



## Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

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**December 14, 2017**

Flag salute.

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

### **CALL FOR LATE AGENDA ADDITIONS**

None.

### **CONSENT AGENDA**

Motion by Commissioner Johnson to approve the consent agenda as presented. Second Commissioner Babcock. Motion passed unanimously.

### **COMMUNICATIONS**

Thank you email from Chief Sam Arola for recent assistance at a large structure fire in District 10. Invitation to the AMR awards banquet. Email from Volunteer Matt Hieter thanking Captain Galster and FF Bridges for their efforts at a volunteer drill. Communication from Representative Jaime Herrera Beutler. Letter from legal counsel Brian Snure advising a rate increase. Notice from Clark County Elections regarding swearing in requirements for Commissioner Chunn. Citizen thank you cards.

### **CITIZEN COMMENTS**

None.

### **STANDING COMMITTEES**

#### **Clark County Risk Management Group**

No meeting. No report. Next meeting January 3, 2018.

#### **EMS Council**

No meeting. No report.

#### **Fairgrounds Fire Facility Board**

No meeting. No report. Next meeting January 10, 2018.

#### **Finance Committee**

No meeting. No report. SAO Exit Conference Friday, December 15 at 8:00 a.m. Commissioners Kolke and Lester will attend.

#### **RFA Committee**

No meeting. No report.

## **Commissioner Updates**

None.

## **STAFF REPORTS**

### **Administrative Services**

November Admin Services and Financial Staff Reports summarized by DVC Yager. Commended Kathy Streissguth for her work with the District's finances and organization for audits.

### **Operations**

November Operations Staff Report summarized by DVC Peeler. 14 applications were received for the Captain's promotional testing process.

### **Prevention**

November Operations Staff Report summarized by DVC Jackson.

### **District Secretary/Chief**

November Chief's Staff Report summarized by Chief Nohr. Ribbon cutting ceremony is scheduled on December 20 at 3:00 p.m. for new Station 29 in Woodland. The station is not yet ready to go. A full public safety open house will be scheduled in the spring after the station has been placed into service. In addition to Josh Haldeman, three additional firefighters from the 2015 lay-off list will be returning to CCF&R on February 1, 2018.

## **ALTERNATIVE FUELS EXEMPTION – RESOLUTION NO. 171214-1**

A draft alternative fuels exemption resolution was prepared by legal counsel. Motion by Commissioner Bartel to adopt Resolution No. 171214-1, a resolution exempting the District from the State mandated alternative fuels requirement for government agencies beginning in 2018. Second Commissioner Babcock. Motion passed unanimously.

## **DRAFT FINANCE POLICIES**

Chief Nohr provided a brief background on the development of the proposed financial and debt policies presented for review. Board will review for questions and comments in January.

## **LOCAL 3674 BC UNIT CONTRACT**

Chief Nohr summarized the differences in the old contract to the new. The final draft is under review by legal counsel. The BC unit has already voted and approved the contract presented. Term covers the next three years, but does not incorporate the new 48/96 schedule. Chief Nohr will come back with an MOU to reflect this change. Requesting a recommendation to approve the contract pending legal review. Motion by Commissioner Bartel to approve pending clean legal review. Second Commissioner Babcock. No further discussion. Motion passed unanimously.

## **ADMINISTRATIVE BENEFIT SUMMARY – PROPOSED UPDATE**

Chief Nohr advised that the proposed administrative benefit summary update is a consolidation of the previous versions that existed for the various classes of non-represented employees. The update applies to full time non-represented personnel.

Chief Nohr summarized the changes. Motion by Commissioner Babcock to adopt the updated Administrative Benefit Summary. Second Commissioner Ayers. Discussion. Commissioner Bartel expressed concern that personnel will come to work sick to save leave or not take enough vacation be refreshed. Discussion. Commissioner Chunn asked about arbitration agreements for disputes. Chief Nohr advised that these types of agreements are usually only seen in bargaining unit contracts or formal employment agreements. No further discussion. Motion approved unanimously.

**OLD BUSINESS**

Discussed whether there is a need to hold the December 28 regular meeting. Following discussion, the meeting was cancelled. Next meeting will be held on January 11, 2018.

**LATE ADDITIONS**

None.

**CITIZEN COMMENTS**

None.

**EXECUTIVE SESSION**

None.

No further discussion. Meeting adjourned at 4:51 p.m.

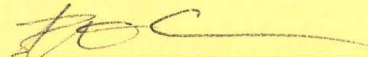
  
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Attest, John Nohr  
Fire Chief/District Secretary



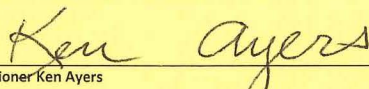
# CLARK COUNTY FIRE & RESCUE CONSENT AGENDA December 14, 2017

1. Minutes – November 27 General Meeting
2. Pre-paid Invoices
  - \$ 131,500.71 (CCFR Payroll Benefits)
    - i. Check Nos. 6082 – 6092
  - \$ 57,952.51 (CCFR DRS)
    - i. Check No. 6093
  - \$ 527.29 (CCFR)
    - i. Check Nos. 18054 – 18055 dated November 30
3. Current Invoices
  - \$ 58,549.58 (CCFR)
    - i. Check Nos. 18056 – 18100
  - \$ 4,360.13 (FFFB)
    - i. Check Nos. 18101 – 18106
4. Payroll
  - November 1-30 paid November 30
    - i. \$ 418,859.33 Gross
    - ii. \$ 277,909.41 ACH net
    - iii. \$ 2,232.03 Payroll Warrant net
      - 1. Check Nos. 6079 – 6081
    - iv. \$ 0.00 Payroll VOIDED
    - v. \$ 58,719.64 941 Tax Deposit (paid December 1)
5. Fund Transfer/Debt Service
  - \$ 23,331.19 (FFFB 6254 – Dec17 St151 County Intrafund Loan Cost Share)
  - \$ 666.25 (FFFB 6254 – Dec17 Land Lease)
  - \$ 266,306.26 (FT 6228 to 6220 – Dec17 2013R Debt Service)
  - \$ 277,825.00 (CCFR 6222 – Dec17 2005R Debt Service)
  - \$ 9,332.47 (FT 6228 to 6254 – FFFB Debt Cost Share CCFR)
  - \$ 266.50 (FT 6228 to 6254 – FFFB Land Lease Cost Share CCFR)
6. November Use Tax due December 26
  - \$ 177.33 (CCFR)
7. Voided/Destroyed Claims/Payroll Warrants
  - None

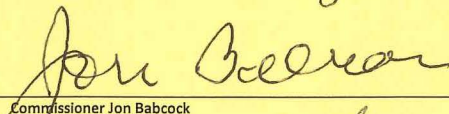
  
Commissioner Jerry Kolke – Chair

  
Commissioner – Stanley Chunn – Vice Chair

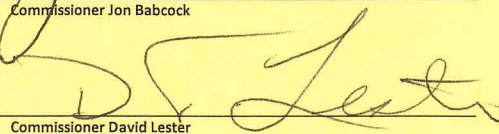
  
Commissioner Larry Bartel

  
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:** December 4, 2017

**Re:** November Administrative Services Update

## **GENERAL ADMINISTRATIVE SERVICES:**

### **2017 Census of Government**

The Survey of Local Government Finances for Clark 2 and CCF&R was submitted November 15. This required annual Census Bureau survey summarizes our revenue and expenditures. Copies of the survey are available upon request.

## **FINANCE:**

### **VISA One Card Program**

The VISA rebate for the third quarter of 2017 was \$696.27. Cumulatively, we have received \$2,491.64 from the program.

### **2014-16 Audit**

The Washington State Auditor's Office has another week of on-site review for our 2014-16 accountability and 2015-16 financial audits. No items of significance have been identified to date.

## **FACILITIES & EQUIPMENT:**

### **Engine Spec**

Captain Granato continues to chair a group made up of himself, Steve Streissguth, Captain Galster and myself that is writing spec's for a new fire engine. They have solicited input from staff and started the process of identifying the specifics of the engine. The plan is to have a spec and the cost identified for potential future funding.

### **Station 29**

The new Station 29 is getting much closer to being move in ready. There are still several issues between the City of Woodland and the builder. Additionally, computer, phone and TV lines all need to be installed and the finish work in the mobile home completed. The current plan is to have a ribbon cutting the week before Christmas, (date TBD). We will not be moved into the building for the ribbon cutting. As soon as the building has an occupancy permit we will start completing the IT issues. Captain Greenwood has completed and plan for need furnishings. Dustin has completed a plan for IT services. We plan on having a formal open house event sometime in the spring.

## **HUMAN RESOURCES:**

### **Health Insurance Open Enrollment**

Health Insurance open enrollment packets were emailed to all eligible employees on November 9, 2017. There was a 5% increase to rates for the PPO Plans. Kaiser rates increased by 9.35%. As stated in the current Union contract, the District will cover any increases in premium rates up to 5%. Premium increases over 5% will be split equally by the

District and employee for both employee and dependent coverage. For the Kaiser plan, the increase amount over 5% is 4.35%. Split equally, this works out to an employee contribution of 2.175%.

**Joshua Haldeman Returning to CCFR**

We are in the process of completing the modified HR screening for Josh to return to CCFR. He was on the 3 year Re-Employment List that was established in 2015. We hope to have him back in the saddle by mid-December.

# Staff Report



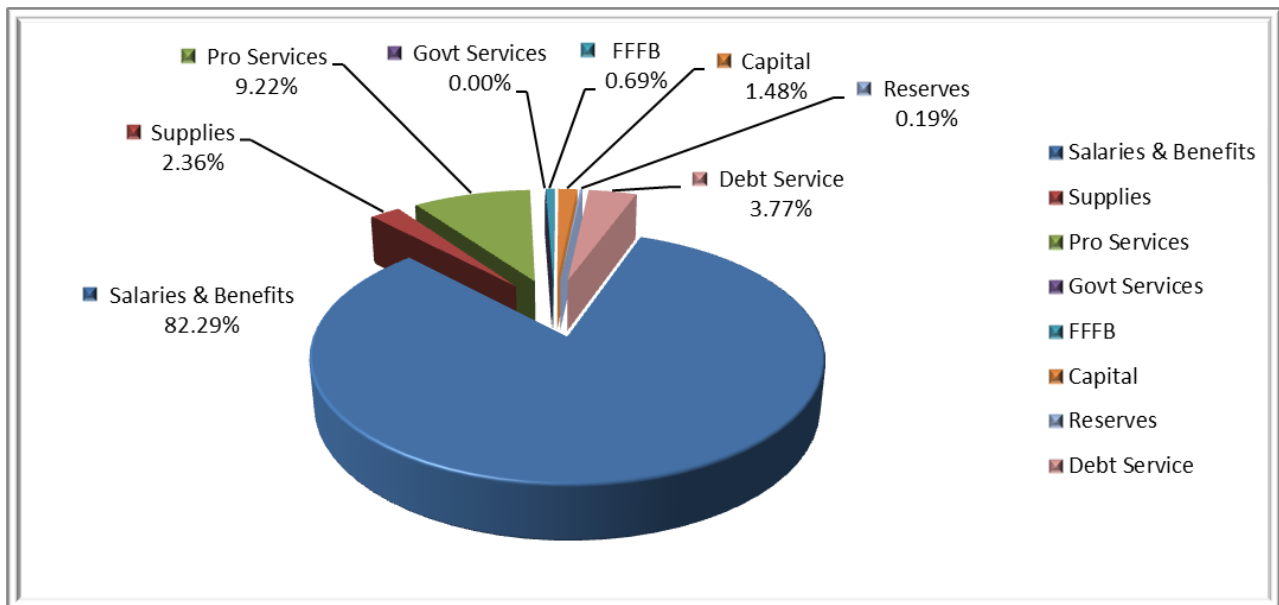
To: Commissioners, Chief Nohr

From: Chief Yager

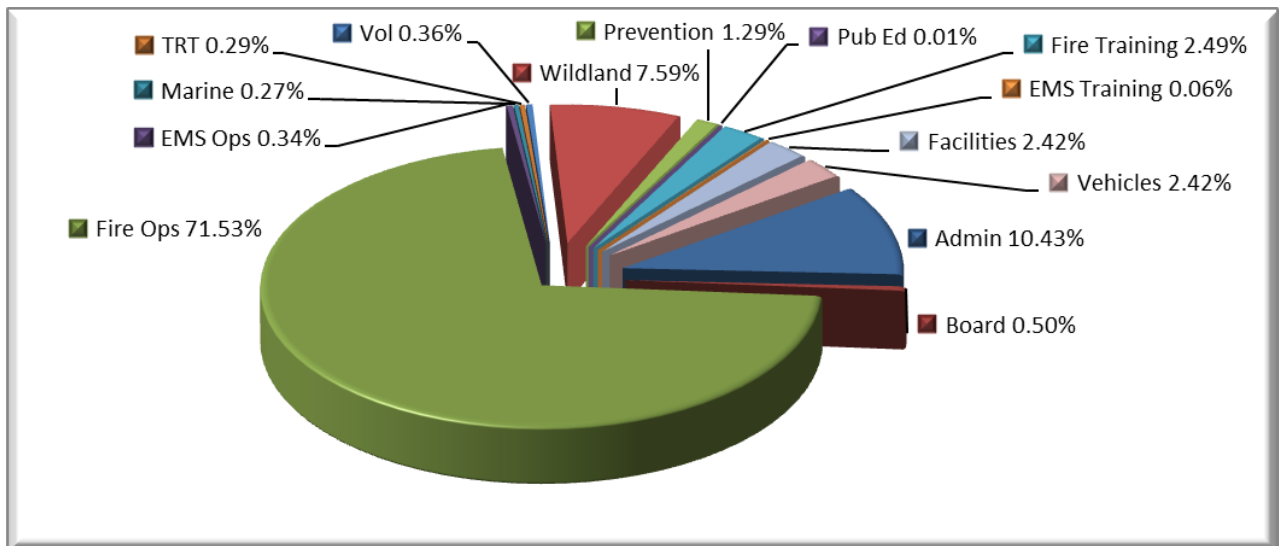
Date: December 13, 2017

Re: General Operating Fund 6228 – November Finance Report

## Percentage YTD Expended by Type\* – as of November 30

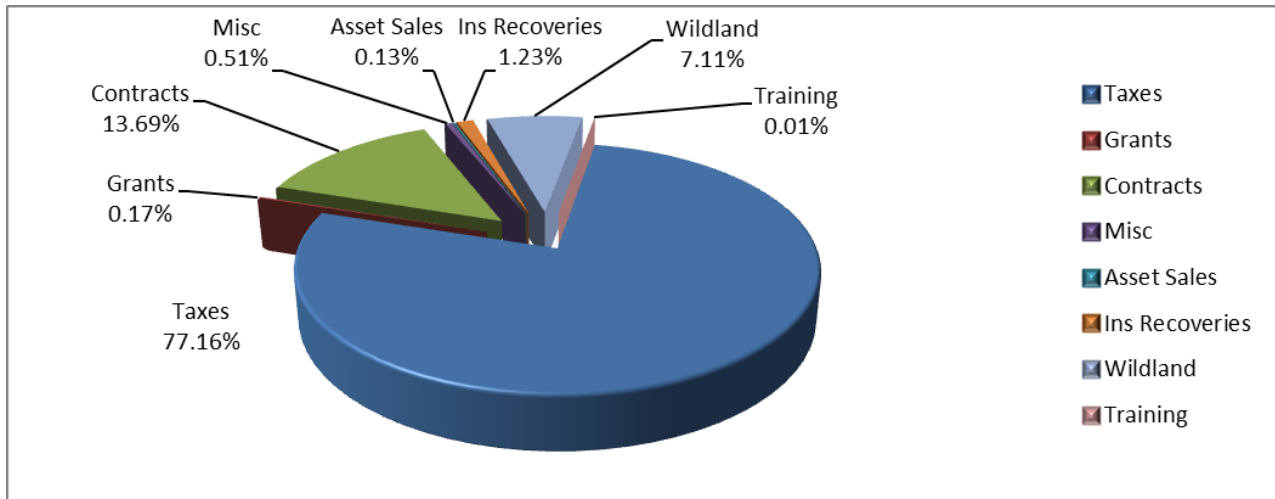


## Percentage YTD Expended by Program\* – as of November 30

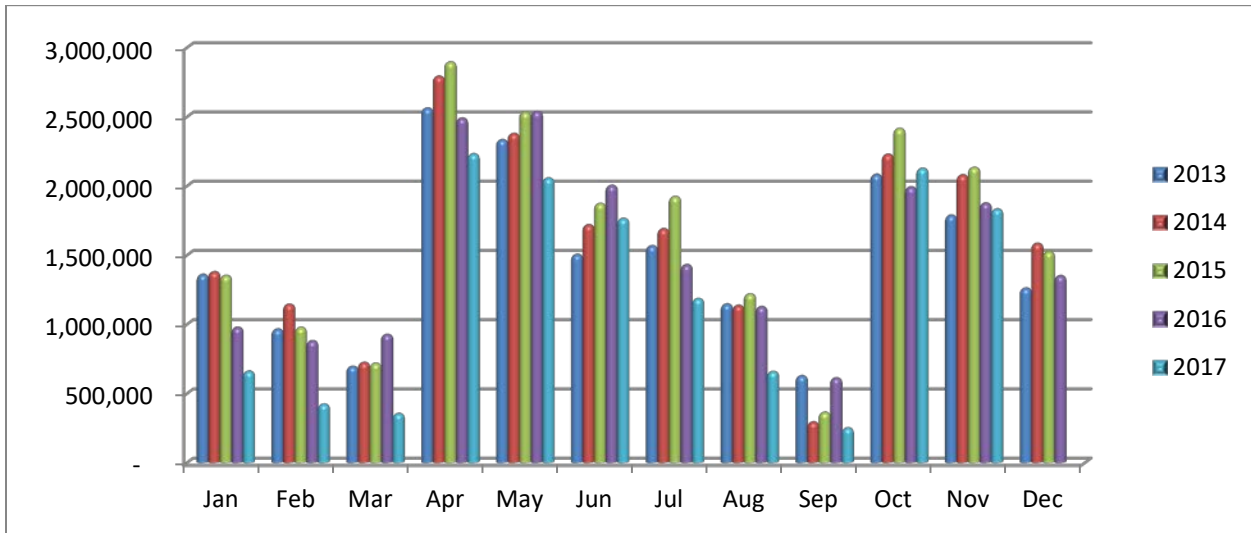


\* excludes Cadet Program

### Percentage YTD Revenue by Type\* – as of November 30



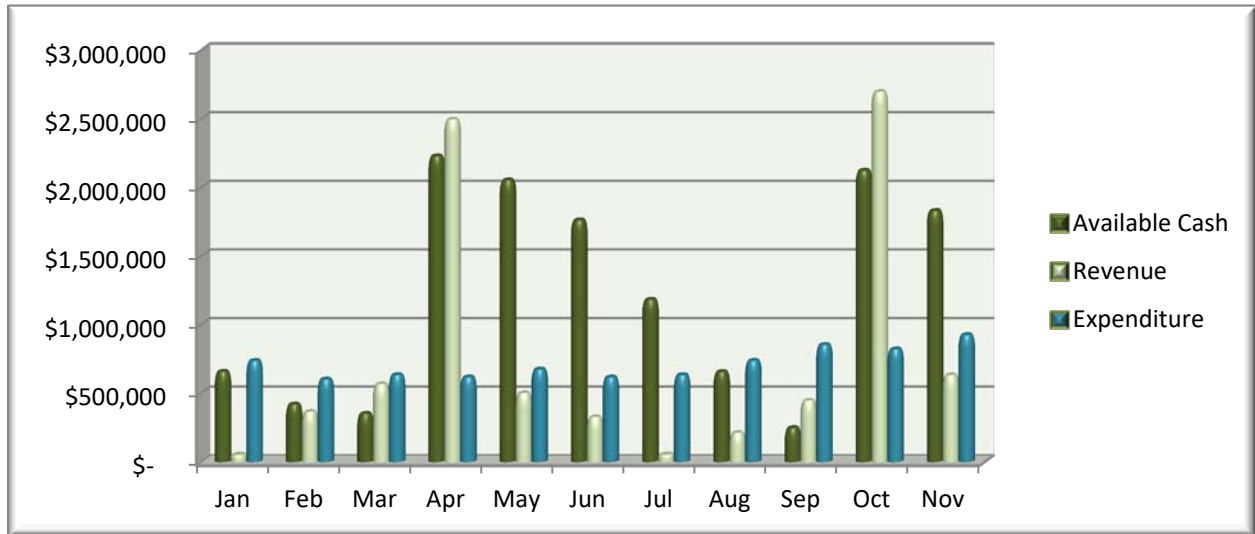
### Operating Cash Reserve History



\* excludes Cadet Program



### Monthly Cash Flow Comparison



### Fund 6228 Cash Reserves

#### Operating Cash

Available Cash Jan 1	1,342,727
YTD Receipts	8,352,871
YTD Expenditures	<u>7,864,622</u>
Available Cash November 30	<u><u>1,830,977</u></u>

#### Total Cash Reserves

General Operating Fund	1,830,977
Contract Education	562
Equipment Fund	526,279
Land Fund	370
Donation Fund	2,134
Contingency Fund	<u>15,118</u>
<b>TOTAL</b>	<u><u>2,375,440</u></u>

# Staff Report



**To:** John Nohr, Fire Chief; Commissioners  
**From:** Ben Peeler, Division Chief Operations  
**Date:** 12/11/2017  
**Re:** Operations Response Statistics- November 2017

## Operations Report

### Emergency Responses

- Significant Responses:
  - Attic fire in the Marina – Boat 24 response
  - 2 Technical Rescue Team dispatches into Cowlitz County
  - Structure fire to the trailer park across the river from Woodland
  - Structure fire just south of our border on Delfel Rd. Engine 26 was first on scene, followed by Battalion 21.
  - High 911 Utilization Patients. There are efforts by the County MPD office, in partnership with medical insurance companies to identify patients who frequently use 911 and EMS as their primary care. We currently have one patient in our response area we have responded to 42 times year to date. The program has the goal of identifying appropriate treatment plans for these patients.

### County / Regional Coordination

- The County Operations Division continues to work on standardization where possible with the intent to create broad countywide operational procedures that can then be localized to each agency.
- There is work with CRESA to identify an additional radio tower site in the Ridgefield area to improve radio communications throughout the area. Since the digital radio cutover, there have been areas identified where communications need to improve. The CRESA Administrative Board authorize the CRESA staff to work with Motorola on solutions. Current estimated cost to CRESA is \$1.2 million.
- Private Bridges – We are working to identify properties beyond private bridges so we can modify our response plans for appropriate apparatus response.
- Captain Meacham is reviewing our current response plans programmed into the dispatch computers. There are over 21,000 lines of data, and errors have already been identified.
- Authorization by CRESA to get Cowlitz Fire District 1 radios programmed with Clark County operational channels.

- We are working with CRESA to ensure any high priority events within the City of Woodland and immediate area automatically includes mutual aid from Cowlitz Fire District 1.

## **Training – Captain Rommel**

- **EMS**
  - PCEP/OTEP pediatric emergencies lecture on target solutions.
- **Fire**
  - Ventilation lecture on Target Solutions couple with hands on ventilation for all crews.
- **Rescue**
  - Raft handling and area familiarization drill (All SRT Members).
    - Navigate from Daybreak Park to La Center on the East Fork of the Lewis River.
    - Raft familiarization with both white water areas and flat water with use of outboard motor.
  - High angle Rope Drill (TRT).
    - Practicing accessing victims off bottom of live cliff at 40<sup>th</sup> Ave and Landerholm Rd.
- **Incident Command**
  - All officers completed a Blue Card continuing education module on managing May Days.
  - CCF&R coordinated a county wide Blue Card Certification Lab for 12 students of which four where from CCF&R.



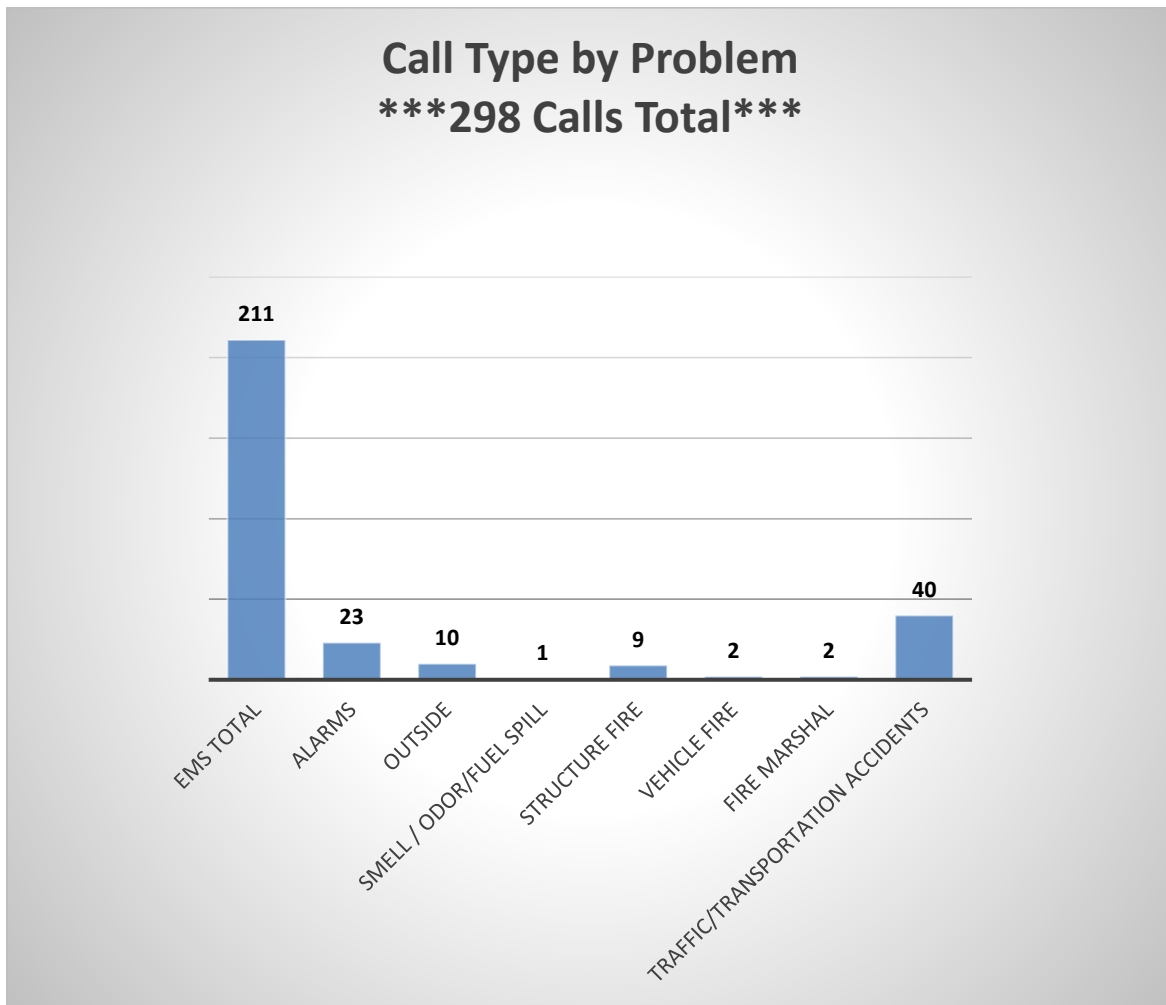
## **Staff and Personnel**

- Promotion Processes: The Promotional Exam for Captain was announced on November 28, 2017. Firefighters choosing to go through the process had until Monday, December 11, 2017 to submit their packet. To date (12/10/17), 11 firefighters have submitted the required material for promotion. The promotion

exam will be the week of March 5-9, 2018. We anticipate promoting up to six captains effective April 1, 2018.

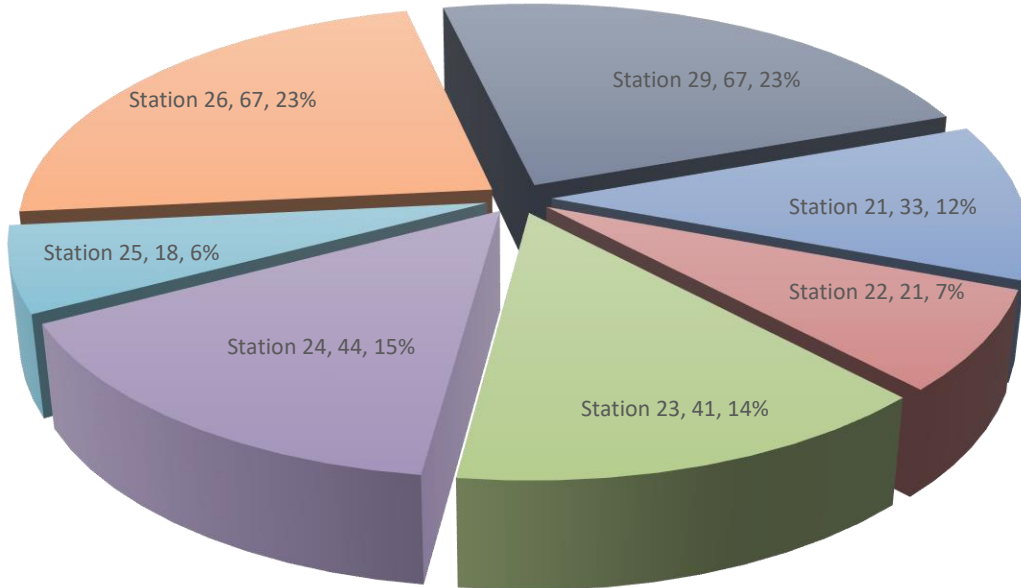
- Probationary Firefighter Matthew Cushwa successfully completed probation. We are excited for all that Firefighter Cushwa has to offer the District.

### November Response Statistics



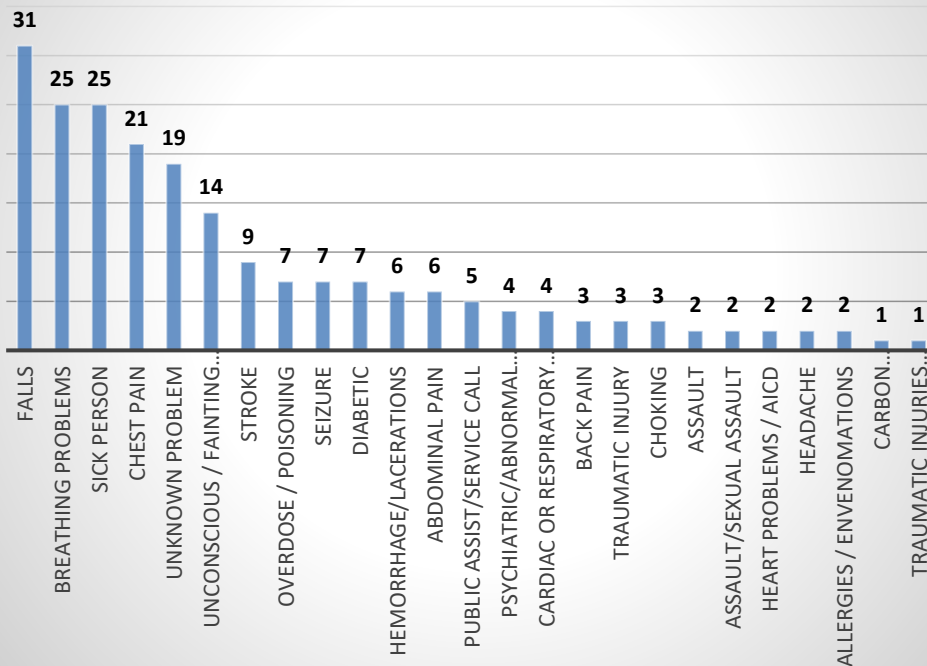
### Call Volume by Station Area

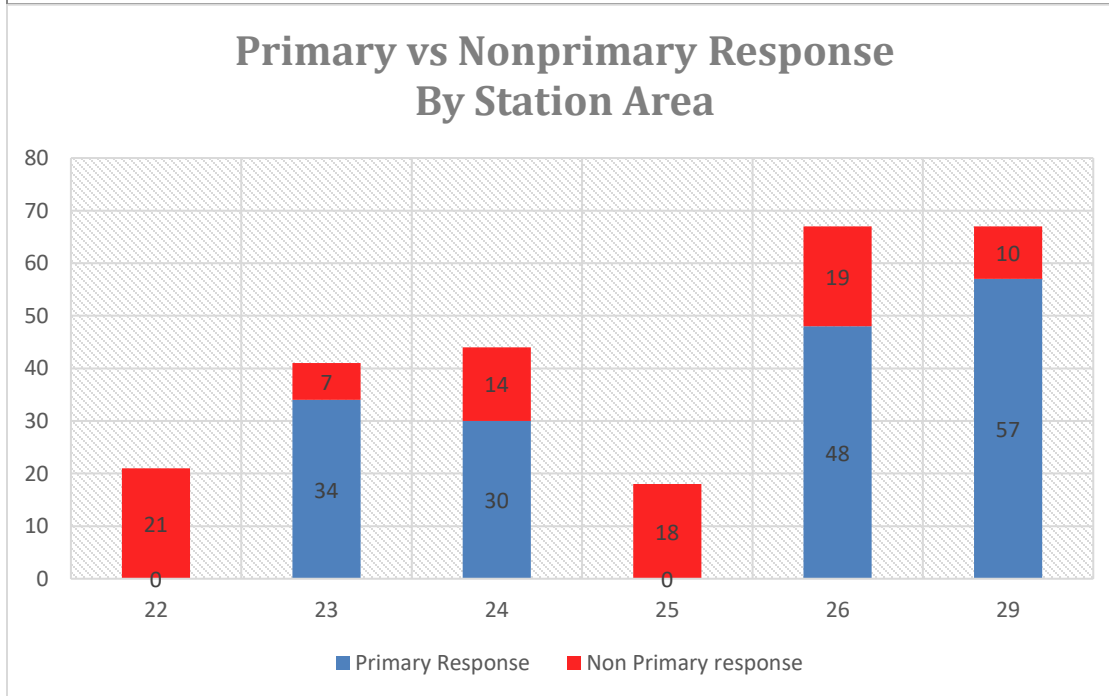
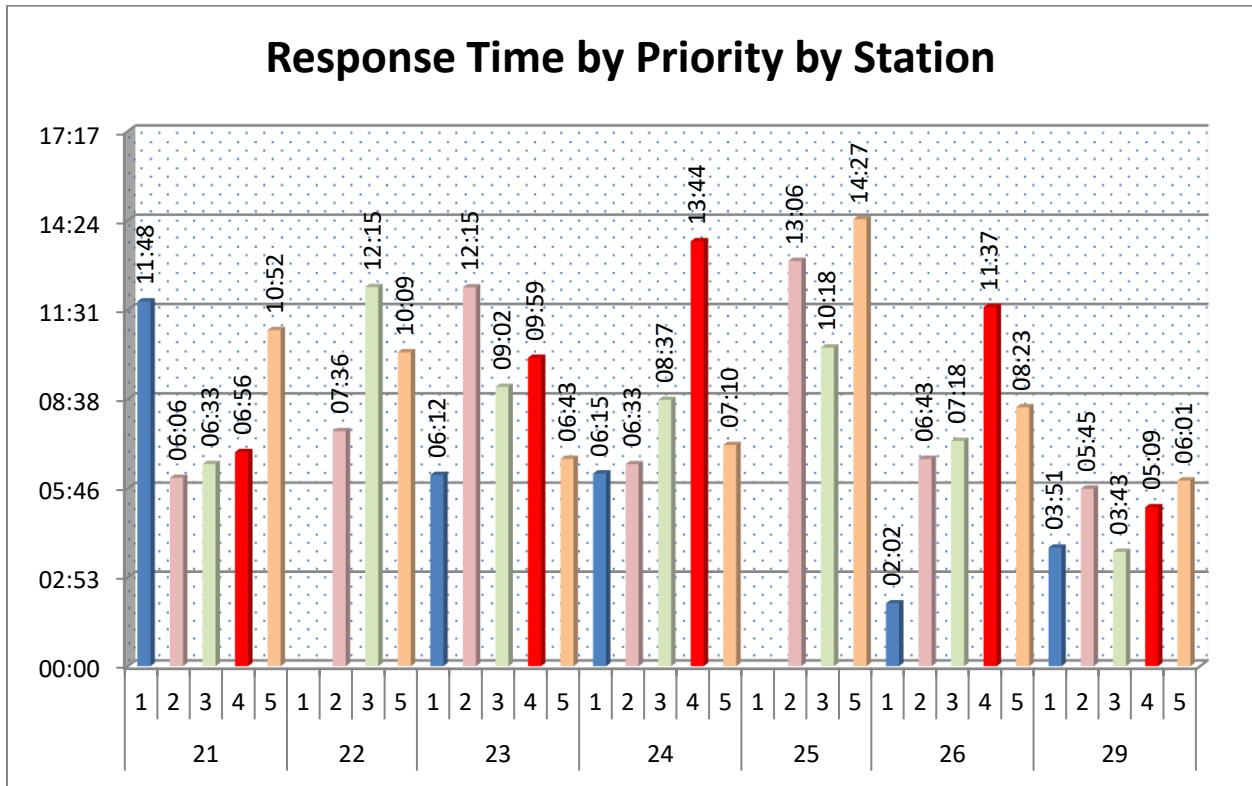
\*\*\*291 Calls Total\*\*\*



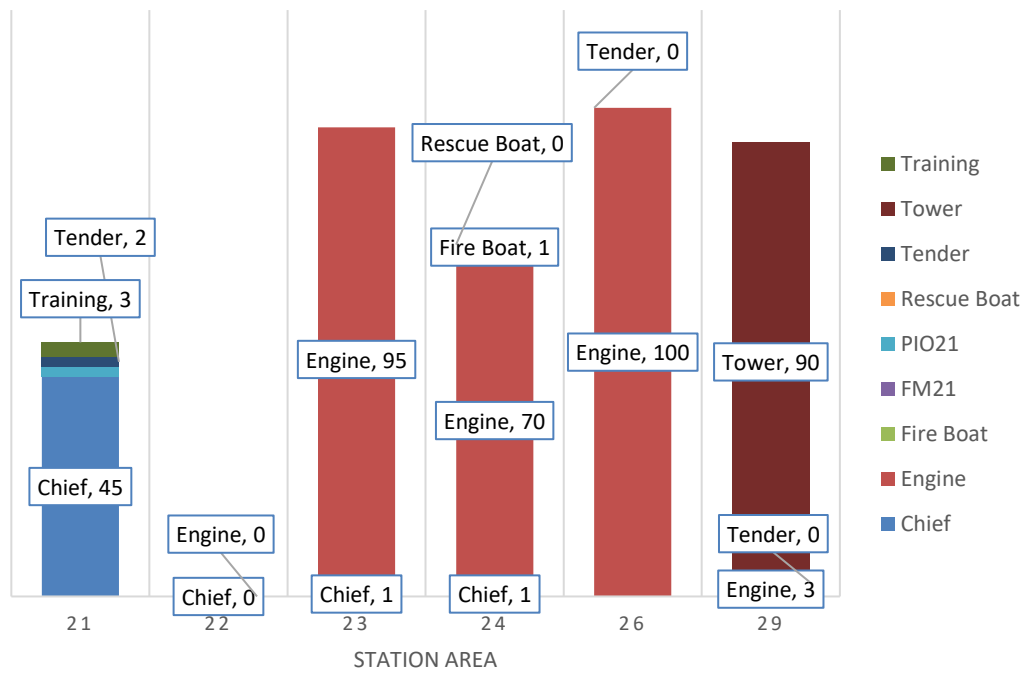
### EMS By Call Type

\*\*\*211 Calls\*\*\*

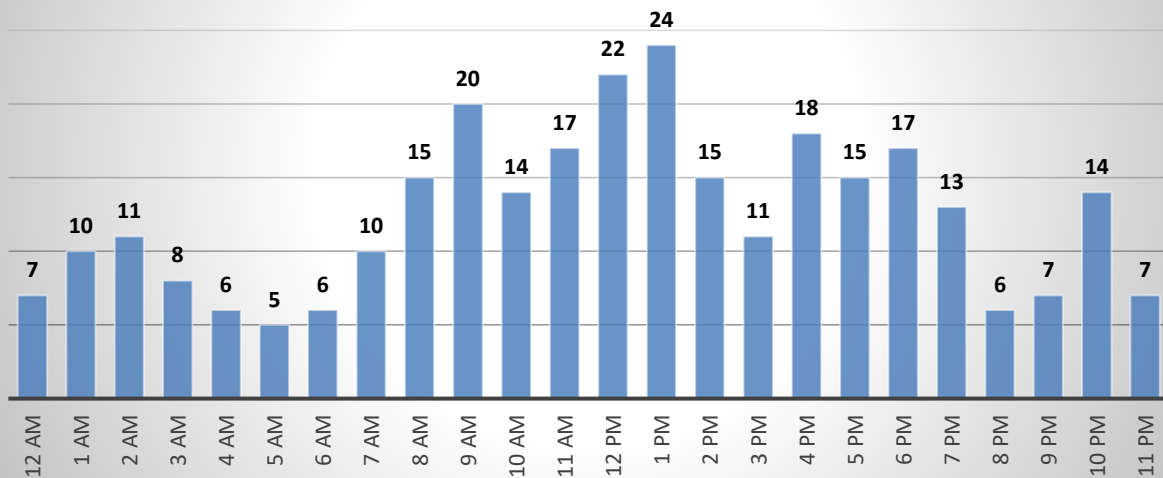


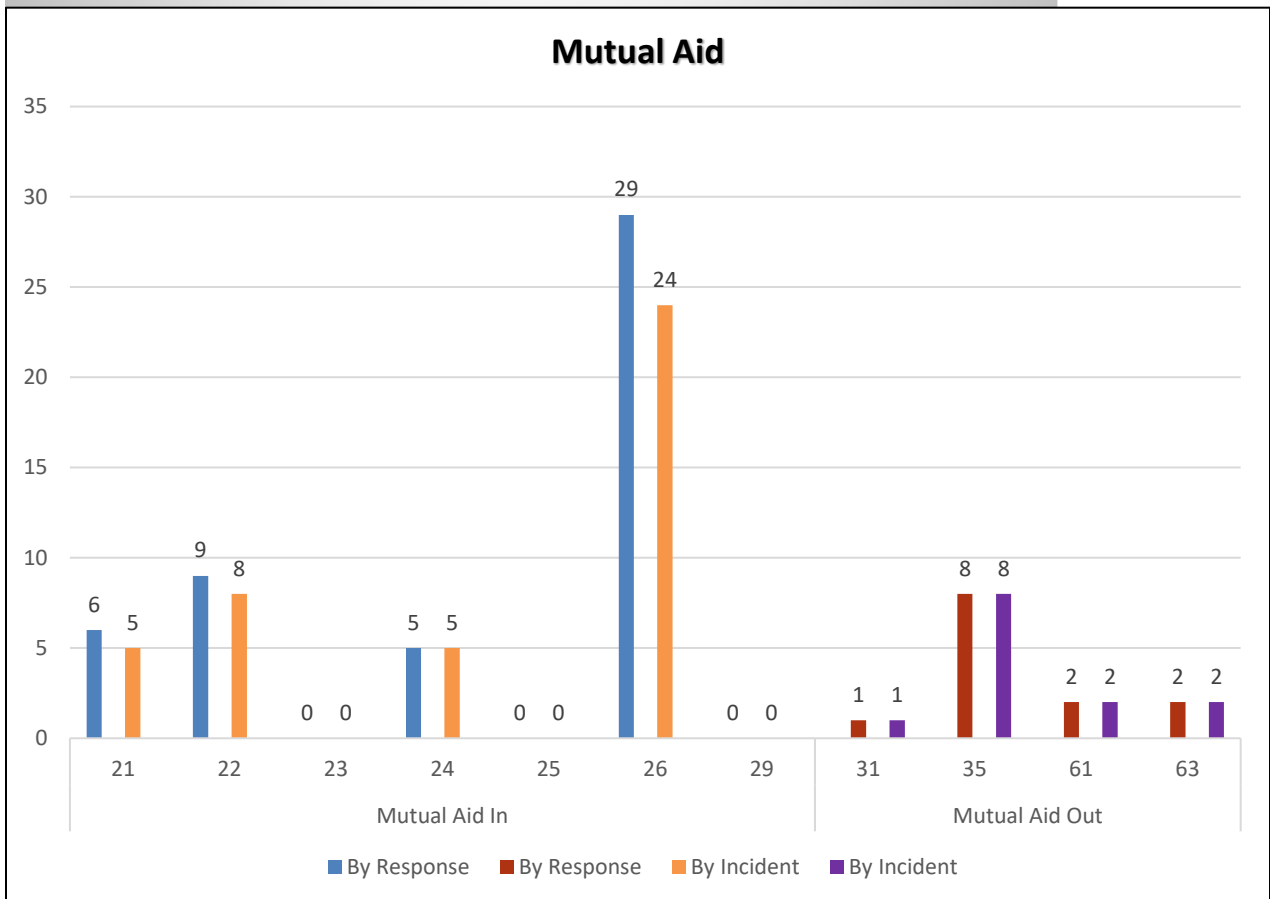
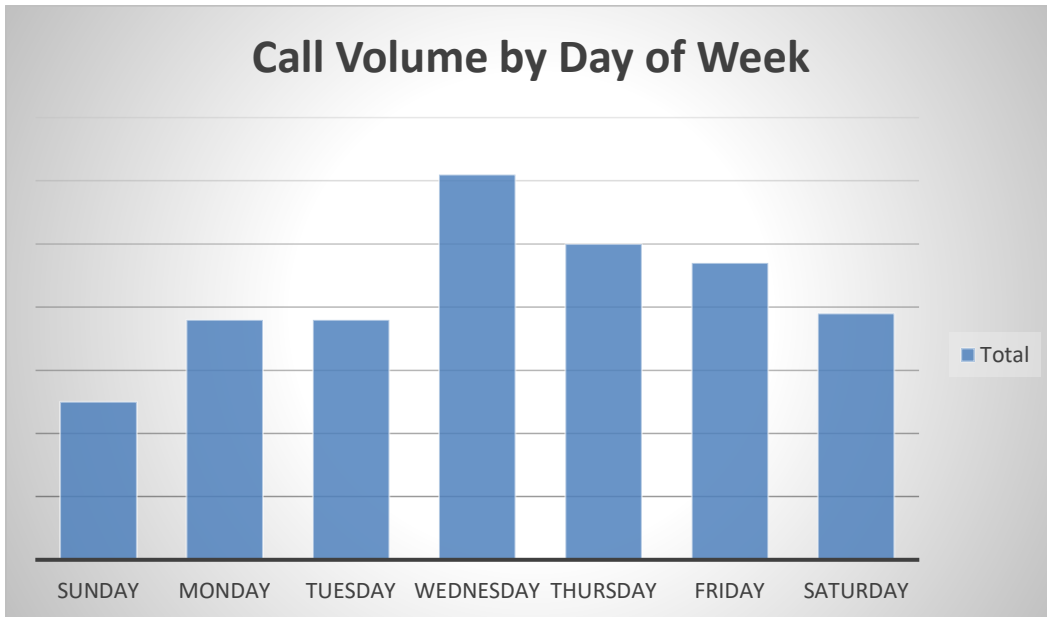


### RESPONSES BY STATION APPARATUS

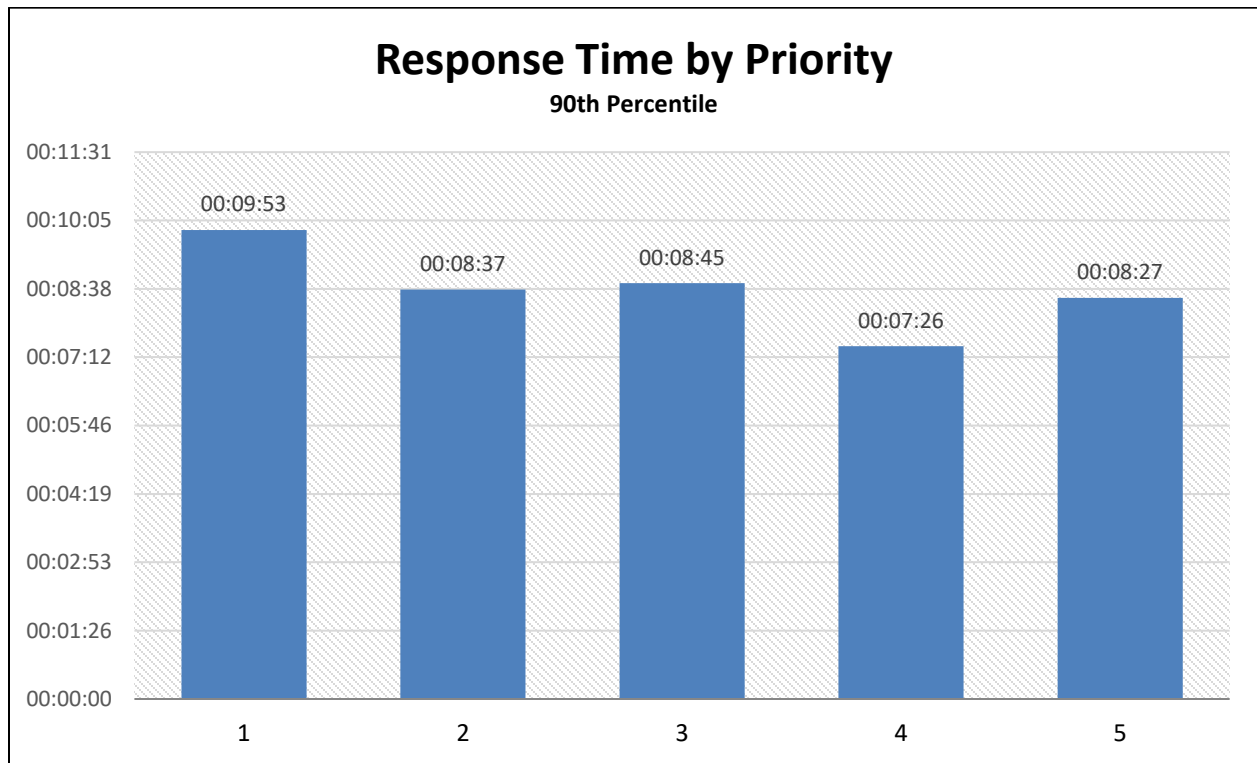


### Call Volume by Time of Day









# Staff Report



**To:** John Nohr, Fire Chief; Commissioners  
**From:** Michael J. Jackson, Division Chief  
**Date:** 12/14/2017  
**Re:** November Monthly Fire Marshal Report

## Fire Prevention and Community Risk Reduction Report

### Fire Code Enforcement / Plans Review

- Pre-application hearings and plans review:
  - Ridgefield
    - Seton Mixed Use Development at 10<sup>th</sup> and 65<sup>th</sup> Ave
    - Small Residential – Zephyr Point 19<sup>th</sup> Way and Hillhurst
    - Follow-up on changes for the Clover Hill PUD phase V and VI to address some concerns that were not addressed at preliminary plat time.
  - La Center
    - Stephens Hillside Farm Subdivision
- Fire Protection / Project Inspections
  - ilani
    - Back-of-House / Support Space Rough-in Alarm and Sprinkler
    - Storage / Warehouse areas rough-in
    - Research Sprinkle Density issues in new Shop and Warehouse Spaces
    - Coordinate Alarm Response and Impairment Planning
    - Event Space Sprinkler Rough-in inspection

### Public Education / Outreach

- Fire Extinguisher Courses completed for Woodland Public Works and ilani security staff
- Targeted Social Media Messages provided for Winter/Heating, Thanksgiving, and Holiday Safety

### Fire Cause Determination

- Provided brief review and confirmation of fire cause for an attic fire at the Ridgefield marina, avoiding an extra response and bill to the municipality.

## **Planning**

- Attend beta test of vision 20/20 course for evaluation of fire prevention and community risk reduction programs with fire officials in the state (hosted at CCF&R).
- Meeting with Jon Dunaway regarding plans for increased District Participation with prevention and risk reduction efforts in three cities serviced by the District
- Conducted initial research into fee structures and process development for plans review and new construction inspection programs to be launched in cities.
- Conducted some outreach and review for systems and software needs for more comprehensive plans review program.
- Researched existing Fire Department plans review processes with some contacts and references located for program development.
- Completed initial review and processing for a dedicated summer graduate student intern (summer of 2018) to help with some program development and focused community risk reduction efforts.

## **Process Development**

- Drafted spreadsheet to track development projects and report project status at future meetings.



**A RESOLUTION EXEMPTING THE DISTRICT FROM THE  
WASHINGTON STATE ALTERNATIVE FUEL MANDATE**

**WHEREAS** the Washington state legislature has mandated that effective June 1, 2018, all local government subdivisions of the state are required to satisfy one hundred percent of their fuel usage for operating publicly owned vessels, vehicles, and construction equipment from electricity or biofuel; and

**WHEREAS** RCW 43.19.648(2)(c) authorizes local governments to elect to exempt police, fire, and other emergency response vehicles, including utility vehicles frequently used for emergency response, from the electricity and biofuel usage requirement; and

**WHEREAS** The District does not use 200,000 gallons or more of gasoline or diesel fuel on an annual basis; and

**WHEREAS** Pursuant to WAC 194-29-030(3), 194-29-040 and 194-29-080 the District is exempt the District from annual reporting requirements of RCW 43.19.648 and the emergency vehicle exemption notice requirement of RCW 43.19.648(2)(c)(ii).

**WHEREAS** the Board of Commissioners has considered the current availability of alternative fuel technologies available for emergency response vehicles and has determined that such technologies are not currently available to cost effectively meet the demands of emergency response vehicles and it is in the best interest of the District to formally exempt all District owned fire and emergency response vehicles from the electricity and biofuel usage requirements at the present time; and

**WHEREAS** the Washington State Department of Commerce has published Alternative Fuel and Vehicle Procurement Guides that provide criteria for determining whether alternative fuels and vehicles are appropriate for the District's nonemergency response vehicles.




**CLARK COUNTY FIRE & RESCUE  
RESOLUTION NO. 171214-1**

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of Clark County Fire & Rescue that all District owned fire and emergency response vehicles are hereby exempt from the electricity and biofuel usage requirement established under RCW 43.19.648 until such time as such vehicles can meet the demands of emergency response vehicles and become available on the open market at competitive lifecycle costs.

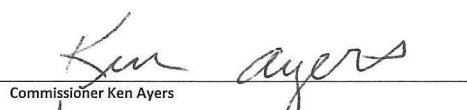
**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Board of Commissioners of Clark County Fire & Rescue that the District will, within the budgetary limitations of the District, follow the Alternative Fuel and Vehicle Procurement Guide set forth by the Department of Commerce when replacing and purchasing nonemergency response vehicles.

**ADOPTED** by the Clark County Fire & Rescue Board of Commissioners in Ridgefield, Washington, at a regular meeting of said Board on the 14<sup>th</sup> day of December, 2017 the following Commissioners being present and voting.


  
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

  
Attest: District Secretary