

Board of Commissioners Meeting

October 22, 2008

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:33 p.m. on October 22, 2008, at 701 Vine Street in the conference room. The following were present:

Commissioner Olson	Commissioner Hallanger
Commissioner Bergquist	Commissioner Merritt (by phone at 5:35 p.m.)
Chief LaFave	Asst. Chief Headley
District Secretary Bouchard	EMS Administrator Ribelin
Section Chief Kelly	FF/EMT Fisher
Vol. Captain Murphy	

Approve Minutes of Previous Meetings:

A motion was made by Commissioner Hallanger to approve the October 8, 2008, Board meeting minutes. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Administration of Oath:

None

Awards & Recognition:

Chief LaFave recognized Volunteer Captain Murphy with a Chief's Medal. Captain Murphy has worked many hours in fire prevention assisting with inspections and code enforcement activities and was recommended by Deputy Fire Marshal Graham for this honor. Thank you Captain Murphy!

Captain Murphy thanked the department and said he genuinely appreciates the positive environment and support he routinely receives from members.

Chief LaFave also recognized the team that put together the annual District recognition dinner. This included Lt. Arrera, FF/EMT Sanders, and Volunteer Liaison Gregory under the supervision of Section Chief Kelly. FF/Medic Stich was the MC for the evening and also did a great job. Also recognized at the dinner were:

James Ordinola; Firefighter of the Year
Capt. Mike Zainfeld; Officer of the Year
FF/EMT Jason Sanders; Trainer of the Year
Debbie Greear; EMS Responder of the Year

Public Comment:

None

Risk Management:

None

Verbal Reports and/or Discussions

Life Flight Update: We've answered the questions from the County regarding the SEPA information. They are sending notices for public comment along with notices to other agencies for comment. This process is estimated to take approximately four to six weeks. There is only one neighbor on Joshua Lane that has expressed concern. At the County's request, Captain Hembree gathered signatures from neighbors after the test flight.

Station 25 Project Update: Staff has developed a map to draw logical LID boundaries. Asst. Chief Headley is setting another appointment with County Assessor McLaughlin to pull out parcels from the map. Captain Hembree is also working on putting together a citizens committee for public input on this project.

Written Reports and/or Correspondence:

Revenue & Expense Report, Sept. 2008: Revenue and expense information was provided to the Board in their packets. There weren't any questions from the Board.

Preliminary Budget for 2009: Draft budget information was provided to the Board and discussed at the meeting. The draft budget included expenses for staffing a part-time program from the shift volunteer program. This information was included to reflect the costs of changing to that type of program although the program is not ready to be implemented at this time. For the budget to be adopted at the next meeting, Staff will revise to include costs for the current volunteer program.

In the draft budget, staffing, the volunteer program, and training are preserved. There are cuts in other areas, particularly supplies due to FF/Medic Huff's work on reducing expenses. Also, this budget doesn't include the agreement with Weyerhaeuser for hazmat services in conjunction with Vancouver Fire Department. The agreement is close to being finalized and would provide \$330,000 (of which \$110,000 is encumbered for training and physicals) annually if approved. We are planning for a tentative implementation date of January 1, 2009. This budget also doesn't yet include revenue from Life Flight for leased space.

EMS Agreement: Discussion of the EMS agreement to be voted on at the City of Longview's Council meeting tomorrow (10/22/08). This includes a revision that reduces the amount per EMS response if the call is cancelled within one minute of receipt of the call.

Action Items:

Resolution #671-2008, Transfer Funds: Chief LaFave has approved funds be used from the Volunteer Incentive Fund to assist with the costs of the annual District dinner. This will require

a transfer from the Incentive Fund to the General Expense Fund in the amount of \$3,500.00, which must be approved by the Board.

A motion was made by Commissioner Olson to approve Resolution #671-2008. Commissioner Hallanger seconded the motion. Further discussion. Motion carried.

Resolution #672-2008, Petty Cash Change Box: The District is planning to have a sale of surplus items on October 24 and October 25, 2008, and will need a petty cash change box in order to make change. At this time, the District has a petty cash change box for the purpose of making change in the custody of District Secretary Laura Bouchard.

This resolution is to temporarily assign FF/Medic Jeremy Huff as the custodian of the petty cash fund maintained for making change from the morning of Friday, October 24, 2008, until the morning of Monday, October 27, 2008. On the morning of Monday, October 27, 2008, the petty cash change box will be returned to the custody of District Secretary Bouchard.

A motion was made by Commissioner Olson to approve Resolution #672-2008. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Renew Systems Design Agreement (Staff Report 10-2-001): The District has had a professional services agreement for ambulance billing with Systems Design since 1994. Since that time they have 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. Systems Design's proposal is to keep the current rate of \$22.00 per report.

A motion was made by Commissioner Bergquist to approve renewal of the Systems Design agreement. Commissioner Merritt seconded the motion. Further discussion. Motion carried.

(Next item taken out of order after the Executive Session)

Labor Agreement 2009 - 2010:

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:

- Nothing further.

Payroll:

A motion was made by Commissioner Merritt to approve the October 20, 2008, payroll totaling \$86,501.19 for warrant numbers 27902 through 27923. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Hallanger to approve vouchers totaling \$135,435.70 for warrant numbers 27924 through 27982 dated October 24, 2008. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Drill Points:

A motion was made by Commissioner Bergquist to approve the quarterly drill points dated October 31, 2008, totaling \$20,126.00 for warrant numbers 27983 through 28063. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Announcements:

- None

Executive Session:

The Board recessed from the regular meeting at 6:52 p.m. to enter into Executive Session for approximately 15 minutes to discuss labor negotiations.

The Board came out of Executive Session and returned to the regular meeting at 7:43 p.m.

Action Item:

Labor Agreement 2009 - 2010 The Labor/Management team met and are proposing the attached labor agreement for the term January 1, 2009, through December 31, 2010.

A motion was made by Commissioner Olson to approve the Labor Agreement with IAFF Local 3828 as proposed. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.

Adjournment:

Meeting was adjourned by Chairperson Cameron at 7:44 p.m.

Chairperson

District Secretary