

# Board of Commissioners Meeting

*January 24, 2007*

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:33 p.m. on January 24, 2007, at the 701 Vine Street Conference Room. The following were present:

Commissioner Hallanger	Commissioner Olson
Commissioner Merritt	Commissioner Bergquist
Chief LaFave	Asst. Chief Headley
District Secretary Bouchard	EMS Administrator Ribelin
Deputy Fire Marshal Graham	Section Chief McGovern
Driver Operator Neely	

## **Approve Previous Minutes:**

*A motion was made by Commissioner Hallanger to approve the January 10, 2007, Board meeting minutes. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Administration of Oath:**

None

## **Awards & Recognition:**

None

## **Public Comment:**

None

## **Risk Management:**

None

## **Verbal Reports:**

**Re-Schedule Annual Workshop:** At the last Board meeting, the annual workshop was scheduled for February 28, 2007, at 3:30 p.m. to discuss final cash balance at the end of 2006; a supplemental budget for 2007, update on the Organizational Action Plan (OAP), facilities issues, etc. However, Chief LaFave is unable to attend that meeting so another date should be selected. The annual workshop will be held on Wednesday, March 14, 2007, at 3:30 p.m. in the Station 21 conference room.

## **Written Reports:**

**Revenue & Expense Report – December, 2006:** Year to date information was provided to the Board in their packets. Questions from the Board were answered by Staff including wildland firefighting revenue, City of Kelso contract, admin meals/lodging/mileage, shop revenue versus expenses (doesn't reflect labor; stock items not entered under outside maintenance), maintenance agreements, and 911 budget.

**Calls Report – December, 2006:** Calls report information was provided to the Board in their packets. Questions from the Board were answered by Staff including the slight difference in total calls. This year we are very close to the Comm Center's total; the difference is due to a limited number of duplicate entries.

## **Action Items:**

**Volunteer Coordinator Position (Staff Report 1-2-001):** Staff has assigned a dedicated person as Volunteer Coordinator in a temporary status. The current temporary employee pay scale is not commensurate with duties and responsibilities of this position.

The District has on average 100 volunteers in various capacities. We have struggled to maintain adequate numbers of active volunteers and often have no idea why volunteers leave our program. Our recruitment for new volunteers has been inconsistent and at times ineffective. Staff has researched this problem and found that successful volunteer programs have a dedicated volunteer coordinator to address these issues.

The purpose of this position is to coordinate the various volunteer programs we utilize as well as provide direct oversight, coordination and representation of volunteers and their issues. A dedicated volunteer coordinator is necessary for our organization to maintain an effective volunteer response force and, more importantly, to enhance current and future programs to improve our response capabilities. Furthermore, staff has also concluded, based on extensive research and effort, that the position requires a dedicated person with more authority and command presence.

It is apparent that if the District is to continue to have a viable volunteer program, there needs to be a dedicated position to manage and coordinate volunteer issues. The position as presented will require an individual that has the authority and ability to operate at a Branch Director level under the Planning Section Chief. The current temporary wage scale of \$14.00 per hour is not representative of responsibilities of this position. Staff is recommending that the temporary wage scale for this position be established at \$25.19 per hour without benefits. This rate is equal to the hourly rate for a step A firefighter assigned to a 40 hour week and also reflects the increased level of responsibility and authority that this temporary position requires.

This issue will be discussed further at the upcoming workshop and will include a timeline and presentation for reworking the volunteer program. The changes currently in progress are very labor intensive; Chief LaFave indicated he underestimated the impact, time and effort involved in making these changes to the program. Commissioner Hallanger asked what Fire Secretary Gregory will be doing if the Volunteer Coordinator duties are removed from her responsibility. Chief LaFave indicated these were collateral duties to her receptionist responsibilities that are

shared with Fire Secretary Ballinger. She will continue performing the front office reception and other secretarial duties along with providing administrative support for the volunteer program as she continues to process accident reports and claim forms, insurance payments, and communicates with the Board of Volunteers.

Commissioner Bergquist also noted he agrees with Commissioner Hallanger's concerns and would prefer to see a proposed plan with the pay increase request.

*Commissioner Olson made a motion to approve an increase in pay for the Temporary Volunteer Coordinator to \$25.19 per hour. Commissioner Merritt seconded the motion. Further discussion. Motion carried with Commissioner Hallanger opposed.*

### **Tabled for Future Meetings:**

- Email Issues
- Private Fire Protection Contract – Eyer (Chairperson Cameron has provided verbiage to include in this contract.)
- New POG: #4008 – Emergency Vehicle Driving
- New POG: #2048 – Deputy Fire Marshal Position Description
- New POG: #4007 – Callback Procedure

### **Chief's Report:**

- Chief LaFave and EMS Administrator Ribelin are working on completing an Emergency Management Plan for the County with DEM and Health Dept.
- Chief is facilitating development of an Incident Action Plan for the cutover to the new radio system. This includes all fire agencies.
- Chief LaFave, Asst. Chief Headley, Longview Chief Darryl McDaniel, and Longview Batt Chief Jurmu are continuing work on the strategic planning process. We will have more information at the workshop regarding structure and a timeline.
- Chief LaFave and EMS Administrator Ribelin are working with AMR regarding call coverage. They have another new local supervisor and are hopeful we can get back to the relationship we had when Ron DireDay was their local supervisor.
- Also working with the hospital on response issues. At times, the hospital has called to request us to respond, code 3, for interfacility transports, or for non-emergent situations.
- Chief LaFave noted it has been the tendency that C2FR is always the fallback. We are going to try to focus our resources on responding for our citizens. We're the only agency that is expected to ramp up when County resources are low. Chief LaFave is saying we're not responsible for all areas; we'll help, participate and share, but not continually provide service to areas beyond our responsibilities when no other agencies/entities do that. This may also become a workshop topic.
- Springbrook and IT issues with the City of Longview. Chief will send a note to City Manager Bob Gregory and IT Director Judy Jones regarding the issues we've been having. We will also look at this topic at the workshop to formally address it and review options.
- Engine 21 is on track for repairs; parts have arrived and are being installed. Estimated end of month for completion. Asst. Chief Headley is working with the insurance agent regarding rental of the Vancouver engine. Vancouver Fire is willing to reduce the purchase price by

the rental amount. Section Chief McGovern is working on a plan to incorporate that engine probably at Station 25 along with other resource deployment issues.

### **Payroll:**

*A motion was made by Commissioner Merritt to approve the payroll of January 19, 2007, totaling \$72,083.80 for warrant numbers 23224 through 23241. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

### **Vouchers:**

*A motion was made by Commissioner Hallanger to approve the vouchers totaling \$130,389.01 for warrant numbers 23242 through 23300 dated January 26, 2007. Commissioner Merritt seconded the motion. No further discussion. Motion carried.*

### **Drill Points:**

*A motion was made by Commissioner Hallanger to approve the drill points totaling \$12,802.50 for warrant numbers 23301 through 23387 dated January 31, 2007. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

### **Announcements:**

- Commissioner Merritt distributed information from Tuesday's Fire Service Leadership Form.
- Commissioner Merritt distributed information from last week's SWFCA meeting although the handout is inaccurate at least regarding C2FR information.
- Discussions regarding the FF1 training program and use of dollars. Possibility of getting more money out to the regions for training.
- Legislature working on multi-year lid lift to six years which has widespread support.
- Volunteer compensation/benefits – possible property tax or other state tax break for State and Federal for volunteers are being discussed at both the State and Federal levels.
- Commissioner Hallanger is concerned about our flood evacuation plan as the levels of silt in the river are much higher than normal. Asst. Chief Headley is working on a plan for our department, particularly for Station 21 and the Shop. Chairperson Cameron suggested our folks learn how to sandbag; Deputy Fire Marshal Graham is attending a class next Tuesday. We will also try to send at least another member.
- Chairperson Cameron indicated there has been a bill introduced to allow the Boundary Review Boards to increase annexation petition boundaries. At this time there are a lot of piece meal annexation requests in process for the City of Longview.

### **Executive Session:**

None

### **Adjournment:**

*Meeting was adjourned at 6:55 p.m. by Chairperson Cameron.*

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Chairperson

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District Secretary

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