



Clark County Fire & Rescue Board of Fire Commissioners Meeting Minutes

January 11, 2018

Meeting called to order at 4:01 p.m.

Flag salute.

Present: Commissioners Stan Chunn, Bob Johnson, Larry Bartel, Ken Ayers. Chief John Nohr. Division Chiefs Mike Jackson and Dan Yager. Recording Secretary Kathy Streissguth.

NOMINATION OF OFFICERS

Commissioner Chunn nominated himself for Chair. Second Commissioner Johnson. No further nominations. Commissioner Chunn elected as Chair.

Commissioner Johnson nominated himself for Vice Chair. Second Commissioner Chunn. No further nominations. Commissioner Johnson elected as Vice Chair.

2018 COMMITTEE APPOINTMENTS

Clark County Risk Management Group – Bartel

Cowlitz Negotiation Team – Bartel

FFFB – Johnson

Finance Committee – Chunn, Lester, Town

RFA Planning Committee – Commissioner Bartel asked whether this committee is even still needed. Chief Nohr advised they the City of Woodland is pursuing information on the annexation option and he will check on the legality of dissolving the committee. Would like to continue the committee with a different name. Will revisit next meeting. Commissioners Johnson and Chunn will remain on the Committee.

CALL FOR LATE AGENDA ADDITIONS

None.

CONSENT AGENDA

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

COMMUNICATIONS

Thank you from the family of John Doran for Station 26 crew's assistance prior to his passing. Thank you card to the Clark County Firefighter's Association from one of the families they adopted for the holiday season. WFCA notice of vacancy for the Region VIII Director position.

CITIZEN COMMENTS

None.

STANDING COMMITTEES

Clark County Risk Management Group

No report. January 3, 2018 meeting was cancelled – to be rescheduled.

EMS Council

No meeting. No report.

Fairgrounds Fire Facility Board

Commissioner Johnson recapped the January 10 meeting.

Finance Committee

No meeting. No report.

RFA Committee

No meeting. No report.

Commissioner Updates

Commissioner Bartel advised he is looking for door prize donations for the March 9 awards social.

STAFF REPORTS

Administrative Services

December Admin Services Staff Report summarized by DVC Yager.

Prevention

December Operations Staff Report summarized by DVC Jackson.

Commissioner Bartel requested that the provision of fire marshal services be presented to the Board before moving forward with agreements to provide additional services in the cities.

Operations

December Operations Staff Report summarized by Chief Nohr. DVC Peeler out of the office.

District Secretary/Chief

December Chief's Staff Report summarized by Chief Nohr. Contacted WSRB to ask for a rerate of the Station 22 area as the station opened the end of December. The change should be reflected shortly. A press release will be sent out once the confirmation letter is received. The Cowlitz Tribe service contract is up for renewal. Chief Nohr, DVC Yager, Commissioner Bartel, DVC Jackson and Captain Ryan comprise the negotiation team. First meeting later this month. Shared a doctor's letter of commendation on the crews work with the gunshot victim in La Center earlier this month. Their efforts were instrumental in saving his life. Advised that the incident had nothing to do with the Casino, it just happened to occur on the frontage road.

COMMISSIONER TRAINING

OPMA and mandatory District workplace harassment training will be provided to Board members following the January 25 meeting.

DRAFT FINANCE POLICIES

Discussed the proposed policies presented at the December 14 meeting. Will remand to the Finance Committee for additional review and recommendations for adoption.

OLD BUSINESS

Commissioners Lester and Town excused.

LATE ADDITIONS

None.

CITIZEN COMMENTS

None.

EXECUTIVE SESSION

None.

No further discussion. Meeting adjourned at 4:46 p.m.



Attest, John Nohr
Fire Chief/District Secretary



CLARK COUNTY FIRE & RESCUE CONSENT AGENDA January 11, 2018

1. Minutes – December 14 General Meeting
2. Pre-paid Invoices – 2017
 - \$ 53,725.01 (Payroll Benefits)
 - i. Check Nos. 6100 – 6109 dated December 28
 - \$ 96,370.42 (DRS & Q4-17 Payroll Taxes)
 - i. Check Nos. 6110 – 6112 dated December 31
 - \$ 3,067.79 (FFFB)
 - i. Check Nos. 18107 – 18111 dated December 28
 - \$ 50,512.29 (CCFR)
 - i. Check Nos. 18112 – 18148 dated December 28
 - \$ 207.48 (CCFR)
 - i. Check No. 18149 dated December 31
 - 200.54 (FFFB)
 - i. Check No. 18150 dated December 31
3. Pre-paid Invoices – 2018
 - \$ 94,295.18 (January Medical Insurance)
 - i. Check No. 6113 dated January 10
4. Current Invoices – 2018
 - \$ 90,307.60 (CCFR)
 - i. Check Nos. 18151 – 18190
 - \$ 299.70 (FFFB)
 - i. Check Nos. 18191 – 18192
5. Approved Commissioner Stipends Paid December 29

Name	For the Period					Educ	Other	Total
	Regular Meeting	Committee Meeting	RFA Mtg	Assn Meeting				
Ayers	2							2
Babcock	2							2
Bartel	2							2
Chunn	2							2
Johnson	2							2
Kolke	2							2
Lester	2	1						3
Town	2							2

6. Payroll
 - December 1-31 paid December 29
 - i. \$ 422,337.49 Gross
 - ii. \$ 280,190.91 ACH net
 - iii. \$ 2,342.58 Payroll Warrant net
 - 1. Check Nos. 6095 – 6099
 - iv. \$ 0.00 Payroll VOIDED
 - v. \$ 57,225.44 941 Tax Deposit (paid January 2)
7. December Use Tax due January 25 – Total \$588.77
 - \$ 580.16 (CCFR)
 - \$ 8.61 (FFFB)
8. Voided/Destroyed Claims/Payroll Warrants
 - 18065 (issued to wrong vendor – reissued as 18119)



**CLARK COUNTY FIRE & RESCUE
CONSENT AGENDA
January 11, 2018**

Commissioner Stanley Chunn

Commissioner Larry Bartel

Commissioner James R Johnson

Commissioner Ken Ayers

Commissioner Dave Lester

Commissioner David Town

Staff Report



To: Commissioners, Chief Nohr

From: Dan Yager, Administrative Services Division Chief

Date: January 5, 2018

Re: December Administrative Services Update

GENERAL ADMINISTRATIVE SERVICES:

SAM Update

Registration for the System for Award Management (SAM) was renewed in December. Registration is renewed annually and is required in order to be eligible for federal grant awards and payments. There is no cost.

FINANCE:

Financial & Accountability Audit Reports Available

The 2014-16 Accountability and 2015-16 Financial audit reports were published on December 21, 2017. Per standing agreements and request respectively, copies of these reports have been forwarded to Standard & Poors and SynCorp, which is the company providing bond insurance on our outstanding debt liability. The reports have also been uploaded to the MSRB EMMA (Municipal Securities Review Board Electronic Municipal Market Access) site as well as the District's website. Bar being awarded a substantial federal grant; which requires a Federal single audit, our next audit will occur in 2019 and cover years 2017 and 2018.

FACILITIES & EQUIPMENT:

Station 22

Thanks primarily to Captain Meacham and Dustin Waliezer, Station 22 is ready for daily staffing. This includes; furnishings, computers, radios, phones, equipment, etc.

Station 29

Wiring for the TV's, computers and phones were completed. Comcast was able to do the entire installation and waved the installation fees for us. The last thing that needs to be completed is the radio/tap out system. Firefighter Kearns, who manages our radios for us is working with the vender to finish the design and installation. As soon as that's complete we will move in.

HUMAN RESOURCES:

Staffing

Firefighter Josh Haldeman was re-hired from the 3-Year Re-Employments List and fully cleared to start effective 12/11/17.

L & I Stay at Work Program

We received the final payment of \$7,970.00 for the reimbursement of light duty hours worked in the 3rd quarter, bringing the total received to \$10,000.00 which is the maximum amount allowed per claim.

OTHER:

2017 Admin team accomplishments

Since this is the last update for 2017, I thought it would be a good time to highlight just some of the accomplishments of the Admin Team from 2017.

They include:

- Re-roof Station 26
- Re-roof Station 151
- Paint Station 26
- All apparatus now have the same markings to include the community they serve
- Major progress toward locating property for a new station
- Replaced old & miss matched uniforms - Gratzner
- All fire hose tested - Talarico
- A new Station 29 – Dan/Mike
- Upgraded signage at all stations
- Inventory & organize keys – Maureen
- Finance Policy – Kathy
- Finished the Admin Services portion of the Testing Process for the Strategic Plan – Dan/Christi/Jason Leavitt/Eamonn Ryan
- Surplus excess vehicles – Kathy
- Start the process of spec'ing a new fire engine – Granato, Streissguth, Galster
- Major progress on completing safety upgrades to all stations – Steve Streissguth/crews
- Inventory, organize and standardize computer equipment – Waliezer
- Brought fire alarm panels up to current code at Station's 21, 29 & 151
- Inventory & organize PPE – Borrelli
- Cleanup a ton of junk from all stations – Crews
- Started the evaluation process to upgrade our Website – Waliezer
- L & I "Stay at Work" program was set up and utilized successfully - Christi
- Inventory, organize all radios – Kearns
- Surplus all old radio equipment – Kearns/Kathy
- Daily and major fleet maintenance – Galster
- Major Financial & Accountability audit – Kathy
- Update of Administrative Benefits Summary – Christi
- Updated SCBA plan – Wynand
- Started the process of writing/revising all job descriptions per Strategic Plan - Christi
- Started the process of identifying potential capital funding options - Kathy

Staff Report



To: John Nohr, Fire Chief; Commissioners
From: Michael J. Jackson, Division Chief
Date: 1/11/2018
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
 - Kemper Loop Subdivision (pre-app)
 - La Center
 - Water Treatment Plant (Paradise Park Road). Access / Water Supply
- Fire Protection / Project Inspections
 - ilani
 - Final Occupancy for Back of House Area A
 - Re-inspection for Fire Alarm System Modifications from prior inspection
 - Fire Sprinkler Final Area A
 - Woodland
 - Conduct requested inspection for Woodland Head Start Program
 - Preliminary Review- Fuel / Convenience Store (Robinson and Dike Access)
 - Preliminary Review- Guild Industrial Park Site (Guild / Howard Way)

Public Education / Outreach

- Final Fire Extinguisher Course of the year completed for ilani security staff
- Targeted Social Media Messages provided Holiday Safety
- Presentation to the Woodland Chamber of Commerce on District Updates and Seasonal Fire Safety Topics
- Fire Station 29 Dedication
- Individual Smoke Alarm Installations as requested by Tom Cook

Process Development

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

Staff Report



To: John Nohr, Fire Chief; Commissioners
From: Ben Peeler, Division Chief Operations
Date: January 8, 2018
Re: Operations Response Statistics- December 2017

Operations Report

Emergency Responses

- Significant Responses:
 - Winter Weather Surge – During the 1st day of winter weather we experienced approximately double the average number of responses for the 24-hour period:
 - 22 responses on 12/24/17; 9 responses on 12/25/17; 13 responses on 12/26/17;
 - Fatal MVA in Cowlitz FD1
 - FD10 Mutual aid fire – discussed at last commissioner meeting
 - Travel Trailer fire off Paradise Point Rd. same day as the FD10 fire
 - Two separate can lighting “fires” at Ilani resulting in a full structure fire response (4 engines, 1 tower/truck, 1 BC). Resort is replacing lighting.

County / Regional Coordination

- The County Operations Division did not meet in December.
- Captain Meacham is continuing to review our current response plans programmed into the dispatch computers. Part of this review is ensuring high priority events within the City of Woodland and immediate area automatically includes mutual aid from Cowlitz Fire District 1.

Training – Captain Rommel

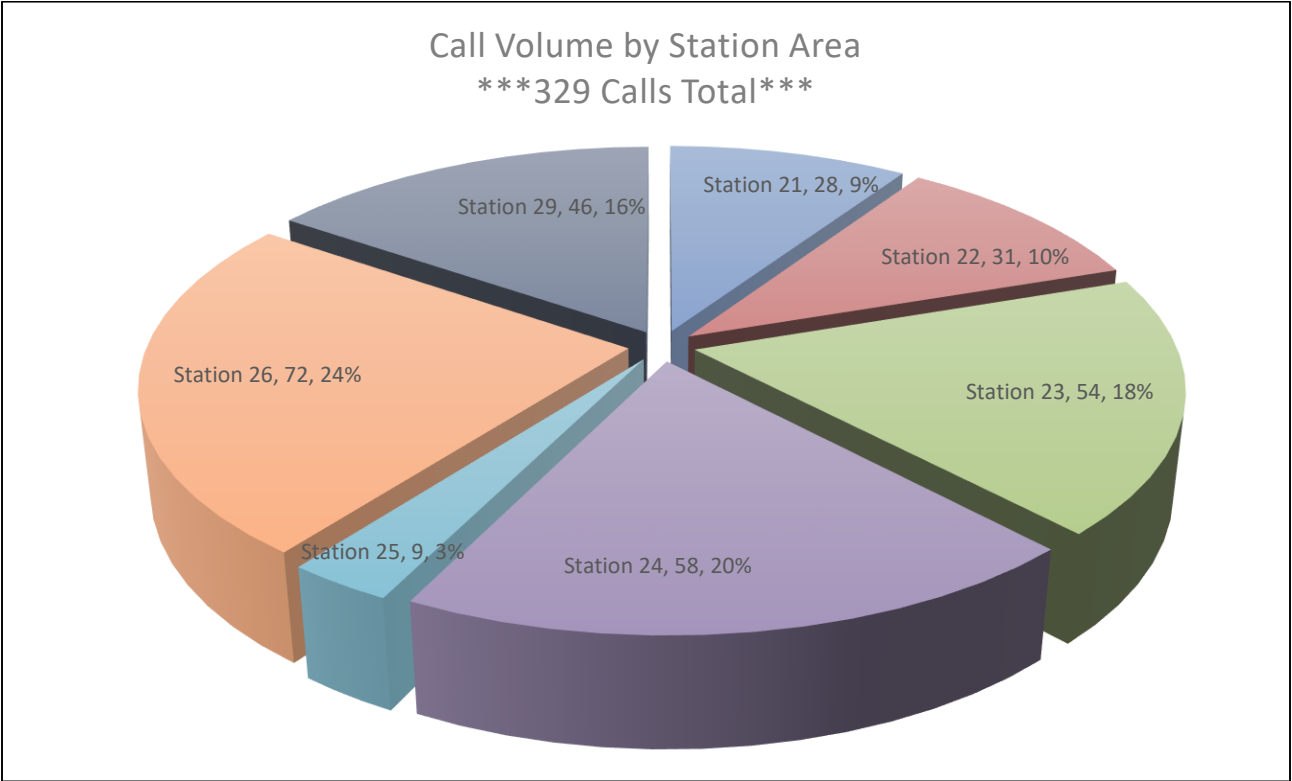
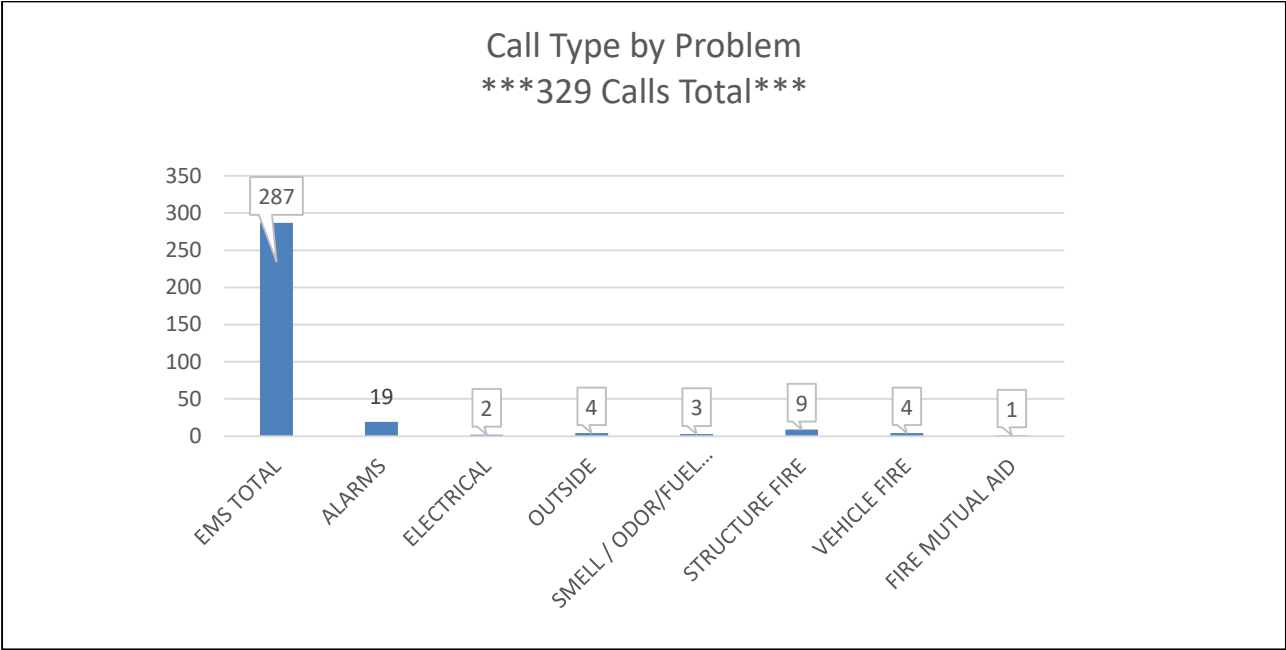
- **EMS**
 - PCEP/OTEP Skills pediatric emergencies and I-Gel placement.
- **Fire**
 - NFPA 1410 Evolution 2 (Offensive Two Engines: Handline—Reverse Lead Out)
- **Rescue**
 - Rescue Boat (RB24) handling and area familiarization drill.

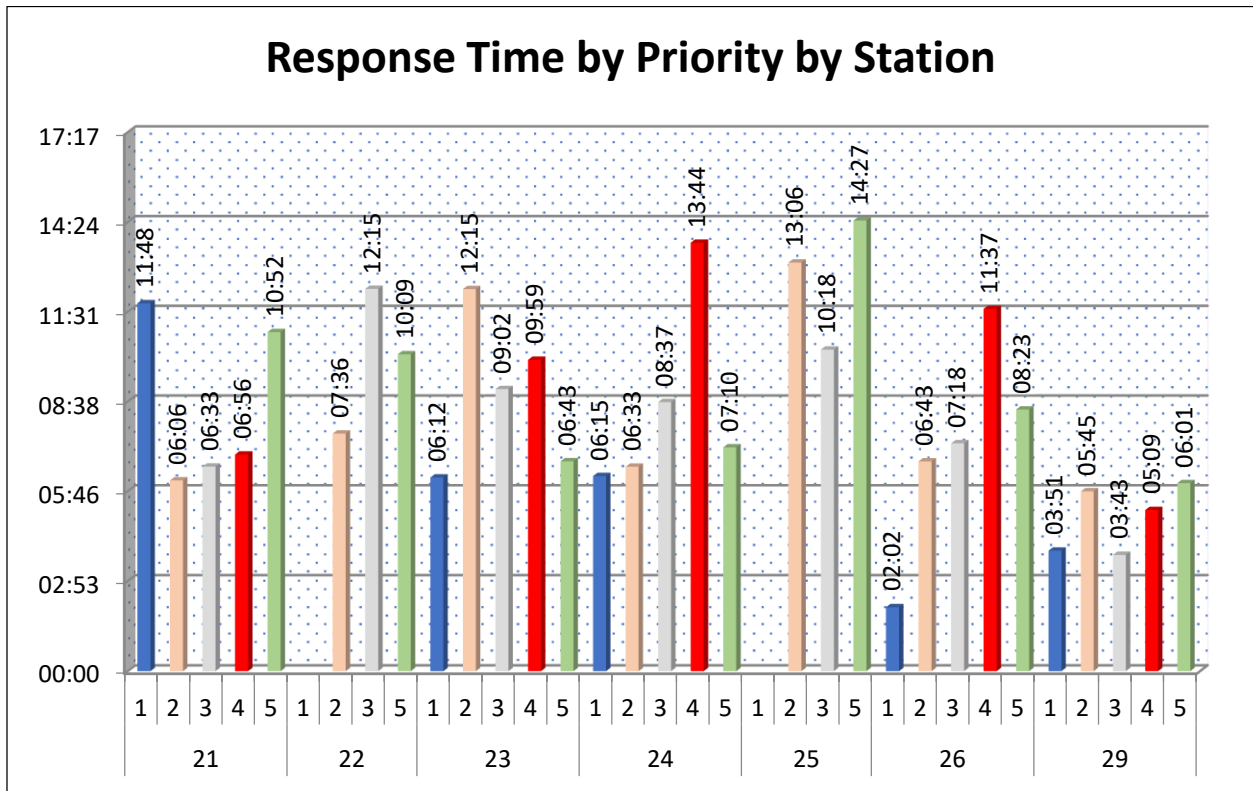
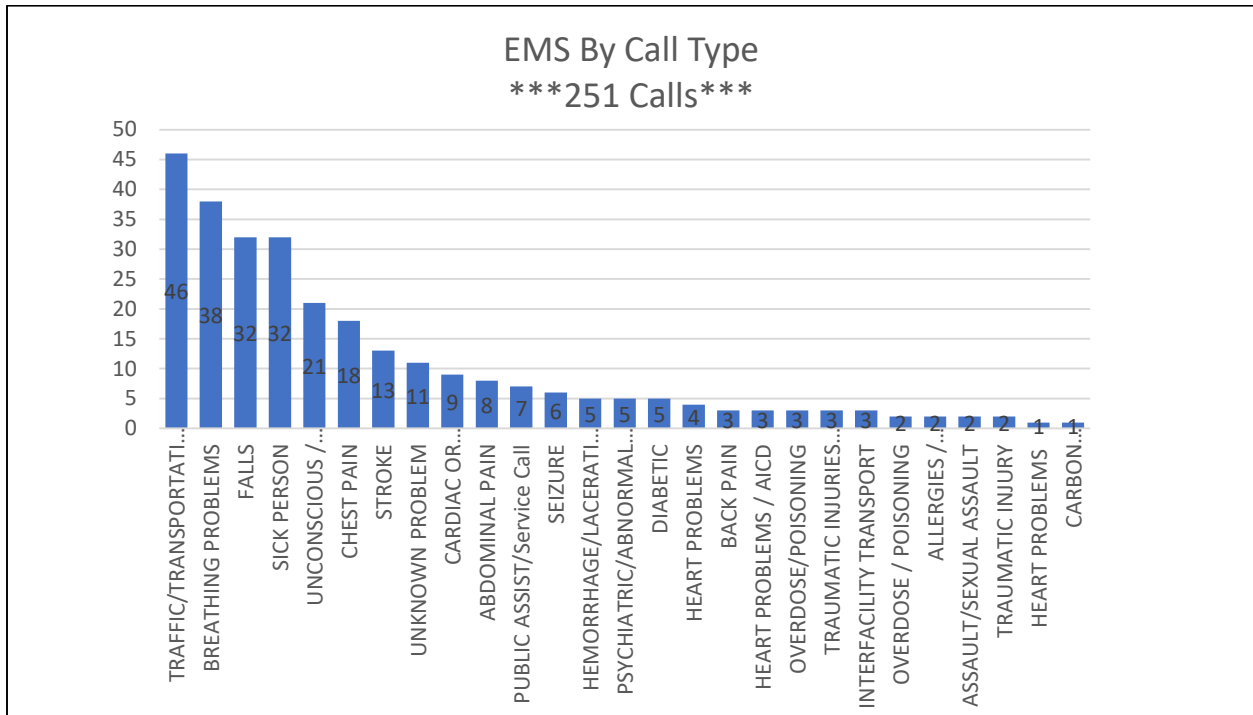
- Navigate from Boat house to La Center on the East Fork of the Lewis River.
- **Incident Command**
 - Blue Card simulations for all crews.

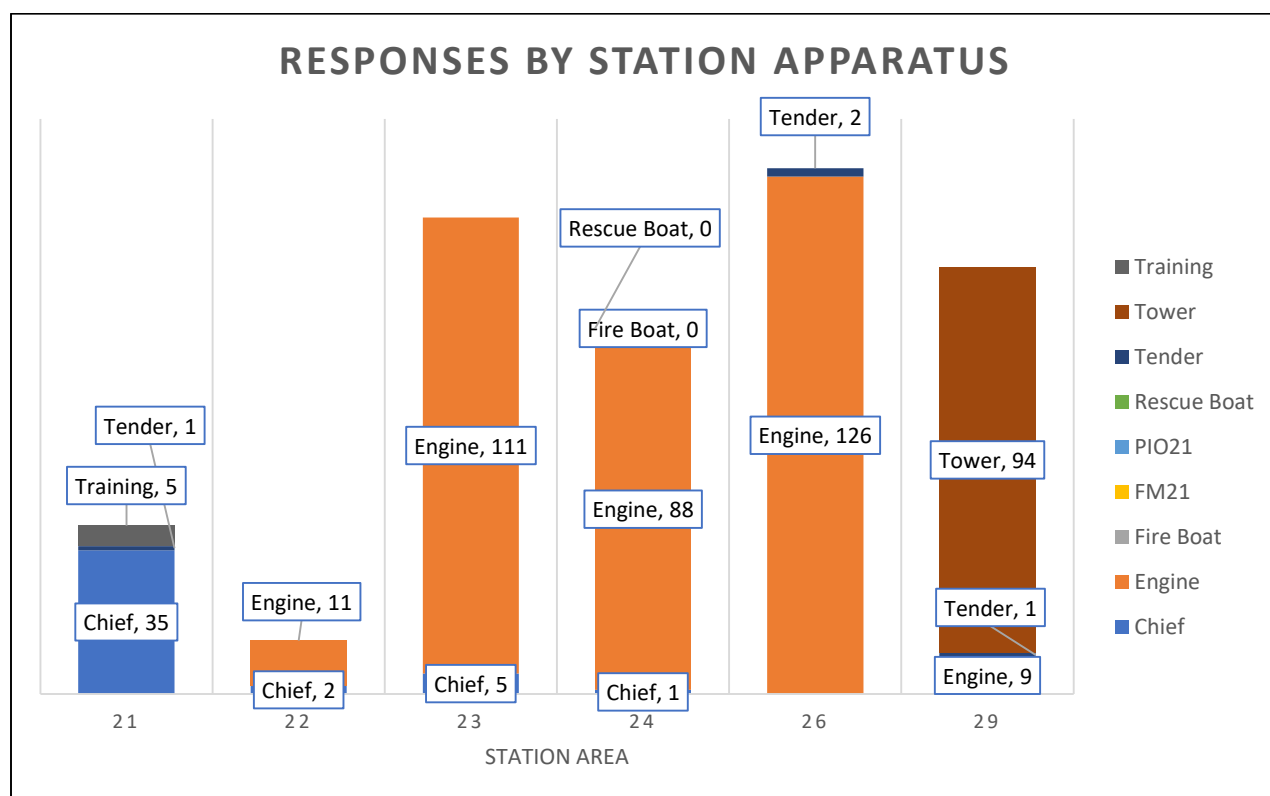
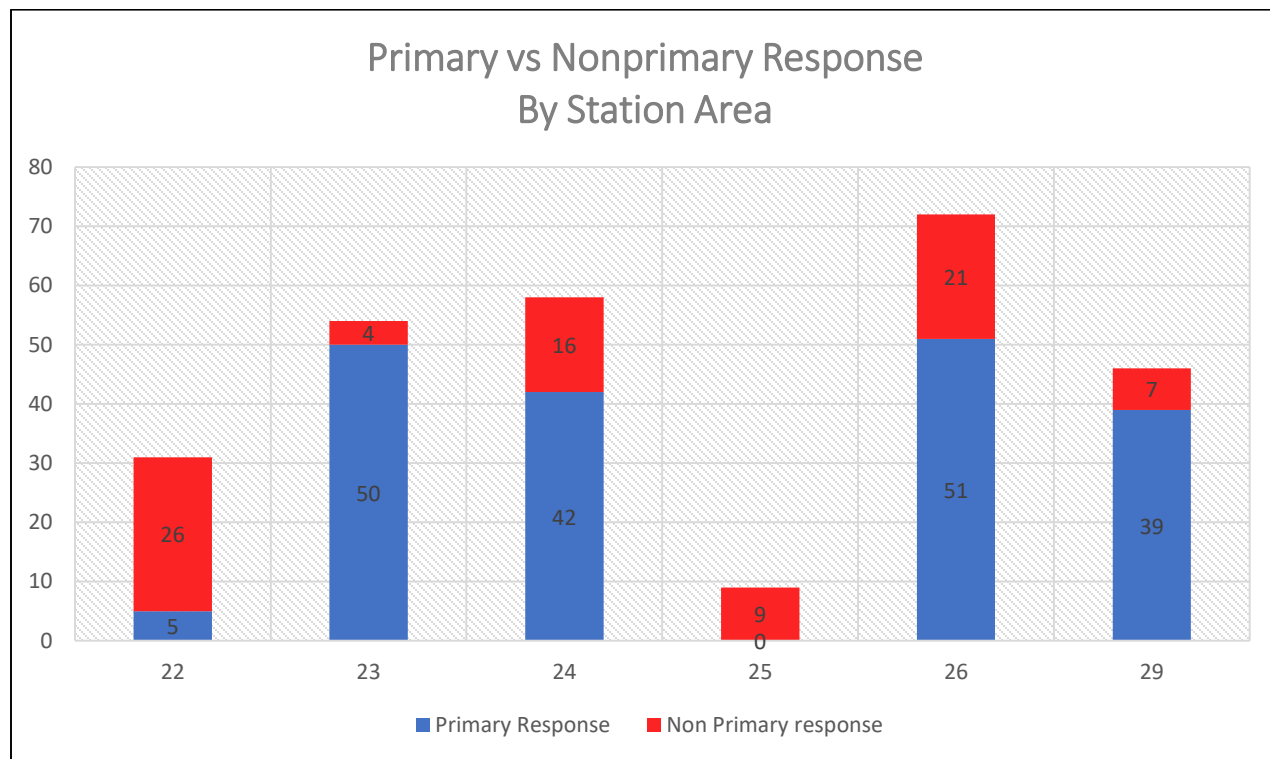
Staff and Personnel

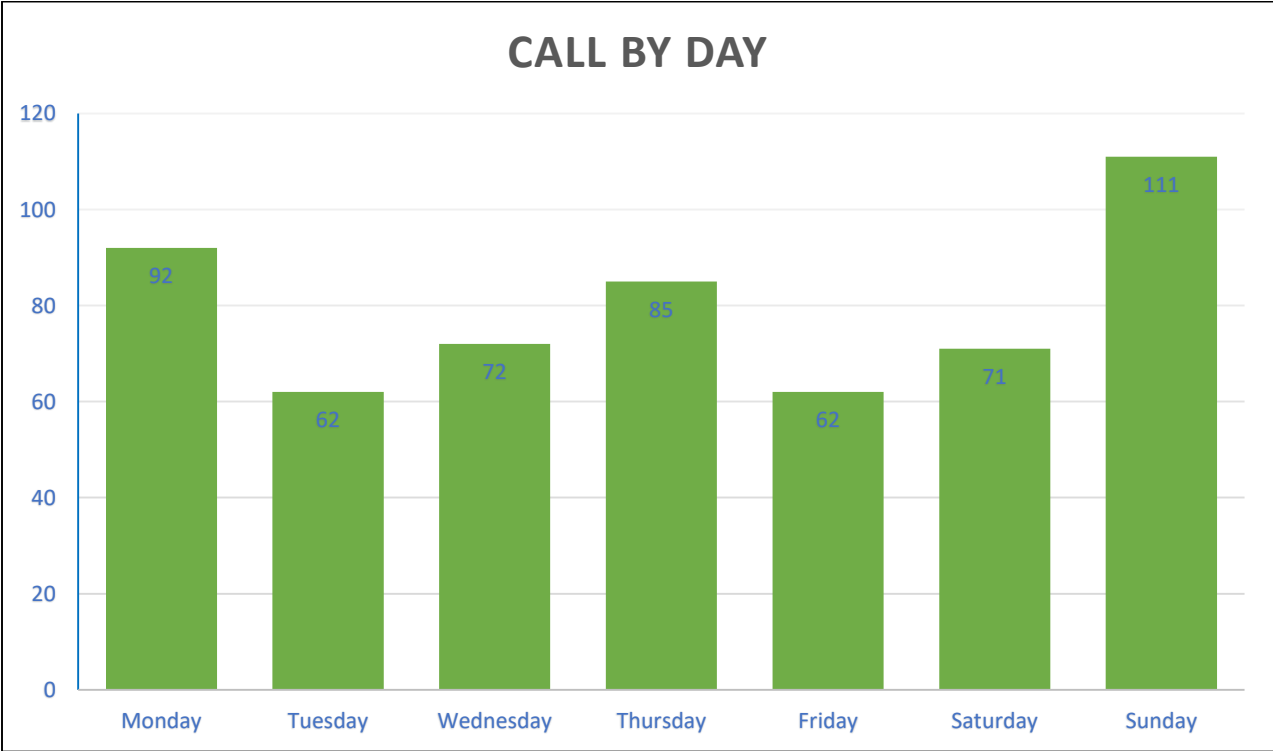
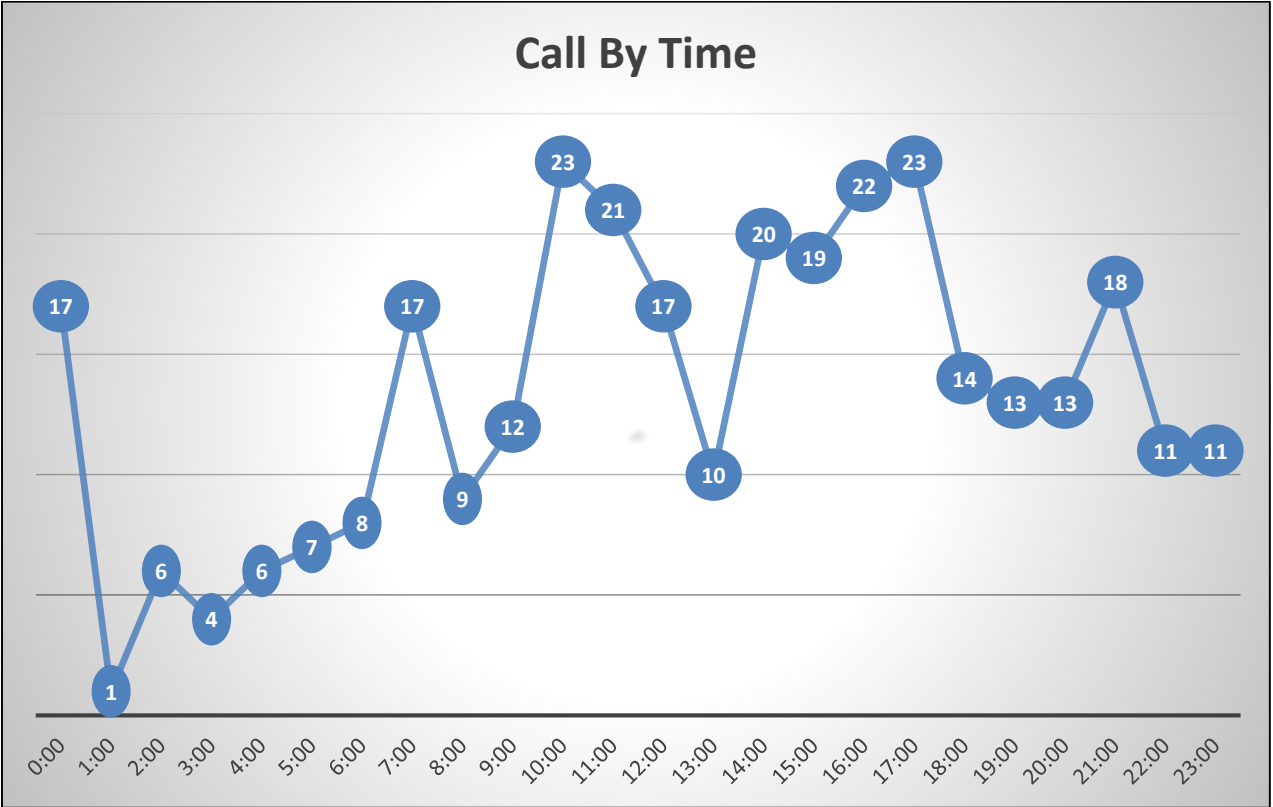
- Promotion Processes: 14 firefighters submitted the required material for promotion. The promotion exam will be the week of March 5-9, 2018. We anticipate promoting up to six captains effective April 1, 2018.
- Firefighter/Paramedic Josh Haldeman has returned to CCF&R filling a vacancy from a resignation that occurred at the end of November. FF/PM Haldeman is assigned to A-shift / Station 29.
- Three firefighters from the 3 Year Firefighter Re-Employment List have elected to return to CCF&R. They have been working for Fire District 3 during the last two years. Firefighters Aaron Huntington, Keith Graham, and Travis Mayer will be assigned to days for their first week back starting February 5.
- Battalion Chief Max Konkright has returned to work on light duty from an on the job injury.
- Captain Clint Frahler is assigned to light duty due to an on the job injury.

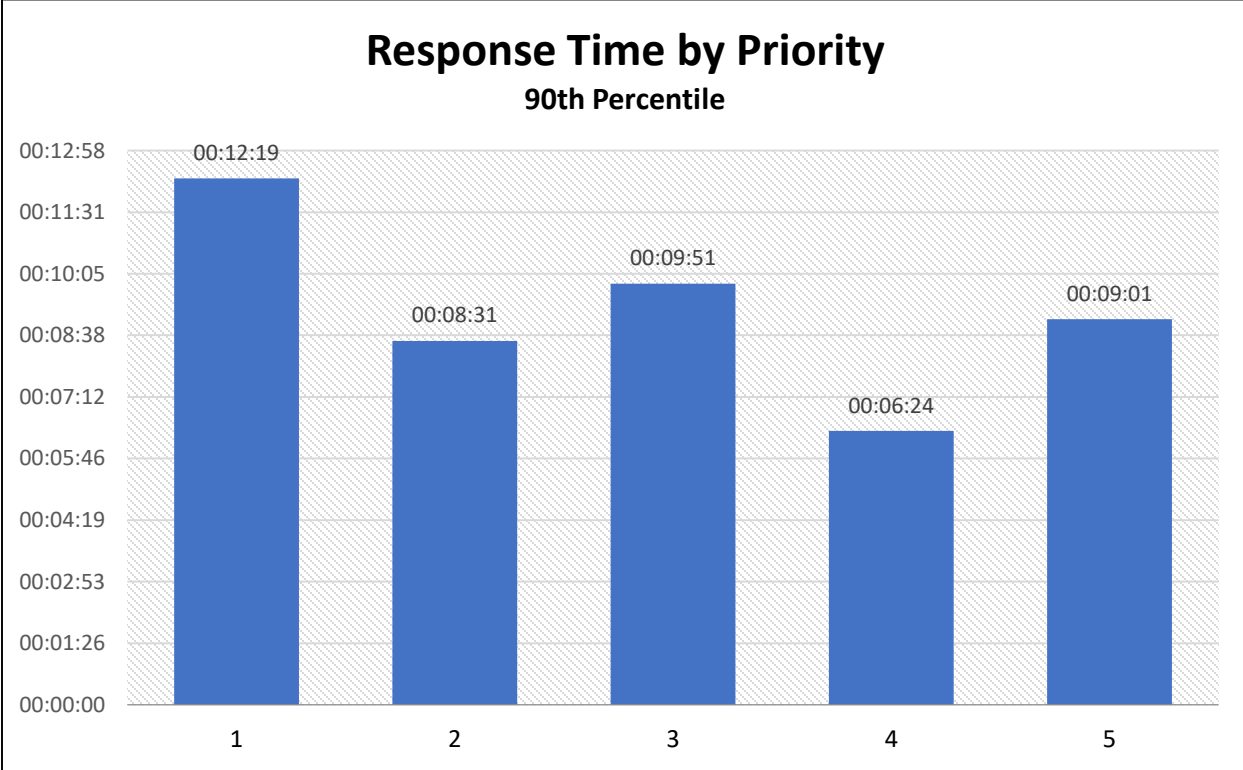
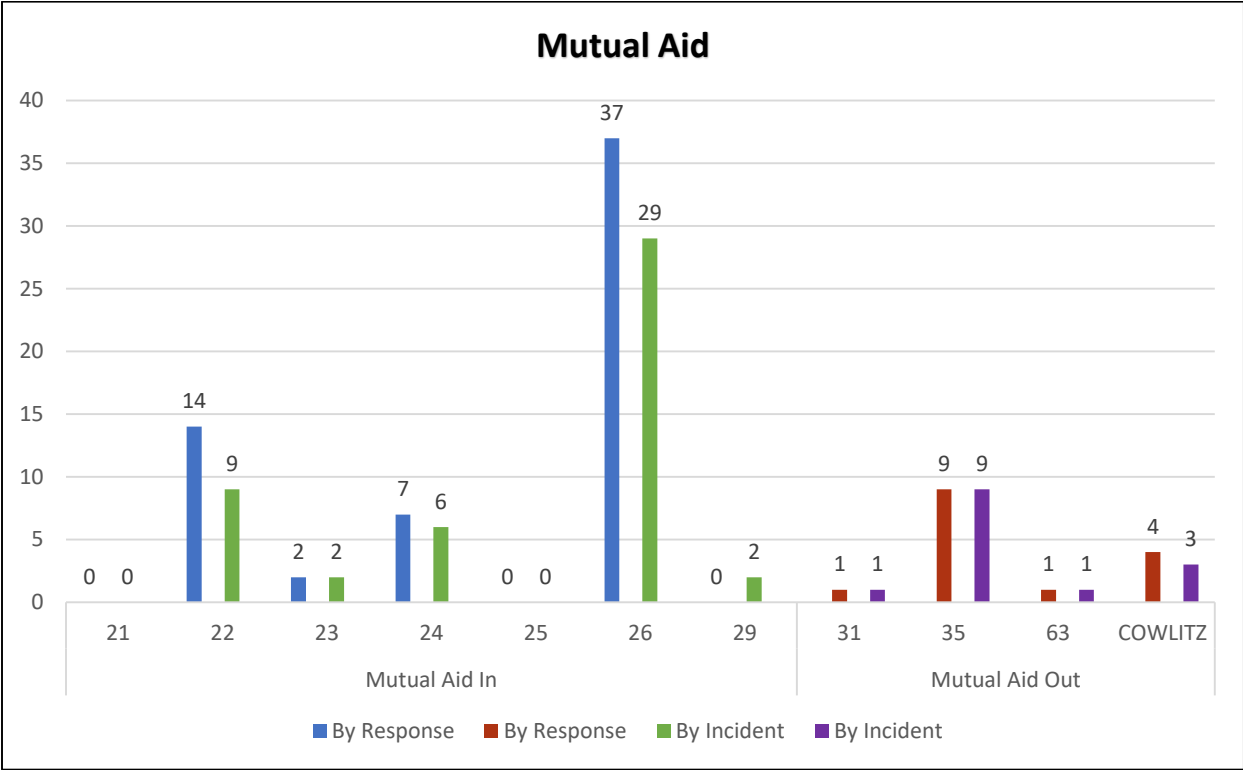
December 2017 Response Statistics











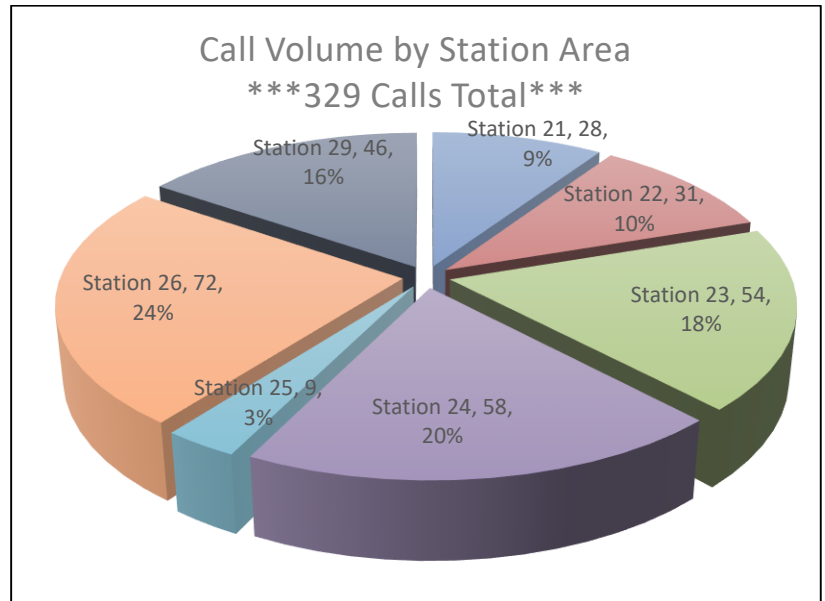


Monthly Report

To: Commissioners
From: Chief John Nohr
Date: January 8th, 2018
Re: December Report

CHARTER OAK STATION RE-OPENS

Fire Station 22, located at the corner of NE 299th Street and 112th Avenue in the Charter Oak area, re-opened on December 29. The station had been closed since January 2010 due to the economic downturn and resulting loss of revenue. In addition, a recent Washington Survey & Ratings Bureau report had downgraded fire protection capabilities for properties located more than five miles from a fire station, which resulted in dramatically increased fire insurance costs for many property owners in the Station 22 response area. After voters passed a levy lid lift last August, the District had hoped to re-open the station in August of 2018. However, the firefighters of CCF&R stepped forward with a proposed schedule change that has the employees working 96 additional hours per year for the same pay, which allowed the District to move up the opening date to December 2017. CCF&R has been in contact with WSRB and the fire protection classification for properties in the District are being upgraded to reflect the opening of Station 22. CCF&R would like to thank the voters for supporting the lid lift and the firefighters for helping to bring fire and EMS protection back to the Charter Oak area of the district.



2017 ANOTHER BUSY YEAR FOR CCF&R

There was a total of 4150 incidents in the CCF&R response area in 2017. This is a 13.3% increase in incidents over the 2016 total of 3660 incidents. The increase in calls for assistance puts a strain on CCF&R resources and often results in multiple incidents occurring simultaneously in the district. CCF&R will continue to monitor call volume and make adjustments to deployment as necessary. The opening of Fire Station 22, which puts a fifth staffed unit in service around the clock, will help the district manage the service demand.

THREE FIREFIGHTERS RETURN TO CCF&R

CCF&R is welcoming back three firefighters from a lay-off list that was established in late 2015 when eleven firefighter positions were eliminated. Firefighters Aaron Huntington, Travis Mayer, and Keith Graham will start back at CCF&R on February 5th with a week of refresher training on district-specific operations. They will then be assigned to emergency

response units. FF Huntington and FF Graham will be assigned to Tower 29 in Woodland, and FF Mayer will be assigned to the Kelly Relief team. All three have been working at Fire District 3 in the interim. The knowledge and skills that these firefighters are bringing back to CCF&R will help us continue to provide great service to our citizens. In addition to these three, firefighter Josh Haldeman returned to CCF&R in early December to fill a vacancy at that time.

CCF&R HELPS SANTA MAKE HOUSE CALLS IN LA CENTER

On December 1st, CCF&R personnel decorated a reserve fire engine in Christmas lights and helped Santa Claus make house calls to drop off gifts to children in La Center. Santa was played by Captain Todd Kays this year. In addition, the Clark County Firefighter Association sponsored families in Woodland, La Center, and Ridgefield by providing gifts and support during the holidays. Thank you to all the members of CCF&R who helped bring holiday cheer to those in need.



CCF&R RECEIVES HIGH MARKS DURING FINANCIAL AUDIT

The State Auditor's Office conducts audits of the fire district on a bi-annual basis. The audit for 2015-2016 occurred in December 2017. CCF&R was praised for its organized financial reporting, which can have a positive impact when CCF&R goes out for bonds or applies for Federal grants. In addition, the district received mostly positive comments during the accountability audit, but also received recommendations for improving purchasing and administrative procedures. Thank you to Kathy Streissguth and Christi Linn for their work in maintaining high standards in financial and administrative record keeping.

FIRE STATION 29 IN WOODLAND DEDICATED

Woodland City Council members, CCF&R Commissioners, Chief Officers and fire crews were on hand on December 20th to dedicate the new Fire Station 29 at 250 E. Scott Avenue in Woodland. In a "twist" on the tradition ribbon cutting ceremony, the council members and commissioners instead uncoupled a fire hose to dedicate the new station. CCF&R Board Chair Kolke, City Council member Merilee McCall, and Chief Nohr spoke

about the importance of the new station to continue to provide service in the Woodland area. Chief Nohr thanked Mayor Finn and the Public Safety Committee, comprised of council members McCall, Fredericks, and Heffernan, for their support of community safety and the new fire station. CCF&R has tentative plans to move into the new station in early February, and will hold a community open house in the Spring.



COMMISSIONER AND FIREFIGHTER SWORN IN

A quiet swear-in ceremony occurred on December 27th at Station 21. Stanley Chunn took the oath of office for his next term on the Board of Commissioners. He was reelected to serve by the voters of the district during the November general election. Firefighter Ian Ryan also took the oath of office for firefighter with CCF&R. FF Ryan had been scheduled to be sworn in at a ceremony after the December 14th Board of Commissioners meeting. However, he was called away with his crew to respond to assist a cardiac arrest patient nearby. FF Ryan attends college at the University of Idaho in Moscow and completes all of his volunteer requirements while home during various breaks in the school year. Both Commissioner Chunn and FF Ryan had several family members in attendance for the ceremony. Congratulations Commissioner Chunn and FF Ryan.

