Clark-Cowlitz Fire Rescue
Board of Fire Commissioners Meeting Minutes
911 N 65th Avenue, Ridgefield

November 7, 2024

Present:
Commissioners Stanley Chunn, David Town, Larry Bartel, Jade Bourke.
Chief John Nohr. ACs Ben Peeler and Eamonn Ryan.

Meeting called to order by Commissioner Chunn at 4:04 p.m.

Flag Salute.

CALL FOR LATE AGENDA ADDITIONS
None.

CONSENT AGENDA
Motion by Commissioner Town to adopt the consent agenda as presented. Second Commissioner Chunn. Discussion. Motion passed unanimously.

COMMUNICATIONS
Thank you from the Wilson family for the compassionate care provided to the while treating a family member. Thank you for assistance from the Oxford family to the CARES team. A Woodland citizen sent a large cash donation in thanks for non-emergency assistance in her home. The Clark County Conservation District sent thanks for CRR Inspector John Zanzi's participation in their wildfire preparation event. Fire prevention week summarization email provided by John Zanzi. Letter of apology from a student cadet in regards to inappropriate social media posts while in uniform.

CITIZEN COMMENTS
None.

STANDING COMMITTEES

Clark County Fire Risk Management Group – Bartel
Commissioner Bartel advised the new policy will have similar coverage at a lower cost. VFIS and several other providers will not provide quotes. Enduris will provide a quote for coverage but need 3 months of notice to process. Interim policy will be provided by Provident Fire; the CCFR share will be approximately $147,000. Purchasing a tail policy from VFIS to cover issues that may arise post policy expiration. The CCFR share will be approximately $115,000.

Fairgrounds Fire Facility Board – Chunn
No report.

Finance Committee – Town/Bourke
Commissioner Town advised that the Finance Committee met and reviewed the proposed 2025 budgets. Discussion. The committee recommends adopting the budgets as presented.

WFCA Region VIII – Bartel

Commissioner Bartel provided a summary of the WFCA Board meeting. Commissioners Bartel and Chunn recapped information provided at the WFCA conference held in Spokane in October.

Local BVFF – Chunn/Ayers
No report.

Cowlitz Indian Tribe – Contract Liaison Bartel/Bourke
No report.

EMS District 2 – Bourke
Commissioner Bourke reported the District approved a bylaw amendment at their October 14 meeting. Discussion on changes to composition of the Board that would allow fire district and additional city representation are on hold until January. Purchase of the incident tracking software was approved. The next meeting will be held on November 18 at 1:00 p.m.

Port of Ridgefield – Bartel
The Port met on November 6. Commissioner Bartel advised there will be a joint meeting with three ports on December 5. Final steps on the super site cleanup will occur next summer. The port is concerned about cost overruns and that the City of Ridgefield is refusing to contribute to costs. The City was a partner in the original lease share, but not taking responsibility for the cleanup. The port is investigating the possibility of using TIF funds to cover the cleanup costs.

Port of Woodland – Town
Commissioner Town reported there was a TIF presentation at the port earlier today. The impact to Cowlitz Fire District 1 is greater than 20% so mitigation is required. The 90-day notice of intent to adopt will start next week. Advised the port may contact the chief about any information we may have on estimated upgrade costs at the old Davidson Avenue fire station.

Commissioner Updates
None.

CHIEFS' REPORTS
Verbal project and activity reports for the month of October provided by AC Ryan, AC Peeler, and Chief Nohr. AC Ryan is working on the 2025 schedule, budgets were finalized, updating SOGs. AC Peeler is setting up testing processes for promotions and new hires as budgeted. Planning to fill 3 vacancies and upstaff an additional 3 firefighter positions. Using a third party for transport billing. Progress report on planned capital improvement projects. Chief Nohr advised the purchase of property next to Station 21 is in process (resolution to follow). Waiting on the Hillhurst Road property appraisal. Working with Ridgefield Manager Stuart on identifying and acquiring a site for a new Ridgefield station; looking at two general areas. Anticipating a workshop in January to review site options. Thanks to Commissioner Bartel for his work on the insurance agent/provider transition. Shared that Fire District 3 Chief Scott Sorenson is retiring the end of the year. AC Chris Drone will be appointed as the new chief. Acknowledged Kathy Streissguth, the Assistant Chiefs, and all who participated in getting the budget put together. Shared that the auditors were quite gushy about her work during the financial audit exit interview held earlier today. No issues were found and audit costs came in under budget. Discussed the fee schedule. Will need to add ambulance transport fees to

the schedule. Will match the AMR schedule for consistency. Chief Nohr advised a 2025 fee schedule resolution will be presented at the first meeting in December. Chief Nohr was elected President of the CRESA Board. Discussed support staffing upgrades at CRESA following approved cost increase. Chief Nohr will also be the Chair of the Clark County Fire Chiefs Association.

FY 2025 BUDGETS
Motion by Commissioner Town to adopt Resolution No. 241107-1, a resolution setting the 2025 fund budgets for the District. Second Commissioner Bartel. No discussion. Motion passed unanimously. Confirmed the budget includes provisions to fund the reserve funds per policy.

Motion by Commissioner Town to adopt Resolution No. 241107-4, a resolution authorizing the 2025 EMS property tax levy increase. Second Commissioner Bourke. No discussion. Motion passed unanimously.

REAL PROPERTY ACQUISITION
Motion by Commissioner Bourke to adopt Resolution No. 241107-2, a resolution authorizing the purchase of real property adjacent to Station 21. Second Commissioner Bartel. Discussion. Funds will be transferred from the contingency fund to the capital fund to cover the cost of the purchase. Per policy, a plan will be developed to replace the funds. Commissioner Chunn commented that he was happy the district was able to find property in the right location. No further discussion. Motion passed unanimously.

MEETING DATE/TIME
Following discussion at previous meetings regarding repeated rescheduling or cancellation of meetings in the last months of the year, a resolution was prepared to implement a permanent change of meeting times for the months of November and December. Motion by Commissioner Bartel to adopt Resolution No. 241107-3, a resolution reestablishing the regular Board meeting times. Second Commissioner Bourke. No discussion. Motion passed unanimously. Change will be posted as required. This resolution supersedes all previous resolutions.

TAX INCREMENT FINANCING
No report.

LATE EDITIONS TO THE AGENDA
None.

CITIZEN COMMENTS
None.

EXECUTIVE SESSION
None.

No further discussion. Meeting adjourned at 4:57 p.m.

Attest, John Nohr
District Secretary/Fire Chief

Clark-Cowlitz
FIRE RESCUE

CLARK-COWLITZ FIRE RESCUE
CONSENT AGENDA
November 7, 2024

1. Minutes
   - Board Meeting – October 10
2. Prepaid Invoices
   - $ 178,096.94 (CCFR Fund 6228 Q3-24 Payroll Taxes)
     i. Chk Nos. 22527 – 22531 dated October 10
   - $ 1,322.07 (FFFB Fund 6254)
     i. Chk No. 102523 dated October 24
   - $ 26,716.42 (CCFR Fund 6228)
     i. $ 22,437.83 Chk Nos. 102524 – 102542 dated October 24
     ii. $ 4,092.16 EFT No. 2519 paid October 24
     iii. $ 186.43 ACH 2539 – 2540 paid October 25
   - $ 8,731.39 (CCFR Fund 6228)
     i. Chk Nos. 22532 – 22533 dated October 24
   - $ 2,551.12 (CCFR Fund 6228)
     i. ACH 2541 – 2542 paid November 1
3. Invoices
   - $ 100,233.40 (CCFR Fund 6228)
     i. $ 72,309.64 Chk Nos. 102545 – 102580 dated November 7
     ii. $ 2,463.14 EFT No. 2713 paid November 7
     iii. $ 4,722.49 EFT No. 2714 paid November 7
     iv. $ 20,738.13 ACH 2751 – 2754 to be paid November 8
   - $ 3,558.30 (FFFB Fund 6254)
     i. Chk Nos. 102543 – 102544 dated November 7
   - $ 474,690.61 (October Payroll Benefits)
     i. $ 79,933.03 EFT No. 2710 to be paid November 8
     ii. $ 394,757.58 Chk Nos. 22539 – 22547 dated November 7
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4. Payroll
   - September 28 OT paid October 9
     i. $ 2,126.64 Gross Payroll
     ii. $ 1,835.29 ACH
   - September 29 OT paid October 9
     i. $ 2,040.96 Gross Payroll
     ii. $ 1,715.66 ACH
   - October 1 – 31 to be paid November 8
     i. $1,127,203.91 Gross Payroll
     ii. $ 757,139.57 (net) ACH
     iii. $ 364.77 Check Nos. 22534 – 22538
     iv. $ 144,719.11 941 Tax Deposit to be paid November 8
5. Use Tax
   - $ 358.55 CCFR October Use Tax paid November 7

Clark-Cowlitz
FIRE RESCUE

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6. Approved Commissioner Stipends

October activity paid November 8						
Name	Board Meeting	Committee Meeting	Assn Meeting	Educ	Other	Total Paid
Ayers	1		1			2
Bartel	1	2	5			8
Bourke	1	1	4			6
Chunn	1		4			5
Town	1	1				2

7. Voided/Destroyed Claims Warrants
   - 22544 – VOIDED reissued as ACH

Commissioner Stanley Chunn – Chair

Commissioner David Town – Vice Chair

Commissioner Larry Bartel

Commissioner Ken Ayers

Commissioner Jade Bourke