

Board of Commissioners Meeting

October 8, 2008

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on October 8, 2008, at 701 Vine Street in the classroom. The following were present:

Commissioner Olson
Chief LaFave
District Secretary Bouchard
Section Chief Kelly
FF/EMT Fisher

Commissioner Merritt (by phone)
Asst. Chief Headley
EMS Administrator Ribelin
FF/Medic Huff

Approve Minutes of Previous Meetings:

A motion was made by Commissioner Olson to approve the September 24, 2008, Board meeting minutes as revised by Chairperson Cameron. Commissioner Merritt seconded the motion. Further discussion. Motion carried.

Administration of Oath:

None

Awards & Recognition:

None

Public Comment:

None

Risk Management:

None

Verbal Reports and/or Discussions

Life Flight Update: Asst. Chief Headley reported we are continuing with the special use permit process. Captain Hembree has been working on this issue asking neighbors to sign an information petition confirming they are in support. We will need to remove some trees and do some grading work. Chairperson Cameron asked if the helicopter being housed at Station 23 will interfere with possible EMZ (EOC) activations and it will not.

Station 25 Project Update: Asst. Chief Headley is working on possible funding for building a modular building at Station 25; he distributed information from Martin Nelson & Associates on bonds. Also, he and District Secretary Bouchard met with Terry McLaughlin (County Assessor) regarding LIDs (map provided). Fire blocks 252, 251, 219 and the NW corner of 211 appear to be the logical boundaries for an LID. There are approximately 2500 parcels; the LID is not actually based on assessed value, but rather the benefit to each parcel. Further research is being done.

Asst. Chief Headley, Chairperson Cameron and Commissioners Merritt and Olson are reviewing the engineering and geotechnical proposals. All of the proposals appear to meet qualifications.

Written Reports and/or Correspondence:

None

Action Items:

Wasp Inventory Control & Tracking System (Staff Report 10-1-001): For several years, the management of our uniforms and medical supplies, or any consumable or non consumable products has not been a top priority. We do not have a current system that does inventory control or tracks who takes inventory out of stock or where the inventory is going, such as to a particular apparatus or person. This software will allow us to maintain an accurate inventory without physically doing manual counts and manually entering information into an excel spreadsheet. Use of this software would also reduce out of stock items, labor costs, tracking the cost and locations of all inventory, whether onsite or offsite.

Online quotes were obtained from CDW.COM for \$2209.99 + tax and shipping, TIGER DIRECT.COM for \$2495.00 + tax and shipping, SYSTEM ID.COM for \$2307.25 + tax and shipping and PC CONNECTION.COM for \$2435.79 + tax and shipping. All companies have this item in stock or can receive within two weeks. I also checked with local companies such as Office Max and Office Depot, and they do not carry such brands or systems. I also had previous information from Spingbrook Software, our accounting software, and the approximate cost for adding this module was \$15,000.00, which is not feasible for what we are doing. The brand Wasp seems to have all futures needed at a reasonable price to provide the needed components to accurately account for our inventory.

Staff will further check to see how the program is supported as Longview IT services is not interested in supporting additional programs. A decision will be made by Staff after that determination.

[Commissioner Bergquist arrived at 5:52 p.m.]

Defibrillator for New Ambulance (Staff Report 10-1-003): The new ambulance that has been approved for purchase needs to have a LifePak 12 cardiac monitor/defibrillator to make it a functional ALS response vehicle.

All other equipment for the new ambulance has been ordered. Due to the cost of the LifePak 12 (\$17,263.54 with tax, shipping and handling) funding for it will need to be financed with the ambulance on a lease/option to purchase. This price is a promotional price available if the unit is ordered by 10/24/2008. The list price without the promotion is \$24,995.00 before tax, shipping

and handling. This is the same unit that is on our current four ALS equipped apparatus and so will maintain consistency throughout those response vehicles.

A motion was made by Commissioner Merritt to approve purchase of the defibrillator as proposed by Staff. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Ambulance Financing (Staff Report #10-1-002); Resolution #670-2008: Staff has worked with First Municipal Leasing Corporation to provide the documentation necessary to secure the financing as authorized by the Board. One of the pieces of documentation is a resolution authorizing the amount of up to \$159,969.16 at 4.6% interest and outlining the District's authority to borrow funds. The resolution has been reviewed by Brian Snure.

A motion was made by Commissioner Merritt to approve Resolution #670-2008. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Longview EMS Agreement: Changes have been made to the MCI definition and changes to make AMR the primary EMS response in the City of Longview with C2FR as backup. The agreement goes to the Longview City Council on 10/23/08; the new deadline for a decision is 10/24/08. Discussion of the agreement and Council comments. They indicated they thought the agreement was for a lump sum amount that was to be paid regardless of number of calls. Further discussion regarding ability of AMR to increase coverage. Section Chief Kelly is already working with Battalion Chief Phil Jurmu to put AMR as the primary EMS responder in the City on run cards.

A motion was made by Commissioner Merritt to approve the revised agreement and letter. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Tabled for Future Meetings:

- Additional Services Contract with Cowlitz County
- New POG: Out of District Responses
- Email Issues/Phone Issues
- New POG: #4008 – Emergency Vehicle Driving

Chief's Report:

- Union met last night and approved the contract. This will be on the next agenda for Board approval.
- Continuing work on proposal with Weyerhaeuser for hazmat services with Vancouver Fire.
- Contacting a company to audit all of our phone services to see if there are any savings to be found by combining or changing plans, etc. This is a company that is recommended by the State Chiefs to assist departments with streamlining communications equipment/services. The only fee is paid if there are savings realized.

A motion was made by Commissioner Merritt to approve working with Right Call to determine any communications/services savings. Commissioner Bergquist seconded the motion. No

further discussion. Motion carried.

- Asked Brian Snure to develop a formal interlocal agreement for services between C2FR, Districts 5 and 6.
- Memorial Procession was on Sunday; there was also a nice letter in the newspaper about the 9/11 flag raising ceremony.

Payroll:

A motion was made by Commissioner Olson to approve the October 3, 2008, payroll totaling \$196,327.48 for warrant numbers 27703 through 27734. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Olson to approve vouchers totaling \$90,012.97 for warrant numbers 27834 through 27900 dated October 10, 2008. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Payroll:

A motion was made by Commissioner Bergquist to approve the October 10, 2008, payroll totaling \$1,095.66 for warrant number 27901. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Announcements:

- District Dinner on October 18th at the Expo Center at 5:00 p.m.
- Open House for Fire Prevention Week on October 11th from 10:00 a.m. to 3:00 p.m.

Executive Session:

None

Adjournment:

Meeting was adjourned by Chairperson Cameron at 6:17 p.m.

Chairperson

District Secretary