

# Board of Commissioners Meeting

*January 25, 2006*

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on January 25, 2006, at the 701 Vine Street District Meeting Room. The following were present:

Commissioner Merritt  
Commissioner Hallanger  
Chief LaFave  
District Secretary Bouchard  
FF/EMT Sanders

Commissioner Olson  
Commissioner Bergquist  
Asst. Chief Headley  
Driver Operator Neely

## **Approve Previous Minutes:**

*A motion was made by Commissioner Hallanger to approve the January 11, 2006, Board meeting minutes. Commissioner Merritt seconded the motion. Further discussion. Motion carried.*

Chairperson Cameron had a revision on page 2 under written reports to delete the word “small” from the first line.

## **Awards & Recognition:**

A thank you note from Alan Rose of CAP was provided to the Board in their packets. It is addressed to Russ Neely, who was instrumental in the recent food drive conducted by Bill Ammons. Chief LaFave described Russ as our ambassador of good will as many positive events in the community generally involve Russ. He very effectively assists in coordinating and getting people involved with the efforts. Thank you from the Chief to Russ. Chairperson Cameron also thanked Russ.

## **Public Comment:**

None

## **Risk Management:**

AC Headley provided copies of the interlocal agreement, by-laws and an adopting resolution from the Clark County Risk Management Group. Jim Palmer has also let AC Headley know that the garagekeepers coverage is included in the original quote. We will schedule a discussion for the first meeting in February. Staff has not yet completed a page by page comparison, but at this time it appears all the current coverage was included in the quote.

## **Verbal Reports:**

Chief LaFave provided a verbal report on the Station 23 program. We now have Captain Hembree assigned as the station captain up there; there is no longer also a volunteer captain at that station as it was too confusing. There are currently three goals for this program: to improve our ability to cover for training for regular crews; now with running an ALS unit, which is generally what is pulled away, Station 23 can cover so the Station 21 crew can complete training. Second, the training candidates who all rotate through will be starting at Station 23 to focus on training and development focusing on consistency with good observation and feedback. We can then route them to the correct program. Third is to improve our capability to respond during the day with more resources.

We've already seen success with the focus of Captain Hembree and Lt. McDowell, and FF/Medic Kurt Stich who has a long history of being involved, has developed a good rapport with the volunteers, and has a good training background. Staff will provide a written summary at the next meeting. The intent is to use backfill with a temp on shift so we're not short a medic off the regular shift. We would like a trial period of about six months.

We are also working on recruitment for Station 23. Maria Schuh has been very active and is currently working with Janey and Brandi on recruitment brochures and a plan to get the information out. Chief LaFave has asked Captain Hembree to divest himself of all meetings outside of the organization; he has delegated those meetings to the training specialists so he can focus on this program, our department training, and records. The program currently runs Monday through Friday, eight hours per day, but they're looking at flexibility in that schedule and may expand the hours even to seven days per week. We are also improving the link with the high school class to get them into the Station 23 program when they graduate. Chief LaFave indicated he believes that will be the future for us in solidifying our volunteer program. He also summarized the focus of recruitment for each of the stations.

## **Written Reports:**

Calls Report, December and Annual, 2005: Information was provided to the Board in their packets. A revised annual report was provided to the Board at the meeting. Questions from the Board were answered by Staff. Total calls increased by almost 10% over last year.

Organizational Action Plan: An updated plan was provided to the Board by Chief LaFave at the meeting. This document will be reviewed more completely at the workshop. Discussion of the Fire House program and how well it is now working. Both Kurt Stich and Brandi Ballinger have done a lot of work on customizing reports and entering information correctly.

## **Action Items:**

**Jack Smith Contract (Staff Report #1-2-001):** The current contract for Jack Smith to provide instructional services for the high school fire science class doesn't provide appropriately for payment when a student drops the class because payments are prorated over a 12-month period. The proposed agreement changes the payment schedule to match the school year, eliminating the issue caused by students that drop out of the class. Renewing the agreement also gives Jack the assurance he needs to begin marketing for next year's program.

Chairperson Cameron raised questions regarding the payments and how that works. There also is not a termination clause in the original contract, so if we implement a new contract, there will essentially be two valid contracts at the same time. Therefore, he feels this should be an amendment to the contract to include these provisions and add a termination clause. AC Headley will convert this agreement into an amendment and return to the Board at the next meeting.

**Resolution #641-2006 (Staff Report #1-2-002):** The warrants listed in Resolution #641-2006 are more than one year outstanding and must be brought before the Board in a Resolution in an open public meeting in order to be cancelled.

*A motion was made by Commissioner Hallanger to approve Resolution #641-2006 with a corrected date of the meeting. Commissioner Merritt seconded the motion. No further discussion. Motion carried.*

**Additional FireHouse Licenses (Staff Report #1-2-003):** We currently have five concurrent use licenses for the FireHouse records management software. We have been finding that as we have transitioned more of our records to this software, it is increasingly difficult for users to log on as there are not enough licenses available. Staff is proposing to add five additional licenses for a total of \$5,775.00.

*A motion was made by Commissioner Olson to approve the purchase of five additional Fire House software user licenses. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

**Schedule Retreat/Workshop & Develop Agenda:** Generally, the Board schedules a workshop or retreat to review the Organizational Action Plan, review Goals & Objectives, review the 5-year projections and discuss a supplemental budget, along with longer term planning. Staff will research possibly using a conference room at Kelso City Hall on Tuesday, February 21, beginning at 3:00 p.m. We will also plan on having dinner brought in for the meeting.

Agenda Topics: Go over the OAP, see the curve on financial projections versus reality, discuss how the new bridge in Lexington is going to change Station 25, facilities issues, and annexation impacts. Chairperson Cameron requested Staff send out the workshop agenda items separately from the minutes so they can think about them.

## **Chief's Report:**

- We are receiving 29 mobile radios through Homeland Security and have four of them at this time; we'll be getting the rest in the next few months. We'll also be acquiring new portable radios which will also be done in conjunction with the Region 4 Homeland Security program. Hopefully our new radio system in the County will come on line this year. Included in the funding for the County program are mobile data computers in the apparatus. We will add other software as appropriate such as pre-fire planning and incident management and perhaps Fire House as well.
  - Fatality fire in Rose Valley and Station 24 did a great job with a good turnout. They were just behind Engine 21 going in but E-21 couldn't make the turn so Engine 24 on the shorter freightliner chassis was able to make the turn and was the first-in engine.
  - Light duty individual is currently working on private road surveying to do the annual update.
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- Working on the annexation information on the West end. Chief will work with a Commissioner to research and determine what the impacts will be. Chairperson Cameron asked Vice Chair Hallanger if he would work with the Chief on this issue and he agreed.
- Chief has worked with several agencies, today with the Centralia city staff, regarding lessons learned primarily in Hurricane Katrina.
- Several trees were cut down by Asplundh out at Station 25 (Lexington) because they've been a problem.
- Focusing on closely monitoring the minimum participation by volunteers. We can't have people responding to calls if they aren't attending the drills and keeping up on the required training. There will be an active roster and an inactive roster of people we are trying to work with to get back up to speed. We don't want to lose people but would rather have fewer active people that we can invest more into.
- Live fire exercise on Saturday at 42<sup>nd</sup> and Ocean Beach. This will include "B" shift, several volunteers from Station 22 and several second-year students in the high school class.
- AC Headley discussed the contract with the City of Longview regarding shop services and the minimum requirements. He has also discussed the situation with Tina Watkins of the State Auditor's office and she agrees we can apply the credit from the months in which the labor was less than the minimum.

*Commissioner Merritt made a motion to authorize Chief LaFave to get his white shirts cleaned at the dry cleaners. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

### **Payroll:**

*A motion was made by Commissioner Merritt to approve the payroll of January 20, 2006, totaling \$66,732.34 for warrant numbers 20488 through 20505. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

### **Vouchers:**

*A motion was made by Commissioner Hallanger to approve the vouchers totaling \$136,925.48 for warrant numbers 20506 through 20583 dated January 27, 2006. Commissioner Merritt seconded the motion. Further discussion. Motion carried.*

### **Drill Points:**

*A motion was made by Commissioner Hallanger to approve the quarterly drill points payments totaling \$11,978.75 for warrant numbers 20584 through 20675 dated January 31, 2006. Commissioner Merritt seconded the motion. No further discussion. Motion carried.*

### **Announcements:**

- Commissioner Merritt provided a copy of tomorrow night's County Fire Officials meeting agenda.
- Chief LaFave will not be at the next meeting on February 8, 2006. He will be assisting as a coach to teach ICS training to FEMA employees.
- Flood drill is coming up at Station 23 on February 14, 2006.
- Chairperson Cameron will be on vacation March 4<sup>th</sup> through March 19<sup>th</sup>. Vice Chair

Hallanger will try to be here for the meeting during that time.

**Executive Session:**

The Board recessed from the regular meeting to go into an Executive Session to discuss a personnel issue at 7:19 p.m. for approximately 15 minutes. The Executive Session was adjourned at 7:28 p.m. and the Board returned to the regular meeting.

**Adjournment:**

*Meeting was adjourned at 7:30 p.m. by Chairperson Cameron.*

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Chairperson

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District Secretary