

# Board of Commissioners Meeting

*October 24, 2007*

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:30 p.m. on October 24, 2007, at the 701 Vine Street Conference Room. The following were present:

Commissioner Olson  
Commissioner Bergquist  
District Secretary Bouchard

Commissioner Hallanger  
Asst. Chief Headley  
EMS Administrator Ribelin

## **Approve Previous Minutes:**

*A motion was made by Commissioner Hallanger to approve the October 10, 2007, Board meeting minutes. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

## **Administration of Oath:**

None

## **Awards & Recognition:**

Asst. Chief Headley provided a report on Fire Prevention Week. Approximately 2000 people were on hand for the Open House on Saturday.

## **Public Comment:**

Gary Keeney asked when paid personnel are mobilized, do they still draw their regular check from Cowlitz 2. Asst. Chief Headley explained they do not receive double pay; we pay their regular wages and are reimbursed by the state for those costs along with any overtime and apparatus costs. For the fire in California, we will bill Washington who will then be reimbursed by the state of California.

[Chief LaFave arrived at 5:36 p.m. during this discussion.]

## **Risk Management:**

Two claims have been filed regarding the Libby Lane bridge issue; one is a repeat Notice of Claim from Rob Laymon for \$500,000; the second is a new claim from the Scarboroughs for \$100,000. This information has been forwarded to our attorney, Brian Snure, who has also been in touch with Jim Palmer, our insurance agent.

## **Verbal Reports:**

We've been requested by the State Emergency Management Department to send a Type 1 structural team to California to fight fire. We've been working since Monday evening on this and are awaiting the contract prior to crews leaving. The contract should be here any time; we're hoping to have our crews on the road by 7:00 p.m.

*A motion was made by Commissioner Olson to approve Chairperson Cameron's signature of the contract when received. Commissioner Bergquist seconded the motion. Further discussion. Motion carried.*

## **Written Reports:**

**Revenue & Expense Report, September, 2007:** Revenue and expense information through September, 2007, was provided to the Board in their packets. There weren't any questions from the Board.

**Calls Report, September, 2007:** Calls report information for September, 2007, was provided to the Board in their packets. Questions from the Board were answered by Staff. There appears to be a surge in "Misc" type calls.

## **Public Hearing:**

**Chairperson Cameron recessed the regular meeting at 5:49 p.m.**

**Chairperson Cameron opened a public hearing to discuss the budget at 5:49 p.m. The hearing was closed with no public comment at 5:49 p.m. by Chairperson Cameron.**

**Chairperson Cameron reopened the regular meeting at 5:50**

## **Action Items:**

**VFIS Proposal for 2007-2008 Liability Insurance Policy Year:** Jim Palmer, insurance agent, reviewed the proposal and outline of the policy coverage. There aren't any major changes to the policy this year. Chairperson Cameron also asked for information on how the premiums are calculated. This information was explained in detail by Jim Palmer.

Also, the Board was reminded that the Commissioner appointed to the Risk Management Group Board effectively has the authority to represent C2FR when voting for renewal of the policy for the entire group. This means that the Cowlitz 2 Fire & Rescue board will not specifically be approving the renewal proposal each year as has been done in the past.

**2008 Preliminary Budget:** Staff has developed a preliminary budget for 2008 for the Board's review. Resolutions to adopt the budget will be brought to the next Board meeting to finalize the 2008 budget.

Chairperson Cameron raised a question regarding the volunteer labor line items that do not show an increase from 2007 to 2008. Staff explained this is because the increase in the Supplemental Budget for 2007 included a full year at the new rate; the actual increase would be minimal as it

will only be monthly stipends paid 11/5/07 and 12/5/07. Therefore, the amounts brought over for 2008 have already been increased appropriately; also, this means there should be additional cash carryover from 2007 to 2008.

Commissioner Olson confirmed that expenses for ESCi and the architect are being removed from the budget. ESCi has completed their contractual work and the architect's services cannot be justified when there aren't funds to allow follow through.

### **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:**

- Strategic planning process continuing with Longview Fire. A citizen in that planning group asked the group to look at the service area without regard to jurisdictional boundaries, etc. At this time, this is conceptual discussion only.
- Chief LaFave has asked each shift and representatives from the volunteer ranks to look at where we are and what should be the same and should be different.
- The Governor has broadened the Volunteer Relief and Pension Board. This will help in looking at impacts on volunteering.
- Chief expects to have more information at the next Board workshop regarding goals and objectives.
- Operationally, we have backed off on the initiatives with the deployment strategy. Typically, we are running three companies (two at Station 21 and one at Station 22), with sometimes a fourth company available at Station 23. We are still focusing on bringing the right tools for the job, i.e. a medic unit on a medic call, etc.

### **Payroll:**

*A motion was made by Commissioner Olson to approve the October 19, 2007, payroll totaling \$78,179.66 for warrant numbers 25213 through 25227. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

### **Vouchers:**

*A motion was made by Commissioner Hallanger to approve the vouchers totaling \$173,228.85 for warrant numbers 25228 through 25283 dated October 24, 2007. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

### **Drill Points:**

*A motion was made by Commissioner Bergquist to approve the October 31, 2007, quarterly drill points payments totaling \$15,126.88 for warrant numbers 25284 through 25363. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Announcements:**

- Reminder of the District Dinner on Saturday; social hour at 5:00 at the Expo Center.

**Executive Session:**

None

**Adjournment:**

*Meeting was adjourned at 7:14 p.m. by Chairperson Cameron.*

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Chairperson

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District Secretary