

# Board of Commissioners Meeting

*November 22, 2006*

Jeff Cameron, Chairperson, called a regular meeting of the Board of Commissioners to order at 5:35 p.m. on November 22, 2006, at the 701 Vine Street Conference Room. The following were present:

Commissioner Merritt  
Commissioner Bergquist  
Asst. Chief Headley  
Driver/Operator Neely  
Driver/Operator Fix

Commissioner Olson  
Chief LaFave  
District Secretary Bouchard  
FF/EMT Sanders  
EMS Administrator Ribelin

## **Approve Previous Minutes:**

*A motion was made by Commissioner Olson to approve the November 8, 2006, Board meeting minutes. Commissioner Merritt seconded the motion. No further discussion. Motion carried.*

## **Administration of Oath:**

None

## **Awards & Recognition:**

Letter and photos from Don Sheldon was shared with the Board. Mr. Sheldon works at one of the local funeral homes that did the funeral service and the tribute to Hoppy Anfinson. He was very impressed with the tribute and respect shown by Cowlitz 2 Fire & Rescue. Hoppy was also a war hero, along with being one of the charter members of the District at Station 23. Also, this week his family dropped off a thank you card, letter and snack mix for the Chief and crew involved.

Letter was shared from Governor Gregoire thanking Chief LaFave for his Incident Management Team's efforts during fire season.

Longview City Manager Bob Gregory sent a thank you letter for C2FR's efforts in providing the fire engine grille on short notice for the City's BBQ. They also appreciate being able to count on the District during other times.

## **Public Comment:**

FF/EMT Sanders talked to the Board about the opportunity to give back to the community as part of the Adopt a Highway program. He contacted the area representative who had sections of I-5

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open. Crews picked the section from Carrolls to the Longview Wye; the DOT representative will be here to give a safety briefing and 15-minute video on Monday, November 27, at 5:00 p.m. This will be a train-the-trainer type of event; you must see the video prior to assisting. They ask for members to pick up debris along the highway two to three times per year. FF/EMT Sanders is asking for the District's support; DOT supplies everything except the pick-up tool.

Chairperson Cameron inquired if there is a good cadre of folks interested in participating in this program. Sanders believes there is and the high school class will also be participating.

The Board thanked Sanders for his efforts. Chairperson Cameron noted this will need to remain strictly volunteer so as not to run afoul of FLSA issues.

Chief LaFave also recognized FF/EMT Sanders for his professionalism and dedication to the department and citizens. The work product and ideas he develops are always good. Great job!

### **Risk Management:**

Very minor backing accident with the engine while using a backer. There appears to be about \$20 worth of damage.

Chairperson Cameron asked how the District is managing calls west of the slide on Ocean Beach Hwy. We use Wahkiakum County District #4 on auto or mutual aid to get around it. There is also a detour route that is available although it's slower. The highway should be open to two-way traffic during the holiday and one-way after that.

### **Verbal Reports:**

**Annexation Issues:** - Chief Headley distributed our attorney's opinion regarding the recent Supreme Court decision regarding the authority of the Boundary Review Board to expand the original petition areas. It appears the City will be backing off on adding the additional area for each of the annexations currently in process. The original annexation areas are insignificant for both loss of tax revenue and call volume.

The Chief will now forward a copy of our attorney's opinion to the Longview City Manager and let him know we have an interest in how they move forward and request we continue to be informed as to the intent of the City.

Commissioner Merritt noted one of the legislative priorities for WFCA is annexation issues working with AWC.

Chairperson Cameron asked what is going to happen to the planning group. They met today and they have a proposal from the City of Longview for joint strategic planning. Chief LaFave talked with the group in place and they agreed we should use that group for the foundation to enter into joint strategic plans. There may be issues specific to the District that would be broken out, such as our volunteer program.

Chief LaFave indicated we should be involved in joint strategic planning without placing limitations on the discussion. The group is looking at using Don Bivins from Vancouver Fire as a facilitator rather than hiring an outside consultant. There is currently a good cross section on

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the active group; he recommends we move forward with that process. The intent is to look ten years in the future. They'll be using the map provided by the County being worked on by Asst. Chief Headley, along with the City's planning boundaries. Chairperson Cameron asked about expanding the intent to look at 20 years as 10 might not be enough to include facilities issues. That would also match the City's comp plan. Chief LaFave feels the time is right to work on this with the people involved.

## **Written Reports:**

**Revenue & Expense Report, October 2006:** - Information was provided to the Board in their packets. There were no questions from the Board.

**Calls Report, October 2006:** - Information 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:**

**Revised Resolution #650-2006 Preliminary Budget:** – Formal action to revise the total taxes to include the Qwest refund levy.

*Commissioner Bergquist made a motion to approve Revised Resolution #650-2006. Commissioner Merritt seconded the motion. No further discussion. Motion carried.*

**New POG #5013 – Privacy Policy:** – Drafted by EMS Administrator Ribelin and is now ready for Board review and approval.

*Commissioner Merritt made a motion to approve POG #5013 with revisions. Commissioner Olson seconded the motion. Further discussion. Motion carried.*

**New POG #5014 – Reimbursement for EMS Training:** – Drafted by EMS Administrator Ribelin and is now ready for Board review and approval. Discussion.

*Commissioner Olson made a motion to approve POG #5014. Commissioner Bergquist seconded the motion. No further discussion. Motion carried.*

## **Tabled for Future Meetings:**

- 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:**

- Next phase of the NIMS requirement next year is I-300 and I-400. From a Region 4 Homeland Security standpoint, the State Chief's perspective, and a Fire Defense perspective, this will be a significant issue. The Planning Group is sponsoring an I-300 class in February. Our company officers will be required to attend if they haven't already taken that course.

Chief LaFave is teaching quite a few of these courses because the state doesn't have a lot of instructors.

- We are doing some work at the Emergency Management Zone (EMZ) after the train derailment to identify and resolve issues that came up, such as no contact numbers at the Comm Center for the school districts.
- Chiefs LaFave and Asst. Chief Headley are doing a lot of work toward strategic planning.
- Asst. Chief Headley attended the County Commissioners public hearing on emergency access; they took our policy under advisement and directed their staff to see how it would fit with their private road ordinance. He believes there will probably be another newspaper article coming out on Friday.
- Chief LaFave indicated we are looking at uncommitted revenue to move forward with apparatus issues or put into reserve for next year.
- Wrapping up year-end issues. Captain Arrera and his crew have been doing a lot of work related to the inventory for hose testing and air pack certifications, along with facilities maintenance.
- Issue of getting the generator at Station 23 (Columbia Heights) on line; we will be needing it this winter. It is functioning now, but the fuel supply is temporary.
- Assigned a volunteer, Brad Yoder, as a temp to work on the volunteer program. He has been a temp in a line position and has the background and interest to assist with this program. He's working with Volunteer Coordinator Gregory on this program. Chief LaFave hopes to have them do a presentation to the Board around the end of February or first of March. We're at the point that we may need an extreme makeover of the volunteer program. Chief found the 1999 report that indicated the same issues we have now with lack of acceptable levels of activity and participation. We're also linking this with Jack Smith and the Fire Science program for moving into the future. The goal is to staff two engines and two medic units on a daily basis with a combination of career and volunteer staff.
- There are scheduling issues coming up that will affect the Chief's attendance at Board meetings. He has a conflict on December 13<sup>th</sup> as a regional speaker at the DNR at their all hands meeting. Also, on January 24<sup>th</sup>, he is teaching an I-400 class, and on February 28<sup>th</sup> has been asked to present training to the NE region of DNR. Chairperson Cameron indicated the Chief could go ahead and schedule those if he wishes.
- Chairperson Cameron indicated he signed Chief LaFave's authorization to continue on the Incident Management Team next year.
- Chief will look at the possibility of a road closure on West Side Highway (SR411) due to the sewer line break in Lexington. The road has been undermined beyond the turn lane line and could take out the south bound lane. They will monitor the situation.

## **Payroll:**

*A motion was made by Commissioner Bergquist to approve the payroll of November 20, 2006, totaling \$75,358.57 for warrant numbers 22843 through 22859. Commissioner Merritt seconded the motion. No further discussion. Motion carried.*

## **Vouchers:**

*A motion was made by Commissioner Bergquist to approve the vouchers totaling \$69,401.21 for warrant numbers 22860 through 22914 dated November 27, 2006. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Announcements:**

- Commissioner Merritt gave Clark and Lewis county Fire Officials our access policy for their review and use if they choose.
- Working on something like the “info page” that the City of Longview does for District information in the newspaper as a normal and routine method of communicating with the citizens of the District. Chief LaFave and EMS Administrator Ribelin are doing some brainstorming for information to include; this will also route people to the webpage each time.
- The bike giveaway is coming up on December 16<sup>th</sup>. There is a planning meeting on Monday, November 27<sup>th</sup>, at 1:00 p.m. at Station 21.

**Executive Session:**

None

**Adjournment:**

*Meeting was adjourned at 6:53 p.m. by Chairperson Cameron.*

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Chairperson

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District Secretary