Second Commissioner Lester. No discussion. Motion passed unanimously.

Chief Nohr advised the Training Assistant pay may be adjusted again in a few months pending the results of further research.

CITIZEN COMMENTS

None.

EXECUTIVE SESSION

None.

No further discussion. Meeting adjourned at 5:03 p.m.



Attest, John Nohr
Fire Chief/District Secretary

RECOMMENDATIONS

- Update and realign the pay scales to meet current market pay
- Raise the top step for Senior Support Specialist by 10% to \$6167 per month
- Raise the top step for Part-Time Secretary by 8% to \$23.50 per hour
- Raise the top step for Training Assistant/Admin Support by 3.5% to \$5002 per month