

Board of Commissioners Meeting

February 25, 2009

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:40 p.m. on February 25, 2009, at 701 Vine Street in the training room. The following were present:

Commissioner Olson
Commissioner Merritt
Asst. Chief Headley
EMS Administrator Ribelin

Commissioner Hallanger
Chief LaFave
District Secretary Bouchard

Approve Minutes of Previous Meetings:

A motion was made by Commissioner Hallanger to approve the February 11, 2008, Board meeting minutes. Commissioner Merritt seconded the motion. Further discussion with revisions by Chairperson Cameron. Motion carried.

Public Hearing:

Chairperson Cameron recessed the regular meeting at 5:43 p.m.

Chairperson Cameron opened a public hearing to discuss a petition to annex four parcels on Mt. Pleasant Road with 100% property owner signatures at 5:44 p.m. The hearing was closed with no public comment at 5:44 p.m. by Chairperson Cameron.

Chairperson Cameron reopened the regular meeting at 5:45 p.m.

[Commissioner Bergquist arrived at 5:43 p.m.]

The next step in the annexation process will be a Resolution for the Board to adopt at the next meeting.

Administration of Oath:

None

Awards & Recognition:

None

Public Comment:

None

Risk Management:

Quarterly meeting is scheduled for next Wednesday; more emails have been sent around through the group regarding the 2.5% fee to the agent, Jim Palmer. Commissioner Hallanger suggested the Board would want to reach a consensus to allow him to voice concern at this meeting that C2FR may research other options. There is a desire to use a local vendor and the service provided by our previous agent, Fournier Associates, appears to be better than the service provided by the current agent. Asst. Chief Headley is to determine the exact date that notice must be given for termination from the group.

Verbal Reports and/or Discussions:

Plan Review: The City of Woodland and Clark Fire District #13 (Yacolt) have requested information for C2FR to provide plan review and inspection services. Asst. Chief Headley has forwarded a copy of the agreement for these services that we have with Cowlitz County for their review. The City of Woodland would like to pass through the fees from the permits for these services; however, the Board is concerned those fees may not always cover the actual costs for service. Commissioner Hallanger would prefer an hourly rate over fees.

Chairperson Cameron asked why they want to use us and not another jurisdiction and whether the permit fees would be enough to cover the costs. The City of Woodland has kept Jack Smith busy with these services; he would prefer to step aside and have someone else take over this work. For Clark #13, the fees that Clark County would charge are too high for them to cover.

Station 25 Update: The Citizens Committee met yesterday with Jim Flaherty (Vancouver Fire), Jeanette Scibelli (Lower Columbia Contractors Association) and Ashley Opsahl Scibelli (Port of Longview) regarding development of a marketing plan. They will continue working on this project.

Also, Asst. Chief Headley has sent the information to our state elected officials regarding the possibility of any stimulus monies that may be available. This is likely through the FEMA and Fire Act grant process. Also, Dean Takko's office indicated this is one of five projects on his agenda.

Written Reports:

Revenue & Expenses, Jan. 2009: The County Treasurer's GL report for the month of January, 2009, was provided to the Board in their packets. This report shows cash and investments and lump sum expenditures. More detailed information regarding expenses will be provided in March.

Calls Report, January 2009: Staff provided an explanation of the report which now includes calls to Longview. The report will be retitled "Dispatch" and will include calls into the City of Longview that are actual transports. Calls are no longer broken down into a miscellaneous category as that is not always interpreted the same by all responders.

Action Items:

Gibbs & Olson Engineering Proposal: The District received proposals from Gibbs & Olson, Harper Houf Peterson Righellis, and RB Engineering for civil engineering on the Lexington fire station replacement project. Gibbs & Olson has been selected from these proposals and we are now negotiating the cost of services which will include the civil engineering and overall project management. Staff has sent Gibbs & Olson's standard agreement for services to Brian Snure for review. Staff is requesting authorization for the Chief to sign the finished agreement for services with Gibbs & Olson so that they can begin work as soon as possible.

Commissioner Merritt made a motion to approve the agreement and authorize the Chief to sign after details have been worked out. Commissioner Hallanger seconded the motion. Further discussion. Motion carried.

Temporary Firefighter: We currently have three career suppression employees on some form of disability leave or light duty. At least two of these issues are long-term with potential for the third to become long term. We have shifted personnel within our ability to minimize the impact, however, in light of the possible duration, this situation will affect our use of overtime.

We have utilized temporary hires numerous times in the past, however, the potential length of time that we will be short staffed is significantly different than our prior use of temps. In trying to project the best option for covering the leave time, it appears that the temporary authorization of a full time FTE in suppression would be the best way to minimize impacts and maintain critical staffing. We would utilize the current firefighter eligibility list and normal process to hire an individual temporarily for a period of time less than 1 year. We will utilize the probationary process to track the performance as would normally occur. At such time we return to regular staffing levels, we would evaluate the need to maintain the temporary authorized position.

Chairperson Cameron requested Staff run this plan by Bruce Schroeder, our labor attorney, to see if there are any issues. We have been working with the labor group on this issue to develop an appropriate MOU.

Commissioner Olson made a motion to authorize hiring one temporary firefighter for a period of up to one year. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Resolution #680-2009; Appoint Authorized Representative: Chairperson Cameron requested the authorized representative and alternate be switched and a revised Resolution was provided to the Board. Discussion of reimbursement to be requested.

Commissioner Merritt made a motion to approve Resolution #680-2009 as revised. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Tabled for Future Meetings:

- Additional Services Contract with Cowlitz County
- New POG: Out of District Responses
- Email Issues

- New POG: #4008 – Emergency Vehicle Driving

Chief's Report:

- We currently have 83 active volunteers, which is up from 60 active volunteers several years ago. There are some new volunteers entering the fire academy in the spring with perhaps up to six for the Bunker Hill and/or Bakers Corner stations. There were two informational meetings held at the Bunker Hill station and both were well-attended.
- Hazmat training was held at Vancouver Fire last Friday. Technical training for hazmat is happening this week.
- Will be attending the Joint Legislative Day at the State Capitol on March 9th. Commissioner Merritt will also be attending.
- The annual Stair Climb is on March 8th; we have approximately 23 people going. This is the tenth year we have participated.
- Training this week at the Great Wolf Lodge in Grand Mound for all hazards incident management teams. Chief LaFave is an instructor and District Secretary Bouchard is attending the course.

Payroll:

A motion was made by Commissioner Olson to approve payroll totaling \$81,597.42 for warrant numbers 28812 through 28829 dated February 20, 2009. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Hallanger to approve vouchers totaling \$95,254.29 for warrant numbers 28830 through 28880 dated February 27, 2009. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Announcements:

- Commissioner Merritt will be on the Public Safety Technical Assistance Committee through the WFCA.
- Chairperson Cameron and Asst. Chief Headley will be on vacation and won't be at the next Board meeting on March 11, 2009.
- City of Longview workshop on March 19th at 7:00 p.m. regarding the EMS situation.
- Commissioner Merritt volunteered to be involved in any marketing activities regarding the LID for the Lexington station. He will also attend the marketing meeting of the Citizens Committee tomorrow.
- Longview Fire was awarded their SAFER Act grant; however, they are planning to decline acceptance due to lack of funding available for the match.

Executive Session:

None

Adjournment:

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

Chairperson

District Secretary