

## 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.

¥#test, 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

For the Period November 16 thru December 15									
	Regular	Committee	RFA	Assn					
Name	Meeting	Meeting	Mtg	Meeting	Educ	Other	Total		
Ayers	1						1		
Babcock	1						1		
Bartel	1				The gar		1		
Chunn	1			n tu			1		
Johnson	1		7				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
      - 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

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Commissioner James R Johnson

Commission or David Town

Commissioner Jerry Kolke - Vice Chair

commissioner Ken Ayers

ommissioner Stanley Chunn

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.

#### <u>IT:</u>

#### 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.

## **Staff Report**



To: John Nohr, Fire Chief; CommissionersFrom: Michael J. Jackson, Division Chief

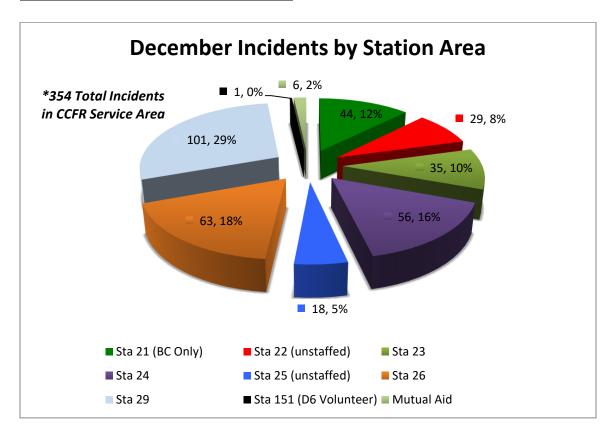
**Date:** 1/10/2017

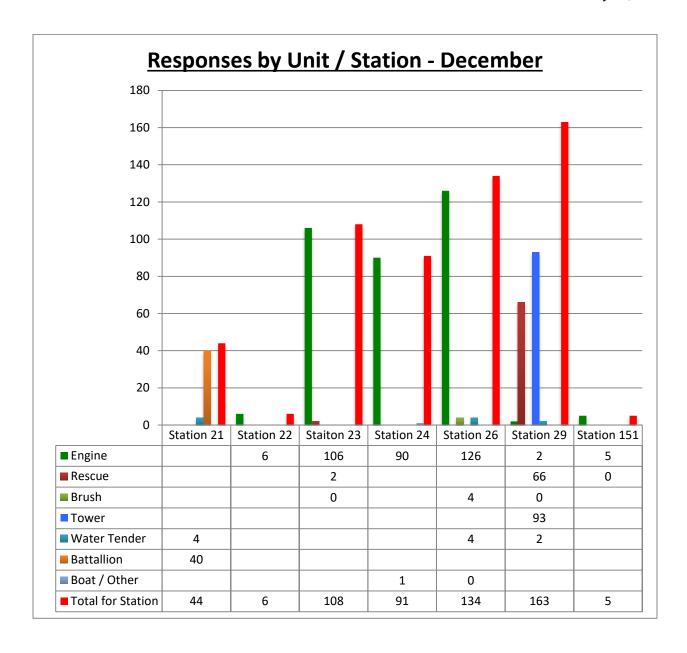
Re: Operations Staff Report- December

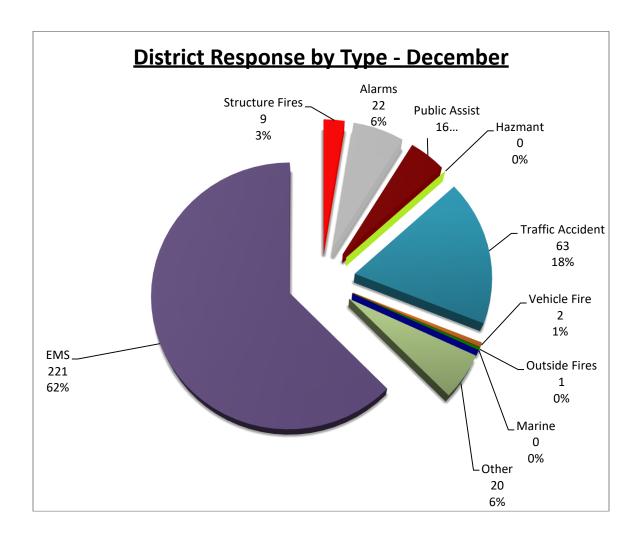
#### **Woodland Update**

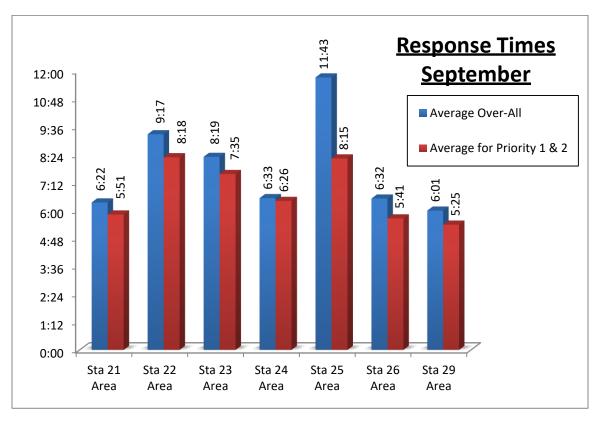
The contract for construction of the new station has been completed and signed. Notice to proceed should come following the January 17<sup>th</sup> Council meeting and construction should be complete within 240 days of that time.

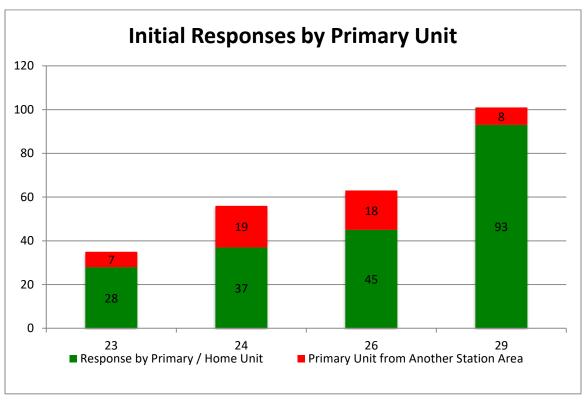
#### **December Response Statistics**











### **Fire Protection Services Report**

#### December 2016

#### FIRE MARSHAL DUTIES

Manage Fire Engineering, Smoke Alarm Program & Community Services District Wide.

#### **Completed Blue Card Command Training**

Completed Blue Card command training, didactic and practical portions.
 Eligible for certification as incident commander.

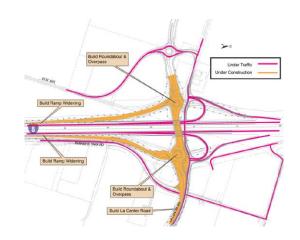
#### **Port of Ridgefield**

- Work closely with Port on rail overpass project.
- Coordinated efforts with the City of Ridgefield.
- Attend Port of Ridgefield Commission Meeting.



#### **Cowlitz Project**

- Worked with Dave Johnson on 1-A flooring issue.
- Discussed water supply issues with staff.
- Met with Dennis Doucette new security director.
- Coordinated with CPU and received a water supply update.



#### La Center

- Pre-applications:
  - 1. Ellertson Subdivision (Residential)
  - 2. Riverside Subdivision (Residential)
- Place hydrants for Sunrise Terrace.
- Meet with members of La Center Planning Commission. Fire Code Development.
- Monitor progress of water system toward La Center Junction.

#### **Ridgefield**

- Attend City Council meetings & workshops.
- Participated in the following Pre-Applications processes.
  - Ridgefield Outdoor Recreational Complex
  - 2. Kennedy Farm (Residential)
  - 3. Ridgefield East (Residential)
  - Ridgefield Middle School (Major)



- Signed plans for Tavernier Ridge 8-9 (Residential)
- Met with Postmaster on addressing issues.

#### **Woodland**

- Participated in the following Pre-applications processes.
  - Two Story Exercise Facility (Belmont Loop)
  - Kelly Jo Building (Two Story)
- NE Electric FDC/Hydrant Placement
- Woodland Engineering Standards Meeting about water supply issues and inspections.
- Attended DRC meetings.



### PIO Report December 2016



# Barn saved from fire with quick thinking, hydroseeding truck



Clark County Deputy Fire Marshal Curtis Eavenson inspects some of the wreckage Tuesday afternoon after a barn fire south of Ridgefield. The blue-green slurry came from a hydroseed truck, which a bystander used to help douse the fire before firefighters arrived. (Clark County Fire & Rescue)

By **Andy Matarrese**, Columbian Breaking News Reporter Published: December 13, 2016, 4:38 PM

A bystander working on a seed-planting project drove his hydroseeding truck to a burning barn next door in the Ridgefield area Tuesday afternoon, then sprayed it with seed mix and helped save the structure, according to a fire district spokesman. Another man was hospitalized with burns to his hands.

Firefighters were called around 2:15 p.m. to a barn fire south of Ridgefield, at 506 N.E. 209th St.

"Interestingly enough, the fire was initially attacked by a guy with a hydroseed truck," Clark County Fire & Rescue Division Chief Tim Dawdy said.

Dawdy said Garrett Elmer of North Fork Landscaping was next door spraying a slurry of seeds, water and mulch when he heard a man yelling for help and about his burning barn.

Elmer drove his truck to the front door of the barn, then sprayed the hydroseed mix inside and into the fire.

"It's the darnedest thing I've ever seen," Dawdy said.

Firefighters arrived to find a blue-green sludge over parts of the barn, then took over. Dawdy said the fire was brought under control quickly, thanks in part to Elmer's resourcefulness.

A 65-year-old man was taken to Legacy Emanuel Medical Center's burn unit with burns to his hands, Dawdy said.

The Clark County Fire Marshal's Office was investigating the fire.

# Fire strikes, destroys Woodland mobile home



George Lingle, center, and other firefighters respond to a fire at a mobile home park in Woodland late morning Tuesday. The fire destroyed the home and displaced an occupant. (Clark County Fire & Rescue)

By Mark Bowder, Columbian Assistant Metro Editor and Andy Matarrese, Columbian Breaking News Reporter Published: December 13, 2016, 12:06 PM

A fire in a mobile home in Woodland late Tuesday morning destroyed the building and displaced its sole occupant.

#### Commissioner Update: December 2016 Clark County Fire & Rescue

Tim Dawdy Division Chief

The fire was reported at 11:47 a.m. at Woodland Mobile Home Resort, 39100 N.W. Pacific Highway, according to dispatch records.

Firefighters saw a plume of smoke coming from the area as they approached. Clark County Fire & Rescue Division Chief Tim Dawdy said the manufactured home was well involved in flames.

The occupant had already run out the house, he said, and firefighters attacked the fire. The fire inched close to a neighboring unit, but firefighters were able to prevent anything beyond some minor damage to that lot.

"They were able to confine the fire to only one unit, but it's a complete loss," Dawdy said.

The American Red Cross responded to help the occupant with any emergency lodging or other needs, he said, and the Clark County Fire Marshal's Office is investigating what happened.

Dawdy said the colder months are a good time for people to check their smoke alarms. He added that anyone who's having trouble with their smoke alarm or can't afford one should contact the local fire district, where they may be able to get some help.

# Woodland City Council approves fire station bid

Work will require bond funding, is first phase in complete project

Rick Bannan/rick@thereflector.com Dec 6, 2016



Photo from design documents presented to Woodland City Council in August An artist's rendition of the proposed fire station in Woodland on Scott Avenue. Note the right side of the structure next to the vehicle bays was not ultimately included in the bid for work approved by Woodland City Council on Nov. 21.

WOODLAND — Plans for the start of a new fire station project in Woodland moved forward last month as the city council voted to accept a work bid and pursue funds via bonding during their regular meeting Nov. 21. At the meeting, council voted unanimously to authorize additional bonding in the amount of \$500,000 that will help fund the first

phase of a new station on land along East Scott Avenue adjacent to the police station.

The bid for the base structure featuring two vehicle bays along with a modular unit for temporary firefighter housing was included in the awarded bid totalling close to \$1.3 million, according to Clark County Fire and Rescue documents presented to council.

Documents from CCF&R listed three options for council to consider, ranging from a completed fire station as the most intensive — paid for in part by a proposed \$6 million bond — to a midrange option completing the first phase of the station with a \$1 million bond, as well as a minimum facilities option requiring \$500,000 be acquired through bonding.

Council agreed on the third, least expensive option, offering up comments that touched on the state of the current station at 100 Davidson Ave. A CCF&R staff report listed several deficiencies in the current building, ranging from seismic vulnerability, substantial cracks and leaks in exterior walls, old and deteriorating plumbing causing water issues, logistical issues regarding the building's location and generally inadequate facilities for 24-hour use.

Woodland Mayor Pro Tem Marilee McCall believed that the third option chosen was "the most fiscally prudent way to proceed" for the station. She explained that the city investing the smallest amount of funds to get what's needed currently as the City of Woodland, then pursuing annexation into CCF&R's fire protection district instead of the current contract of service would allow the city to have assistance from the department for completing the next phases.

Council member Jennifer Heffernan said that investing in the fire station fit in well with one of the city's biggest charges from citizens — providing adequate public safety.

"Doing nothing is not an option," Heffernan remarked, "and option one and two really aren't either, because we don't have the money for it."

Fellow council member Benjamin Fredricks agreed that something needed to be done, but remarked that he felt the minimum development in option three felt like a "band-aid" and not a full public safety package which he felt would be better for citizens.

"I believe the project is good, but I believe the way we are going about it is wrong," Fredricks remarked. He said that his main issue with the approved measure was with the fact that costs on the station would not be any lower over time, so a phased project overall would be more expensive.

"I'm going to support this because we have to move forward with something," Fredricks yielded, "I'm not going to put any money into 100 Davidson; that's a lost cause." Council member Susan Humbyrd agreed with Fredricks' remarks regarding providing a complete station. She said that from a taxpayer's standpoint having something like the completed station would be preferred, but the money wasn't there.

"This is more like a cast than a band-aid," McCall rebutted, explaining that the first phase marked an ongoing project that would be the result of making the first step.

"We're building a house with an unfinished basement, and we are going to get back in and do the rest of the work later," McCall analogized.

Woodland City Administrator Peter Boyce explained that the money that would go toward bond repayment would come from a reduction in budgeting for a future city hall, dropping from \$65,000 to \$35,000 next year. That shift has been included in the 2017 budget.

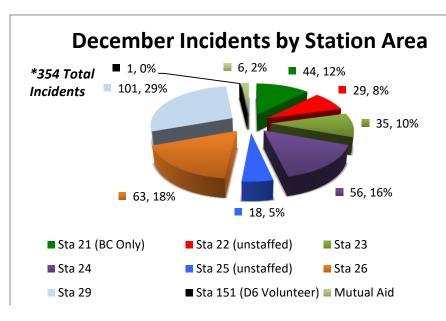
The bonded amount will augment the roughly \$950,000 in funds left over from an earlier bonding for construction of the city police station. Initially the current funds were thought to cover the project, however bids came in 20 to 30 percent over initial expectations.



## Monthly Report

**To:** Commissioners **From:** Chief John Nohr **Date:** January 12<sup>th</sup>, 2017 **Re:** December Report

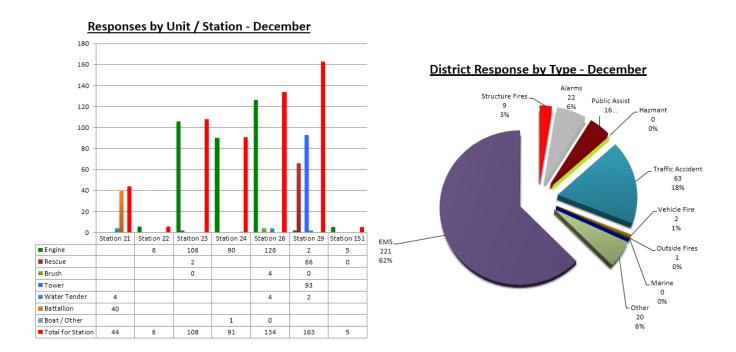
# INCIDENT COMMAND TRAINING COMPLETED: Nineteen CCF&R chief officers and company officers have completed the Blue Card incident command system (ICS) training and have



received certification. Students participated in over 50 hours of video-based training and multiple days of hands-on scenario based training to receive certification. Students must completely 36 hours of continuing education annually to remain certified. Utilizing a standardized incident command system across all shifts and on all incidents promotes a safer emergency incidents and allows for more efficient use of resources. In addition, since Blue Card is the standard ICS structure used by fire personnel throughout Clark County, it allows CCF&R to work seamlessly with our neighboring departments at fires and other emergencies. In addition to the nineteen newly certified personnel, Battalion Chief Lange and Captain Rommel are certified instructors and provide in-house updates and training to our personnel. The next phase of Blue Card raining will focus on our firefighters who function as Acting Captains.

EMERGENCY INCIDENTS KEEP CREWS BUSY: CCF&R crews remained very active with emergency incidents in the month of December, with crews responding to 354 incidents in our service area. Crews were especially busy on December 13 when two working structure fires occurred within two hours. The first was a fully involved mobile home at 39100 NW Pacific Highway. First arriving crews did an excellent job of containing the fire to the structure of origin, with only minor damage to structures on either side of the mobile home. As crews were mopping up this fire, another fire occurred in an outbuilding at 506 NE 209<sup>th</sup>. Crews were assisted at this fire by a bystander who used water from a hydro-seeding machine to help keep the fire in check until CCF&R and mutual aid crews could arrive. On December 18 crews from CCF&R, Fire District #10, and Fire District #13 responded to a fire at a place of worship on NE Lewisville Highway. The fire was contained to a garage area by the fire sprinkler system. Crews worked quickly and efficiently to contain the fire and clean up the water from the sprinkler. In

addition to these incidents, crews were kept very busy with multiple weather-related responses during two snow events that occurred during December.



WASHINTON SURVEY & RATING BUREAU: CCF&R met with a representative of the Washington Survey & Rating Bureau (WSRB) to discuss concerns from the rating completed in July. WSRB does not recognize third-party alerting going to the phones of our volunteer responders. As a result of the discussion, CCF&R will be purchasing additional radios for issue to our Support Volunteers. This will allow our Tender operators to be alerted to emergencies directly by CRESA. This will allow our hauled-water operations to be recognized by WSRB and help CCF&R maintain a higher Protection Classification rating. Overall, the areas protected by CCF&R dropped from a Protection Class 4 to a Protection Class 5. This may have a negative effect on the fire insurance costs of some property owners. However, the northwest area of the district formerly served by Fire District #2 prior to the merger will drop from a Protection Class 8 to Protection Class 6. This may result in some properties seeing a reduction in insurance costs.



Form No. 511.10.03 EXECUTIVE SESSION Created: June 11, 2008

Revised: May 11, 2011

Meeting Date

January 12, 2017

- 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.
- O 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.
- O 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 O YES NO

Reference RCW Chapter 42.30