

Board of Commissioners Meeting

March 28, 2007

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on March 28, 2007, at the 701 Vine Street Conference Room. The following were present:

Commissioner Hallanger	Commissioner Olson
Commissioner Merritt	Commissioner Bergquist
Chief LaFave	District Secretary Bouchard
EMS Administrator Ribelin	Section Chief McGovern
Deputy Fire Marshal Graham	

Approve Previous Minutes:

A motion was made by Commissioner Merritt to approve the March 14, 2007, Board workshop minutes. Commissioner Hallanger seconded the motion. Further discussion; title of last discussion item to be revised. Motion carried.

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

Awards & Recognition:

Chief LaFave reported to the Board that he recognized FF/EMT Jason Sanders and Lt./Medic Zainfeld with the silver department coin for their training efforts under Section Chief Kelly. EMS Administrator Ribelin and Chief LaFave attended part of a drill where they observed exceptional training; this occurs every Monday drill night at several locations and is a direct result of the efforts of these individuals. Section Chief Kelly and Volunteer Coordinator Yoder are also part of this effort.

We received a donation for \$300 with a nice letter from the owners of a house that we used for a training burn. They were very impressed with how FF/EMT Jason Sanders handled the entire event and walked them through the administrative details necessary to make it happen.

Public Comment:

None

Risk Management:

This morning a recruit firefighter did some sheet metal damage to the student bay; there was no damage to the truck. Also, Monday evening at the drill, there was a minor knee injury to a

volunteer firefighting during training.

Verbal Reports:

None

Written Reports:

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

Calls Report – February, 2007: Calls report information was provided to the Board in their packets. EMS Administrator Ribelin provided a further breakdown of EMS call types. There weren't any questions from the Board.

Action Items:

Purchase of Plotter: The Board asked many questions of Chief LaFave including how often the plotter would be used, the cost of consumable items, what things it would be used for and life expectancy of equipment. Chairperson Cameron mentioned Reprographics and J2, both local, can produce the items we would use the plotter for, however, they are not available on a 24/7 basis. The City of Longview has two of these plotters and can't do without them. Chief LaFave also noted there is the possibility the equipment could be used on mobilization incidents with the opportunity to charge the incident for the use of the equipment.

The Board requested Staff do a little more research and bring back more information on consumable estimates along with a further explanation of usage. It might also be helpful to bring examples of the training charts/graphs/maps that need to be produced. Staff will also research the cost for in-house printing versus outside vendor costs. Chief LaFave will also find out the rental rate on incidents.

Volunteer Coordinator Position: Staff has assigned a dedicated person as Volunteer Coordinator in a temporary status. The position is proving essential to the organization and needs to be considered as regular full time. The Board discussed the position and asked questions related to how this change affects Fire Secretary Gregory's position and duties. Chief LaFave reminded the Board that the Volunteer Coordinator responsibilities she took on were in addition to her regular duties. Other questions included overtime, why it's not equivalent to a firefighter position, along with program and supervision questions.

Commissioner Bergquist made a motion to approve revisions to POG #2040 creating a new regular, full-time Volunteer Coordinator position and fill the position. Commissioner Olson seconded the motion. No further discussion. Motion carried.

The Board also requested Staff provide regular reports, at least quarterly, for how this position is developing and evaluate the effectiveness.

Interlocal Planning Agreement with Longview: Staff has been working with the City of Longview to develop an interlocal agreement to enter into a comprehensive planning process to

identify means that could improve the administration and deployment of fire protection and emergency services in the Longview/Cowlitz 2 Fire & Rescue service areas.

Commissioner Olson made a motion to approve the interlocal agreement as presented. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Resolution #655-2007; HB 1756 Adoption – Standards of Coverage: Chief LaFave shared information being developed to be in compliance with HB 1756. Discussion of targets and data, density/population, etc. The documents presented will be merged into one document to be presented for final approval by the Board. Chairperson Cameron had several suggestions for revisions which he provided for Staff to be incorporated into the final document.

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:

- Nothing further.

Payroll:

A motion was made by Commissioner Olson to approve the March 20, 2007, payroll totaling \$73,331.74 for warrant numbers 23709 through 23733. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Hallanger to approve the vouchers totaling \$133,554.57 for warrant numbers 23734 through 23782 dated March 30, 2007. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Announcements:

- Reminder of training with Brian Snure regarding financing topics at Station 52 (Kalama) tomorrow night.
- Jack Snook with ESCi will be here on April 2nd and April 4th to talk with members that were not available last week to meet with him.
- Chief LaFave will be on vacation this Friday through the first week of April.

Executive Session:

The Board recessed the regular meeting at 7:02 p.m. to go into an Executive Session of approximately 15 minutes to discuss a personnel issue.

The Board adjourned the Executive Session and returned to the regular meeting at 7:22 p.m.

Adjournment:

Meeting was adjourned at 7:24 p.m. by Chairperson Cameron.

Chairperson

District Secretary