

# Board of Commissioners Meeting

*September 12, 2007*

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on September 12, 2007, at the 701 Vine Street Conference Room. The following were present:

Commissioner Hallanger	Commissioner Olson
Asst. Chief Headley	District Secretary Bouchard
EMS Administrator Ribelin	Section Chief Zainfeld
Volunteer Coordinator Yoder	Section Chief McGovern
Driver Operator Neely	FF/EMT McWain
FF/Medic Agren	Volunteer FF Carnahan, Jurmu and Gilberti

## **Approve Previous Minutes:**

*A motion was made by Commissioner Olson to approve the August 22, 2007, Board meeting minutes. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

## **Administration of Oath:**

None

## **Awards & Recognition:**

Annual ceremony for 9/11 included our Honor Guard and Clyde Carpenter who played the bagpipes. Chief LaFave spoke briefly. The Board extended its appreciation to those involved.

## **Public Comment:**

None

## **Risk Management:**

Asst. Chief Headley reported on this morning's quarterly Clark County Risk Management Group meeting. Rate information for 2008 was provided with our increase set at 10.4%. We're still the largest district in that group. The renewed agreement includes the same coverage with minor changes by VFIS regarding mold and fungus damage limits. Jim Palmer, the insurance agent, is available to meet with the Board to go through the policy if desired.

## **Verbal Reports:**

**Levy Fact Sheet:** A fact sheet to be sent out to citizens by the District was distributed and reviewed by the Board and Staff. The difficult part to explain seems to be the 3% increase not to

exceed \$1.50 per \$1000 of assessed value. If you have suggestions, please send them to Asst. Chief Headley.

**Deployment Plan:** Section Chief Zainfeld noted this plan was developed with input from the stakeholders findings, along with voluntary planning meetings with different groups. The common theme discussed was leadership issues. We have created an environment where people are not allowed to function as leaders. With creating three independent operating companies every day, two at Station 21 and one at Station 22, it gives the companies latitude to function as individual elements, not reporting to the Station 21 Company Officer. Operations issues will be reported directly to Section Chief Kelly; other issues will go to the Duty Chief. There may also be additional resources at Station 23. Built into this new plan is the new volunteer plan with four operating companies to include a volunteer element.

Also new will be the current shift Section Chiefs titles changing to Captain. There will be company officers at each location to respond with equipment as appropriate, i.e. fire apparatus to fire and medic unit to medical calls. The company officer will have the responsibilities of a supervisor/officer. The Shift Commander will be at Station 21; the plan is to rotate the company officers so it's not always the same, perhaps every few months.

This new plan also ties into the training program with certification level requirements in each position. It will also use floaters and provide more flexibility along with the opportunity to actually work on succession planning.

Discussion with the Board involved questions regarding level of service, which will be improved for our citizens. Chairperson Cameron asked questions regarding capabilities of company officers and decision making. Section Chief Zainfeld explained the training focus on company based evolutions and certifications that are required at each level. He feels the company officers are definitely ready to do that.

Staff will be looking at budget and contractual impacts to bring to the Board with further developments.

**Ambulance Remount:** Asst. Chief Headley reported that he is working with Lead Mechanic Carner and EMS Administrator Ribelin on specs to remount our next to oldest ambulance, which is the one with the most problems. This is close to going out for bid, hopefully by the next Board meeting. We may decide to do a new ambulance versus a remount, based on the information received and cost.

## **Written Reports:**

None

## **Action Items:**

**Revised POG #1007; Volunteer Reimbursement:** Staff has completed suggested revisions to paragraphs 5.3.3 and 5.3.4 of the last proposal for POG #1007, Volunteer Reimbursement to increase the point value that has been paid to volunteers, which has not been changed since initially set many years ago. This item will also be included in future budgeting discussions and

is a component of the Supplemental Budget for 2007, which has not yet been approved by the Board.

*A motion was made by Commissioner Hallanger to approve revised POG #1007. Commissioner Olson seconded the motion. Further discussion. Motion carried.*

**POG #4007; Callback Procedure:** Staff has completed suggested revisions to POG #4007, Callback Procedure, as agreed to with the labor group. It is now ready for further Board review and approval.

*A motion was made by Commissioner Olson to approve POG #4007. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

**Purchase New Bariatric Stretcher; (Staff Report 9-2-001):** District emergency response personnel are frequently responding to emergencies that involve patients that are obese. Our current stretchers are rated by the manufacturer for a maximum weight of 500 pounds. Up to this point, emergency responders have been improvising with a lifting tarp and manpower to lift obese patients either onto the floor of the ambulance or to the current stretcher, which is not guaranteed by the manufacturer to safely hold any weight over 500 pounds. As this becomes more frequent, it has become apparent that this places District personnel and patients into an unsafe situation that may result in an injury to either. The current manufacturer of our stretchers, the Stryker Company, also manufactures a stretcher that is rated for 850 pounds in the fully extended position and 1600 pounds in the non-extended position. The Stryker Company, the manufacturer of the 6083 MX-PRO Bariatric Transport stretcher, is also the manufacturer of our current stretchers and locking devices, thus making it the only provider for this compatible stretcher. The cost of the new stretcher with discounts and sales tax is not to exceed \$5,700.00.

*A motion was made by Commissioner Olson to approve purchase of a new bariatric stretcher as requested. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

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

- 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

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

- State Auditor is reviewing records for 2005 and 2006; they haven't found any issues. One of the auditors visited four stations to verify several small and attractive items were accounted for; everything was where it belonged.
- Washington Survey & Ratings Bureau has reclassified the City of Kelso as a Class 4; we also notified residents of the Ostrander and Pleasant Hill areas that with the new bridge in Lexington, they are now within five miles of a fire station and are rated as a Class 6 from a

Class 10. At this time, they are looking at roster information for the Bunker Hill station. We may no longer receive credit at that station with the current roster.

- Participated in the Hilander parade and received first in the service category award. We drove the Babe Ruth team, who were the Grand Marshals.
- Upon review of the liability insurance policy by VFIS for the annual renewal, they have requested all agencies in the Clark County Risk Management Group revise their policies to separate the Discrimination and Harassment policies. The group asked VFIS to develop these policies for all agencies to use. Chairperson Cameron indicated a concern about separating these policies; we will wait for receipt of the draft policy before deciding.
- Budget for 911 was approved by the E-Board; increase is approximately 12 to 14% which includes some updates and CAD system improvements.

### **Payroll:**

*A motion was made by Commissioner Olson to approve the September 5, 2007, payroll totaling \$171,072.46 for warrant numbers 24908 through 24961. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

### **Vouchers:**

*A motion was made by Commissioner Hallanger to approve the vouchers totaling \$43,573.85 for warrant numbers 24962 through 25019 dated September 14, 2007. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

### **Payroll:**

*A motion was made by Commissioner Hallanger to approve a payroll warrant dated September 14, 2007, totaling \$172.46 for warrant number 25020. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

### **Announcements:**

- Department-wide all call meeting on October 8<sup>th</sup> at the PUD Auditorium.

### **Executive Session:**

None

### **Adjournment:**

*Meeting was adjourned at 6:40 p.m. by Chairperson Cameron.*

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Chairperson

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District Secretary