



**Clark-Cowlitz Fire Rescue  
Board of Fire Commissioners Meeting Minutes  
911 N 65<sup>th</sup> Avenue, Ridgefield**

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**September 14, 2023**

Present:

Commissioners Stanley Chunn, David Town, Ken Ayers, Larry Bartel, Jade Bourke. Chief John Nohr. DVCs Ben Peeler and Eamonn Ryan. Recording Secretary Kathy Streissguth.

Meeting called to order by Commissioner Chunn at 4:00 p.m.

Flag Salute.

**SWEARING IN CEREMONY**

Chief Nohr introduced Eamonn Ryan as the new Division Chief of Operations. DVC Ryan summarized his career. DVC Ryan was sworn into office by Chief Nohr. Badge pinning by spouse Allison Ryan. All congratulated DVC Ryan on his promotion.

**CALL FOR LATE AGENDA ADDITIONS**

None.

**CONSENT AGENDA**

Motion by Commissioner Bartel to adopt the consent agenda as presented. Second Commissioner Bourke. No discussion. Motion approved unanimously.

**COMMUNICATIONS**

Thank you note and \$300 donation from Mr. Trone of Woodland in thanks for services provided by Captain Dave Bridges and the St29 crew. Shared a painting and signed card from several La Center citizens in thanks for efforts on the Jenny Creek Road fire. Certificate of appreciation from Woodland PD for CCFR's participation in the city's National Night Out event.

**CITIZEN COMMENTS**

None.

**STANDING COMMITTEES**

**Clark County Fire Risk Management Group**

No meeting. No report.

**Fairgrounds Fire Facility Board**

Commissioner Chunn summarized discussions at the September 12 FFFB meeting. Reviewed the need for an updated budget and projections for 2024 to determine the contribution necessary to operate the facility. Operations will be discussion options to mitigate the hour shift change gap due to FD6 having an 8:00 a.m. shift change while CCFR switch out at 7:00 a.m. BC Rommel will be the lead for station logistics issues. Looking at options to update signage above the truck bay to show that FD6 and CCFR are present. Will need to meet with the County to discuss

updating the agreement and space allocation. The front office plan is moving forward.

**Finance Committee**

No meeting. No report.

**WFOA Region VIII – Bartel**

No report.

**Local BVFF**

No meeting. No report.

**Cowlitz Indian Tribe – Contract Liaison Bartel/Bourke**

Still no updates on meeting dates. Chief Nohr will reach out.

**Commissioner Updates**

Commissioner Bourke advised he attended the SAO entrance conference for the audit of years 2021-2022. Commissioner Bartel extended an invite to the October 11 SWFOA meeting in Lewis County. Speakers include Senator Anne Rivers, Representative Ed Orcutt, WFOA Executive Director Roger Ferris, and WFOA Healthcare Manager Anne Deligeannis.

**STAFF REPORTS**

**Operations – DVC Ryan**

DVC Ryan summarized the August operations report. Proposing a revised vehicle and apparatus plan for years 2024-2025. Working on an update to the OT callback SOG. Noted that the training officers are coordinating countywide joint training. Volunteer and former fulltime firefighter-paramedic George Lingle has retired after 50 years of service.

Following Commissioner Bartel’s question; Chief Nohr advised that DVC Peeler has been tasked with developing the ambulance transport guidelines as he has experience in this area. There is no plan to transport until the programs and policies are Board approved.

The October FFPM hires will be online after the first of the year.

Board members commented they are pleased to hear the departments are working together and they fully support joint efforts.

**Admin/Logistics – DVC Peeler**

The CRR office remodel is scheduled to start September 25. Will be adding a civilian logistics support position and at some point a fire training staff captain position. Discussed the pending City of Vancouver ambulance request for proposal (RFP) and the impacts to the rest of the County.

**Community Risk Reduction/CARES – DVC Jackson**

DVC Jackson detailed the CRR/CARES activities for August. Advised that following the addition of Mike Lackey to the team, plans review turnaround time is now about 2-weeks. SWACH is developing a draft agreement with FD6 and the City of Camas regarding the funding of two positions for the CARES program. Expecting the team will also be responding to the City of Battle Ground. Setting up

procedures and operational guidelines, which are expected to lead to additional funding opportunities. Anticipating fire code updates for the month of November. The updated fee schedule may be available for review at the next meeting. Commissioner Ayers asked to see the number of permits and plan reviews by jurisdiction. DVC Jackson will add the information to the next report.

## **CHIEF'S REPORT**

Chief Nohr summarized the chief's report. St151 is now staffed 24/7. Recap of the Jenny Creek Road fire. Have met with the property owners of the land behind St21. Space has been coned off to see what 2-acres looks like. Advised several of the chiefs will be assisting Longview Fire with a promotional test next week. The joint FD3 meeting has been scheduled for October 4 at 6:00 p.m. and will be held at Dollar's Corner St26. FD3 has proposed agenda items that will be distributed to the Board for review. Will be attending a County hearing on September 20 at 5:30 p.m. regarding impact fees in the unincorporated areas of the county. Further discussion on the transport contract and how it will work going forward. Vancouver has hired Fitch & Associates to develop the RFP. Several county fire chiefs met with the vendor who basically advised the system is as good as it's going to get and it will cost more to have better response times outside of Vancouver. Unless the public wants to subsidize the contract. Makes more sense for the public to finance a fire department ambulance rather than a private company.

Chief Nohr has been invited by the WA Fire Chief's Association to attend a meeting to discuss public finance issues in Washington. Commissioners Bourke and possibly Ayers will also attend. Commissioner Ayers shared his amazement over the protection of residences on the Jenny Creek Road fire and just how close it came to several homes.

## **RIDGEFIELD TAX INCREMENT AREA (TIA)**

Recap and discussion on the September 13 joint workshop with the City of Ridgefield. Chief Nohr is gathering the information requested by the City. Acknowledgement that answers to the cost per call discussion were not as well articulated as they should have been. Fire departments are an insurance policy against loss. Taxpayers are paying for someone to be ready to respond. Not a good metric to calculate it by call. Noted that incidents are broken down by commercial/residential, but not by jurisdiction. Commissioner Bartel reminded everyone to approach the issue from what will impact the district as a whole. Stressed that a fire department is an insurance policy. Commissioner Chunn noted that the workshop didn't allow for enough time to get to the discussion on next steps. He approached Mayor Lindsay after the meeting to ask about next steps. City Manager Stuart intervened and stated the first public reading is the second week of October and they doubted there would be time to get together again before that meeting. Their staff is working on some proposals. Commissioner Chunn encouraged getting together to make sure we are on the same page, but he doesn't think it will happen. Mitigation would need to be part of the draft. Chief Nohr shared that from his discussions with the State Chiefs and Commissioners association lobbyists, the best we may hope for is to get some modification to the law to add mitigation language. Agreed it was a bad bill and that several legislators were under the impression that fire districts were exempt. Discussion on multi-family tax exemptions, which is another item that will have financial implications down the road. Discussed the nearly complete capital facilities plan, which is needed to implement impact fees and has nothing to do with tax increment financing. Commissioner Bartel shared it would be best to tell the city what we want and not wait for them to tell us what we need. There could be an impact to the schools if the fire district is continually asking for additional funds. Commissioner Town would like to see the plan include a trigger point that initiates mitigation. Mitigation ideas

may include land with a station, maybe a new engine every 5 years. Concern over making sure the intent of all parties today is maintained over the existence of the TIA. Discussion on the lack of a vote to implement this finance option. DVC Peeler pointed out that the citizens approved an EMS levy last August to provide enhanced EMS services and ambulances, not new roads and projects for commercial development. Need to gather and propose some reasonable mitigation ideas to present to the city. May speak to legal counsel as to what to do if the City says no. Chief Nohr will bring ideas to the meeting on September 28. Will try to schedule an executive session with legal counsel for the next meeting.

## **WORKSHOP – COMMISSIONER POLICY REVIEW**

Chair Chunn opened the workshop at 5:43 p.m.

Reviewed the old Clark County Fire & Rescue Board Guidelines, Commissioner Compensation Policy No. 511.11.01, and Board of Fire Commissioners Policy No. 511.10.01. Reviewed the documents. Discussed recommended updates. Clarified specific items and contradictions between the documents. Staff will combine the two policies and specific CCFR procedures into a single document. The WFCGA guidelines shall be referenced with the policy superseding the association guidelines. Discussed payroll timelines and approvals payroll is now processed after the end of the month.

Workshop adjourned at 6:22 p.m. Meeting resumed.

## **2024 BUDGET TIMELINE**

Discussed the review and adoption timeline for the 2024 budget. If information is available from the County, hoping to hold a revenue hearing at the next meeting. Scheduled a finance committee meeting at 2:30 p.m. on October 12 for a preliminary review. As a majority of the Board attends the WFCGA conference and the second meeting of month is usually cancelled, a special meeting was scheduled on Monday, October 30 at 3:30 p.m. for preliminary budget review. A finance committee meeting will be held to review modifications to the budget at 2:30 p.m. prior to the November 9 regular meeting at which time the budget will be presented to the Board. A special meeting will be held on Thursday, November 16, to review and adopt the budget. Note that the second meeting of November falls on the Thanksgiving holiday. If necessary, this will still allow time to schedule a final meeting before the November 30 budget submission deadline.

## **LATE EDITIONS TO THE AGENDA**

Chief Nohr advised that the labor agreement included a provision to revisit minimum staffing requirements should an EMS levy pass. Discussed updates to Lexipol Policy No. 207 to improve regarding staffing guidelines. Staffing of 3 personnel on all apparatus is optimal. The proposed changes allow for the flexibility on some engines to drop to 2 personnel if finances are an issue. The district needs a safety valve.

Motion by Commissioner Bartel to approve the updates to Policy 207. Second Commissioner Town. Discussion. Suggested waiting until the next meeting pending legal advice on the ability to take action on a late item on the agenda. Motion and second withdrawn. Tabled until the next meeting.

## **EXECUTIVE SESSION**

None.


**OLD BUSINESS**

None.

**CITIZEN COMMENTS**

None.

No further discussion. Meeting adjourned at 6:37 p.m.



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Attest, John Nohr  
District Secretary/Fire Chief



# CLARK-COWLITZ FIRE RESCUE CONSENT AGENDA September 14, 2023


1. Minutes
  - July 27 Board Meeting
2. Prepaid Invoices
  - \$ 2,263.32 (CCFR Gen Fund 6228)
    - i. ACH No. 2018 paid September 6
  - \$ 424,299.71 (CCFR General Fund 6228 August Payroll Tax & Benefits)
    - i. \$ 351,919.03 Chk Nos. 22357 – 22368 dated September 7
    - ii. \$ 72,380.68 ACH No. 2019 paid September 7
3. Invoices
  - \$ 9,567.13 (FFFB Fund 6254)
    - i. \$ 3,541.17 Check Nos. 101569 – 101570 dated September 14
    - ii. \$ 4,774.95 Check No. 101571 dated September 14
    - iii. \$ 1,251.01 ACH No. 2041 to be paid September 15
  - \$ 30,848.07 US Bank VISA paid September 13
    - i. \$ 2,561.70 EFT No. 2035 (FFFB Fund 6254)
    - ii. \$ 28,286.37 EFT No. 2042 (CCFR Gen Fund 6228)
  - \$ 100,388.82 (CCFR General Fund 6228)
    - i. \$ 166.52 EFT No. 2043 paid September 14
    - ii. \$ 7,574.92 EFT No. 2044 paid September 14
    - iii. \$ 59,814.41 Check Nos. 101572 – 101621 dated September 14
    - iv. \$ 32,832.97 ACH Nos. 2095 – 202102 to be paid September 15
4. Fund Transfers
  - None
5. Payroll
  - August 1 – 31 paid August 8
    - i. \$ 1,014,474.25 Gross Payroll
    - ii. \$ 690,237.91 ACH (net)
    - iii. \$ 130,954.48 Tax Deposit paid September 8
6. August Use Tax paid September 14
  - CCFR \$ 2,425.33
  - FFFB \$ 0.00
7. Approved Commissioner Stipends

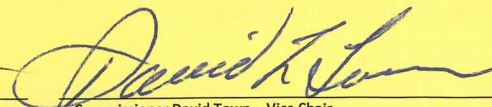
August 2023 paid September 8						
Name	Regular Meeting	Committee Meeting	Assn Meeting	Educ	Other	Total
Ayers	2					2
Bartel	2					2
Bourke	2					2
Chunn	2					2
Town	2					2

8. Voided/Destroyed Claims Warrants
  - None

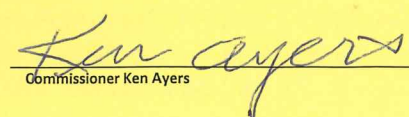


**CLARK-COWLITZ FIRE RESCUE  
CONSENT AGENDA  
September 14, 2023**

  
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Commissioner Stanley Chunn – Chair

  
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Commissioner David Town – Vice Chair

  
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Commissioner Larry Bartel

  
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Commissioner Ken Ayers

  
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Commissioner Jade Bourke