

Board of Commissioners Meeting

September 26, 2007

Bill Hallanger, Vice Chairperson, called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on September 26, 2007, at the 701 Vine Street Conference Room. The following were present:

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| Commissioner Olson | Commissioner Merritt |
| Commissioner Bergquist | Chief LaFave |
| District Secretary Bouchard | EMS Administrator Ribelin |
| FF/EMT McWain | Deputy Fire Marshal Graham |
| Driver Operator Neely | Vol FF/EMT Jensen |
| Vol FF/EMT Bauman | Lead Mechanic Carner |
| Vol FF Carnahan | FF/Medic Gilbert |

Approve Previous Minutes:

A motion was made by Commissioner Merritt to approve the September 12, 2007, Board meeting minutes. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Administration of Oath:

None

Awards & Recognition:

Reminder of the All Call Meeting on October 8th; we will be honoring several volunteers that have retired.

Also, Commissioner Hallanger noted Chief LaFave's participation on the Broughton Mill Fire and the article in The Daily News.

Public Comment:

None

Risk Management:

None

Verbal Reports:

None

Written Reports:

Revenue & Expense Report, August, 2007: Revenue and expense information through August, 2007, was provided to the Board in their packets. Questions from the Board were answered by Staff. Also, Staff is planning to submit Supplemental Budget #1 for 2007 to the Board for approval at the next meeting.

Calls Report, August, 2007: Calls report information for August, 2007, was provided to the Board in their packets. Additional EMS call type information was provided at the meeting by EMS Administrator Ribelin. Questions from the Board were answered by Staff.

Action Items:

Systems Design Contract Renewal (Staff Report #9-2-001): The District has had a professional services agreement for ambulance billing with Systems Design since 1994. The current agreement expires December 31, 2007. Systems Design has always provided excellent customer service not only to the District but to its patients as well. Staff visits the Systems Design office in Silverdale, WA, a couple of times a year and are on a first name basis with their account representatives. The District is in telephone contact with them several times a week to continually manage accounts in a way that is not only effective but in the best interest of our patients. Systems Design has provided training to our personnel in documentation and Medicare/Medicaid billing issues. Every patient account with them is handled in a professional and courteous manner. Overall, we have been very satisfied with the services provided by them.

EMS Administrator Ribelin noted that the State Auditor also reviewed Systems Design's procedures and records recently and were very impressed. This was part of a project for determining appropriate procedures for auditing fire districts that use Systems Design's services for transport billing.

A motion was made by Commissioner Bergquist to approve the contract renewal with Systems Design. Commissioner Olson seconded the motion. Further discussion. Motion carried.

Kelso School District Contract Renewal (Staff Report (9-2-002): Each year the Kelso School District proposes an updated contract for services that the Fire District provides for instruction of the fire science high school program. The attached contract is essentially the same as the 2006-2007 school year agreement with appropriate changes in listed dates.

A motion was made by Commissioner Olson to approve the contract renewal with Kelso School District. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Interlocal Agreement for Technical Services (Staff Report 9-2-003): The attached interlocal agreement has been developed collaboratively with the Longview IT Department and is based on the existing agreement. It provides for the use of the City's wide area network, servers, internet access and e-mail along with regular maintenance and repair of computer and network components. Because this agreement is for less than the \$4,500.00 spending limit, the Board advised Staff may execute the document without Board authorization.

New Storage Capacity at the Shop (Staff Report 9-2-004): Staff has been in discussion with the City of Kelso about having storage space available in a storage building that the City was considering building. This storage space would replace the van that we are currently using that is in disrepair. The Maintenance Division uses this storage space for large bulky items such as tires that would take up shop space if stored there.

The City has just completed a bid process that included a portion for District use. The bid successful bidder is Columbia Steel Construction, located in Longview. The District's storage area will be a section of a larger pole building that the City plans to construct. The cost to the District for this space is \$9,707.00 plus tax. We had originally budgeted \$5,000 for shop storage.

A motion was made by Commissioner Merritt to approve proceeding with the storage area project at a price not to exceed \$9,707.00 plus tax. Commissioner Olson seconded the motion. No further discussion. Motion carried.

AmeriCorp Agreement as HostSite (Staff Report 9-2-005): Each year, Cowlitz 2 Fire & Rescue applies to be a HostSite for an AmeriCorp volunteer. We have again been selected this year and will receive one half-time member from 9/1/07 through 9/30/08 to assist with instruction of the high school program. At the time of contract execution, we must also submit the required fee of \$1,575.00 to AmeriCorp. Because this agreement is less than the \$4,500.00 spending limit, Staff will execute this contract.

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 Chiefs asked Chief LaFave to sit on a Board to work on the No Man's Land issues. This commitment is to be limited to four meetings.
- We are moving forward with the deployment plan presented at the last meeting by Section Chief Zainfeld. Crews will now swing to whichever apparatus is the most appropriate for the call dispatched. Already, we have seen benefits of operating in this manner. The additional cost at this point will be approximately \$1,500.00 in acting pay per month.
- Chief LaFave indicated we could have a similar fire in a couple locations locally as the Broughton Mill Fire in the Gorge. We will be using the Broughton Mill Fire as a training exercise for our crews.
- Fire Prevention Week is coming up October 8th through October 13th.
- Next meeting for the joint strategic planning group will be October 12th. They are working on identifying things that we can and should be doing together.

Payroll:

A motion was made by Commissioner Merritt to approve the September 20, 2007, payroll totaling \$77,805.94 for warrant numbers 25021 through 25040. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Olson to approve the vouchers totaling \$82,593.32 for warrant numbers 25041 through 25099 dated September 28, 2007. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Announcements:

- Department-wide all call meeting on October 8th at the PUD Auditorium at 7:00 p.m.
- The Fact Sheet for Proposition 1 will be mailed out within the next week.

Executive Session:

None

Adjournment:

Meeting was adjourned at 6:10 p.m. by Commissioner.

Chairperson

District Secretary