

# Board of Commissioners Meeting

*April 9, 2008*

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:50 p.m. on April 9, 2008, at the 701 Vine Street Conference Room. The following were present:

Commissioner Olson  
Commissioner Bergquist  
Asst. Chief Headley  
EMS Administrator Ribelin

Commissioner Merritt (by conference call)  
Chief LaFave  
District Secretary Bouchard  
Fire Secretary Gregory

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

*A motion was made by Commissioner Bergquist to approve the March 26, 2008, Board meeting minutes. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Administration of Oath:**

None

## **Awards & Recognition:**

None

## **Public Comment:**

None

## **Risk Management:**

Minor accident involving U-21, the pickup, after hitting a fence. Will be repaired next time it's in the shop.

## **Verbal Reports and/or Discussions**

**Cost of Service & Financial Analysis:** Chief LaFave discussed the review by FCS Group, a financial services group with a very good reputation that the City of Longview has contracted with for reviewing fire services from a financial standpoint. It would be beneficial for the District to continue working under the interlocal with the City of Longview and use the services of this group.

*A motion was made by Commissioner Merritt to approve the interlocal with the City of Longview to use the services of FCS Group. Commissioner Olson seconded the motion. No further discussion. Motion Carried.*

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

None

## **Action Items:**

**Revised POGs – Job Descriptions:** Revisions to the POGs were discussed and edits were made to the minimum qualifications sections.

*A motion was made by Commissioner Olson to approve job descriptions for Volunteer Liaison, Section Chief and Receptionist as edited and authorize the Chief to fill these positions. Commissioner Merritt seconded the motion. Further discussion. Motion carried.*

**Staffing Recommendations:** Staff recommended the Board approve Option 3 for line personnel, which would authorize hiring three additional personnel to bring shift strength to nine career employees per shift. Discussion of the concerns with funding and timing was held. Commissioner Merritt indicated he agrees with the need for new hires, however, prior to hiring, he requests Staff develop a timetable including trigger points. This should also include a short- and long-term implementation plan. Staff will develop a plan to bring back to the Board for approval.

Chief LaFave indicated he understood this suggestion as a message of support and understanding from the Board and will move forward with developing this plan.

*A motion was made by Commissioner Merritt to support development of a short- and long-term staffing plan. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Facilities Recommendations:** Staff recommended the Board approve working with Pacific Modular on the design and engineering portion of a modular building for the station in Lexington. If we can work on this immediately, we can go out to bid fairly soon and possibly have a new station in place by the end of the year or soon thereafter.

*A motion was made by Commissioner Merritt to authorize work on the design and engineering portion with Pacific Modular. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

Staff will now begin work on revising the Organizational Action Plan to reflect the authorized changes.

## **Tabled for Future Meetings:**

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

**Chief's Report:**

- Nothing further.

**Payroll:**

*A motion was made by Commissioner Bergquist to approve the April 4 and 7, 2008, payroll totaling \$172,604.10 for warrant numbers 26440 through 26490. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Vouchers:**

*A motion was made by Commissioner Olson to approve vouchers totaling \$29,900.99 for warrant numbers 26491 through 26542 dated April 11, 2008. Commissioner Merritt seconded the motion. Further discussion. Motion carried.*

Discussion involved invoice from Longview Fire for semi-annual air compressor maintenance that should not be paid as we no longer use their services for this. The invoice will be pulled and cancelled.

**Announcements:**

- Quarterly report is on the City of Kelso agenda for next week.
- All Call meeting at the PUD on 4/28/08 at 7:00 p.m. This is combination career/volunteer.

**Executive Session:**

None

**Adjournment:**

*Meeting was adjourned by Chairperson Cameron at 7:02 p.m.*

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Chairperson

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District Secretary