



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

August 24, 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, Ken Ayers, Stan Chunn. Chief John Nohr. Division Chiefs Mike Jackson and Dan Yager. Recording Secretary Kathy Streissguth.

CALL FOR LATE AGENDA ADDITIONS

Add award of bid for the Station 26 Roof Replacement Project.

CONSENT AGENDA

Motion by Commissioner Bartel to approve the consent agenda as presented. Second Commissioner Ayers. Motion passed unanimously.

COMMUNICATIONS

Ridgefield Police Chief Brooks expressed thanks for the District's participation in Ridgefield National Night Out on August 1. Note from Mrs. Viola Arola thanking the department for assistance in June.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

Commissioner Bartel advised he will not be able to attend the September 6 meeting. Chief Nohr will attend.

EMS Council

No meeting. No report.

Fairgrounds Fire Facility Board

No meeting. No report.

Finance Committee

No meeting. No report.

RFA Committee

No meeting. No report.

Commissioner Updates

Nothing to report.

LLPA – COMMUNICATIONS CONTRACT SUMMARY

Communications consultant Liz Loomis reviewed what went right and wrong with the lid lift communications project she was hired to manage for the District. There was great participation by the Commissioners Kolke and Bartel as well as efforts by the administrative staff. The information distribution was textbook perfect. All were applauded for their hard work. Usually has areas of improvement to comment on, but not much could have gone better. Ideally would have liked to have had more time, but all worked out well. Ms. Loomis and her team appreciated the opportunity to work with the District. Reminder that the most important thing moving forward is to regularly share information on what we're doing with the funds provided by the lid lift. Make a public splash about each step of the process. She predicted the District will do well in future election efforts. Chief Nohr commended Ms. Loomis and her staff on their work as well. Commissioner Bartel commented that he saw participation at all levels.

STAFF REPORTS

Administrative Services

July Admin Services and June Financial reports summarized by DVC Yager. Discussed credit card rebate program. Year to date rebate received is approximately \$1,500. Followed up on the research into changing fuel card vendors: After a couple days reviewing the District's numbers, the Jubitz representative advised that due to CFN transfer charges they're not able to cut our costs enough to make it worthwhile; therefore we will not be making any changes at this time. They were very thorough, helpful and pleasant to work with. We will keep them in mind should conditions change.

Liz introduced Megan Hill (arrived 4:15 p.m.) who assisted with our project.

Operations/Prevention

July operations report summarized by DVC Jackson. Commissioner Ayers asked if the ilani Resort entertainment venue is creating additional work. DVC Jackson advised he is keeping up with it and the Resort is planning to open the event center early next year. They have been great to work with; very open to input. Chief Nohr pointed out that call volume in the Station 22 area is picking up.

District Secretary/Chief

There were several red flag days in July. Crews were brought in on overtime during this period to ensure adequate staffing. There were two significant fires in Woodland. One was in a storage unit complex where only 3 units were lost. Captain Kays commended (acting BC). The second fire was at Mayor Finns home (BBQ related). Everyone was pleased with the response. DVC Jackson advised a plan has been put in place to ensure city officials are notified when there is an incident that may warrant media attention. Keeping an eye on wildland mobilizations to ensure the district remains covered. There were no issues with the eclipse on August 21. Lid lift results by precinct have been compiled and available for review.

OLD BUSINESS

None.

LATE ADDITIONS

DVC Yager presented the bid results for the Station 26 Roof Replacement project. Advised that we received few bids as the industry is quite busy right now and most aren't taking new work until 2018.

Three quotes were received on August 21. Only two were valid as one proposal was not received by the 3:00 p.m. advertised deadline.

Date	Received	Time	Company	Base Bid	Alt 1 (add)	Hrly Rate
	21-Aug	12:14	Weathergard Inc	\$ 57,880	\$ 220,300	\$ 75
	21-Aug	12:03	Cherry Roofing	\$ 79,600	\$ 129,000	\$ 85
	21-Aug	15:03	Amer-X Inc	\$ 70,400	\$ 45,000	\$ 65

DVC Yager stated it didn't seem prudent to spend the money to put a metal roof on the station at this time. Recommendation to award the base bid to Weatherguard.

Motion by Commissioner Bartel to award the Station 26 Roof Replacement project to Weatherguard, Inc. Second Commissioner Babcock. Commissioner Town asked about the hourly rate. This is the rate for any additional time needed to complete the project should they run into unexpected difficulties affecting the scope of work. No further discussion. Motion passed unanimously. DVC Yager thanked Kathy Streissguth for her work on this project.

CITIZEN COMMENTS


None.

Commissioner Dave Lester arrived 4:35 p.m.

EXECUTIVE SESSION

Moved to executive session at 4:35 p.m. for a teleconference with legal counsel to discuss pending litigation. Anticipated length of session 15 minutes. No action anticipated. Meeting resumed at 5:00 p.m.

No further discussion. Meeting adjourned at 5:00 p.m.



Attest, John Nohr
Fire Chief/District Secretary



CLARK COUNTY FIRE & RESCUE CONSENT AGENDA August 24, 2017

1. Minutes – August 10 General Meeting
2. Pre-paid Invoices
 - \$ 13,132.69 (CCFR)
 - i. Check Nos. 17799 – 18000
 - \$ 1,667.28 (FFFB)
 - i. Check Nos. 18001 – 18002
3. Current Invoices
 - \$ 554.84 (FFFB)
 - i. Check Nos.
 - \$ 33,105.59 (CCFR)
 - i. Check Nos.
4. Approved Commissioner Stipends Payable August 31

For the Period July 16 thru August 15							
Name	Regular Meeting	Committee Meeting	RFA Mtg	Assn Meeting	Educ	Other	Total
Ayers	2						2
Babcock	2						2
Bartel	2						2
Chunn	2						2
Johnson	2						2
Kolke	2						2
Lester	1						1
Town	2						2

5. Payroll
 - August 1-31 paid August 31
 - i. \$ 541,432.48 Gross
 - ii. \$ 346,884.57 ACH net
 - iii. \$ 10,069.00 Payroll Warrant net
 1. Check Nos. 6004 – 6007
 - iv. \$ 0.00 Payroll VOIDED
 - v. \$ 92,664.12 941 Tax Deposit (to be paid September 1)
6. Voided/Destroyed Claims/Payroll Warrants
 - #5294 replaced with #17772 (Lost Payroll Check)



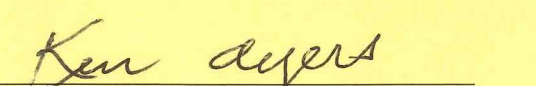
Commissioner Jerry Kolke – Chair



Commissioner – Stanley Chunn – Vice Chair



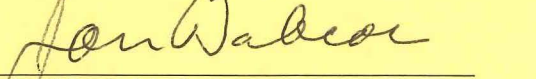
Commissioner Larry Bartel



Commissioner Ken Ayers



Commissioner James R Johnson



Commissioner Jon Babcock



Commissioner David Town



Commissioner David Lester

Staff Report



To: Commissioners, Chief Nohr

From: Dan Yager, Administrative Services Division Chief

Date: August 7, 2017

Re: July Administrative Services Update

FINANCE:

Wildland Invoices

Nine (9) invoices totaling \$66,336.03 have been submitted for wildland fire participation activity through July 31. Payments totaling \$7,848.37 have been received.

2018 Budget

Budget worksheet templates have been provided for the major programs. Preliminary salary and benefit spreadsheets have been developed in preparation for costing scenarios.

FACILITIES & EQUIPMENT:

Station 21

After battling heating and cooling in the back administrative offices for some time, we have upgraded the system.

Pump Testing

Captain Granato has most of our engines pump tested for the year. One engine needs to be retested and one has not been completed due to the high temperature. They will be rescheduled soon.

HUMAN RESOURCES:

Two new Interns have been cleared for hire on August 10th. Seven Volunteer applicants are currently going through the HR screening process and will be fully cleared this week.

All nine of the new hires will be attending an orientation on August 10th and August 11th.

Staff Report



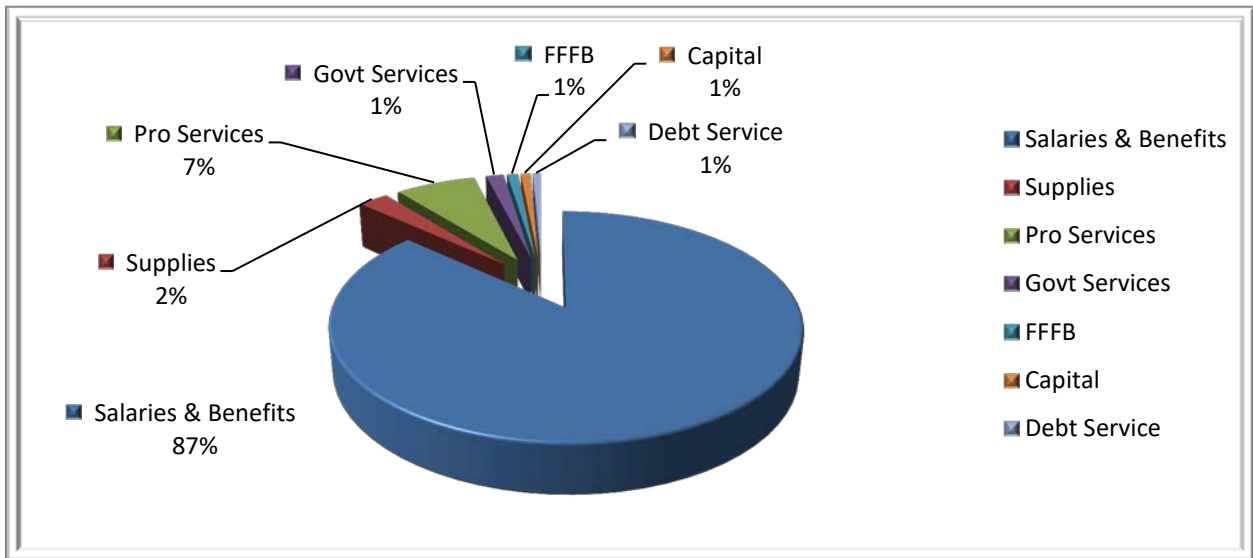
To: Commissioners, Chief Nohr

From: Chief Yager

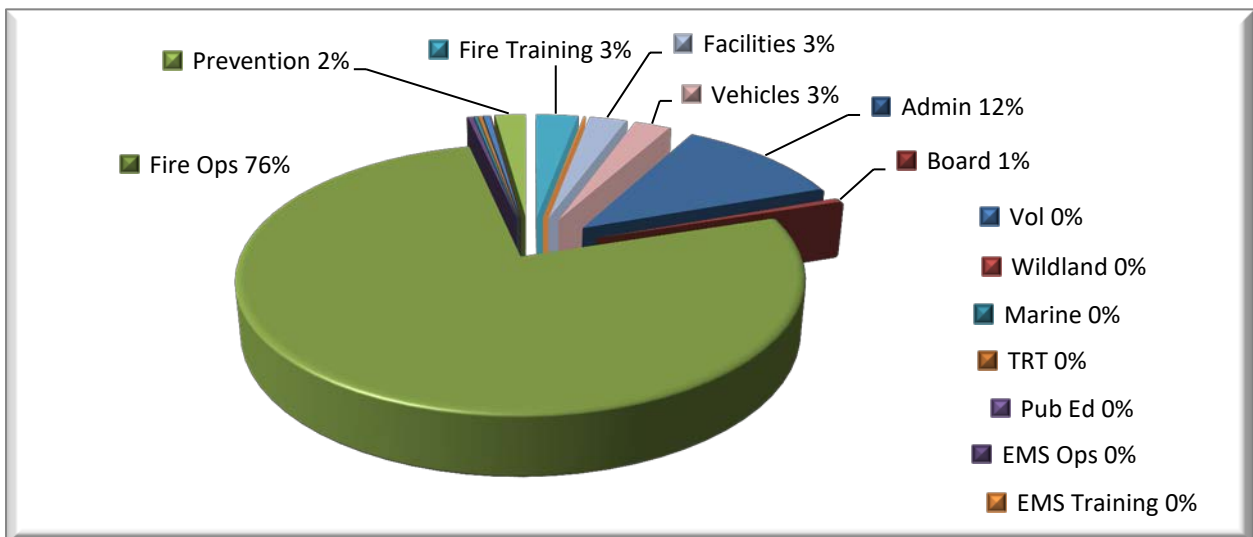
Date: August 7, 2017

Re: General Operating Fund 6228 – June Finance Report

Percentage YTD Expended by Type* – as of June 30

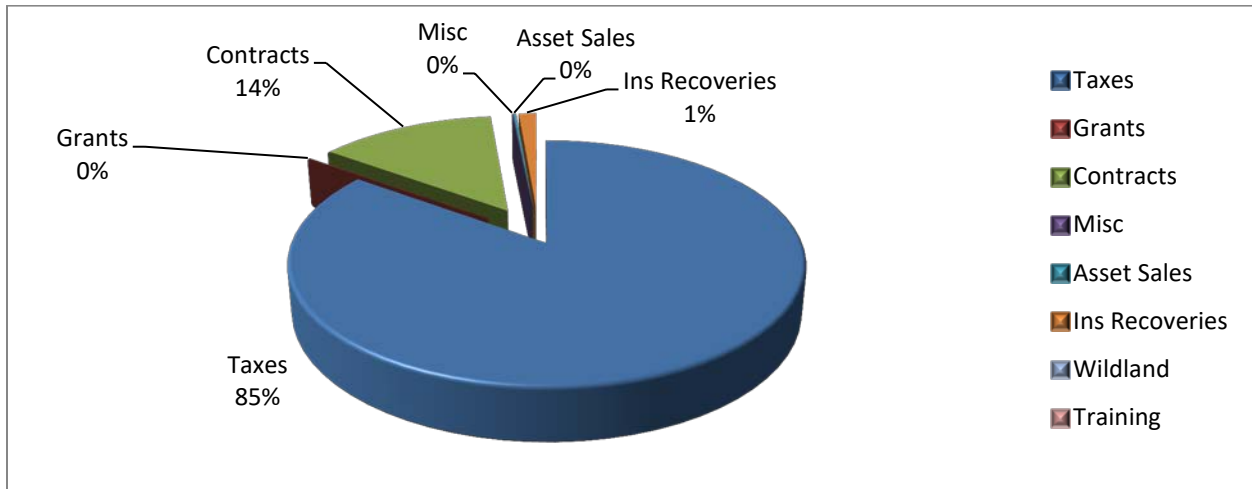


Percentage YTD Expended by Program* – as of June 30



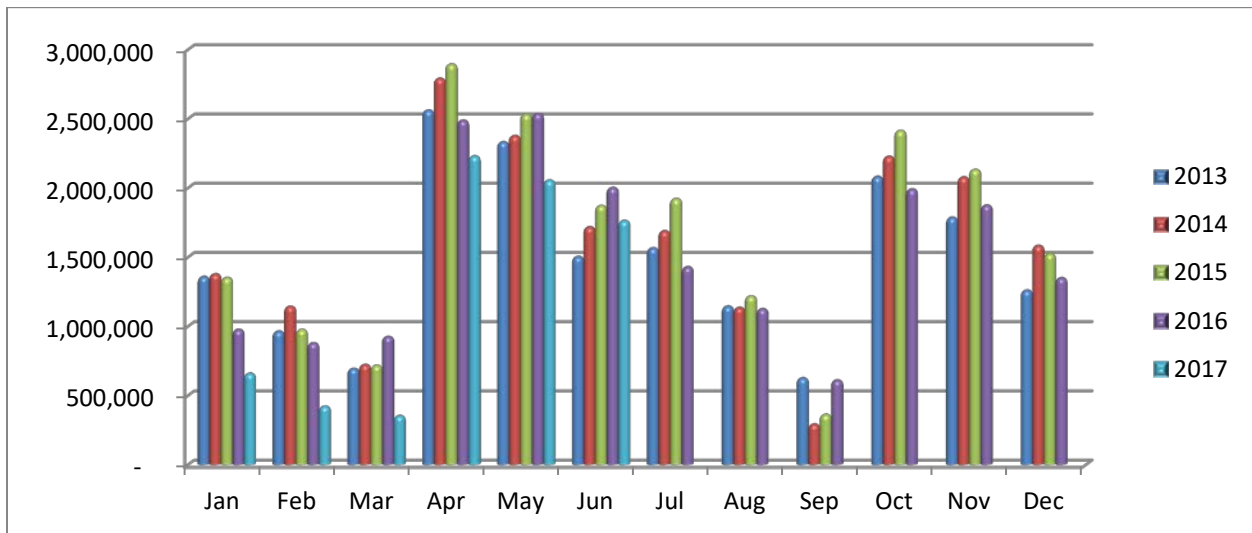
* excludes Cadet Program

Percentage YTD Revenue by Type* – as of June 30

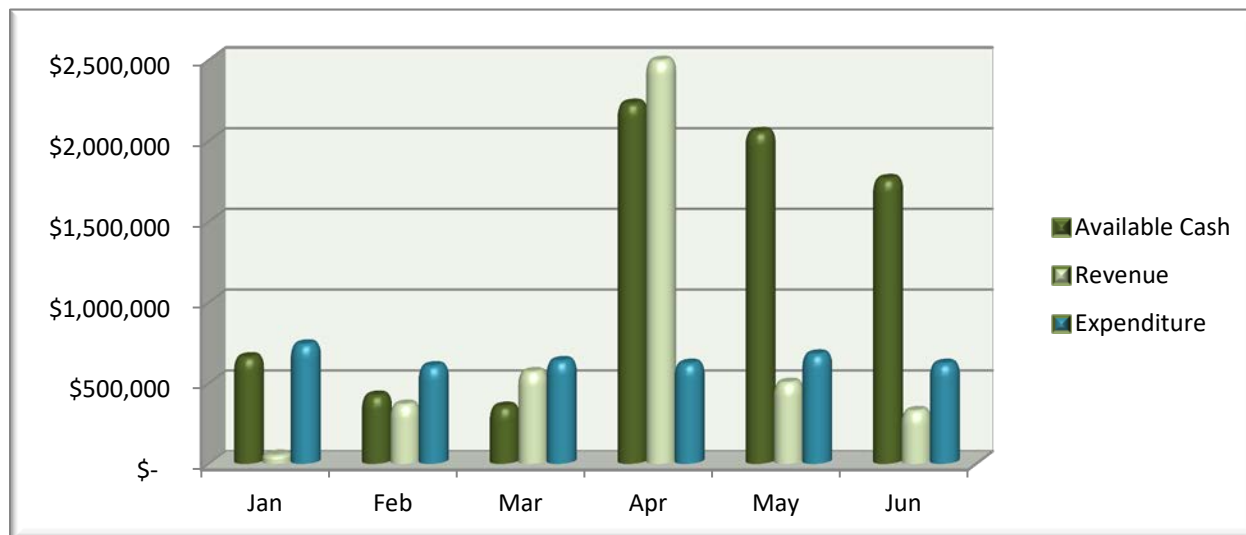


* excludes Cadet Program

Operating Cash Reserve History



Monthly Cash Flow Comparison



Fund 6228 Cash Reserves

Operating Cash

Available Cash Jan 1	1,342,727
YTD Receipts	4,308,539
YTD Expenditures	<u>3,888,660</u>
Available Cash June 30	<u><u>1,762,606</u></u>

Total Cash Reserves

General Operating Fund	1,762,606
Contract Education	6,369
Equipment Fund	596,670
Land Fund	368
Donation Fund	2,125
Contingency Fund	<u>15,050</u>
TOTAL	<u><u>2,383,188</u></u>

Staff Report



To: John Nohr, Fire Chief; Commissioners

From: Michael J. Jackson, Division Chief

Date: 8/14/2017

Re: Operations Staff Report- July 2017

General Operations Update

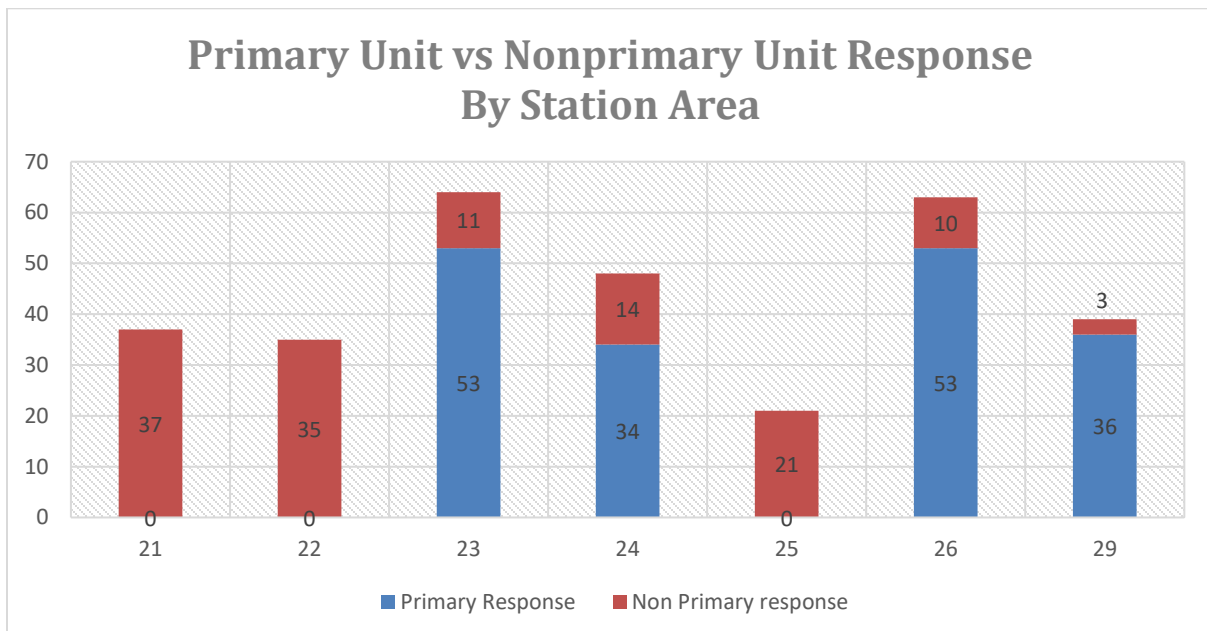
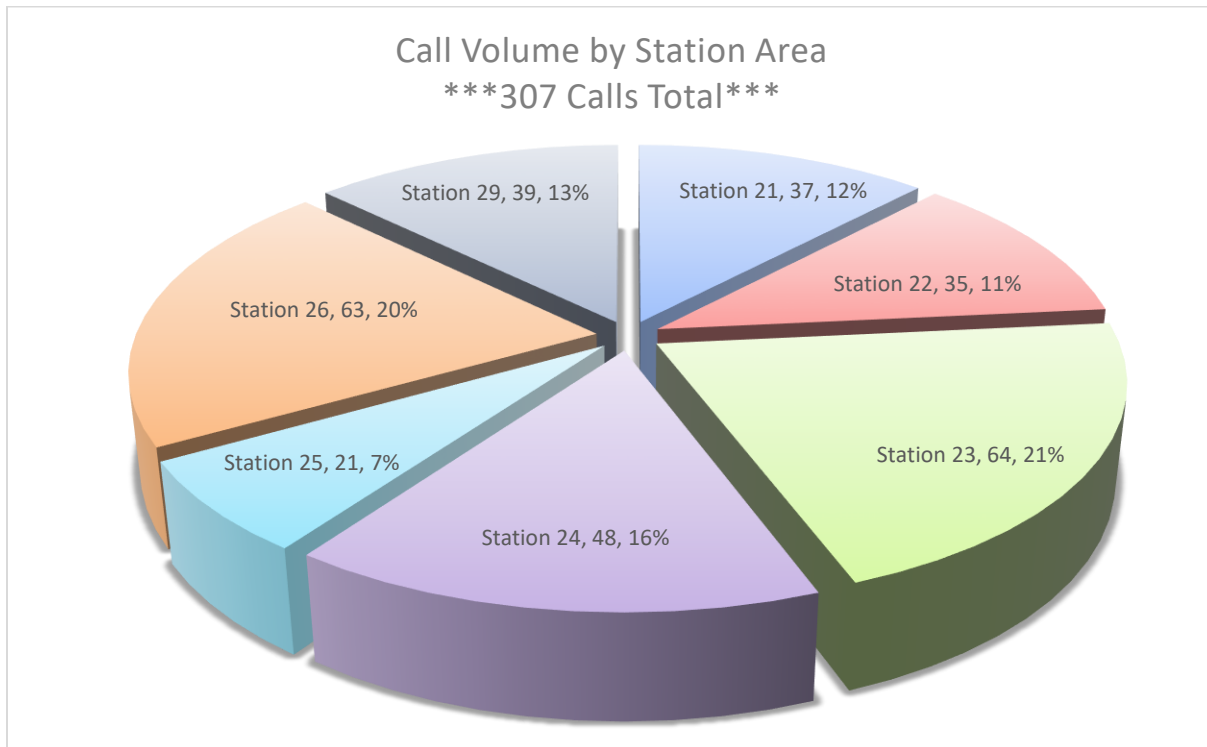
- Site Plans Reviewed and Comments Submitted for the Following Projects:
 - La Center
 - Town Home Development off Old Pacific
 - Ridgefield
 - Town Homes on S. 10th St.
 - Taverner Ridge Subdivision – 2 additional phases
 - 2 Subdivision Development Plans on Hillhurst
 - Final School Development Site Plans
 - Commercial / Industrial Space on S. 11th St.
 - Woodland
 - ARCO Truck Stop Exit 22
 - RV Dealership on Atlantic
 - Small Commercial Development on Downriver
- Finalized Woodland Contract for Service (25 years)
- Development of promotional process requirements and planning near complete- anticipated completion within 1 month.
- Process completed for new volunteers, interns, and support volunteers (brought on in August with orientation).
- NIST / UL fire dynamics and flow path updated training attended by several members with other agencies in Vancouver (coordinated by County Training Officers)
- Driver / Pump Operator phase testing completed for 2 probationary firefighters

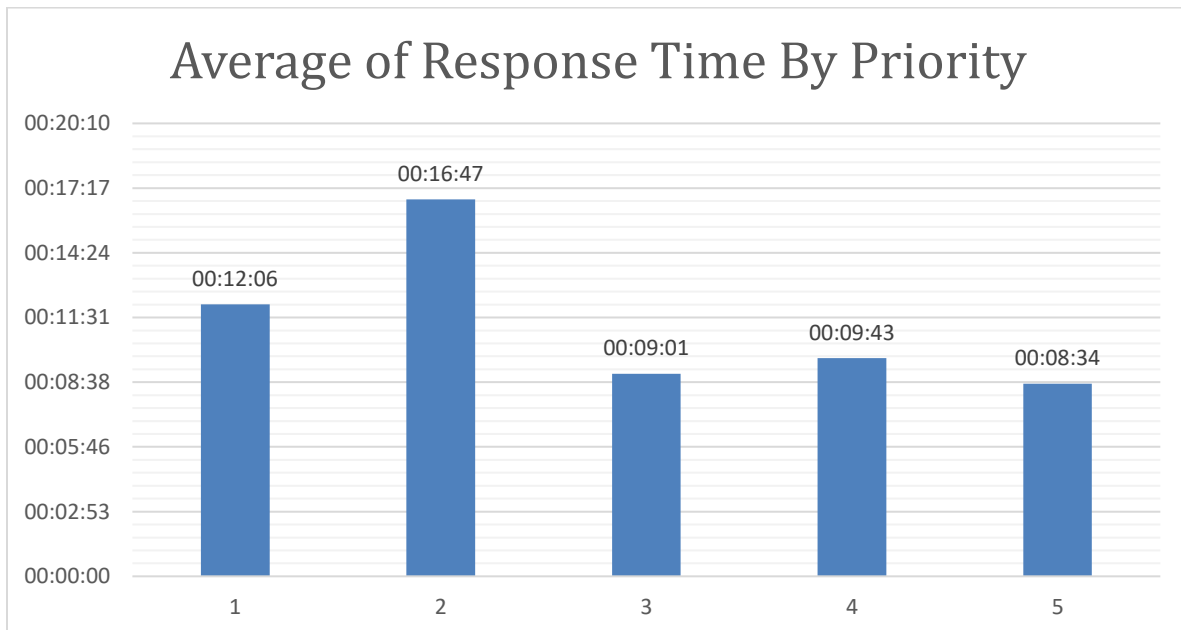
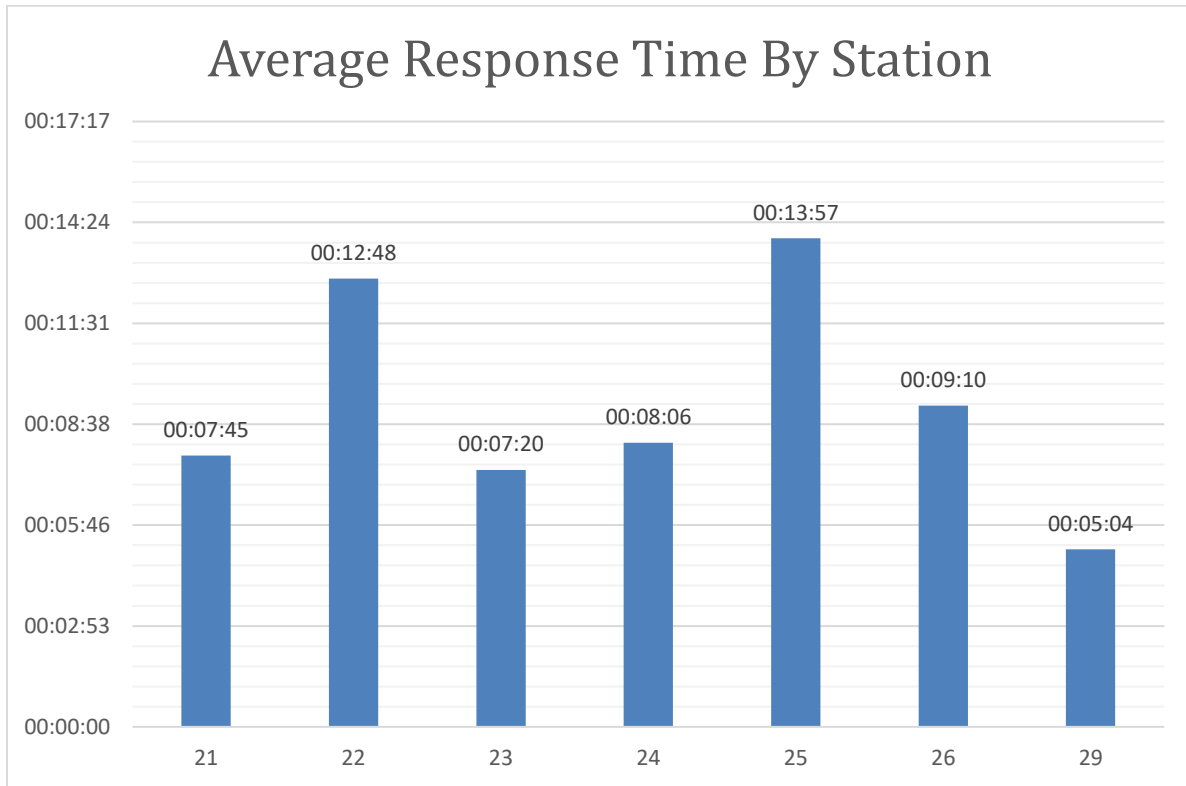
Training – Captain Rommel

- **EMS**
 - PCEP/OTEP documentation lecture by Dr. Wittwer on Target Solutions.
- **Fire**
 - Long/ Short Stretch Drills.
 - MCO in Marina.
 - Blue Card Strip Mall fire module.
- **Rescue**
 - Water Rescue Awareness.
- **TRT**
 - Rope rescue drill at Rocky Butte in Portland.
- **Outside Training**
 - Seven Members attended a one day lecture on how to implement UL/NIST recommendations sponsored by the Clark Fire Training Association.



July Response Statistics





CALL TYPE BY PROBLEM ***343 CALLS TOTAL***

