



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

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**January 11, 2024**

Present:

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

Meeting called to order by Commissioner Chunn at 4:02 p.m.

Flag Salute.

## **CALL FOR LATE AGENDA ADDITIONS**

None.

## **2024 OFFICERS**

Commissioner Town nominated Commissioner Chunn for Chair. Second Commissioner Bartel. Discussion. Call for the vote. Unanimously approved.

Commissioner Bartel nominated Commissioner Town for Vice Chair. Second Commissioner Ayers. No discussion. Motion passed unanimously.

## **2024 COMMITTEE ASSIGNMENTS**

Motion by Commissioner Town to continue the 2023 committee assignments. Second Commissioner Bartel. No discussion. Motion passed unanimously.

- Clark County Fire Risk Management Group – Bartel
- FFFB – Chunn; Alternate Bartel
- Finance – Town and Bourke; Alternate Ayers
- BVFF – Chunn and Ayers; Alternate Town
- Cowlitz Tribe Liaison – Bartel and Bourke, Alternate Chunn
- EMS District 2 Liaison – Bourke, Alternate Bartel

## **CONSENT AGENDA**

Motion by Commissioner Bartel to adopt the consent agenda as presented. Second Commissioner Town. Discussion. Call for the vote. Unanimously approved.

## **COMMUNICATIONS**

Thank you for the wildland fire presentation from Michael Bennett of the East Fork Hills Rural Association put on by CRR staff. Email from Maureen Groat with an update on the 2023 community support activities of the CCFR Volunteer Firefighters' Association. Email from Captain Sean Kearns to Chief Nohr in thanks for the support in staffing Station 151. Shared some basic information on a call with a successful outcome, where it might not have been the case prior to staffing the station. Chief Nohr reiterated his appreciation to the Board for their support for improved staffing.

## **CITIZEN COMMENTS**

None.

## **STANDING COMMITTEES**

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

Commissioner Bartel shared information on the revised quote for earthquake coverage for the group. Current coverage for the group is limited to \$25 million. Would provide an additional \$25 million in coverage for the group – a total of \$50 million in coverage. This is an all or nothing policy – all must participate if that is the group's decision. Annual cost would be approximately \$15,000 for CCFR. Discussion. Board direction to report that CCFR does not wish to move forward with the additional coverage.

### **Fairgrounds Fire Facility Board**

Commissioner Chunn provided an update from the January 10 meeting. The chiefs are working through recommendations to update the lease agreement with the County to incorporate the change in operations and better reflect current and planned facility use. Operations is moving forward with a plan for the two district's to operate out of one engine; using the current CCFR engine, a 2022 Pierce Enforcer. Operational costs will be shared through the FFFB fund. Logistics is working on developing a new logo to rebrand the rig to reflect both agencies. Discussion on sharing the cost of the recently purchased rig and/or setting up an apparatus replacement fund. Chief Nohr will discuss with FD6. Discussed anticipated adjustments to the FFFB budget. Each agency's contribution will be increased to \$100,000 to cover capital improvements and necessary equipment identified after the budget was finalized.

### **Finance Committee – Town/Bourke**

Commissioner Town shared the information shared in the exit conference the Finance Committee held with the Washington State Auditor on the results of the 2021-22 financial and accountability audit. The district received a finding for not retaining/obtaining sufficient documentation to support the cost savings identified by resolution on purchases of the ladder truck and one engine. There was also a lack of sufficient documentation to demonstrate compliance with bid piggybacking for the purchase of two fire engines and personal protective equipment (turnouts) during the audit period.

### **WFOA Region VIII – Bartel**

Commissioner Bartel advised the next WFOA Board meeting will be held on January 20.

### **Local BVFF – Chunn/Ayers**

Commissioner Chunn advised the group met earlier in the day to review and approve the retirement application for Matt Hieter, who started his volunteer career with District 11. He is fully vested with 25 years of service and pension contributions. Planning to meet in February to review the 2023 pension certification.

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

Chief Nohr spoke with Timi Russin. Will be reaching out in the next few days to schedule the meeting.

### **EMS District 2 – Bourke**

Chief Nohr spoke with Chair Sue Marshal. Verified the small city representative is Shane Bowman of Battle Ground. Will set up a meeting to let the EMS 2 Board

know the fire districts' concerns regarding the new contract and the projected need for public subsidy for ambulance services. Vancouver Fire is expected to put the RFP out in February. Commissioner Chunn suggested that FD3, FD6 and CCFR meet to discuss the issues prior to the meeting with EMS2.

### **Commissioner Updates**

None.

### **STAFF REPORTS**

#### **Operations/Training – DVC Ryan**

DVC Ryan summarized the December/year end Operations and Training report. Reported that BC Konkright will retire the end of January – his last shift is Saturday, January 27. Paramedic Captains Harvey and McIlmoil are now certified ACLS (Advanced Cardiac Life Support) and PALS (Pediatric Advanced Life Support) instructors. Having this ability in-house is expected to save training costs. 24 paramedics have been through the course over the last week.

#### **Admin/Logistics – DVC Peeler**

DVC Peeler summarized the December Administrative Services and Logistics report. Noted that having staffing at Station 151 has improved response throughout the district.

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

DVC Jackson reviewed the CRR/CARES activities for November.

### **CHIEF'S REPORT**

Chief Nohr summarized the December Chief's report. Long time Medical Program Director Dr. Lynn Wittwer has retired. His replacement is Dr. Marlow Macht. Discussed responses with significant saves. Most are now able to respond with a single engine and able to provide better care with additional staffing. Planning to release a PSA outlining the successes and the importance of early treatment. Covered the County work session held on impact fees in unincorporated Clark County. The floor was opened for comments. Several agencies were in attendance and the representatives explained the need. The WFLA Legislative Day will be held on January 23. Chief Nohr will leave early to make an 8:00 a.m. appointment. Expect to return by 6:00 p.m. FD6 Chief Maurer has set up several meetings with legislators who represent Clark County. Commissioner Bartel advised the County Council was 2 for, 2 against and 1 undecided on impact fees. A public hearing will be scheduled.

Chief Nohr summarized his staff report recommending the reclassification of the three current Division Chiefs to Assistant Chief. Discussion. The DVC positions will remain vacant. This will allow for additional future assignments as the need arises and budget is available. Will make the CCFR command structure compatible with peer departments. Funding was incorporated into the adopted budget. There are no changes at the BC levels. The Administrative Training BC will move to shift in February. Will be using the BC vacancy to fund a training captain. There is no impact to the bargaining unit.

### **TAX INCREMENT AREAS – UPDATE**

Chief Nohr shared that FD6 is concerned about the proposed TIA by the Port of Ridgefield. Preliminary information is that TIA proceeds will be used to develop and revitalize the waterfront in downtown Ridgefield. The legislative session opened on Monday and with a proposed change to the TIF legislation. Chelan Fire will present at the

bill hearing on their experiences. Chief Nohr is remotely attending the Central Kitsap F&R commissioner meeting on January 23 to explain TIF.

Extensive discussion on the Port of Ridgefield proposal for a \$198 million TIA. The proposal itself seems somewhat vague and more residential than that proposed by the City of Ridgefield. Board direction to request that legal counsel to develop a proposal limiting the district's contribution. Commissioner Bartel will assist.

### **POLICY REVIEW**

Policies sent to the Board for review. Policy No. 1032 Temporary Modified-Duty Assignments was distributed before the last meeting. Discussion. No changes. AC Peeler Confirmed that the Division Chief language will be updated to Assistant Chief throughout with a title change in the program. Motion by Commissioner Town to adopt Policy 1032 as written. Second Commssioner Ayers. No further discussion. Motion passed unanimously. Four additional policies under review for adoption at the next meeting.

- Policy No. 1002 Promotions and Staff Position Transfers
- Policy No. 1041 Nepotism and Conflicting Relationships
- Policy No. 1014 Personnel Complaints
- Policy No. 1043 Anti-Retaliation

AC Peeler advised the promotions policy memorializes and streamlines existing agreements with the local. The remainder are boilerplate/best practice policies to meet legal requirements.

### **LATE EDITIONS TO THE AGENDA**

Commissioner Bartel noted that one of the Port TIA proposal tables showing fire levy rates is not correct – it still shows the rate running down to \$0.50 per thousand. Both EMS levy tables were updated.

### **CITIZEN COMMENTS**

None.

### **EXECUTIVE SESSION**

None.

No further discussion. Meeting adjourned at 5:35 p.m.

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**Attest, John Nohr**  
**District Secretary/Fire Chief**



# CLARK-COWLITZ FIRE RESCUE CONSENT AGENDA January 11, 2024

1. Minutes
  - Board Meeting – December 14
2. 2023 Prepaid Invoices
  - \$ 30,652.62 US Bank VISA paid December 13
    - i. \$ 29,794.18 CCFR Fund 6228 – EFT No. 3089
    - ii. \$ 858.44 FFFB Fund 6254 – EFT No. 3054
  - \$ 8,816.57 (FFFB Fund 6254)
    - i. Chk Nos. 101845 – 101847 dated December 29
    - ii. Chk Nos. 101878 – 101879 dated December 29
  - \$ 72,739.01 (CCFR Fund 6228)
    - i. \$ 54,135.16 Chk Nos. 101848 – 101874 dated December 29
    - ii. \$ 1,117.35 Chk Nos. 101876 – 101877 dated December 29
    - iii. \$ 54.44 EFT No. 3055 paid December 29
    - iv. \$ 13,747.45 ACH 3049 – 3050 paid December 29
    - v. \$ 3,684.61 EFT No. 3084 paid December 29
  - \$ 17,588.10 (Capital Fund 6224)
    - i. Chk No. 101875 dated December 29
  - \$ 158,359.03 (CCFR Fund 6228 – Q4-23 Payroll Taxes)
    - i. Chk Nos. 22405 – 22409 dated December 31
3. 2024 Prepaid Invoices
  - \$ 279,767.89 (CCFR General Fund 6228 December Payroll Tax & Benefits)
    - i. \$ 204,850.01 Chk Nos. 22410 – 22418 dated January 5
    - ii. \$ 74,917.88 EFT No. 107 paid January 8
  - \$ 6,067.23 (CCFR Fund 6228)
    - i. \$ 3,652.53 EFT 105 paid January 5
    - ii. \$ 2,414.70 ACH 103 – 104 paid January 8
4. Invoices
  - None
5. Payroll
  - December 1 – 31 paid January 8
    - i. \$1,025,959.93 Gross Payroll
    - ii. \$ 695,047.71 (net) ACH 2 – 102
    - iii. \$ 122,219.03 Tax Deposit EFT 106
6. December 2023 Use Tax paid January 11
  - CCFR \$ 312.42
7. Fund Transfers
  - \$ 74,700.00 EMS Levy 6226 to General Fund 6228 December 29
8. Approved Commissioner Stipends


December 2023 paid January 8, 2024						
Name	Board Meeting	Committee Meeting	Assn Meeting	Educ	Other	Total Paid
Ayers	2					2
Bartel	2					2
Bourke	2	1			1	4
Chunn	1	1			1	3
Town	2	1				3



**CLARK-COWLITZ FIRE RESCUE  
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9. 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