

Board of Commissioners Meeting

January 11, 2006

Jeff Cameron, Vice Chairperson, called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on January 11, 2006, at the 701 Vine Street District Meeting Room. The following were present:

Commissioner Merritt	Commissioner Olson
Commissioner Hallanger	Commissioner Bergquist
Chief LaFave	Asst. Chief Headley
District Secretary Bouchard	EMS Administrator Ribelin
Driver Operator Neely	FF/EMT Sanders

Action Item:

Election of Officers: – *Commissioner Merritt nominated Commissioner Cameron as Chairperson and Commissioner Hallanger for Vice Chairperson. Commissioner Cameron nominated Commissioner Olson for Vice Chairperson. Motion carried for Commissioner Cameron as Chairperson. Those voting for Commissioner Hallanger for Vice Chairperson were Commissioners Merritt, Hallanger and Bergquist.*

Approve Previous Minutes:

A motion was made by Commissioner Hallanger to approve the December 28, 2005, Board meeting minutes. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Awards & Recognition:

Retired Chief Smith reported by email that the high school fire science class raised \$1,277.57 this year for the Salvation Army by bell ringing during the holidays.

Chief LaFave read a letter from Catlin Elementary School thanking C2FR staff for hosting the bike giveaway party and sharing stories from the parents/guardians of the children. They expressed their heartfelt gratitude for our support. Good job to all those involved.

Public Comment:

None

Risk Management:

(see below; taken out of order)

Verbal Reports:

None

Written Reports:

Revenue & Expense Report, December, 2005: Information was provided to the Board in their packets. Questions from the Board were answered by Staff.

Discussion was held regarding the cash carry forward and whether to transfer a portion to the Reserve Fund. Chief LaFave indicated he would like to build up the reserve fund with a portion of the cash carry forward. Chairperson Cameron would like to see updated projections for the next few years and agrees that we should boost our reserves as possible. Chief LaFave would like to put together a group to plan for the sunset of the M & O Levy. Asst. Chief Headley is also looking at opportunities to pay off some debt on new apparatus.

Chief LaFave's intent is to provide a revised Organizational Action Plan by the next meeting. Our typical process has been to hold a workshop with the Board in February. We need to get as much information as we can about these issues, have a good workshop, revise our goals and objectives, and start making some decisions about future planning.

Further discussion; there are three annexations under way on the west side of Longview. The Board will discuss scheduling a workshop at the next meeting.

Action Items:

Financial Assistance Request (Staff Report #1-1-001): EMS Administrator Ribelin advised the Board we received a request from an individual to deviate from our financial assistance policy and grant additional assistance. The patient suffered a serious fall in October, 2005, and has a balance of approximately \$20,000 due to OHSU. The patient qualifies for a 50% write-off per our policy, however, is requesting a 100% write-off due to the large balance of their total medical bills from this incident.

Commissioner Hallanger recommended that we not write off the additional 50%; Commissioners Olson, Bergquist, and Merritt concurred.

Chief's Report:

- Working on revising the Organizational Action Plan along with the goals and objectives.
 - Emphasis this year is how we build up the program at Station 23. Hopes to come to the next meeting and bring the Board up to speed on some of the activities to strengthen the day crew program and have dedicated staffing. We have started with Capt. Hembree and Lt. McDowell so they have a clear understanding of the mission and their responsibilities. Volunteer Coordinator Gregory is working on a plan for emphasis in recruitment; we have to look at new ideas for volunteers as the traditional method does not provide what we need. Operations will develop a plan for a trial period; we will then document successes or failures and further develop longer range plans. We worked with the labor group to use temporary employees as part of the trial period.
 - Trying to keep up with what's going on as far as some of the annexation issues and working
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with the Board of County Commissioners on some issues. The new radio system doesn't look like it'll be installed until July. Chief LaFave is working primarily with County Commissioner George Raiter on issues involving communication and emergency management.

- Couple personnel are on light duty at this time.
- We are keeping up on weather conditions and potential flooding.

Vouchers:

A motion was made by Commissioner Hallanger to approve the vouchers totaling \$93,135.91 for warrant numbers 20418 through 20487 dated January 13, 2006. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Announcements:

- Commissioner Hallanger would like to stay on the Board for the Council of Governments with Commissioner Merritt as the alternate. The Board agrees with this suggestion.
- Commissioner Merritt would like to continue with his representation to the emergency management group; the Board agrees.
- Next Thursday night is the SWFCA quarterly meeting at Clark County District #11 at 7:00 p.m. The speaker will be Chief LaFave regarding Hurricane Katrina efforts.

Executive Session:

The Board recessed from the regular meeting to go into an Executive Session to discuss a personnel issue at 6:09 p.m. for approximately 10 minutes. The Executive Session was adjourned at 6:24 p.m. and the Board returned to the regular meeting.

Return to Risk Management:

Dennis Mason, Chief of Clark District #11, joined the meeting to explain the risk management group and the needed action if Cowlitz 2 is interested in joining. If Cowlitz 2 Fire & Rescue is interested in joining the group, we need to let them know as soon as possible by letter. This can be effective with the November 1, 2006, renewal, however, the notice must occur as soon as possible in order for the group to make provisions and appropriate changes to their bylaws.

Commissioner Merritt inquired what else is built into the Risk Management group besides the insurance component. The pool does advertising for the Small Works Roster, provides specialized training through VFIS paid for by the pool, and identifies a risk manager voted on by the pool. When a District has a loss, the information is compiled by the risk manager with a report to the group to identify trends or recommendations. The biggest benefit is the amount of coverage for the cost. The costs for Clark District #11 went down significantly for greater amounts of coverage.

The Board asked questions of Chief Mason such as marine coverage, audits and/or questionnaires, perhaps site visits, garagekeepers, etc. Once an agency comes into the pool, VFIS sends a representative out once per year and does an audit on one of the departments in the pool. When the industry has been experiencing 10 to 12 percent increases, the pool was in the five to six percent range. The biggest benefit for the pool is size, as it would probably become

the largest pool in Washington covered by VFIS which then influences premiums, etc. The group has been selective in who may join.

The policy period for the group is the same as ours for renewals. The group always has the policy quoted and the draft policy issued a couple months in advance. They like to get the policy six to eight weeks ahead of renewal. We will need a letter to the Risk Management Group formally requesting to come into the group on November 1, 2006, so the group can have discussion at their April 12th meeting and draft bylaw changes. In June or July, when VFIS provides a quote, they can include C2FR in that quote. The oversight group meets quarterly and includes a Commissioner and/or the Chief of the different agencies. The insurance agent is paid directly by the group, which is prorated according to number of stations, calls, etc. Clark District #6 provides a staff person that supports the group; there is a process that allows them to bill the group for this service, however, they've chosen not to do that.

Commissioner Merritt thanked Chief Mason for coming up and answering questions. Now we have a timetable to work with. Chief Mason also offered that Jim Palmer is a good resource for the specific insurance questions and would be willing to meet with them individually. The pool also has some additional coverages for volunteer injuries. Chairperson Cameron would also like to review the interlocal agreement along with the bylaws. The Board plans to make a decision by the last meeting in March or as soon as possible after review of the appropriate documents.

Adjournment:

Meeting was adjourned at 6:50 p.m. by Chairperson Cameron.

Chairperson

District Secretary