



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

February 9, 2017

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

Flag Salute

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

Absent: Commissioners Ken Ayers and Dave Lester.

CALL FOR LATE AGENDA ADDITIONS

None.

CONSENT AGENDA

Motion by Commissioner Babcock to approve the consent agenda as presented. Second Commissioner Chunn. No discussion. Motion passed.

COMMUNICATIONS

February 3 WFCAL Legislative Report. Commissioner Babcock asked about media coverage for the January 27 water rescue. Chief Nohr advised that the PIO was not notified in a timely manner. DVC Dawdy reported the information was sent to the media; though after their 8 p.m. publishing deadline. They apparently chose not to run the story. DVC Dawdy stated there were no pictures and it's difficult to get anything published anymore without a photo or video. Commissioner Babcock suggested sending a stock photo if something isn't immediately available. Chief Nohr agreed we should not miss an opportunity for positive press coverage.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

No meeting. No report.

EMS Council

No meeting. No report.

Fairgrounds Fire Facility Board

Commissioner Johnson recapped the meeting held on February 1. A number of maintenance issues were addressed in 2016. The roof will be replaced this summer. CCSO East Precinct has closed the staff are being consolidated into the West Precinct Office at the Public Safety Complex.

Finance Committee

No meeting. No report.

RFA Committee

No meeting. No report.

Commissioner Updates

Several were in attendance for the Ridgefield State of the City address. Commissioner Bartel advised the Kennedy West development will break ground this Spring. The joint meeting with the Clark 3 Board will be held on March 1 at 6 p.m. at Hockinson Station 31.

STAFF REPORTS

Administrative Services

January report and the December 2016 financial report summarized by DVC Yager.

Operations

January report summarized by DVC Jackson. Advised that the City of Woodland is interested in meeting to draft a long term contract in the next few months. The City would like to have one more RFA meeting to discuss a consolidation timeline. Commissioner Bartel asked about live fire training using private homes. DVC Jackson reported that personnel are working on the necessary credentialing for live fire training before any new training events are scheduled.

Prevention/PIO

January PIO and Fire Marshal reports summarized by DVC Dawdy. Commended Tom Cook on his efforts with getting the smoke alarm program up and running again.

District Secretary/Chief

January report summarized by Chief Nohr. He added that the operational plan is to staff Charter Oak Station 22 any shift where there are 10 or more firefighters and a Battalion Chief on duty. The first teleconference meeting with communications consultant Liz Loomis was held on February 2.

OLD BUSINESS

Chief Nohr presented an update to Social Media Policy No. 530.40.01. Provided by the District's legal counsel, tweaked by DVC Dawdy for District specific operations, and modified to the District's format. Noted that the policy specifically addresses body cams and other recording devices. Will be on the February 23 agenda for further comment and possible adoption.

LATE ADDITIONS

None.

CITIZEN COMMENTS

BC Brett Graham commented on how far we've come. He remembers how excited the members were when District 12 hit 300 calls a year and now we are getting 300 a month. He also thanked DVC Jackson for his work as the liaison to the City of Woodland. Maintaining that relationship is very important to the District. Chief Nohr concurred and expressed appreciation to all the Division Chiefs for their work as City liaisons. DVC Dawdy (Ridgefield) and DVC Yager (La Center).

EXECUTIVE SESSION

None.

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

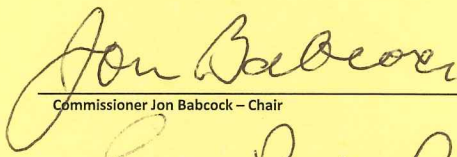


Attest, John Nohr
Fire Chief/District Secretary



CLARK COUNTY FIRE & RESCUE CONSENT AGENDA February 9, 2017

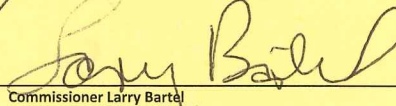
1. Minutes – January 26 General Meeting
2. Pre-paid Invoices
 - \$ 129,813.26 (CCFR Benefits)
 - i. Check Nos. 5859 – 5868 dated January 30
3. Current Invoices
 - \$ 2,439.94 (FFFB)
 - i. Check Nos. 17309 – 17312
 - \$ 30,562.06 (CCFR)
 - i. Check Nos. 17313 – 17356
4. Payroll
 - January 1-31 paid January 31
 - i. \$ 422,149.27 Gross
 - ii. \$ 278,002.29 ACH net
 - iii. \$ 4,308.63 Payroll Warrant net
 1. Check Nos. 5835 – 5858
 - iv. \$ 0.00 Payroll VOIDED
 - v. \$ 62,580.37 941 Tax Deposit (paid February 1)
5. January Use Tax due February 24
 - \$ 1,825.02 (CCFR)
6. Voided/Destroyed Claims/Payroll Warrants
 - None



Commissioner Jon Babcock – Chair

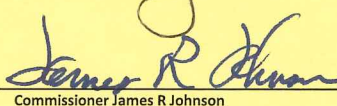


Commissioner Jerry Kolke – Vice Chair




Commissioner Larry Bartel

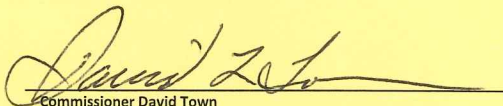
Commissioner Ken Ayers



Commissioner James R Johnson



Commissioner Stanley Chunn



Commissioner David Town

Commissioner David Lester

Staff Report



To: Commissioners, Chief Nohr

From: Dan Yager, Administrative Services Division Chief

Date: 2/9/2017

Re: January Administrative Services Update

FINANCE:

Station 151 Latecomer Fees

The Clark Regional Wastewater District latecomer agreement for sewer improvements installed as a part of the Public Safety Complex construction project (2001) expired in November 2016. Following a communication campaign last fall the FFFB collected \$5,500 in fees. Latecomer fees for the remaining non-participating properties will be paid directly to CRWD.

Tax Form 1099-MISC

Required 1099-MISC forms were prepared and sent to fifteen (15) vendors and mailed to the IRS to meet the new January 31 deadline.

Training

Kathy's Finance 101 class was presented to the Board following the January 26 Board meeting. The meeting was broadcast on Zoom, though there were no other attendees.

FACILITIES & EQUIPMENT:

HVAC Units

Several stations have experienced problems with their HVAC units. All have been addressed and there are currently no complaints.

Station 29

Ground work has begun for the new Woodland Station 29. The contractors are making great headway and appear to be ahead of schedule. The current schedule has the building being completed in June.

Equipment

Firefighter Bjur has taken on the process of evaluating our tire changes and getting needed chains and repair parts. He has done an outstanding job and thanks to his work we made it through some very challenging bad weather responses. We now have the appropriate chains for all apparatus and soon each station has a repair kit.

IT:

Apparatus Phones

We have purchased and placed new I-phones on our first out engines. BC Konkright has coordinated app's for each phone to allow the Company Officers to have access to during an emergency incident. They have been set up to receive emergency calls directly from dispatch and are being set up to receive calls via Active911 as a secondary means of receiving calls.

Network Improvements

We have completed network improvements that allow remote connections to our system.

Phone System

We have been experiencing some phone issues around the district. Dustin was successful in coordinating a discussion between all parties involved. They were able to identify a setting in the phones that needed to be changed. So far testing has shown significant improvement at several stations.

HR/Payroll:

W-2 Forms

W-2 forms were prepared and distributed to employees in mid-January and e-filed to the Social Security Administration on January 27th to meet the new deadline of January 31st. Oregon employee W-2's were also e-filed to the Oregon Dept. of Revenue on January 31st.

2017 Salary Changes – 1.7% COLA

Salary changes were prepared for the paid employees using a new electronic form that was dreamed of and designed by Christi but made a reality by Kathy, who created the form to include drop down selections, automatic calculations and electronic signatures. This form will save valuable time and resources going forward.

New Employee

Tom Cook was cleared by HR to start on January 18th. He is a temporary part-time Prevention Technician. Tom is retired from Intel and came to us through the Encore Fellows Program which will provide CCFR with a \$25,000 cash award grant, payable in two installments one in January and the next in July. These grants will cover Tom's wages for one year. Tom will be working 25 hours per week under Chief Dawdy's direction.

Staff Report



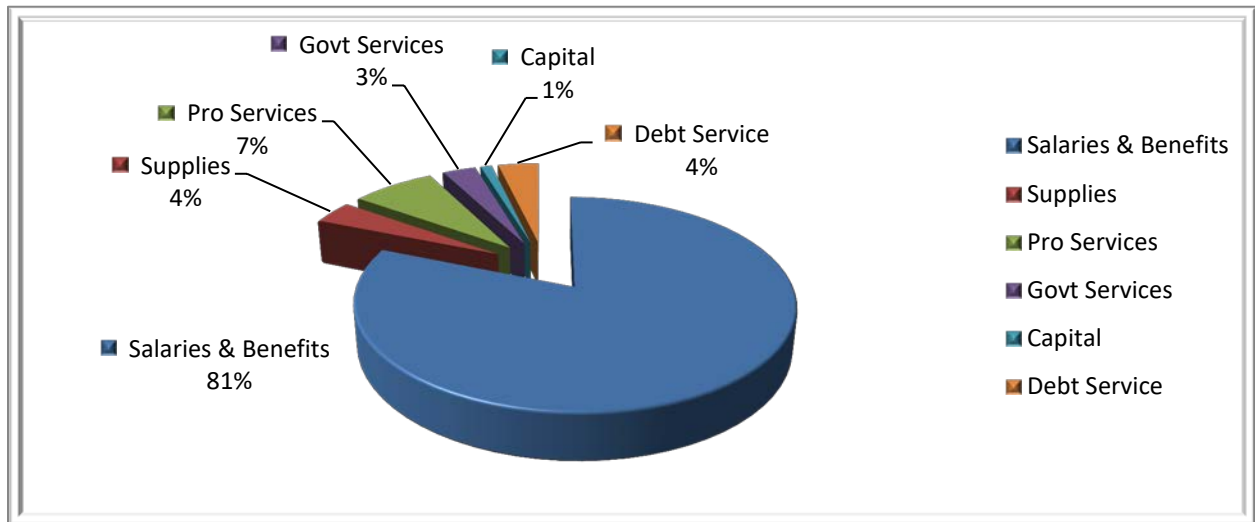
To: Commissioners, Chief Nohr

From: Chief Yager

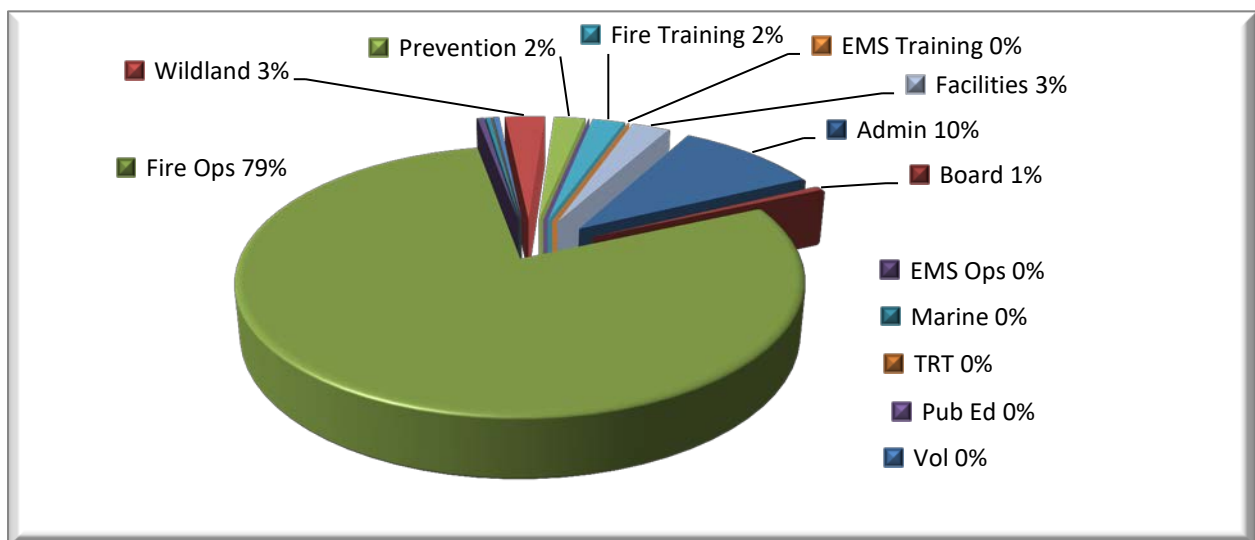
Date: February 3, 2017

Re: General Operating Fund 6228 – December 2016 Finance Report

Percentage YTD Expended by Type* – as of December 31

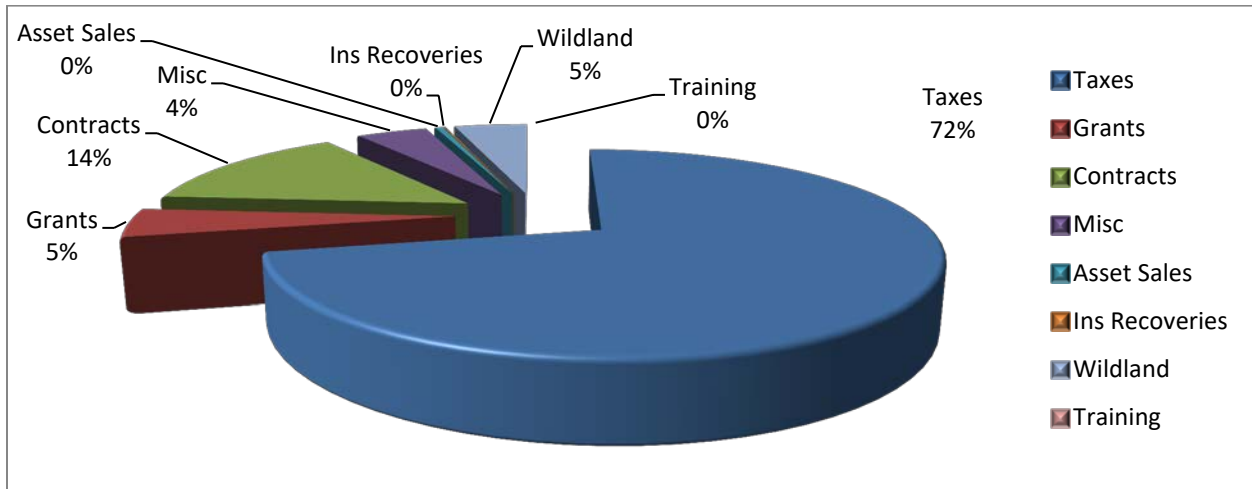


Percentage YTD Expended by Program* – as of December 31



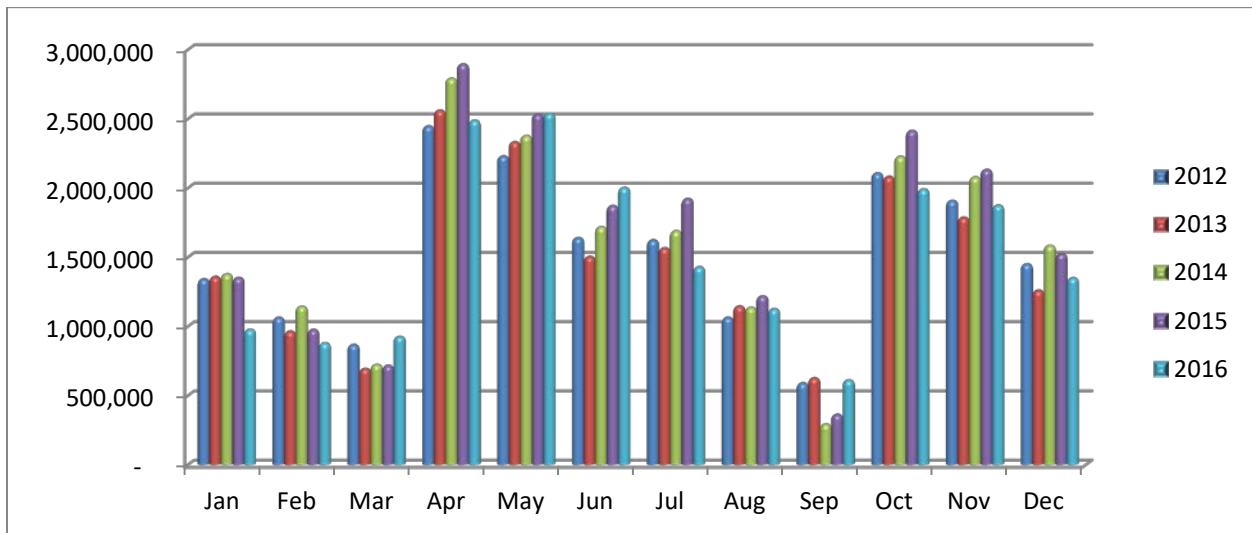
* excludes the Cadet Program

Percentage YTD Revenue by Type* – as of December 31

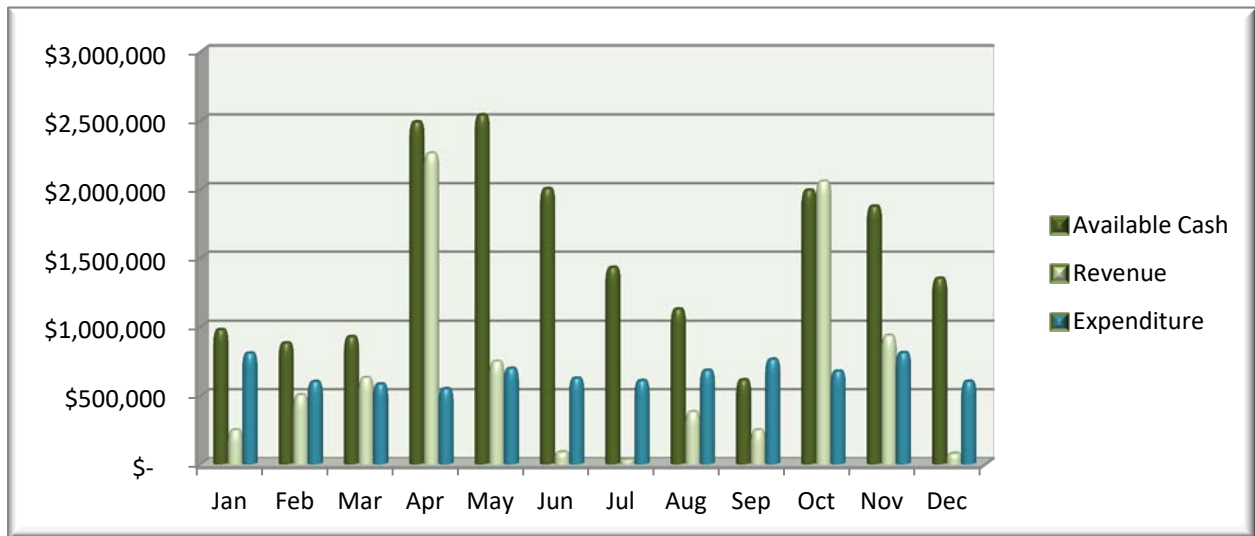


* excludes the Cadet Program

Operating Cash Reserve History



Cash Flow Comparison by Month - 2016



Fund 6228 Cash Reserves

Available Cash Jan 1	1,739,976
YTD Revenue	8,178,713
YTD Expenditures	<u>7,972,990</u>
Available Cash Sep 30	<u><u>1,945,699</u></u>

General Operating Fund	1,349,071
Equipment Fund	594,146
Land Fund	367
Donation Fund	<u>2,116</u>
TOTAL	<u><u>1,945,699</u></u>

2016 Budget to Actual Recap

	Budget*	Actual	Difference
Beginning Cash – 2016	1,739,900	1,739,976	76
Total Revenues - 2016	7,763,950	8,178,713	414,763
Total Expenditures - 2016	8,074,400	7,972,989	(101,411)
Ending Cash - 2016	1,429,450	1,945,699	516,249

* Budget Adopted November 2015

Beginning Cash - 2017	1,772,800	1,945,699	172,899
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Notes:

Additional revenues received included a \$326K Clark 2 cash reserve transfer. \$240K of this amount was allocated to the Equipment Reserve Fund. The remainder of the funds covered the fourth quarter contract payment (Woodland was not invoiced), station maintenance, board expenses and election fees.

Wildland Operations net of direct expenditures was \$44K. Indirect costs were not calculated.

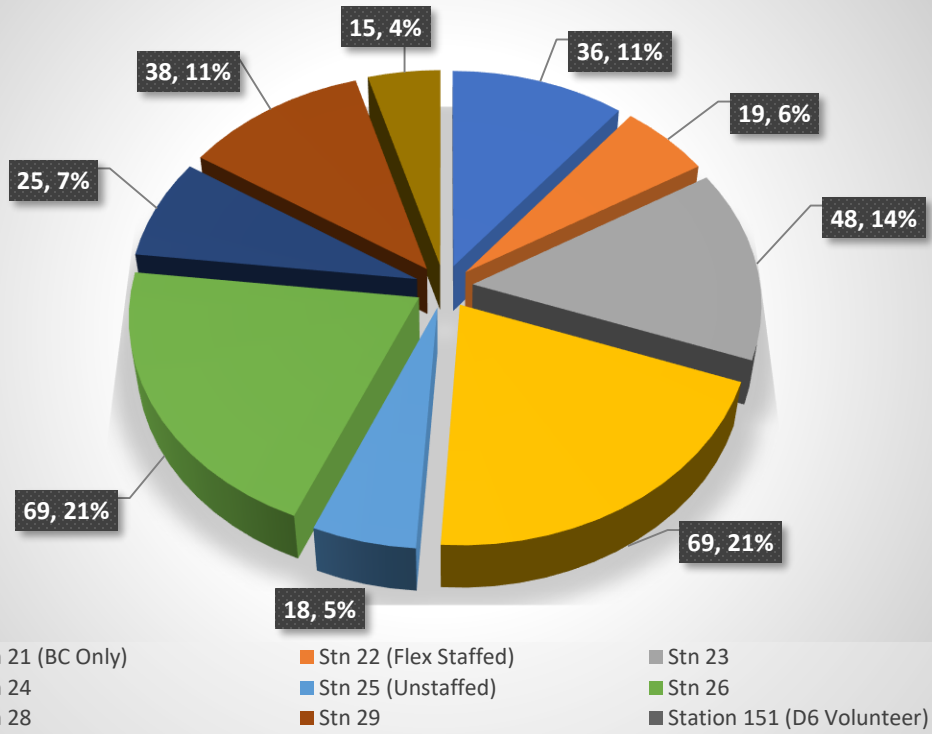
Overtime budgets were a total of \$111K over spent. We received \$2,250 in grant funds to offset some training costs. That being said, there were savings of approximately \$82K in the operations base salary and benefit categories related to the resignation and replacement of line personnel and lower than anticipated benefit costs.

Facility operations was \$63,500 under budget.

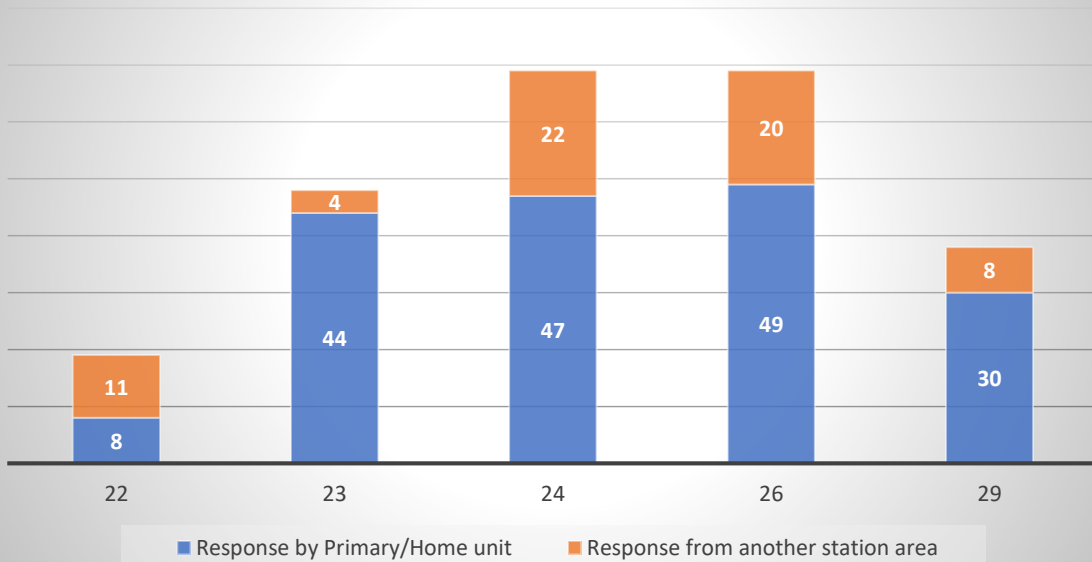
Vehicle and apparatus maintenance was \$24K overspent, which was mostly covered by the fuel budget savings as prices did not increase and in fact decreased and remained relatively low throughout the year.

Capital expenditures were \$26K over spent. This was the exterior painting at Station 25 (budgeted by Clark 2 and covered by the reserve cash transfer), the Station 22 HVAC unit replacement, the new phone system, and the engine replacement in Shop 10 (2006 F250 pickup).

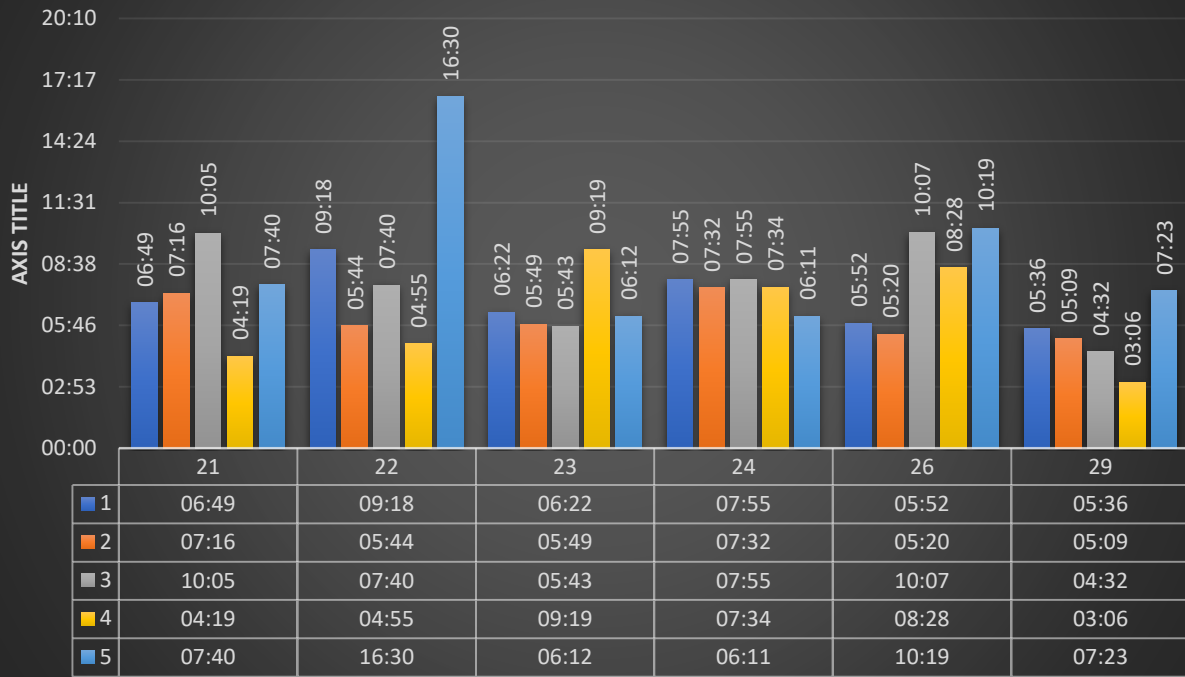
Call Volume by Station Area



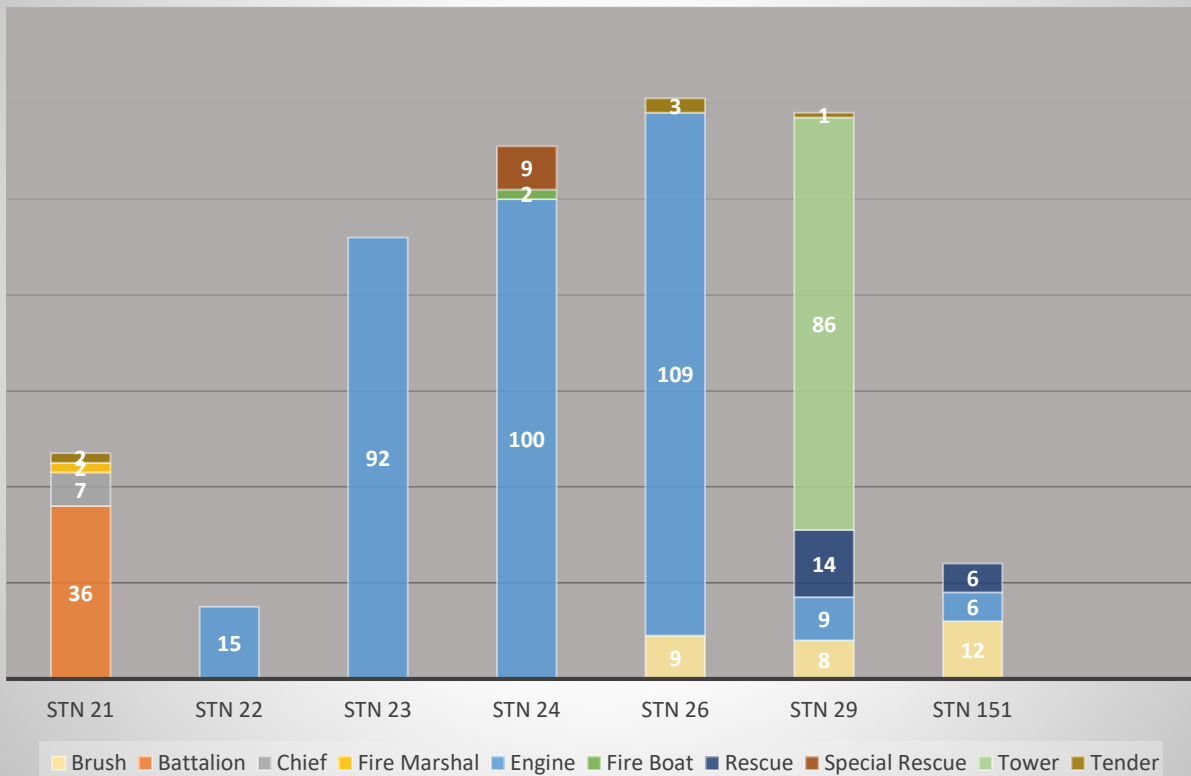
Initial Response by Primary Unit



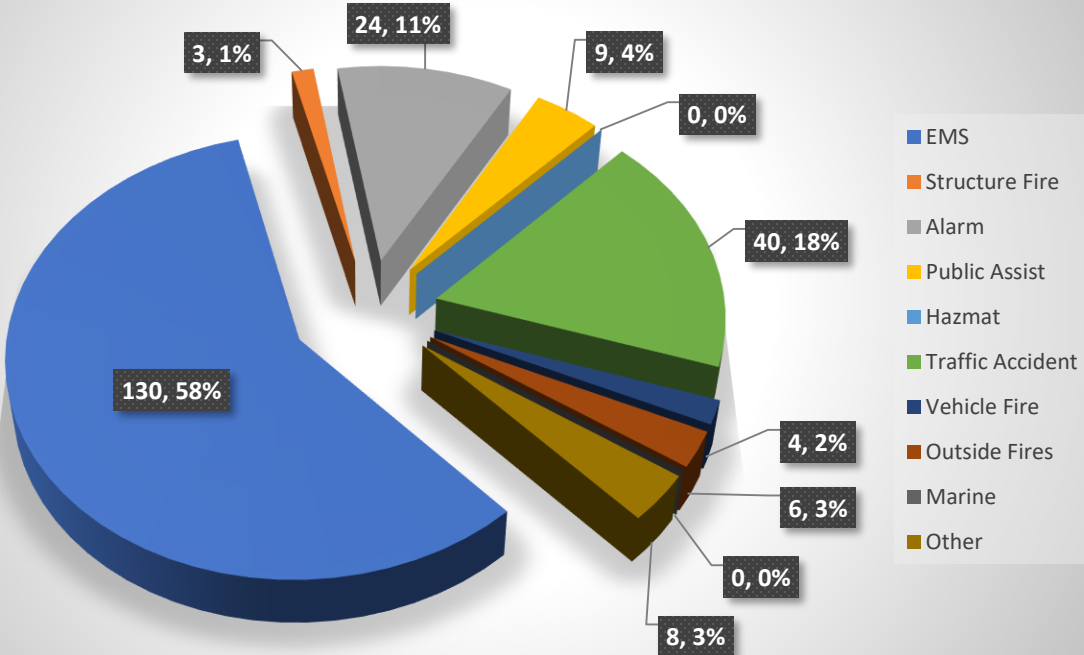
Response Time by Priority



Per Station Unit Response



Call Type



Fire Protection Services Report

January 2017

FIRE MARSHAL DUTIES

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

Continued Command Training

- Completed required command training update in January.

Smoke Alarms

- Completed smoke alarms canvassing.
 - Big Fir Campground.
 - Van Ridge Mobile Home Park.
- Taught a Smoke Alarm Class at Topper Industries.
- Tom Cook (Fire Prevention).
 - Hired under the Intel/Encore retirement program. Intel pays Tom's part-time salary. The program last for 1000 hours.
 - Tom Cook's primary duties are based around installing smoke alarms.



Scouts At Big Fir Campground

Port of Ridgefield

- Testified a public hearing for rail overpass.
- Coordinated efforts with the City of Ridgefield.
- Attend Port of Ridgefield Commission Meeting.

Cowlitz Project

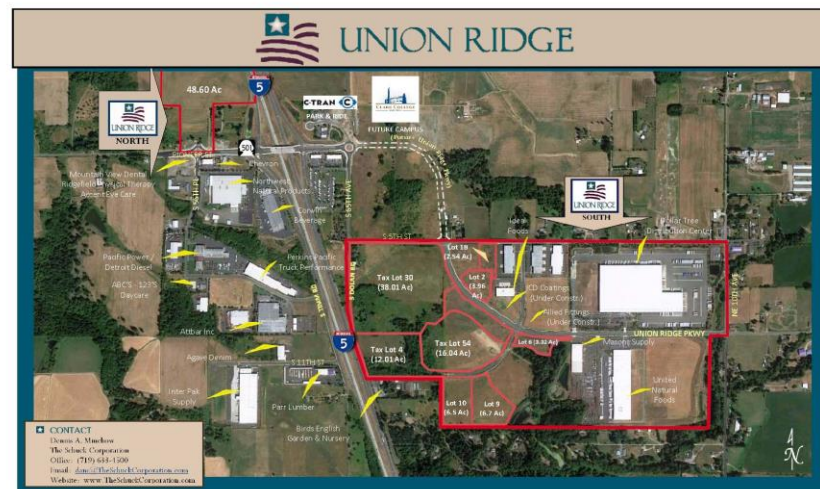
- Taught “Fire Watch” Class for tribal security officers.
- Participated in Public Safety Meeting.
- Discussed water supply issues with staff.
 - CPU water project in progress.
 - 24 inch line work on La Center Hwy.
 - 16 inch line will cross the overpass.
 - Fire Sprinkler System scheduled to start commissioning February 24th 2016.
- Continued working Dennis Doucette security director.

La Center

- Participate in La Center School Safety Workshop with the school Superintendent, Middle School Principle and the La Center Police Department.
- Monitor progress of water system toward La Center Junction.

Ridgefield

- Attend City Council meetings & workshops.
- Participated in the following Pre-Applications processes.
 1. Energy Electric.
- Plans Review for Flowmaster project.
- Met with City staff on development issues.



Woodland

- NE Electric sprinkler system issue
- Placed hydrants at Columbia River Carbonates.
- Attended DRC meetings.
- Worked with Susan Anderson CCFMO on inspection issue. (NE Electric)
- Participated in the following Pre-applications processes.
 - New Building (Two Story)



PIO Report January 2017



No injuries in guardrail crash on I-5



A Cadillac slammed into the corner of a guardrail Wednesday before noon near Exit

11 on Interstate 5 in Clark County. (Clark County Fire & Rescue)

The driver walked away without any apparent injuries after this Cadillac slammed into the corner of a guard rail Wednesday before noon near Exit 11 on Interstate 5 in Clark County. (Clark County Fire & Rescue)

By **Andy Matarrese**, Columbian Breaking News Reporter
Published: January 25, 2017, 11:01 PM

A driver walked away without any apparent injury after her car slammed into the edge of a guardrail at near-freeway speeds Wednesday morning on Interstate 5. Firefighters and law enforcement were called to a rollover crash on Interstate 5 northbound at Exit 11 shortly before noon.

Clark County Fire & Rescue Division Chief Tim Dawdy said they found that an older Cadillac sedan had slammed into the end of a guardrail.

“The guardrail crumpled and the car rolled over,” Dawdy said, but the 31-year-old driver had no apparent injuries.

Although paramedics urged her to get checked on, she declined medical attention, he said.

That she came out so well after hitting a guardrail speaks to “really great engineering,” Dawdy said, and the fact she was wearing her seat belt.

“It was just amazing to see,” he said.

The Washington State Patrol was investigating the crash.

Mom, kids rescued after vehicle slides down embankment

By [Emily Gillespie](#), Columbian Breaking News Reporter
Published: January 9, 2017, 12:34 PM

A mother taking her children to school experienced a close call Monday morning when she lost control of her minivan on an icy road in north Clark County and ended up down an embankment.

Firefighters responded to the single-vehicle crash, reported at the intersection of Northwest 51st Avenue and Northwest 299th Way at 8:45 a.m.

The woman took a turn and hit ice, sending the minivan down an embankment, Clark County Fire & Rescue spokesman Tim Dawdy said.

Neither she nor her three children were hurt but they were trapped inside the vehicle, Dawdy said.

Crews arrived and extricated the family from the vehicle and the van was towed from the ditch, he said.



Note: The video post on the CCF&R Face Book site had the following statistics:
Reaches – 38,647, 22,000 Views, 519 Likes and 107 Shares.



Monthly Report

To: Commissioners
From: Chief John Nohr
Date: February 8th, 2017
Re: January Report

INCLEMENT WEATHER

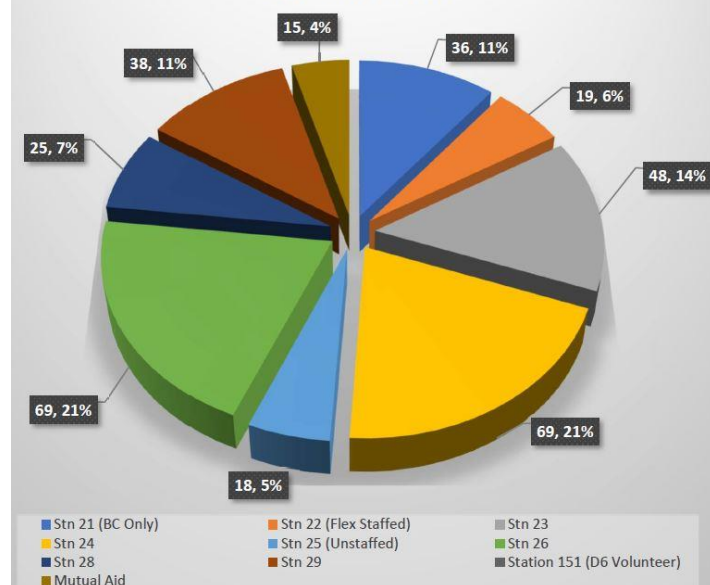
The snow and ice that has prevailed this winter has wreaked havoc on our roads, yards, and school schedules. It has also created several challenges for CCF&R. On January 9th crews from Engine 24, Engine 26, Division Chief Dawdy, and Chief Nohr

assisted in removing a family from their vehicle, which had slid down a steep embankment due to snow on the road. No one was injured, but the vehicle was perched precariously and needed to



Call Volume by Station Area

337 calls total



be secured to a fire engine with ropes and chains before crews could use a ladder to rescue the occupants. On January 11th, over 12" of snow fell on most areas of the District, with some areas receiving up to 16" of snow. This resulted in packed snow and ice on the roads for nearly a week. This creates challenges for our crews because they must operate fire apparatus that are "chained up" to maintain traction on the slippery roads. Vehicles are held to under 25 MPH when the tires are chained, which can cause significant delays in response times. The delayed response times can be critical in a fire or medical emergency. To help reduce the response delays during the bad weather, CCF&R placed temporary crews at Fire Station 22 in Charter Oak during the storm. Station 22 is not normally staffed due to budget constraints, which can cause significant delays under the best of circumstances.

CCF&R would like to thank the crews that volunteered to work additional shifts to help us cover this vulnerable area during the storm. We would also like to recognize that the Public Works crews from the City of Ridgefield and firefighters from Clark County Fire District #10 who used snow plows to improve access in and out of our apparatus bays.

CCF&R WELCOMES NEW EMPLOYEE

Tom Cook was hired by CCF&R on January 18th. He is a temporary part-time Prevention Technician. Tom is retired from Intel Corporation and came to us through the Encore Fellowship Program, which will provide CCFR with a \$25,000 cash award grant, payable in two installments; one in January and the next in July. These grants will cover Tom's wages for one year. Tom will be working 25 hours per week under Chief Dawdy's direction and will focus his efforts on smoke alarm awareness and installations. Please take the opportunity to say "Hello" to Tom and welcome him to the District.



SMOKE ALARM PROGRAM

The CCF&R smoke alarm program was active in December, with a class taught at Topper Industries in Woodland, and neighborhood canvassing completed at Big Fir Campground and Van Ridge Mobile Home Park. With some of the campers taking up semi-permanent residence at Big Fir, DVC Dawdy noted the need to make sure the folks were protected in their RVs by having working smoke alarms. DVC Dawdy coordinated a group of Boy Scout volunteers that canvassed the park on a very cold Saturday. CCF&R has long recognized the value of ensuring every dwelling, and even mobile dwellings, has a working smoke alarm.

STATION 29 CONSTRUCTION UNDERWAY

Construction has begun on Fire Station 29 next to the Woodland Police Department at 200 E. Scott Avenue. The initial preparatory work includes driving multiple pilings to help stabilize the heavy concrete slab that will make up the floor of the station. Work on the new station is scheduled to be completed 240 days from commencement of construction. CCF&R would like to thank our partners at the City of Woodland for helping to make the construction of the station a reality.

MARITIME FIRE & SAFETY ASSOCIATION BUSINESS MEETING

CCF&R Marine Program Coordinator Capt. Ryan Berg and Fire Chief Nohr attended the annual Maritime Fire & Safety Association (MFSA) business meeting on January 26th in Portland. MFSA was started in 1984 after a grain ship fire in Kalama led to the serious injury of several

firefighters and the death of a US Coast Guardsman and threatened to block commercial traffic in the Columbia River. The related MFSA Fire Protection Agencies Advisory Council is made up of 13 fire agencies along the lower Columbia River that work together to ensure any future shipboard fires in our region is handled quickly and efficiently. The CCF&R Marine Program has benefited from classes, equipment, and other items provided by our association with MFSA.

