



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

October 12, 2017

Flag salute.

Present: Commissioners Jerry Kolke, Jon Babcock, Larry Bartel, Dave Town, Ken Ayers, Stan Chunn, Dave Lester. Chief John Nohr. Division Chiefs Mike Jackson and Dan Yager. Recording Secretary Kathy Streissguth. Commissioner Johnson excused.

CALL FOR LATE AGENDA ADDITIONS

None.

CONSENT AGENDA

Discussion regarding invoices presented for payment. Staff advised that the personnel out of pocket wildland expenditures are not paid until the district is reimbursed by the State. DVC Yager reported the St29 door dropped down on the rig; reason unknown. Door serviced/repared with no issue noted. Motion by Commissioner Babcock to approve the consent agenda as presented. Second Commissioner Chunn. Motion passed unanimously.

COMMUNICATIONS

Chief Nohr reported on a citizen call with concern over the large increase in his homeowner insurance premium. His property is 3.3 miles from Station 22. The agent told him the increase was primarily due to the WSRB rating dropping from 5 to 9. His premium increased almost 75% (copies of the bills were provided for review). This ties in to the discussions from a year ago on the need to staff Station 22. The likelihood of significant premium increases to homeowners was one of the reasons for the lid lift (staffing St22), but the funds aren't coming in until next year so an immediate opening isn't possible. WSRB said they would not post the change until December 1. These calls were expected, but not so soon. Once Station 22 is staffed full time WSRB will rerate us to reflect the change in operations. Commissioner Bartel asked when the station would be staffed. Chief Nohr advised it would possibly be mid-summer, but it all depends on who is hired. Qualified laterals and rehiring of personnel from the layoff list will give us the ability to open the station sooner. Entry level personnel needing additional training will delay the opening of the station. Discussed pay premiums for paramedics verses firefighters. Chief Nohr would prefer to pay the paramedic premium once they are cleared to go on the line. Many departments just pay the full amount from day one. The Public Safety Testing listing was pulled and the recruitment language is being reworked to reflect that new hires will not receive paramedic pay until they are cleared to perform the duties of the position. Rehire list personnel will be contacted for a commitment the week of November 13. Chief Nohr contacted the Columbian to discuss the WSRB rating issues affecting insurance premiums and the staffing at Station 22 in an attempt to proactively manage the information about these changes.

Notified by Camas Fire that the regional SCBA grant was denied. Clark 6 will pay for theirs out of reserves. VFD is planning to apply for another grant. Other agencies are looking into options. The need to replace the equipment is a big impact to the budget – approximately \$550K in total. The current equipment was purchased with a regional grant in 2003 and many items will reach the expiration date next year. Will be looking to purchase the same brand of equipment used by our partner agencies to maintain consistency in the County.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

No meeting. No report.

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

Commissioner Babcock advised he has a couple more weeks of CERT training.

STAFF REPORTS

Operations/Prevention

September operations and prevention reports summarized by DVC Jackson. Working with Captain Lawrence on aging and disability services to coordinate things that dovetail into our EMS program. Looking at potential pilot programs for next year. Commissioner Bartel asked if there has been an announcement on the possible grocery store in Ridgefield. DVC Jackson advised it is still a rumor. There are no plans nor has a pre-ap meeting been scheduled to date. Advised there will be a credit union built in front of the Walmart in Woodland.

Administrative Services

September Admin Services and financial reports summarized by DVC Yager. Additional issue discussed regarding foliage/wetland mitigation issues with the neighbor at La Center Station 23. He came to us with concerns over water apparently flowing from our property into his building. There are a number of trees and shrubs to be removed in the wetlands area. Crews have

trimmed the shrubs cleaned out the swales of vegetation debris before the rains. The parking lot run-off drains have been cleaned by La Center Public Works to ensure the system is working properly. The neighbor has expressed concerns that the run-off is causing settling issues with his concrete. DVC Yager has investigated and doesn't believe the water from our property is the problem. Commissioner Bartel reminded everyone that the soils in that area have been designated as liquefiable and it's highly likely that's the problem with the property. Commissioner Ayers advised that the church around the corner had similar settling issues. Chief Nohr stated that we should be a role model by having defensible space at our facilities. Agreed that the landscaping appeared shabby. Following a recommendation by Commissioner Bartel, Chief Nohr will discuss the potential liability with DVC Yager to provide a heads up to the Risk Management Group. Commissioner Town requested clarification on wildland finances. Commissioner Bartel advised he would like to see if there is an impact to the citizens – are they getting short changed by sending out so many resources. Chief Nohr commented that experiences and learning are beneficial, but it would be good to know the cost of the benefit. A summary report will be provided in January.

District Secretary/Chief

DVC Ben Peeler will start on November 1 as the new Operations Chief. PIO Dawdy advised Chief Nohr that the La Center student saved last month returned to school today with no deficits. It was a remarkable save. The student's mother has requested that there be no public recognition for the incident. Noted a similar incident was reported recently in Clackamas Fire District 1. Reminder of the Public Safety Complex Open House on Saturday, September 16. Discussed response statistics: 3,045 calls year-to-date extrapolate to approximately 4,060 for the year. Calls are increasing. Also noted that the call volume at ilani Resort is still averaging around 22 calls per month after 5 months of operation.

POLICY REVIEW – POLICY NO. 550.10.01 COMPUTER USAGE

Reviewed the existing policy. Discussed some minor language clean up and typos to be corrected. Chief Nohr will provide a track changes document for the next meeting.

OLD BUSINESS

DVC Jackson reported on the data skew noted on previous operations statistical reports. Tracked down the long call times. Partly due to the small sample, but several out of district mutual aid high priority responses with long response times also affected the averages. Will pare down the calls used to calculate the stats, which should provide a clearer picture in future reports.

LATE ADDITIONS

Commissioner Ayers and Chunn talked to the Chief about a community group wanting to use Station 25. DVC Yager will coordinate facility needs. Date to be determined; request that they provide as much notice as possible to allow for logistics. Commissioner Ayers will also be attending the WFCA conference. Streissguth will confirm registration and hotel accommodations.


CITIZEN COMMENTS

None.

EXECUTIVE SESSION

None.

No further discussion. Meeting adjourned at 5:16 p.m.




Attest, John Nohr
Fire Chief/District Secretary

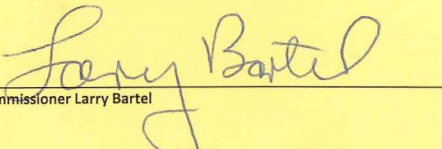


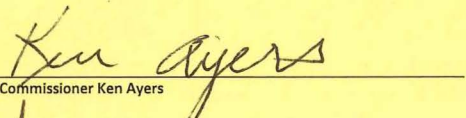
CLARK COUNTY FIRE & RESCUE CONSENT AGENDA October 12, 2017

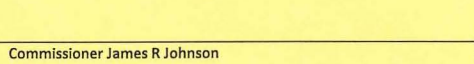
1. Minutes – September 28 General Meeting
2. Pre-paid Invoices
 - \$ 138,514.81 (CCFR Payroll Benefits)
 - i. Check Nos. 6026 – 6037
 - \$ 84,808.73 (CCFR DRS)
 - i. Check No. 6038
 - \$ 48,260.29 (CCFR Q3-17 Payroll Taxes & Med Exams)
 - i. Check Nos. 6039 – 6041
3. Current Invoices
 - \$ 7,628.13 (FFFB)
 - i. Check Nos. 17898 – 17900
 - \$ 188,087.20 (CCFR)
 - i. Check Nos. 17901 – 17948
4. Payroll
 - September 1-30 paid September 29
 - i. \$ 617,169.72 Gross
 - ii. \$ 395,996.38 ACH net
 - iii. \$ 11,180.72 Payroll Warrant net
 - 1. Check Nos. 6022 – 6025
 - iv. \$ 0.00 Payroll VOIDED
 - v. \$ 110,501.23 941 Tax Deposit (paid October 2)
5. September Use Tax due October 25
 - \$ 346.94 (CCFR)
6. Voided/Destroyed Claims/Payroll Warrants
 - None

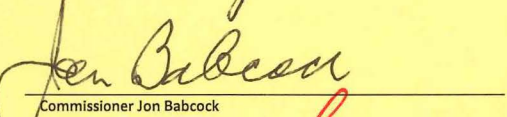

Commissioner Jerry Kolke – Chair

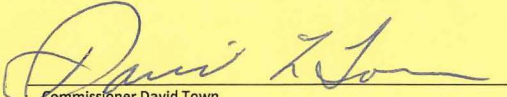

Commissioner – Stanley Chunn – Vice Chair

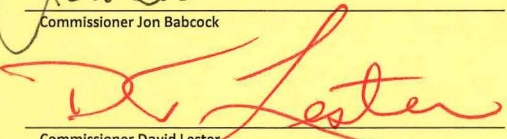

Commissioner Larry Bartel


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: 10/9/2017

Re: August/September Administrative Services Update

FINANCE:

Grants

The final close out reports for the smoke alarm grant (EMW-2013-FP-00819) and the five LifePak15 units (EMW-2014-FO-05527) were submitted on August 8. There are no open Federal grants at this time. SAFER EMW-2013-FH-00448 is the last grant to be closed out; waiting for the module to open.

Wildland Invoices

Thirty-nine (39) invoices totaling \$549,760.90 were submitted for wildland fire activities through September 30. Three fires remain to be invoiced. Payments totaling \$188,826 have been receipted to date. Posted expenditures through September 30 total \$459,452.28.

VISA One Card Program

The VISA rebate for the second quarter of 2017 was \$751.82. Cumulatively, we have received \$1,795.37 through the program.

FACILITIES & EQUIPMENT:

Station 23

The property owner south of Station 23 has approached us about water potentially draining from our property onto his which occasionally floods his garage. Captain Dohman, the City of La Center, the property owner and myself have met to discuss options. We do believe that some trees located along the water detention swale may be causing a backup. Those same trees have been a nuisance for Station 23 and don't provide for a good defensible space in the event of a fire. Additionally, the swale appears to have filled with tree debris over the years and actually runs up hill at one point. We are getting bids to take out some of the trees. Captain Dohman has communicated with CPU on one of the larger trees that is under the power lines and they are assisting with that tree. The trees were originally required for construction for the detention area. The City of La Center agrees that they are causing problems and should be taken out. The City of La Center may help with installing a new catch basin to collect the water from the parking lot.

Station 29

The mobile home has been delivered and set up on sight. Interior finish's such as carpet, moldings, etc will go in soon. Exterior concrete is being poured this week with paving to follow. The final inspection is scheduled for November 10th. Captain Greenwood is ordering needed furnishings.



Utility Trailer



We loaned an Air Trailer to CCFD13 several years ago because we had multiple air units. The compressor in the trailer broke down for good. FD 13 has returned the trailer to us. I have taken all of the equipment out of it and we are going to use it as a utility trailer.

HUMAN RESOURCES:

New Hire – Division Chief Ben Peeler

We are currently working through the HR screening process which should be completed in the next week or so. He should be cleared to start on November 1, 2017.

Job Descriptions

As outlined in the Strategic Plan, we have started the process of updating our job descriptions and assuring every position has one.

IT SERVICES:

Budget

The 2018 budget for IT has been submitted with no significant changes expected. Review of the 2017 budget showed the migration of firewall services saved CCF&R approximately \$3800 initially and \$600 in annual fees. We are very happy with the new system.

SAFETY:

Safety Committee

The Safety committee has taken on a new life and is working with our Station Captains to assure all stations, equipment and apparatus meet all safety requirements. The intent is to fix any issues we can identify and request an L&I inspection to assure a safe and compliant department. Additionally, the committee is concerned that we are not achieving total compliance with our injury reporting policy. I have reviewed the policy and recommended minor changes. Chief Nohr is reviewing those recommendations currently.

Staff Report



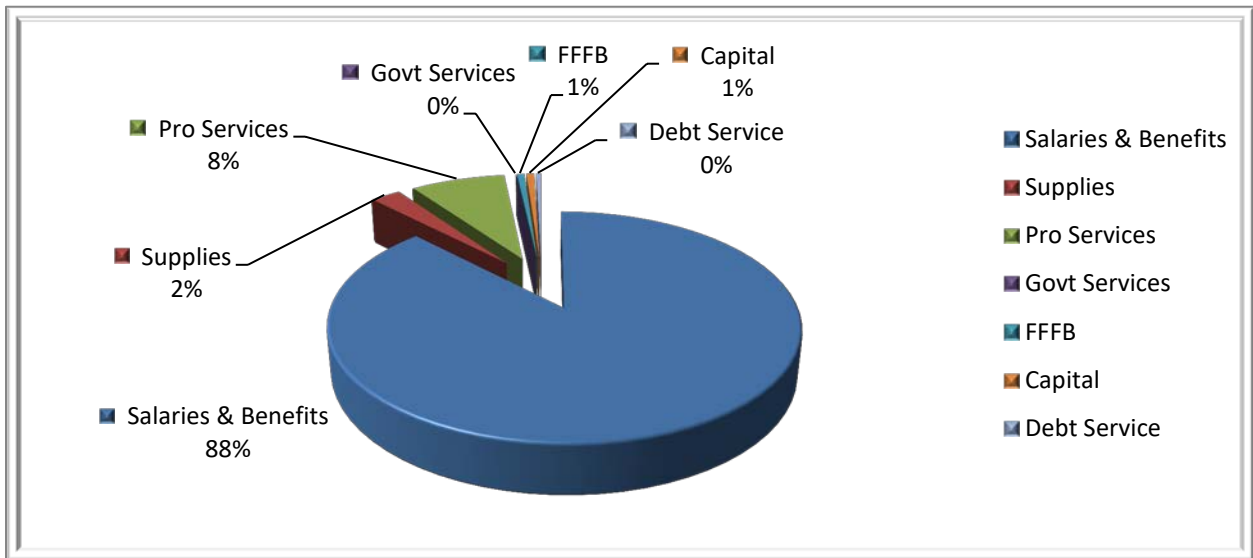
To: Commissioners, Chief Nohr

From: Chief Yager

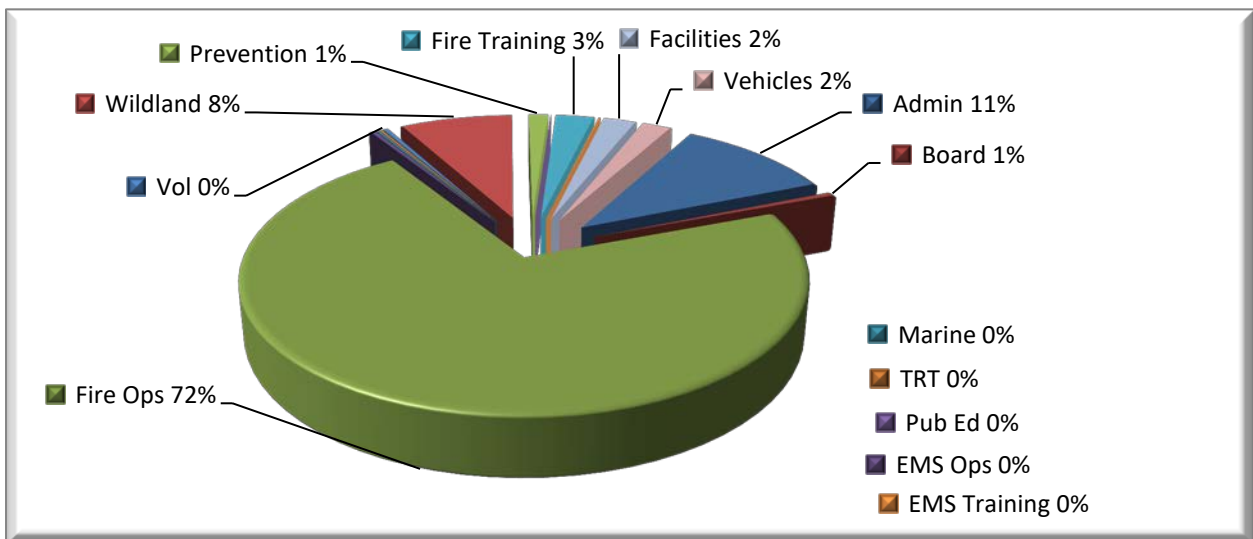
Date: October 11, 2017

Re: General Operating Fund 6228 – September Finance Report

Percentage YTD Expended by Type* – as of September 30

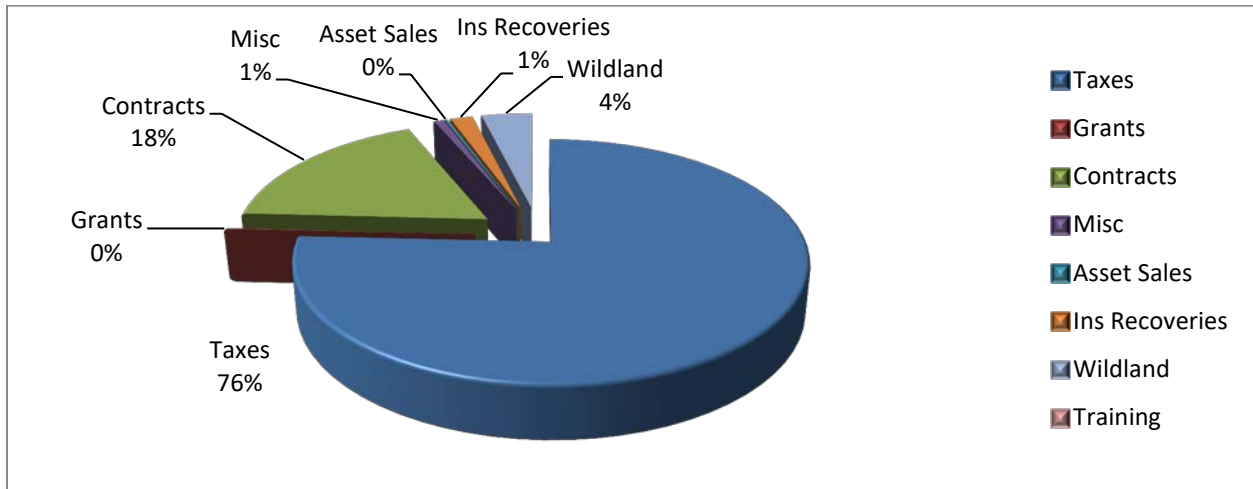


Percentage YTD Expended by Program* – as of September 30

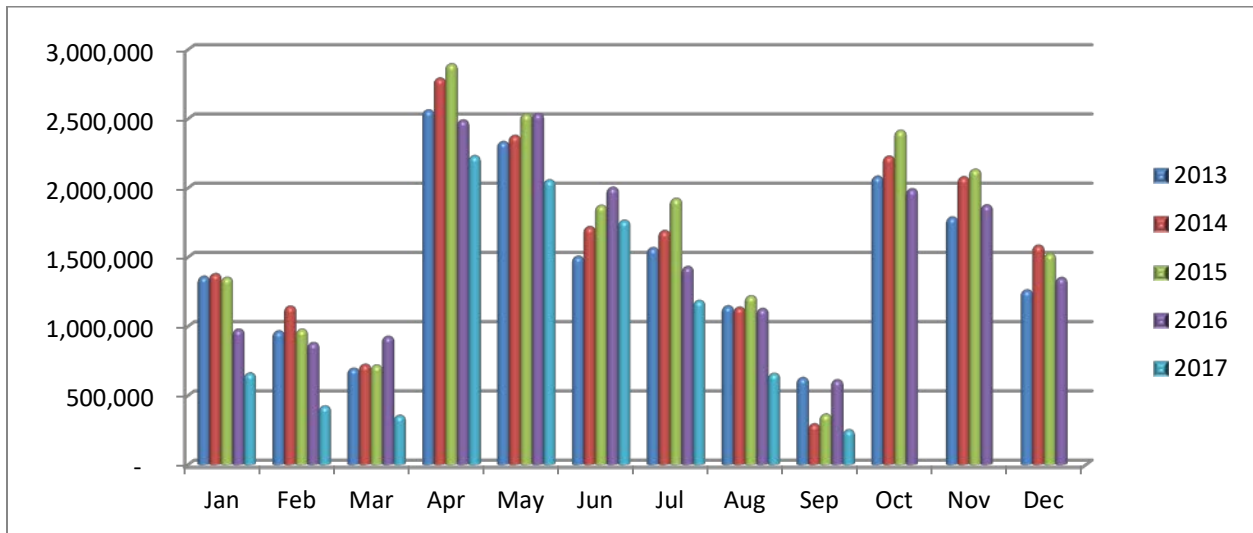


* excludes Cadet Program

Percentage YTD Revenue by Type* – as of September 30

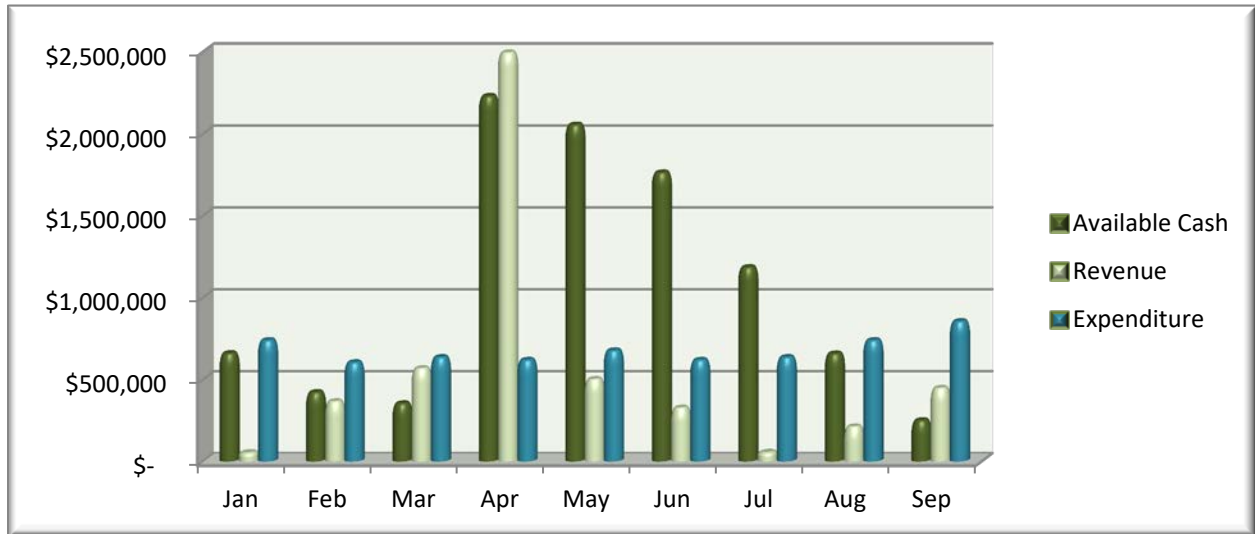


Operating Cash Reserve History



* excludes Cadet Program

Monthly Cash Flow Comparison



Fund 6228 Cash Reserves

Operating Cash

Available Cash Jan 1	1,342,727
YTD Receipts	5,022,801
YTD Expenditures	<u>6,116,088</u>
Available Cash September 30	<u><u>249,440</u></u>

Total Cash Reserves

General Operating Fund	657,046
Contract Education	6,369
Equipment Fund	597,714
Land Fund	368
Donation Fund	2,128
Contingency Fund	<u>15,076</u>
TOTAL	<u><u>1,278,701</u></u>

Staff Report

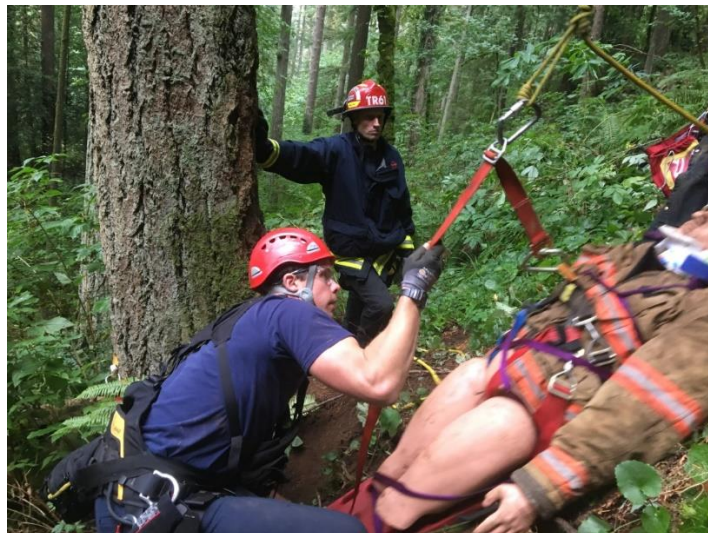


To: John Nohr, Fire Chief; Commissioners
From: Michael J. Jackson, Division Chief
Date: 10/10/2017
Re: Operations Response Statistics- September 2017

Operations Report

Training Captain Rommel

- **EMS**
 - PCEP/OTEP respiratory system lecture by Dr. Wittwer on Target Solutions.
- **Fire**
 - Hazmat Refresher (Required for all response personnel).
 - NFPA 1410 Evolution 4 (Reverse Lay with One Engine using a Wye).
- **Rescue**
 - Pt Locating and Access Drill (Marine Division).
 - GPS navigation, UTV operations, Pt removal using stokes basket and wheel.
 - Structural Collapse Drill (TRT).
 - Breaching steel and concrete.
 - Rope Academy (TRT).
 - Captain Greenwood, Firefighters Akers and Brooks attended the 40 hour rope academy for new members of the team. CCF&R provided 16 hours of instructional time to the class.



County Coordination

- Coordinate efforts and develop plan to update standardized policies and procedures for County-wide consideration.
- Continue daily staff and response coordinate with District 3
- Complete standardization of common mutual aid response plans with District 3

Staff and Personnel

- Promotion Processes: Work with Operations Leadership team to develop testing and promotion process outline and develop KSA assessment strategies for Captain Process
- Process interested internal applicants for Regional Technical Rescue Team and appoint 3 new members: Captain Greenwood, Firefighter Akers, and Firefighter Brooks
- Develop updated training on fixed alarm and suppression systems for delivery in October

Prevention / Public Outreach

- Coordinate for Fire Prevention Outreach in schools for FPW in October
- Schedule coordinated future Training for Extinguishers and CPR with LE, Tribe, and City Staff from partner cities
- Consultation and research for Woodland on LPG issues in RV parks
- Present at Public Hearing for Development on Bertsinger Road- Ridgefield
- Pre-application hearings and plans review:
 - Woodland
 - Downtown mixed use
 - Building Expansion on Atlantic
 - RV Sales on Atlantic
 - Ridgefield
 - Hillhurst Highlands Subdivision
 - Taverner Ridge Subdivision
 - Ridgecrest Subdivision
 - Tilt-slab Commercial x2 10th and 259th
- Fire Protection / Project Inspections
 - ilani
 - Tom's Urban Restaurant
 - Employee Dining – Final follow-up
 - Back-of-House / Support Space

- Storage / Warehouse areas
- Event Space
- Basement and event space extinguisher requirements and placement
- Coordinate Fireworks Mitigation and Scheduling for ilani Labor Day Event

September Response Statistics

