

# Board of Commissioners Meeting

*February 28, 2007*

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:31 p.m. on February 28, 2007, at the 701 Vine Street Conference Room. The following were present:

Commissioner Hallanger  
Asst. Chief Headley  
EMS Administrator Ribelin  
Section Chief McGovern

Commissioner Olson  
District Secretary Bouchard  
Section Chief Hembree  
Acting Lt. Buzalsky

## **Approve Previous Minutes:**

*A motion was made by Commissioner Hallanger to approve the February 14, 2007, Board meeting minutes. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Administration of Oath:**

None

## **Awards & Recognition:**

Section Chief Hembree discussed an accident on I-5 in which a truck driver from Walsh Trucking was very helpful, stopping to assist the accident victim and providing information to the crews. Section Chief Hembree wrote the company a letter acknowledging and recognizing the individual to which they replied with a very nice note. The note was shared in the Board packets.

## **Public Comment:**

None

## **Risk Management:**

None

## **Verbal Reports:**

**Meeting w/County Commissioners re: “No Man’s Land”:** Asst. Chief Headley reported that he attended this meeting, along with several other representatives of Fire Districts. They discussed options including education of the public regarding lack of fire protection in areas outside of any fire district. The County Commissioners appear to be reluctant to address the issue possibly due to perceived liability concerns. Commissioner Raiter, however, will be attending the County Chiefs’ meeting next week and will discuss the issue. In the meantime,

he'll be contacting land owners such as Weyerhaeuser regarding a process when land ownership changes to development to include annexing to the closest fire district.

[Commissioner Bergquist arrived at 5:38 p.m.]

**Out of District Responses:** The Board also discussed out of district responses in general. Currently, for fire calls, the Duty Chief is notified and the call is evaluated prior to responding. Typically, 911 includes the closest fire district in the dispatch. For medical calls, crews just respond and notify the Duty Chief.

Commissioner Hallanger recalled that quite some time ago, the Board authorized signs to be made noting you were leaving Fire District #2. The Board requested Staff draft a policy regarding response to out of District areas for both fire and medical calls. There were several options for consideration including increased mileage rates for out of district, increased transport fee, adding a dispatch charge, etc. Also, AMR should be put on the run cards for out of district medical responses. Deputy Fire Marshal Graham is also designing a pamphlet to provide information for the public.

## **Written Reports:**

**Revenue & Expense Report – January, 2007:** Information was provided to the Board in their packets. There weren't any questions from the Board.

**Calls Report – January, 2007:** Calls report information was provided to the Board in their packets. EMS Administrator Ribelin also provided a further breakdown of EMS call types. Discussion followed; there weren't any questions from the Board.

## **Action Items:**

**Architect's Proposal:** Board requested Asst. Chief Headley clarify with Rice Fergus Miller whether the hourly rates include travel and other expenses. Also, there isn't a rate listed for completing the "as-built" drawings. This needs clarified probably with a "not to exceed" cap. The last item in the proposal needs revised to reflect that the documents produced become the property of the Fire District.

*Commissioner Olson made a motion to approve the Rice Fergus Miller proposal with the revisions noted. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

**Chief LaFave Continuing on WA Fire Chiefs' Board:** The Board concurred that Chief LaFave should continue on the Washington Fire Chiefs' Board as long as his time commitment has not changed from the last discussion. At that time, the only commitment was time for meetings without being assigned to other committees and projects that couldn't be completed from his office.

**Revised Job Descriptions - #2027 Section Chief and #2028 1<sup>st</sup> Lieutenant:** Revisions to job descriptions for Section Chief and 1<sup>st</sup> Lieutenant were provided to the Board; the only real revisions are to the "Minimum Qualifications" section as there are additional certificates and/or classes that are now required. Comments from the Board were noted.

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*Commissioner Olson made a motion to approve the revised job descriptions as noted. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

### **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:**

- We are out to bid for a Breathing Air Compressor.
- Last week, Asst. Chief Headley spent three hours in a deposition regarding the lawsuit against the engineer who assessed the Libby Lane bridge.
- Engine 21 is now back in service.
- Next Wednesday through Friday Asst. Chief Headley, Section Chief Kelly (and Chief LaFave on Friday) will be attending the annual Northwest Leadership Seminar.

### **Vouchers:**

*A motion was made by Commissioner Olson to approve the vouchers totaling \$20,605.78 for warrant numbers 23553 through 23586 dated March 2, 2007. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

### **Payroll:**

*A motion was made by Commissioner Bergquist to approve the payroll of March 5, 2007, totaling \$155,181.17 for warrant numbers 23587 through 23634. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

### **Announcements:**

- Chairperson Cameron will be on vacation next week.
- Reminder of the Board workshop on March 14, 2007, at 3:30 p.m.

### **Executive Session:**

None

### **Adjournment:**

*Meeting was adjourned at 6:28 p.m. by Chairperson Cameron.*

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Chairperson

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District Secretary