



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

November 9, 2017

Flag salute.

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

CALL FOR LATE AGENDA ADDITIONS

None.

CONSENT AGENDA

Motion by Commissioner Johnson to approve the Consent Agenda as presented. Second Commissioner Chunn. Commissioner Bartel asked about a credit charge for lodging for Green. *(After review Streissguth advised that the "Green" was a typo – thinking Jerry Kolke and typed Jerry Green. She has also left messages with the Davenport Grand accounting department to ask about the charge as it was not for Kolke or any of the others. All attendees self-paid or used another District card.)* No further discussion. Motion passed unanimously.

COMMUNICATIONS

None.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

No meeting. No report.

EMS Council

No meeting. No report. Commissioner Bartel advised that we may have no further reports from this group.

Fairgrounds Fire Facility Board

Commissioner Johnson summarized the November 8 meeting. Several facility items have been addressed: the roofing project is almost complete, the west lawn water leak has been fixed, the alarm panel has been replaced/upgraded, and the non-working parking lot lights should be fixed today or tomorrow.

Finance Committee

No meeting. No report.

RFA Committee

No meeting. No report.

WFCA Conference

Commissioner Bartel provided a comprehensive review of the sessions he attended. Snure Seminar highlights – we may now bill for non-emergent care; in regards to public records requests, government may not honor confidentiality unless prescribed by State law and we must provide the names, addresses, and phone numbers of employees upon request; notes taken in executive session are public record; persons disrupting a meeting may be cited; the District is required to pay employees for all additional hours worked while not at work; all vehicles must meet the alternative fuels deadline unless specifically exempted by the District; members must report child abuse even if off duty. Chief Nohr advised he has a sample resolution for the fuel exemption. Session on tribal contracts focused on the importance of working with the tribe and ensuring the District has immunity when responding on the reservation. Commissioner Bartel believes immunity is included in our contract, Chief Nohr will verify.

Commissioner Updates

None.

STAFF REPORTS**Administrative Services**

DVC Yager summarized the October administrative services report. The October financial report was emailed. Streissguth advised that tax revenues are projected to meet or exceed budgeted amounts. A finance committee meeting was scheduled for November 27 at 2:30 p.m. for the SAO audit entrance conference and to review the 2017 budget amendment.

Operations/Prevention

DVC Jackson shared he was out ill for several days. A written October operations report will be provided later. Stats provided via email. Prevention report summarized. He is currently focusing on site plans. There are a number of projects going on throughout the District. He is also working to expand the prevention program and will be developing a fee structure for adoption and implementation in January. Tom Cook, our ENCORE sponsored part-time prevention employee, is working on the smoke alarm program and providing fire extinguisher to ilani and Woodland Public Works employees. Commissioner Bartel requested a development update spreadsheet to be published on the Members Only web page. DVC Jackson advised he could provide one, but the information would be extremely limited. Beyond plans review he has very little information on the status of the various projects. There can be months to years from the initial application and once the plans are signed we have little involvement; though we may have access to more information as the prevention program is expanded and we become more involved. Commissioner Bartel also advised the railroad overpass in downtown Ridgefield is delayed. The railroad owns the airspace above the

tracks and it's a slow process to get their permission to build over their property.

District Secretary/Chief

Chief Nohr congratulated Commissioners Kolke (15) and Johnson (25) for their years of service awards at the WFCA Conference. In the process of updating a strategic plan spreadsheet to be published to the web site. Welcomed DVC Peeler to his first Board meeting. Wished Commissioner Babcock a Happy Birthday. The proposed 48/96 schedule has been put to Local 3674 for their 15 day review. The union members will vote sometime mid-month on whether to accept the terms of the new schedule. The schedule includes 20 Kelly days and 7 debit days. A cap will be set for how many personnel are allowed vacation per shift. To maintain consistency there will be 5 2-person units scheduled with a 2-person Kelly relief crew on each shift; implementation in January would allow us to open Station 22 much sooner. Chief Nohr summarized the Chief's staff report.

2018 BUDGET

Proposed 2018 budgets presented for review. Chief Nohr summarized the 2018 budget highlights staff report. No questions or comments.

OLD BUSINESS

None.

LATE ADDITIONS

None.


CITIZEN COMMENTS

None.

EXECUTIVE SESSION

Moved to executive session at 4:45 p.m. to conduct Chief Nohr's performance review. Anticipated length of session 20 minutes. No action anticipated. Meeting extended 5 minutes at 5:07 p.m. Meeting resumed at 5:15 p.m.

No further discussion. Meeting adjourned at 5:15 p.m.



Attest, John Nohr
Fire Chief/District Secretary

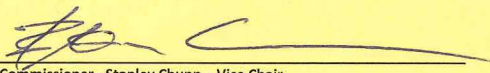


CLARK COUNTY FIRE & RESCUE CONSENT AGENDA November 9, 2017

1. Minutes – October 30 General Meeting
2. Pre-paid Invoices
 - \$ 135,358.70 (CCFR Payroll Benefits)
 - i. Check Nos. 6067 – 6076
 - \$ 1,304.38 (Payroll Adjustment)
 - i. Check No. 6077
 - \$ 66,894.78 (CCFR DRS)
 - i. Check No. 6078
3. Current Invoices
 - \$ 13,763.71 (CCFR)
 - i. Check Nos. 17984 – 17998
 - \$ 4,332.56 (FFFB)
 - i. Check No. 17999 – 18000
 - \$ 19,778.36 (CCFR)
 - i. Check Nos. 18001 – 18026
4. October Use Tax due November 27
 - \$ 145.64 (CCFR)
5. Voided/Destroyed Claims/Payroll Warrants
 - None



Commissioner Jerry Kolke – Chair



Commissioner – Stanley Chunn – Vice Chair



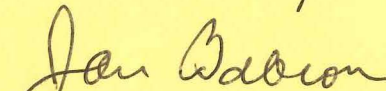
Commissioner Larry Bartel



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: November 6, 2017

Re: October Administrative Services Update

GENERAL ADMINISTRATIVE SERVICES:

Clark Fire District 2 Audit (2015-16)

Clean bill of health for the SAO off-site audit of 2015 and 2016.

CCF&R Audit

The State Auditors will be here after Thanksgiving to perform our 2015-2016 financial and 2014-2016 accountability audits. An entrance conference will be scheduled with the Finance Committee on November 27.

New Auction Vendor

As there have been a number of buyer issues process has become too cumbersome and the seller fees have increased significantly we will no longer be using Ebay to auction surplus assets. We have enrolled with a new vendor – GovDeals.com. The WA State contract offers \$0 fees to the seller with a 10% buyer's premium. The surplus radios sold on October 22 for \$366 plus shipping/handling. GovDeals processes payments for closed auctions weekly.

Amazon.com Business

We have created an Amazon.com business account to facilitate purchasing. The account will allow for multiple buyers, payment methods and management control. Shipping is free for orders over \$50. Procedures are being developed for use of the account. The State is also working on a contract to add Prime for Government, which includes free shipping on all orders.

Portland CPI-U

Staff have been advised that a Portland CPI-U index will be published by the Bureau of Labor Statistics (BLS) for the last time in January 2018. We have used this index for several years to calculate the annual COLA. We are in the process of investigating alternative options.

FINANCE:

Wildland Invoices

Forty two (42) invoices totaling \$620,608.42 were submitted for the 2017 wildland fire season. Payments totaling \$561,684.79 were receipted as of October 31 - \$58,923.63 remains outstanding (3 invoices). Direct expenditures posted as of October 31 total \$541,843.22. Remaining POV/Equip payments due employees total \$8,635.21 of which \$6,143.80 will be paid on November 9 out of the payment received on October 31.

FACILITIES & EQUIPMENT:

Station 26 Roof

As expected, we found warped and rotten plywood when the shingles were removed. The bad news is that it was much more than expected. The issue appears to have been that when we did the last addition/remodel, they didn't put vents in, causing moister build up. With these

additional costs I had the roofer complete the roof one sections at a time so that we could delay sections if the cost became too high. They have completed all sections except over the firefighters living quarters with additional costs of \$9,969.00. We have given them the ok to finish the project.

Station 151 Roof

The re-roof at Station 151 is going very. All of the old roofing is off and as of this writing only the West facing portions have not been completed.

HUMAN RESOURCES:

L & I Stay at Work Program

We received our first payment of \$2,030 for the reimbursement of light duty hours worked in July. The program will pay up to 50% of an injured workers salary when they are brought back for physician approved light duty assignments after an on the job injury. The maximum reimbursement is \$10,000 per claim. We expect to receive the full \$10,000 for the months that one of our injured employees has spent on light duty. A claim for a second employee will be submitted this week.

Staff Report



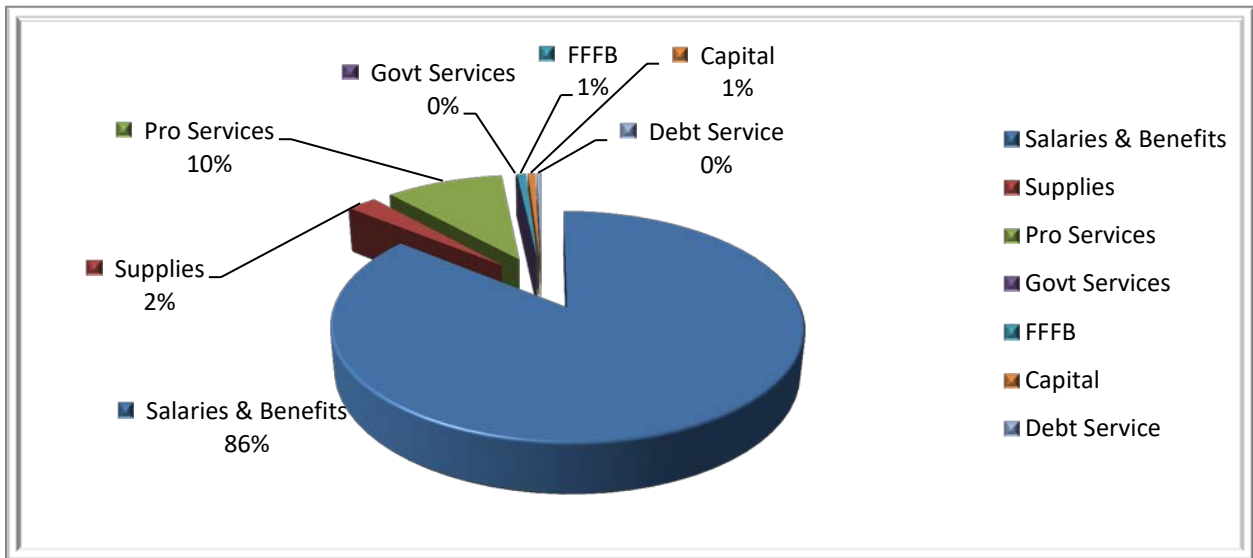
To: Commissioners, Chief Nohr

From: Chief Yager

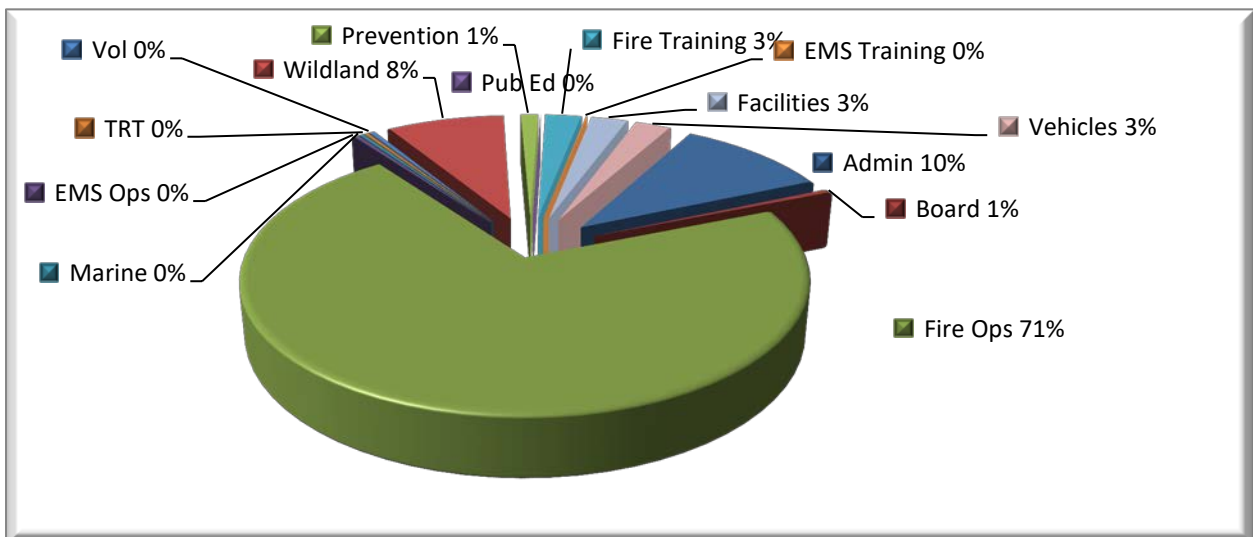
Date: November 9, 2017

Re: General Operating Fund 6228 – October Finance Report

Percentage YTD Expended by Type* – as of October 31

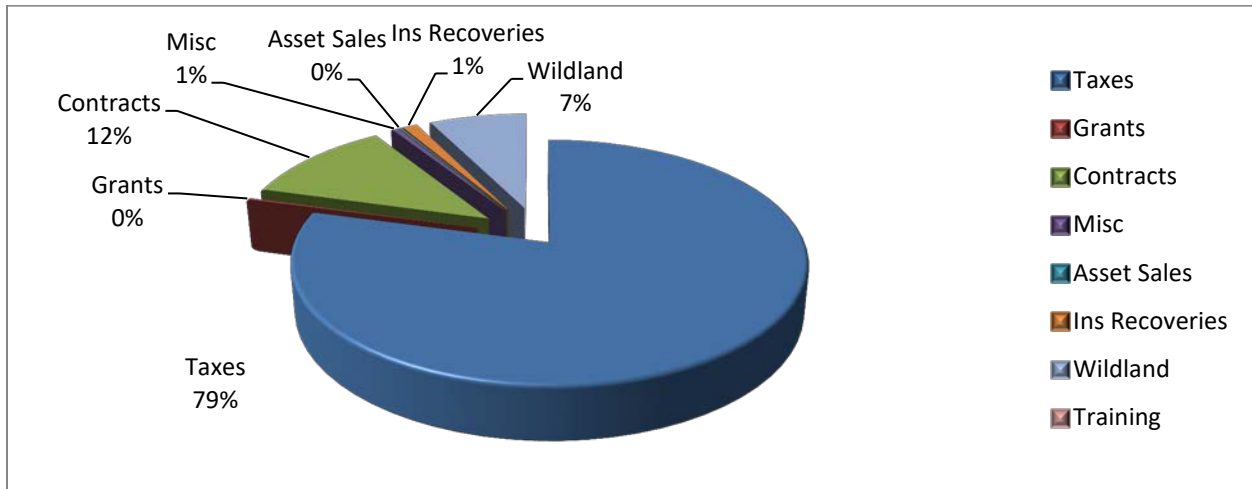


Percentage YTD Expended by Program* – as of October 31

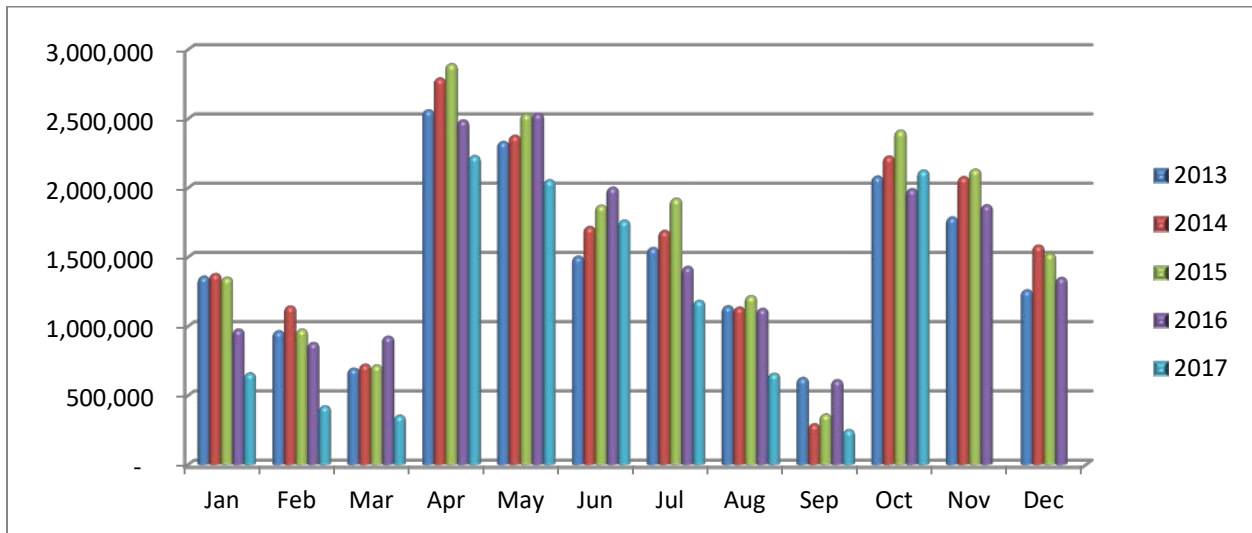


* excludes Cadet Program

Percentage YTD Revenue by Type* – as of October 31

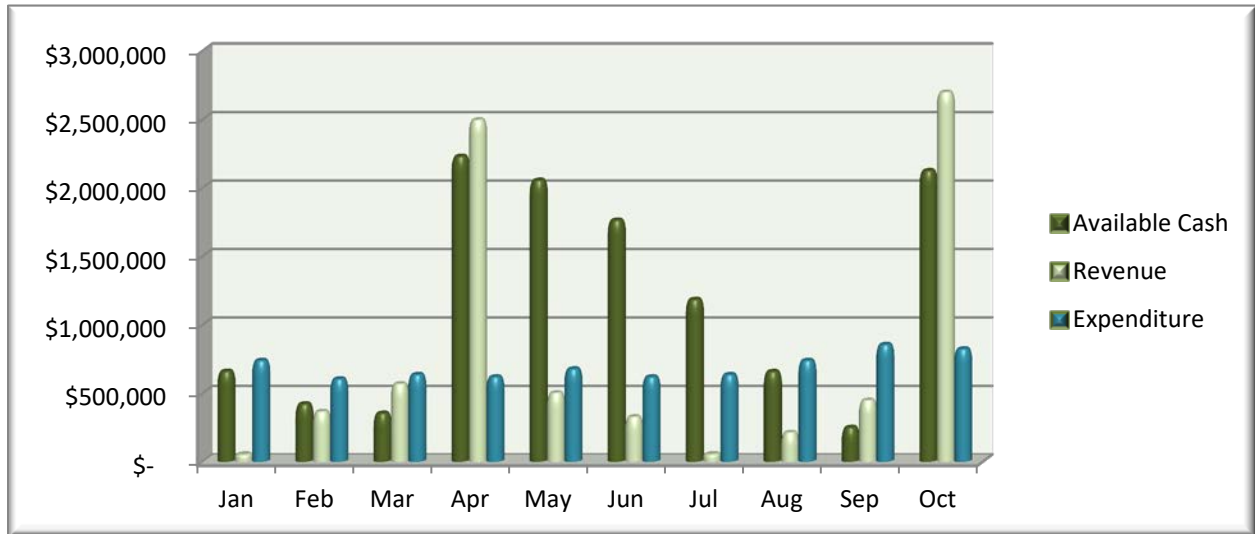


Operating Cash Reserve History



* excludes Cadet Program

Monthly Cash Flow Comparison



Fund 6228 Cash Reserves

Operating Cash

Available Cash Jan 1	1,342,727
YTD Receipts	7,720,744
YTD Expenditures	<u>6,938,575</u>
Available Cash October 31	<u><u>2,124,896</u></u>

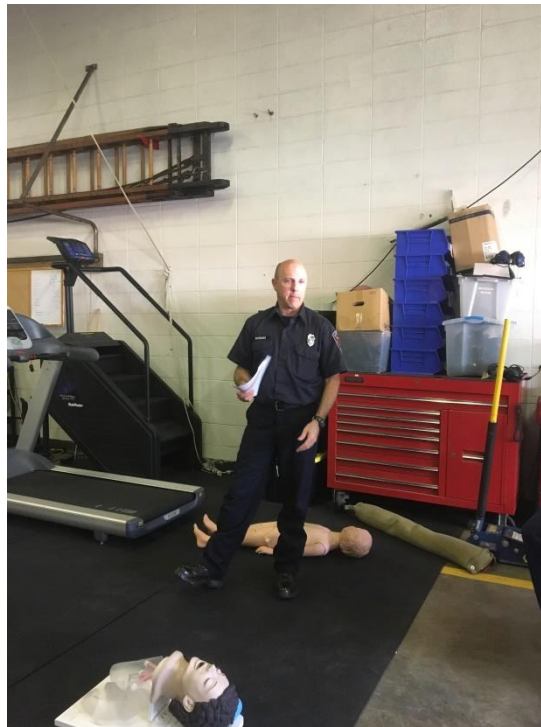
Total Cash Reserves

General Operating Fund	2,124,896
Contract Education	663
Equipment Fund	598,806
Land Fund	369
Donation Fund	2,132
Contingency Fund	<u>15,104</u>
TOTAL	<u><u>2,741,971</u></u>

October Training Report

Training – Captain Rommel

- **EMS**
 - PCEP/OTEP respiratory system skills practical's.
- **Fire**
 - Fire Alarms and Fixed Systems lecture by Chief Jackson.
- **Rescue**
 - Fire Boat 2 Drill (Marine Division).
 - Practicing navigation using the GPS, the electronic charts and radar.
 - Practicing searching for victims with FLIR system and side scanning sonar.
 - Confined Space Drill (TRT).
 - Practicing accessing victims in permit required confined spaces at the Camas Mill.
- **Leadership**
 - Chief Nohr led an ethics in the Fire Service lecture and discussion.





Monthly Report

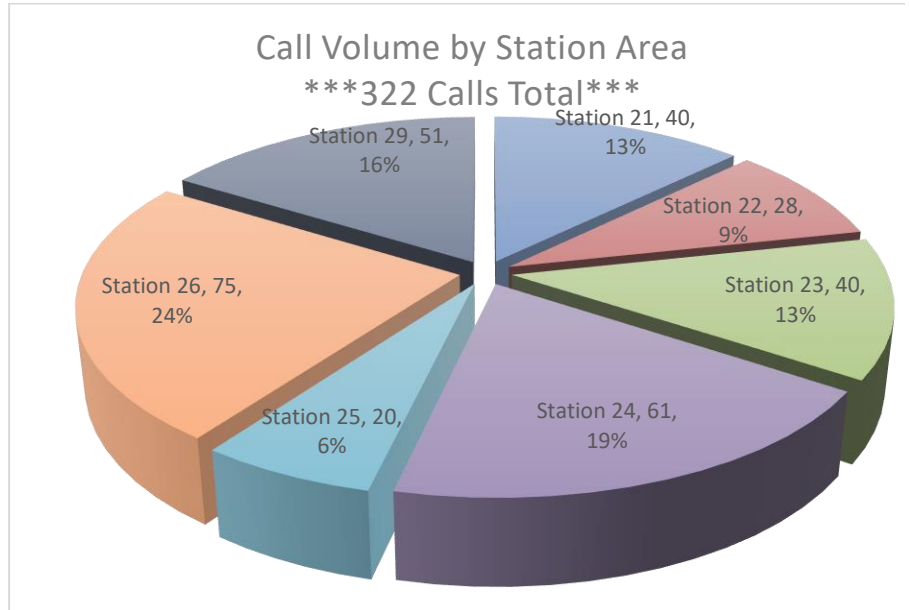
To: Commissioners
From: Chief John Nohr
Date: November 8th, 2017
Re: October Report

INSURANCE INCREASES

Some residents of CCF&R are being hit with fire insurance rate increases as a result of last year's Washington Survey & Rating Bureau (WSRB) evaluation. The district went from a Protection Class 4 to Protection Class 5, which may result in a very small insurance rate increase for some residents. However, residents that live more than 5 road miles from a recognized fire station have gone to a Protection Class 9. This can result in significant insurance rate increases. CCF&R is currently working on a plan to open Fire Station 22 in Charter Oak in 2018. CCF&R will then request a re-rate of district from WSRB. This will result in properties in the northeast corner of the district dropping back to a Protection Class 5 and should result in a significant insurance break for those properties.

WASHINGTON FIRE COMMISSIONERS ASSOCIATION CONFERENCE

Commissioners Ayers, Babcock, Bartel, Johnson, Kolke, and Lester, along with Chief Nohr attended the Washington Fire Commissioner Association Conference in Spokane on October 25th-28th. Classes included a legal update with attorney Brian Snure, leadership and high performance organizations with Gordon Graham, creating partnerships and contracts with Native American tribes, and preparing for a Washington Survey & Rating Bureau evaluation. Commissioner Johnson received a 25-year service award and Commissioner Kolke received a 15-year service award during the annual WFCA banquet.



STRATEGIC PLAN UPDATES

On October 30th Chief Nohr provided the Fire Commissioners with a quarterly update to the CCF&R Strategic Plan. The staff at CCF&R have made significant strides toward completing several action items from the plan. Major milestones include signing a 25-year contract with the City of Woodland (Action Item 20), receiving voter approval of a 6-year levy lid lift (Action Item 44), identifying a replacement site for Fire Station 24 in Ridgefield (Action Item 49), and replacing Fire Station 29 in Woodland. In addition to these large items, numerous other action items have been completed or are near completion. An updated chart will be placed on the CCF&R website in mid-November for reference to the items.



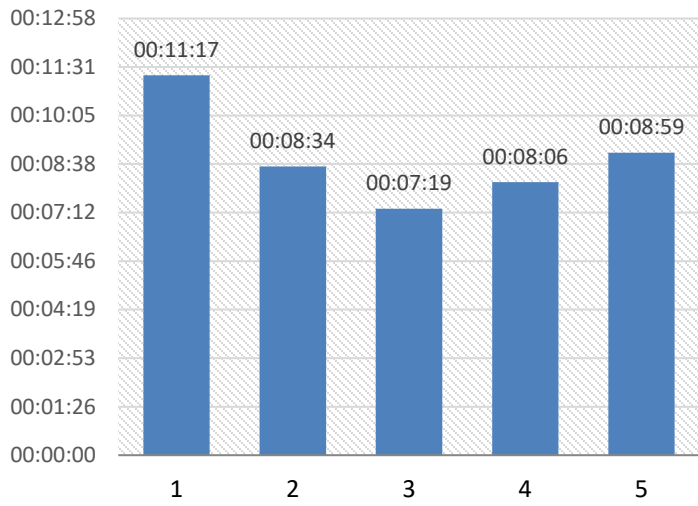
FIRE PREVENTION WEEK

National Fire Prevention Week was observed across the United States from October 7-October 13. The theme for this year was “*Every Second Counts: Plan 2 Ways Out*”. CCF&R firefighters supported Fire Prevention Week by visiting all of the elementary schools in our district. Second graders were part of our safety message talks about smoke detectors as well as having two ways out in their home safety plan. As always the fire engines were very popular with the kids. CCF&R encourages all citizens to check your smoke alarms and carbon monoxide alarms for proper function and plan for two ways out of your home if you should have a fire.

WINTER WEATHER PREP

On October 31st, Chief Nohr and DVC Peeler attended a winter weather planning meeting hosted by Clark County Public Health, where representatives from agencies throughout the county came together to discuss how to handle medical patient surges during snow/ice storms or due to an outbreak of influenza or similar issues. CCF&R is preparing for the coming winter weather by ensuring all apparatus and stations are ready for whatever Mother Nature sends our way. Fire Stations are winterized by shutting off outside water lines and ensuring others are freeze-protected, and by ensuring roofs and downspouts are clear of leaves and debris. Apparatus tire chains are checked for functionality and fit, and ice-melt is stocked in apparatus for use at emergency scenes. CCF&R reminds everyone to be prepared for winter storms by having a supply of food and water, as well as flashlights for use during power outages (open flame light sources are strongly discouraged!).

Response Time by Priority 90th Percentile



Call Type by Problem ***365 Calls Total***

