



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

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**September 28, 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.

**CALL FOR LATE AGENDA ADDITIONS**

Commissioner Town asked to discuss a Port of Ridgefield TIF.

**CONSENT AGENDA**

Motion by Commissioner Bourke to adopt the consent agenda as presented. Second Commissioner Town. Discussed MES/LN Curtis credit/payment – original was processed under the incorrect vendor. ConvergeOne is the vendor for the firewall equipment used by the district. Confirmed that approximately \$17,000 in retainage is being held pending completion of the St26 concrete/truss project. No further discussion. Motion approved unanimously.

**COMMUNICATIONS**

Thank you card from a citizen for a ring removal. Thank you card to CRR personnel Josh Taylor, John Zanzi and Mike Lackey for their help with the installation of fire alarms.

**CITIZEN COMMENTS**

None.

**STANDING COMMITTEES**

**Clark County Fire Risk Management Group**

No meeting. No report.

**Fairgrounds Fire Facility Board**

No meeting. No report.

**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**

No updates on meeting dates. Chief Nohr will reach out.

## **Commissioner Updates**

Ride coordination for the WFCR conference in October.

## **COMMISSIONER ELECTION TIMELINE**

Chief Nohr advised he contacted the elections office regarding the current position up for election. As this is an election to fill an unexpired term, the winner may take office upon certification of the election on November 28 at 2:00 p.m. The County will hold a swearing in ceremony at the Elections Office on a later date, or they may opt to be sworn in at the next scheduled CCFR Board meeting.

## **ADMINISTRATIVE POSITIONS/SALARIES**

Chief Nohr presented and reviewed two staff reports regarding positions and salary scales that were flagged for further review following the market pay scale adjustments adopted earlier this year. One was the finance position (Kathy Streissguth) and the other the administrative/training support position (Airen Elizabeth). Provided a brief history of the 2015 restructuring and pay adjustments related to the finance position. A staffing study was conducted for full comparative duties currently assigned with a pay scale based on identified comparable positions. Chief Nohr proposed reinstating Kathy to Finance Manager at top step of the presented pay scale, as well as a schedule for an accounting assistant, which has been budgeted for this year. He added there are a number of open positions throughout the state. He also recommended a 5% specialist stipend for Admin/Training Assistant Airen Elizabeth due to her additional work coordinating the district's day-to-day IT needs. This is a unique situation that is not appropriate to be rolled into the Admin/Training Assistant position. The salary schedules would be effective September 1, 2023. Discussed the steps. Motion by Commissioner Bourke to adopt both proposals. Second Commissioner Bartel. Streissguth confirmed that she will commit to three years before retirement.

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

Chief Nohr advised he attended the State House Legislative meeting in Vancouver to discuss TIA impacts on fire districts. Requested stronger mitigation language to ensure that it actually happens. He received several comments that he did a great job presenting the issues. Noted the Department of Revenue was not able to answer several questions.

Discussed the mitigation options to be presented to Ridgefield. Commissioner Bartel wants to make sure something solid is in the city's resolution to ensure they are obligated to mitigate in the future. The city seems unwilling to meet prior to the next public hearing sometime in October. Chief Nohr continues to schedule meetings with various legislators to discuss the issue. Commissioners Bartel and Town feel the district should be ready to move forward with some kind of legal action if the city isn't willing to include mitigation language in their plan. Commissioner Town is still interested in a possible M&O levy, which wouldn't be diverted to the TIA. Chief Nohr advised that the fire levy would have to drop down or be assessed at a lower rate with the difference made up by the M&O. Chief Nohr will forward the district's mitigation options to City Manager Steve Stuart: sales tax sharing, purchase of apparatus, fire station land/construction, sunset of the TIF obligation when CCFR has paid its share. The board would like to discuss the issue with counsel in an executive session on October 12 if he is available.

**STAFFING LEVELS POLICY NO. 207**

Policy was presented for review at the last meeting. Motion by Commissioner Bourke to adopt Staffing Levels Policy No. 207. Second Commissioner Town. No discussion. Motion passed unanimously.

**BOARD OF COMMISSIONERS POLICY UPDATE**

Review of updates based on the conversations held at the last meeting. The WFOA commissioner handbook may be referenced. It is updated regularly and reviewed by legal counsel. Issues specific to CCFR may be incorporated into the policy, which would supersede the guidelines. Motion by Commissioner Bartel to approve the updates to Board of Commissioners Policy No. 511.10.01. Second by Commissioner Ayers. Commissioner Bourke would prefer to have time to read the update before approval. Will need to rescind the old policy. Call for the vote. Motion passed with four ayes and one abstention.

Motion by Commissioner Chunn to rescind Commissioner Compensation Policy No. 511.11.01. Second by Commissioner Ayers. No discussion. Call for the vote. Motion passed with four ayes and one abstention.

**LATE EDITIONS TO THE AGENDA**

Commissioner Town advised that the Port of Ridgefield Commissioners held their first workshop regarding implementation of a tax increment area. Recommendation to add to the agenda as an ongoing issue to keep up on. Chief Nohr will contact the port manager to get more information.

Update on the planning commission meeting held last week to discuss the ability to assess fire impact fees in unincorporated Clark County. The commission will refer the proposal to the County Council for adoption. When approved, the districts will still need to present a proposal/rate plan to the Council for approval before fees may be implemented. The commission advised the rates should be similar across the various agencies.

**EXECUTIVE SESSION**

None.


**OLD BUSINESS**

None.

**CITIZEN COMMENTS**

None.

No further discussion. Meeting adjourned at 4:41 p.m.

  
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Attest, John Nohr  
District Secretary/Fire Chief



# CLARK-COWLITZ FIRE RESCUE CONSENT AGENDA September 28, 2023

## 1. Minutes

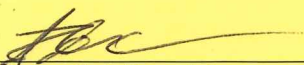
- Joint City of Ridgefield Special Meeting – September 13
- Regular Board Meeting – September 14

## 2. Invoices

- \$ 55,976.27 (CCFR General Fund 6228)
  - i. \$ 30.00 EFT 2147 paid September 21
  - ii. \$ 5,495.04 EFT 2153 paid September 21
  - iii. \$ 21,933.22 Check Nos. 101625 – 101648 dated September 28
  - iv. \$ 28,518.01 ACH 2178 – 2181 to be paid September 29
- \$ 265,436.35 (CCFR Capital Fund 6224)
  - i. \$ 262,819.75 Check No. 101622 dated September 18
  - ii. \$ 2,616.60 ACH No. 2148 to be paid September 29
- \$ 3,021.93 (FFFB Fund 6254)
  - i. \$ 1,130.45 EFT No. 2149 paid September 27
  - ii. \$ 1,621.48 Check Nos. 101623 – 101624 dated September 28
  - iii. \$ 270.00 ACH No. 2152 to be paid September 29

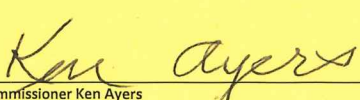
## 3. Voided/Destroyed Claims Warrants

- None

  
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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