

# Board of Commissioners Meeting

*March 26, 2008*

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:39 p.m. on March 26, 2008, at the 701 Vine Street Conference Room. The following were present:

Commissioner Merritt	Commissioner Olson
Commissioner Hallanger	Commissioner Bergquist
Chief LaFave	EMS Administrator Ribelin
Fire Secretary Ballinger	D/O Jeff Fix
Deanna Wells, Comm Center	

## **Approve Minutes of Previous Meetings:**

*A motion was made by Commissioner Hallanger to approve the March 12, 2008, Board meeting minutes as is. Commissioner Bergquist seconded the motion. No further discussion. Motion Carried.*

## **Verbal Reports and/or Discussions (Discussed Out Of Order):**

**EMD Cards (Clausen System):** Chief LaFave stated that this is a continuation of the county's efforts and would like to see the Clausen System/ EMD Protocol fully implemented in Cowlitz County and wanted the Board to know what it is, how it works, etc. so they could understand it.

Deanna Wells with the Comm Center/9-1-1 discussed the EMD Protocol Cards (AKA the Clausen System). She distributed a handout (attached) and passed around the EMD Protocol Card Kit for everyone to look at and view as she was discussing the program. She discussed the background of the Clausen System and how the program is updated and maintained by the company. All dispatchers have to be EMD certified in order to dispatch medical calls. They also must recertify every two years as well as get CEU's (continuing education credits) throughout the year. The cost of the training for this program is very cost-effective.

By using this system, it removes liability issues for the dispatchers and the responders due to all of them following a nationally recognized and certified protocol which has been tested. Deanna Wells discussed in detail how the dispatchers use these cards, the importance of them and why they use them. She also highlighted the training needed and required in order to use and read these cards so they are familiar with the Clausen System and can dispatch appropriately and efficiently.

A committee was formed in November 2007, to look for ways to improve the County's EMS system, what calls the ambulances going on, how many calls are agencies responding to that are

unnecessary, etc. One thing that may help with this issue is the “Omega” option which is on some of the cards in the Clausen System. The “Omega” option is where only a fire truck is sent on a call and no ambulance due to the triage and information obtained from the caller by the dispatcher. However, “Omega” responses are not being used at this time by dispatchers, but would like to implement this in the near future. The committee is working on some of these issues.

**ESM System – Countywide:** Chief LaFave had a meeting with Longview City Manager Bob Gregory and Longview Fire Chief Daryl McDaniel about the discontinuation of the Interlocal Agreement. Chief LaFave answered their questions and clarified that the terms and conditions of the agreement will no longer be valid as of May 13 (which is when the 60 days is up) however, it’s not like a switch will flip and we will no longer respond in Longview. That’s not the intent of the termination of the agreement. The primary message he wanted them to understand was that C2FR will no longer operate under the guidelines and conditions of the Interlocal Agreement as of May 13. That means C2FR will no longer pay Longview Fire for responding to calls in their jurisdiction and C2FR will no longer be held to certain standards or criteria as far as responding to calls. However, C2FR will do their best to help and cover in Longview with Mutual Aid.

Jointly, C2FR and Longview Fire need to come up with a plan that mutually benefits both agencies and not just one. On May 29, the Longview City Council would like to have a joint workshop with our Board for Joint Strategic Planning (previously scheduled for May 15).

April 2, Chief LaFave and EMS Administrator Ribelin will be meeting with AMR management. AMR is an intricate part in this as well. Also, directly after this meeting tonight, Chief LaFave will be meeting with Chief Vic Leatzow from Cowlitz County Fire District #5 on the same topic.

On April 3, Chief LaFave, EMS Administrator Ribelin, Longview Fire Chief Daryl McDaniel and Longview Fire BC Phil Jurmu will be meeting at Station 23 to put together all of the data they have been compiling and the work they have done on the Strategic Plan and put all of that information together into one document, which will be used at the May 29 joint meeting.

Chief LaFave will be presenting a letter to the EMS Council, as the EMS Council Chair, on the issues that the county’s system is facing and the cause of those issues. Hopefully, this will assist the county to move in a positive direction in fixing the issues that all of the agencies are facing.

### **Administration of Oath:**

None.

### **Awards & Recognition:**

Chief LaFave received an email from Longview Fire Chief Daryl McDaniel regarding Russ Neely about the assistance and help he provided prior to crews arriving. He was at the Columbia Theatre and someone coded. Russ Neely provided CPR until crews arrived. He stayed and assisted the crews and they appreciated Russ Neely’s assistance and initiative. Great job Russ!

### **Public Comment:**

None.

## **Risk Management:**

**Stolen Laptop:** A laptop was stolen out of Fire Secretary Ballinger's office about a month ago. Kelso Police have been contacted and a police report was made. Chief LaFave contacted Vern Thompson with the Detective's Unit to get some type of investigation into this theft. The way this theft occurred is very disturbing and Chief LaFave is very upset about it and the way it occurred. This laptop has our FireHouse program on it which was used for training purposes at different classes to learn the program and all of its features and components and some of our personnel information is on it. The program is user name and password protected, however, someone that's computer savvy enough could hack into it. Also, an audit from the State Auditor's Office may be appropriate in this case.

A question and concern was raised about protecting people's identity. Fire Secretary Ballinger stated that she just placed a "protection" on her social security number, which anybody can do for free. A person just needs to contact one of the credit reporting bureau's and let them know there personal information may have been stolen and they would like their social security number protected. In the event someone tries to open an account, credit card, etc. in your name, they credit bureau that the request is going through has to physically call you and ask for your permission to open that account.

## **Written Reports and/or Correspondence:**

**Revenue & Expenses, February 2008:** The February 2008 revenue & expenses report was distributed in the Board's packet. No questions from the Board.

**Calls Report, February 2008:** The February 2008 calls report was distributed in the Board's packet. EMS Administrator Ribelin provided an additional handout at the meeting (attached). Commissioner Olsen believes there is an error in the December 2007 EMS data in the calls report. Brandi Ballinger will look into that and fix it. No other questions from the Board.

## **Action Items:**

**Region IV Homeland Security – Omnibus Agreement:** The Region IV Homeland Security Omnibus Agreement was distributed in the Board's packet for review. Homeland Security has been working on this for about three years now and this is being developed and used nationally for each Region. All questions from the Board were answered by Staff.

*A motion was made by Commissioner Bergquist to approve Chief LaFave to sign the Region IV Homeland Security Omnibus Agreement as submitted. Commissioner Merritt seconded the motion. No further discussion. Motion Carried.*

**Surplus of Saws (non-agenda item):** Chief LaFave presented an agenda summary (attached) which was prepared by FF/Medic Agren regarding the surplus of department chainsaws and chopsaws due to condition and standardization. All questions from the Board were answered by Staff.

*A motion was made by Commissioner Bergquist to surplus the identified equipment at the Chief's discretion. Commissioner Olson seconded the motion. No further discussion. Motion Carried.*

## **Tabled for Future Meetings:**

- New POG: Out of District Responses
- Email Issues/Phone Issues
- New POG: #4008 – Emergency Vehicle Driving

## **Chief's Report:**

- A lot of trainings are going on right now including Wildland trainings. Three of our people are in the All Hazard Incident Management Team Training which is a US Fire Administration (USFA) course and has to be approved to be offered and receive credit. Chief LaFave is one of the instructors for this course.
- The EMT class has just concluded. There were six people from our organization that finished this class including three new volunteers.
- A story will be in *The Daily News* in the next day or so regarding our Lexington station and the volunteers out there.

## **Approve Payroll for 03/20/08:**

*A motion was made by Commissioner Merritt to approve the March 20, 2008, payroll totaling \$84,738.44 for warrant numbers 26372 through 26386. Commissioner Hallanger seconded the motion. No further discussion. Motion Carried.*

## **Approve Vouchers for 03/28/08:**

*A motion was made by Commissioner Hallanger to approve vouchers totaling \$76,900.56 for warrant numbers 26387 through 26439 dated March 28, 2008. Commissioner Merritt seconded the motion. No further discussion. Motion Carried.*

## **Announcements:**

- Chairperson Cameron will be out of town beginning Saturday, March 29, and should return in time for the workshop on April 9.
- Commissioner Olson will be out of town next week for Spring Break.
- Reminder that the next regularly scheduled meeting will actually be the Workshop occurring on April 9 and the meeting will start at 3:00 p.m. at Station 21. Dinner will be provided.

## **Executive Session:**

None.

## **Adjournment:**

*Meeting was adjourned by Chairperson Cameron at 7:09 p.m.*

---

Chairperson

---

District Secretary