

Board of Commissioners Meeting

March 24, 2010

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:32 p.m. on March 24, 2010, at 701 Vine Street in the conference room. The following were present:

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| Commissioner Merritt | Commissioner Olson |
| Commissioner Hallanger | Commissioner Bergquist |
| Chief LaFave | Asst. Chief Headley |
| District Secretary Bouchard | EMS Administrator Ribelin |

Approve Minutes of Previous Meetings:

A motion was made by Commissioner Olson to approve the March 10, 2010, Board meeting minutes. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Administration of Oath:

None

Awards & Recognition:

Chief LaFave noted he received a letter from Tom McDowell thanking us for Cowlitz 2 members' involvement in the H1N1 project for the SWIMT. In addition, this participation was not limited to the team members, but included the vaccination pods for first responders that were coordinated by EMS Administrator Ribelin with assistance from Operations Chief Kelly. Everybody in the office assisted with some aspect of these activities. Thank you Cowlitz 2 members!

Public Comment:

None

Verbal Reports and/or Discussions:

Station 25 Update: Asst. Chief Headley reported the special use permit package is almost complete. The waterline will be on the west side of Westside Highway with one bore under and a looped system. We haven't received paperwork from the County yet on the property transfer. Brian Snure has drafted an agreement and it is waiting for some information from the County.

Logistics/Facilities Needs: We are researching the possibility of building a warehouse facility for supplies, including accommodating storage needs and a fitness facility. It would be a steel

building and will require a special use permit and stormwater report. We would like to locate this facility behind Station 23 and it would be partially funded by the money we spend each year on the current fitness program at the gym (approximately \$10,000 per year). Chief LaFave is somewhat concerned about having the crews at the gym rather than a C2FR facility. Commissioner Merritt indicated there has been interest from other agencies in the County in this type of facility, however, the building will not be large enough to accommodate those needs.

Written Reports:

Revenue & Expenses – Feb. 2010: Revenue and expense information was provided to the Board in their packets of information. There weren't any questions from the Board.

Action Items:

Resolution #695-2010; Intention to Form LID: This resolution declares the District's intention to order the replacement of the Lexington Fire Station and create a local improvement district to assess the cost and expense of carrying out those improvements against the properties specially benefited thereby, and notifying all persons who desire to object to the improvements to appear and present their objections at a hearing before the Board of Commissioners to be held on May 26, 2010.

Gibbs & Olson has received information from the County Assessor's office and is testing the program to send notices. There are three open houses scheduled for early in May; also Asst. Chief Headley is meeting with the editorial staff of The Daily News. Chairperson Cameron would like to see the calculation spreadsheet; Asst. Chief Headley will send that out.

A motion was made by Commissioner Hallanger to approve Resolution #695-2010 as revised by Chairperson Cameron. Commissioner Merritt seconded the motion. Further discussion. Motion carried.

Resolution #696-2010; Adoption of Identity Theft Prevention Program: On November 9, 2007, the FTC and the federal bank regulatory agencies issued regulations (the Red Flag Rules) requiring financial institutions and creditors to develop and implement a written Identity Theft Prevention Program, as part of the Fair and Accurate Credit Transactions Act of 2003 ("FACT act"). The programs must provide for identification, detection, and response to patterns, practices, and specific activities—"red flags"—that could indicate identity theft. Because nearly all ambulance services do not collect payment until after services have been rendered, they meet the broad definition of a creditor and are covered by the Rules. Every covered service is required to have a written Identity Theft Prevention Program designed specifically to detect, prevent, and mitigate identity theft in connection with their patient accounts.

A motion was made by Commissioner Merritt to approve Resolution #696-2010 as revised by Chairperson Cameron. Commissioner Olson seconded the motion. Further discussion. Motion carried.

Surplus Seagraves Pumper: The following listed equipment is no longer needed by the District and is a storage problem.

- 1982 Seagraves pumper VIN – 1F9EV28H1CCST2092

This pumper was the last new pumper that was originally purchased by the City of Kelso and has served for many years. It was transferred to the District as a part of the agreement with the City for fire and EMS services. Due to its age and condition, it is no longer being used by the District.

A motion was made by Commissioner Bergquist to approve Resolution #697-2010. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Revised POG #5002: In order to remain compliant with state and county operating protocols, EMS Administrator Ribelin has revised POG #5002 to add appropriate language to incorporate up-to-date changes.

A motion was made by Commissioner Merritt to approve revised POG #5002 as revised by Chairperson Cameron. Commissioner Olson seconded the motion. No further discussion. Motion carried.

New Position Description: #2051 and Revised #2052: These two position descriptions describe the Volunteer Branch Director and Volunteer Group Supervisor positions. As noted, both of these are volunteer positions but are more clearly defined as to roles and how they fit appropriately into Cowlitz 2 Fire & Rescue’s organization chart.

A motion was made by Commissioner Olson to approve Position Description #2051 and #2052 as revised by Chairperson Cameron. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

New Training Software Purchase: Computer based training is currently delivered in an electronic format that involves participating in training from a department computer, taking a written test to validate participation, forwarding paperwork, and data entry for tracking purposes. This process involves an extended amount of staff time to manage and, due to the lengthy process, has numerous steps that can fail. We have actively researched to identify existing platforms that will accommodate our needs and have been unsuccessful. We have worked with a website design company, MontanaSky Inc., who has expressed a desire and willingness and have the expertise to design a site that fits our needs. The associated costs are a one-time \$6,000.00 fee for design, with a \$20.00 per month fee for hosting the site and support. The site is being developed on a county wide basis that allows for multiple departments to participate. We have been working with the other fire districts in the county and they have expressed a desire to participate. The intent is as departments want to join, we would establish an associated cost payable to Cowlitz 2 to offset implementation costs and ongoing fees. If authorized to do so, staff will work with MontanaSky Inc. and the District’s attorney to develop the necessary contract for services. Staff will also work to develop the interlocal agreement necessary to allow other jurisdictions to participate. The \$6,000 fee required for design is already included in the training budget.

A motion was made by Commissioner Bergquist to approve contracting with MontanaSky, Inc. to develop the training software as outlined. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Tabled for Future Meetings:

- New POG: Out of District Responses

Chief's Report:

- Volunteer All Call tonight at 7:00 p.m. to discuss the points system. We have been over budget on points for some time and need to rectify that situation.
- Normal responses lately with fire calls and auto aid.

Payroll:

A motion was made by Commissioner Hallanger to approve payroll totaling \$97,988.19 for warrant numbers 31724 through 31754 dated March 19, 2010, and number 31755 dated March 23, 2010. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Merritt to approve vouchers totaling \$153,576.12 for warrant numbers 31756 through 31804 dated March 26, 2010. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Payroll:

A motion was made by Commissioner Hallanger to approve additional payroll totaling \$303.30 for warrant numbers 31805 and 31806 dated March 26, 2010. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Announcements:

- Commissioner Merritt attended the COG annual luncheon and provided the report to District Secretary Bouchard.

Executive Session:

None

Adjournment:

Meeting was adjourned by Chairperson Cameron at 6:36 p.m.

Chairperson

District Secretary