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

December 19, 2024

Present:
Commissioners David Town, Larry Bartel, Jade Bourke, Ken Ayers.
Chief John Nohr. ACs Mike Jackson and Eamonn Ryan.

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

Flag Salute.

CALL FOR LATE AGENDA ADDITIONS
Donation presentation. Debt reimbursement resolution.

CONSENT AGENDA
Motion by Commissioner Bourke to adopt the consent agenda with one edit to the minutes – the Port of Woodland report was given by Commissioner Town not Bourke. Second Commissioner Bartel. Discussed contractual education reimbursement for the firefighter unit processed in December. No further discussion. Motion passed unanimously.

COMMUNICATIONS
Thank you letter from a resident family near St26 who's sick child (leukemia) had requested a lights-and-siren drive by. Engine 26, CARES 22, and retired firefighter Santa stopped by for a brief visit.

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
No report.

WFCA Region VIII – Bartel
No report.

Local BVFF – Chunn/Ayers
No report.

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

EMS District 2 – Bourke
Commissioner Bourke advised the next meeting is in January.

Port of Ridgefield – Bartel
Commissioner Bartel shared information from the December 18 Port meeting. Nothing pertaining to CCFR.

Port of Woodland – Town
Commissioner Town summarized a short meeting held by the Port today.

Commissioner Updates
None.

CHIEF'S UPDATE
Chief Nohr advised WFCA Legislative Day is scheduled for February 6, 2025. Attendees need to register. Aetta Architects are developing plans for completing Woodland St29 and the property boundary line adjustment for the property transfer. 120 people were selected to move forward in the hiring process. They are expected to complete a interview video by Sunday, December 22. Will move on to in-person interviews with officers/peers to be narrowed down to 20 for the Chief's interview. Six will be hired to start in March. Advised EMS Training Captain Harvey has done a lot of work preparing for the ambulance transport service to begin January 1.

DONATION PRESENTATION
Theresa Cann presented a $2,500 donation to be used for supplies or equipment in support of the Woodland St29 crews in thanks for the frequent amazing services provided to a family member in the area. The assistance meant a great deal to their family.

Chief Nohr advised there will be a press release regarding the ambulance going into service after the first of the year. Commissioner Bartel advised he would like to attend Legislative Day and suggested creating a postcard/fact sheet regarding the impacts to CCFR from TIF to hand out to the legislators.

Commissioner Town reported on a joint Port meeting that he and Commissioner Bartel attended. Noted the impacts in areas that are not in a fire district, for example the Port of Vancouver, are far different than our situation. Chief Nohr will work on incorporating the information into discussions with legislators.

STANDARD OF COVER
Chief Nohr received a $65,000 quote for services from City Gate for developing the District's Standard of Cover. City Gate is already pulling data for Clark FD6. The last report was completed internally in 2014 and following best practice is in need of an update. City Gate will conduct a community risk assessment and provide recommendations, which will be used to form the Strategic Plan. Discussion.

Motion by Commissioner Bartel to approve the contract with City Gate for the SoC. Second Commissioner Town. Discussion. Commissioner Bartel commented that an independent review of our service needs and capability will be helpful in regards to arguing the financial impacts of TIF. Board consensus that the study is worth the cost. Call for the vote. Motion passed unanimously.

TAX INCREMENT FINANCING
Chief Nohr reported that legal counsel is working on creating a scope of impacts to bonding and financing report.

POLICY REVIEW
Discussed the staffing policy reviewed last Board meeting. Motion by Commissioner Bourke to adopt Policy 207 Staffing Levels. Second Commissioner Ayers. Discussion. Commissioner Bartel pointed out that updating our staffing policy formalizes what is needed to operate the department and will affect future negotiations and discussions on the impacts of TIF. Call for the vote. Motion passed unanimously.

2024 BUDGET AMENDMENT
Motion by Commissioner Town to adopt Resolution No. 241219-1, a resolution amending the 2024 budgets. Second Commissioner Ayers. Discussion. Chief Nohr advised that salary savings from position vacancies allowed for replenishment of the funds pulled from the contingency fund to purchase the land next to St21. Commissioner Bartel pointed out that approximately $1 million of the increase in carryover was a result of projects deferred to 2025. No further discussion. Motion passed unanimously.

DEBT REIMBURSEMENT
The original resolution, allowing for the purchase of land next to St21, did contain a debt repayment clause but following a discussion with financial advisor Jim Nelson at DA Davidson and bond counsel (KL Gates) Finance Manager Kathy Streissguth was advised the language did not meet the full legal requirements. The proposed resolution now meets the requirements. There was no charge for this service. The district has 60 days from the date of sale (November 18) to adopt a repayment resolution. Will present the resolution for adoption at the January 9 meeting; within the 60-day window.

LATE EDITIONS TO THE AGENDA
Update on the Local 3674 firefighter bargaining unit contract. The unit votes again on December 20. The first vote resulted in a tie. Advised that Ridgefield Mayor Onslow is retiring January 10, 2025.

CITIZEN COMMENTS
None.

EXECUTIVE SESSION
None.

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

Attest, John Nohr
District Secretary/Fire Chief

Clark-Cowlitz
FIRE RESCUE

CLARK-COWLITZ FIRE RESCUE
CONSENT AGENDA
December 19, 2024

1. Minutes
   - Board Meeting – December 5
2. Prepaid Invoices
   - $ 465,562.70 (CCFR Fund 6228 November Payroll Benefits)
     i. $ 392,292.91 Chk Nos. 22550 – 22557 dated December 5
     ii. $ 73,269.79 EFT 3063 paid December 5
   - $ 37,878.19 (US Bank VISA paid December 13)
     i. $ 36,755.22 EFT No. 3126 (CCFR Fund 6228)
     ii. $ 1,122.97 EFT No. 3127 (FFFB Fund 6254)
   - $ 115,930.87 (CCFR Fund 6228)
     i. Chk No. 102656 dated December 12
3. Invoices
   - $ 132,182.41 (CCFR Fund 6228)
     i. $ 108,297.41 Chk Nos. 102657 – 102683 dated December 19
     ii. $ 74.17 EFT 3128 paid December 19
     iii. $ 3,995.05 EFT 3129 paid December 19
     iv. $ 19,815.78 ACH 3157 – 3162 to be paid December 20
   - $ 10,270.63 (FFFB Fund 6254)
     i. $ 10,206.99 Chk Nos. 102684 – 102687 dated December 19
     ii. $ 63.64 EFT 3163 paid December 19
4. Fund Transfer – December 10
   - $ 500,000.00 Gen Fund 6228 to Contingency Fund 6228-5
5. Voided/Destroyed Claims Warrants
   - None

Commissioner Stanley Chunn – Chair

Commissioner David Town – Vice Chair

Commissioner Larry Bartel

Commissioner Ken Ayers

Commissioner Jade Bourke