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

December 5, 2024

Present:
Commissioners Stan Chunn, David Town, Larry Bartel, Jade Bourke, Ken Ayers.
Chief John Nohr. ACs Ben Peeler, Mike Jackson, 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
Introduced intern Tyler Venneri, a former CCFR cadet and Army Sergeant in his final months of service. BC David Greenwood advised this internship is part of his separation from service prior to discharge. He is assigned to logistics and riding out with the crews once a week. Will be with CCFR through March.

Chief Nohr requested discussion on updates to the staffing policy.

CONSENT AGENDA
Motion by Commissioner Bartel to approve the consent agenda as presented. Second Commissioner Bourke. No discussion. Motion passed unanimously.

COMMUNICATIONS
Thank you card from a citizen thanking the CCFR veterans for their service.

CITIZEN COMMENTS
None.

STANDING COMMITTEES

Clark County Fire Risk Management Group – Bartel
No report.

Fairgrounds Fire Facility Board – Chunn
No report.

Finance Committee – Town/Bourke
Commissioner Town advised the committee met earlier to review the preliminary 2024 budget amendment. Cash is available to replenish the contingency fund for monies used to purchase property. Recommendation to approve the fund reimbursement. Noted there will be additional minor adjustments. The committee recommended approving the amendment. Will be presented at the next meeting.

WFCA Region VIII – Bartel
No report.

Local BVFF – Chunn/Ayers
No report.

Cowlitz Indian Tribe – Contract Liaison Bartel/Bourke
Chief Nohr spoke with Timi Russin who recognizes the need to get a contract meeting scheduled. Noted that the purchase of the golf course may factor into the service contract amount.

EMS District 2 – Bourke
Next meeting in January. Chief Nohr reported the workgroup met to discuss the RFP and assessment of the system.

Port of Ridgefield – Bartel
Commissioners Bartel and Town attended the joint meeting of the Ports of Ridgefield, Camas, and Vancouver. Recapped the meeting. The Port discussed their legislative priorities. Most applicable to CCFR is the desire to maintain TIF, though they acknowledged changes will be necessary.

Port of Woodland – Bourke
Commissioner Bourke advised the Port met earlier today. The meeting mostly consisted of year end clean up and 2025 committee assignments.

Commissioner Updates
Commissioner Town shared a Reflector newspaper article on the Port's waterfront development. Discussion on leasehold excise tax.

CHIEF REPORTS
Chief Nohr advised the Hillhurst Road property was appraised at $310,000. Will be meeting with Ridgefield to discuss St24 site options. Discussed upcoming community holiday events. Signed an agreement with Aetta Architects (formerly JWA) to predesign the St29 build out. Discussed a phased build plan. The 2025 budget included $35,000 to hire a consultant to assist with the Standard of Cover. Planning to use City Gate jointly with FD6. The cost is estimated at $65,000; additional funding is needed.

Chief Peeler summarized the hiring timeline for the firefighter positions to upstaff 3 positions and fill 3 current and planned vacancies. Will be entry or lateral dependent on qualifications. Discussed the fatality incident on I-5 earlier this year. The driver was sentenced to 12 years for vehicular manslaughter; the stiffest penalty allowed. Chief Nohr shared that the insurance investigation determined that CCFR personnel followed all safety protocols.

Chief Nohr reported that the chiefs worked hard to keep spending in line. There was about $1.5 million unspent; approximately $800,000 has been carried forward to 2025 for projects not completed this year. There were salary savings for unfilled positions: a full-time logistics support person, 6 months of the accounting assistant hired mid-year and budgeted for the full year, an open BC position, and an open firefighter paramedic position. Per discussion with Streissguth and the finance committee, it's recommended to reimburse the contingency fund using some of the surplus. Discussion. Direction from the Board to include the $500,000 contingency fund reimbursement in the budget amendment.

Chief Nohr advised his employment contract expires at the end of the year. There is a provision to roll over the contract for another 3 years. Things are going well, and he has no suggestions for changes to the agreement. Motion by Commissioner Bartel to exercise the renewal clause in Chief Nohr's employment contract. Second Commissioner Chunn. Discussion. Noted there is a retirement option with 90 days' notice. No further discussion. Motion passed unanimously.

TAX INCREMENT FINANCING
No report.

2025 FEE SCHEDULE
Discussed the updates to the fee schedule to include ambulance transportation. No changes to fire marshal services and administrative fees since the last update. Motion by Commissioner Bourke to adopt Resolution No. 241205-1, a resolution setting the 2025 CCFR fee schedule. Second Commissioner Ayers. No discussion. Motion passed unanimously.

POLICY UPDATE
Motion by Commissioner Bourke to adopt Policy 506 Ambulance Services Billing and Collection. Second Commissioner Town. No discussion. Motion passed unanimously.

Motion by Commissioner Bourke to adopt Policy 712 District Use of Social Media. Second Commissioner Town. No discussion. Motion passed unanimously.

Motion by Commissioner Bourke to adopt Policy 911 Vehicle Safety Belts. Second Commissioner Town. No discussion. Motion passed unanimously.

Motion by Commissioner Bourke to adopt Policy 1000 Recruitment and Selection. Second Commissioner Town. No discussion. Motion passed unanimously.

Motion by Commissioner Bourke to adopt Policy 1016 Personal Projects On-Duty. Second Commissioner Town. No discussion. Motion passed unanimously.

LATE EDITIONS TO THE AGENDA
Chief Nohr initiated discussion on a draft staffing policy. With a few exceptions, we have been able to maintain 3-person staffing this year. Beginning in January there will be 2 assigned to the ambulance. Engine staffing consists of one captain, one paramedic, and one firefighter EMT. The rescue, brush, and ambulance will have two personnel assigned. They will be supervised by the officer at the unit's assigned station. Staffing levels will include caveats for certain situations and to plan for changes in the event of economic downturn. Will bring a final draft for approval at the next meeting. Discussed details of the policy and possible economic downturn language. Commissioner Bartel commented on the advancements in safety and operational functions since he was Chief of FD12. Establishing staffing needs sets the groundwork for future negotiations on the impacts of TIF.

Chief Nohr advised the draft union contact has been sent to the membership. They have 15 days to review prior to the vote. He provided a high-level overview of the changes. Commissioner Bartel expressed concern on elimination of the salary savings program, which may encourage personnel to stay at work for too long.

CITIZEN COMMENTS
Ridgefield Councilmember reported on her recent experience on a ride-a-long with the crews. She shared that it was a great day and encouraged other council members to participate.

EXECUTIVE SESSION
None.

No further discussion. Meeting adjourned at 5:14 p.m.

Attest, John Nohr
District Secretary/Fire Chief

Clark-Cowlitz
FIRE RESCUE

CLARK-COWLITZ FIRE RESCUE
CONSENT AGENDA
December 5, 2024

1. Minutes
   - Board Meeting – November 21
2. Prepaid Invoices
   - $ 8,521.68 (CCFR Fund 6228 Payroll Expense)
     i. Chk Nos. 22548 – 22549 dated November 26
   - $ 2,551.12 (CCFR Fund 6228)
     i. ACH 2873 – 2874 paid December 2
3. Invoices
   - $ 58,506.96 (CCFR Fund 6228)
     i. $ 44,537.10 Chk Nos. 102614 – 102654 dated December 5
     ii. $ 2,463.14 EFT 3008 paid December 5
     iii. $ 3,602.06 EFT 3009 paid December 5
     iv. $ 7,904.66 ACH 3052 – 3056 to be paid December 6
   - $ 7,695.44 (FFFB Fund 6254)
     i. Chk Nos. 102610 – 102613 dated December 5
   - $ 520.00 (Capital Fund 6224)
     i. ACH 3007 to be paid December 6
4. Payroll
   - November 1 – 30 to be paid December 6
     i. $1,091,667.09 Gross Payroll
     ii. $ 639,678.20 (net) ACH
     iii. $ 139,574.95 941 Tax Deposit to be paid November 8
5. Use Tax
   - $ 1,050.81 CCFR November Use Tax paid December 5
6. Fund Transfer – November 26
   - $ 2,425,000.00 EMS Levy 6226 to Gen Fund 6228 (EMS Ops 030)
   - $ 226,150.00 Gen Fund 6228 to Contingency Fund 6228-5
7. Fund Transfers – December 2
   - $ 626,300.00 Gen Fund 6228 to Equip Fund 6228-1
   - $ 226,150.00 Gen Fund 6228 to Contingency Fund 6228-5
8. Approved Commissioner Stipends

November activity to be paid December 6						
Name	Board Meeting	Committee Meeting	Assn Meeting	Educ	Other	Total Paid
Ayers	1		4*			5
Bartel	2	1				3
Bourke	2	1				3
Chunn	2	1				3
Town	2					2

* WFCA Conference attendance missed on October timecard

Clark-Cowlitz
FIRE RESCUE

CLARK-COWLITZ FIRE RESCUE
CONSENT AGENDA
December 5, 2024

9. Voided/Destroyed Claims Warrants
    - None

Commissioner Stanley Chunn – Chair

Commissioner David Town – Vice Chair

Commissioner Larry Bartel

Commissioner Ken Ayers

Commissioner Jade Bourke