

# Board of Commissioners Meeting

*June 13, 2007*

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:31 p.m. on June 13, 2007, at the 701 Vine Street Conference Room. The following were present:

Commissioner Olson	Commissioner Merritt
Commissioner Bergquist	Chief LaFave
Asst. Chief Headley	District Secretary Bouchard
Deputy Fire Marshal Graham	Driver/Operator Buzalsky
Driver/Operator Neely	FF/Medic Huff
FF/Medic Ellenbolt	Section Chief Hembree
1 <sup>st</sup> Lt. Arrera	Vol FF Ditterick
Vol FF MacDougall	

Public: Chaplain Lyle Prather, Carl Germunson

## **Approve Previous Minutes:**

*A motion was made by Commissioner Merritt to approve the May 23, 2007, Board meeting minutes. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Administration of Oath:**

None

## **Awards & Recognition:**

1<sup>st</sup> Lt. Arrera, on behalf of Local #3828, presented Chaplain Lyle Prather of the Cowlitz County Chaplaincy a check for \$1,000. Chaplain Prather was very appreciative of this donation and indicated they've now reached their fund raising goal for the annual breakfast. He also thanked the group for all the good service to the community.

## **Public Comment:**

None

## **Risk Management:**

None

## **Verbal Reports:**

**Mitigation Fees:** In March, Deputy Fire Marshal Graham presented information on mitigation fees to the Board. Brian Snure also presented alternative funding information at a County Fire Officials workshop later in March. At this time, Staff is seeking direction from the Board regarding interest in implementing these types of fees as there are few ways to fund additional equipment needs.

The Board indicated they would like to see a sample Resolution developed to approach the County Commissioners and/or the City of Kelso for their support. This piece is actually inserted into the SEPA process and, therefore, would need the support of those groups before it could be implemented. Staff will draft a Resolution to present to the Board for review.

## **Written Reports:**

**Draft Supplemental Budget #1 – 2007:** A draft supplemental budget was presented to the Board for review and input. Questions regarding office uniforms and the office remodel were answered by Staff.

Additionally, financial projections were included to assist in determining a course of action for future funding. There was discussion regarding a levy lid lift versus continuing the M & O levy. There are timing considerations, vote minimum considerations following a general Presidential election, etc. Chief LaFave suggested a six-year lid lift be placed on the ballot this year. Staff will research whether this can be approved in 2007 with funding to begin in 2009 after the M & O levy sunsets. This may make it only a five-year lid lift though. There was also discussion regarding the possibility of discontinuing the M & O levy collection for 2008 if a lid lift was passed to be effective in 2008. It may be beneficial, for capital facilities issues though, to collect both for 2008, particularly with the Lexington bridge impacts.

Chief LaFave also discussed the strategy of many departments that are packaging all issues to take to the voters at one time, then ask for nothing else for approximately five years. Chairperson Cameron suggested the Board direct Staff to bring a proposal to the next Board meeting with Resolution language from Brian Snure to run a levy lid lift on the general election ballot this fall. Staff will also verify the deadline for filing for the general election.

**Survey Information:** As a part of the facilities needs research, Carl Germunson has completed a survey of land at Station 24 (Rose Valley) and Station 25 (Lexington). Also, Asst. Chief Headley met today with Dave Fergus (architect) to go over preliminary ideas for those facilities. Mr. Germunson found in his survey of Station 25 that there is approximately 1.5 acres that we own, however, we are encroaching slightly on the County's property on the south end. Asst. Chief Headley discussed with Mr. Fergus building new crew quarters with a slight separation from the existing station. The Board reviewed preliminary drawings.

Additionally, Asst. Chief Headley and Mr. Fergus discussed converting space at Station 24 to create day room space. One problem at this station is that the septic system is under the paved parking area. The Health Department and County may not approve any permits for changes to this location. Chief LaFave also indicated the school district has ground east of the station and we should be talking with them for long-range planning.

At this time, Asst. Chief Headley will send the survey for Station 25 to the architect to look at possible arrangements for the site.

### **Action Items:**

None

### **Tabled for Future Meetings:**

- Volunteer Point Value Increase/Revised POG
- New POG: Out of District Responses
- 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: #4007 – Callback Procedure

### **Chief's Report:**

- Asst. Chief Headley reviewed the implementation strategy in response to ESCi's report for the Board. This includes moving Section Chief Kelly to Operations Section Chief, still working day shift. He is also the Duty Chief during the days when he is working. Deputy Fire Marshal Graham has moved up to Station 23 (Columbia Heights) and Section Chief Kelly has moved to the classroom building. The support staff met last week and discussed interaction and limiting traffic to the Chief's office; visitors to his office will now require an appointment. On a trial basis, there has been a new organization chart drafted to reflect these changes although there are a couple revisions to be made for clarification. There have been training opportunities developed to bolster the mid-management team and we are looking at mentoring options with other departments. The other three Section Chiefs are jointly running Logistics; 1<sup>st</sup> Lt. Zainfeld is acting as the Planning Section Chief on day shift. We will be setting a timeline with measures for improvement to determine if this new org chart is successful.
- Chief LaFave and EMS Administrator Ribelin are working with the Department of Health integrating NIMS and ICS for pandemic flu planning according to State requirements.
- Last weekend we had a call to Chinook Ventures, outside the District. Staff will work on developing the out of District response policy that has been tabled. We need to recoup total call costs for those calls, not just the transport portion.

### **Payroll:**

*A motion was made by Commissioner Bergquist to approve the June 5, 2007, payroll totaling \$165,636.35 for warrant numbers 24227 through 24276. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

### **Vouchers:**

*A motion was made by Commissioner Merritt to approve the vouchers totaling \$61,440.49 for warrant numbers 24278 through 24365 dated June 15, 2007. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

**Voucher:**

*A motion was made by Commissioner Bergquist to approve a voucher totaling \$3,911.48 for warrant numbers 24277 dated June 5, 2007. Commissioner Merritt seconded the motion. No further discussion. Motion carried.*

**Announcements:**

- None

**Executive Session:**

The Board recessed the regular meeting at 6:44 p.m. for an Executive Session of approximately 15 minutes to discuss a personnel issue.

The Board adjourned the Executive Session at 6:55 p.m. and returned to the regular meeting.

**Adjournment:**

*Meeting was adjourned at 6:55 p.m. by Chairperson Cameron.*

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Chairperson

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District Secretary