

Board of Commissioners Meeting

August 27, 2008

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on August 27, 2008, at 701 Vine Street in the conference room. The following were present:

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

Commissioner Bergquist arrived at 5:35 p.m.

Approve Minutes of Previous Meetings:

A motion was made by Commissioner Hallanger to approve the August 13, 2008, Board meeting minutes. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Administration of Oath:

None

Awards & Recognition:

None

Public Comment:

None

Risk Management:

It is time for the annual policy review with the agent to go over equipment and facilities to verify all information is current. There is a Risk Management group meeting on 9/10/08 which will be attended by Asst. Chief Headley and Commissioner Hallanger.

Verbal Reports and/or Discussions

Station 25 Update: Asst. Chief Headley provided an update on the Station 25 (Lexington) project including more detailed drawings. Asst. Chief Headley is also exploring an agreement to assist with evaluation of bids. Chairperson Cameron feels we need an RFP for this service; Asst. Chief Headley will draft that document.

Chairperson Cameron also suggested we check with local financial institutions regarding funding, in addition to First Municipal Leasing. Commissioner Hallanger would like to see an estimate of full costs for this project and how we will pay for these costs. He also asked about career crew locations, which Chief LaFave explained is part of the ongoing planning process that is occurring regardless of a new station or not.

At this time, the civil engineering and geotechnical engineering pieces are holding up the project. We need to issue RFPs for these services in order to move forward.

Taken out of order:

Request for Proposals – Civil Engineering & Geotechnical Engineering

A motion was made by Commissioner Hallanger to approve the Request for Proposals for both civil and geotechnical engineering. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Shop Storage Update: Photos of the finished shop storage project were shared with the Board. Lead Mechanic Carner expressed his appreciation for the Board's concern and support of the shop facility upgrades.

Written Reports and/or Correspondence:

Weverhaeuser HazMat Draft Agreement: An agreement has been drafted by Staff that is now being reviewed by Weyerhaeuser's staff for the District to provide initial response for isolation tied into Vancouver Fire for hazmat services to Weyco. This agreement is in the beginning stages and will need to be reviewed by attorneys on both sides. Chairperson Cameron will have suggested edits prior to review by Brian Snure. We are not yet sure if Weyerhaeuser is willing to fund the full costs for services required by this agreement.

There are other issues to be worked out such as Vancouver Fire not being signatory to the agreement. They will need to be added or confirm that mutual aid allows for pass through of these costs. Commissioner Hallanger also requested Chief LaFave ensure Longview Fire is not interested in contracting for these services with Weyco.

Revenue & Expenses, July 2008: Information on revenue and expenses was provided to the Board in their packets. Questions from the Board were answered by Staff.

Calls Report, July 2008: Calls report information through July, 2008, was provided to the Board in the packets. Additional EMS call information was provided at the meeting by EMS Administrator Ribelin. Questions from the Board were answered by Staff; May/June numbers still appear to have problems so Section Chief Kelly will need to review it.

Action Items:

Write-Off Transport Fee Request (Staff Report #8-2-001): A foreign exchange student was transported to the hospital by C2FR on 9/24/2007. The student has since returned to the Netherlands and in an attempt to pay for her transport bill has tried to wire money to the Cowlitz County treasurer's office. That office is unable to accept the wire transfer for security and exchange reasons. Apparently the student did have international insurance coverage for foreign

exchange students while in the U.S., but they are not paying the full amount of the transport. This is despite multiple attempts on the part of the student's host "mother" to get this paid in full. The student is willing to pay the remainder of the fee herself but has financial difficulties; and apparently due to technical issues the County is unable to accept wired funds from the Netherlands. The student is working, but is enrolled in college this fall in her country. She lives with her single mother and three other siblings. She worked three years after school and in the summer to save enough money to be able to enter the ASA International program for foreign exchange students. Because of this financial hardship the student's host "mother" has asked for financial assistance. A letter is attached from her describing the incident.

A motion was made by Commissioner Olson to approve write-off of this account balance as requested. Commissioner Merritt 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:

- Life Flight is looking to base a local unit at the Kelso Airport. At this time, there are political and/or legal hurdles to get over. In the meantime, C2FR could let them use the Columbia Heights station for this service on a short-term basis. We are trying to work with them to get this issue resolved.

Commissioner Merritt made a motion to direct Staff to move forward with this option. Commissioner Olson seconded the motion. No further discussion. Motion carried.

- The grant crew working on "No Man's Land" issues has generated interest in annexation information. We are facilitating a meeting on Thursday night with residents of the Rose Valley area that have requested additional information.
- Medical/dental/ insurance rates for 2009 have been received; there will be a 7% increase for the PPO plan and no increase on the Kaiser plan. We have just over half of our employees enrolled in the Kaiser plan. We did receive a dividend from the WFCA of over \$5,000 credit on this month's invoice.
- Reminder of the meeting on 9/3/08 at 10:00 a.m. regarding a tiered EMS response. This is during the EMS Council meeting just prior to the County Chiefs' meeting.

Payroll:

A motion was made by Commissioner Merritt to approve the August 20, 2008, payroll totaling \$87,048.82 for warrant numbers 27498 through 27528. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Hallanger to approve vouchers totaling \$67,750.11 for warrant numbers 27529 through 27588 dated August 29, 2008. Commissioner Olson seconded

the motion. No further discussion. Motion carried.

Announcements:

- County Fire Officials meeting Thursday evening, 8/28/08 at City of Woodland, Station 91 at 7:00 p.m.

Executive Session:

None

Adjournment:

Meeting was adjourned by Chairperson Cameron at 6:58 p.m.

Chairperson

District Secretary