

Board of Commissioners Meeting

December 14, 2005

Ray Smith, Chairperson, called a regular meeting of the Board of Commissioners to order at 3:30 p.m. on December 14, 2005, at the 701 Vine Street District Meeting Room. The following were present:

Commissioner Cameron
Commissioner Merritt
Assistant Chief Headley

Commissioner Olson
Commissioner Hallanger
District Secretary Bouchard

Approve Previous Minutes:

A motion was made by Commissioner Cameron to approve the November 23, 2005, Board meeting minutes. Commissioner Olson seconded the motion. Further discussion. Motion carried.

Commissioner Cameron noted several minor items he would like changed; these changes were agreed to by the other Board members.

Awards & Recognition:

Chief LaFave reported that the bike giveaway is occurring at 5:00 p.m. tonight in the apparatus bay. This is expected to be a big event.

The All Call meeting went well with good attendance.

Public Comment:

None

Risk Management:

None

Verbal Reports:

911 Outages – Chief LaFave reported that our system can be compromised and will be compromised, and is expected to happen again. He suggested today at the E-Board meeting that we should hold the phone company accountable. The Comm Center will be having a meeting with Qwest. The other question is what we are going to do in the future to be sure we're prepared to have a plan to implement. Deanna Wells (Comm Center employee) worked hard trying to communicate the problem; the issue is that she's just one person. It took time to get

that accomplished; the system should have a better trigger point. Chief LaFave said we should deal with this type of situation as an incident, establish command and control, and develop a response plan to deal with it.

Reschedule 1/05/06 Payday to 12/30/05 – Rather than move the pay date to 12/30/05, the solution for the problem with an invalid signature is to process and have the payroll approved by the Commissioners prior to December 31, 2005. This will allow Chairperson Smith's signature to be valid on Jan 5, 2006, after he is out of office.

The Board directed staff to process payroll early to be approved prior to year-end and to process paperwork for Commissioner Cameron's signature to be valid in January until a new Chairperson is elected.

Written Reports:

Letter from State Auditor: Commissioner Cameron noted that our contract actually expires July 15, 2006. Chief LaFave reported there is a meeting tomorrow with Kelso City Staff to discuss this issue.

Action Items:

Resolution #638-2005; Combine General Expense and EMS Funds (Staff Report #12-1-001): After discussion with the State Auditor and research into whether there are legal requirements to maintain a separate EMS Fund, Staff has found that at this time there is not such a requirement for C2FR. Due to the multiple transfers that must be made monthly between the funds, and upon the State Auditor's recommendation, Staff is recommending these funds be combined until such time as there is a requirement or need to maintain separate funds.

Commissioner Olson made a motion to approve Resolution #638-2005. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Resolution #639-2005; Salaries Effective January 1, 2006 (Staff Report #12-1-002): This resolution reflects salaries for the labor group as indicated in the last Memorandum of Understanding regarding salaries. The administrative group generally receives the same increase as the labor group contract allows.

Commissioner Cameron made a motion to approve Resolution #639-2005. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Resolution #640-2005; AIG/VALIC Amended Deferred Compensation Plan (Staff Report #12-1-003): AIG/VALIC is requiring the District, under revised regulations by the IRS, to update our deferred compensation Plan Document to include all appropriate requirements. Our deferred compensation agreement with ING/Aetna already includes the appropriate language.

Commissioner Hallanger made a motion to approve Resolution #640-2005. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Authorization to Purchase 4 Stair Chairs (Staff Report #12-1-004): We currently use a piece of equipment called a “Stair Chair” to extricate patients up or down stairs. The current equipment is old, outdated and unsafe. District personnel have smashed and almost severed digits with the current equipment and it does not meet industry standards. This piece of equipment is required by WAC 246-976-300 for ground ambulances.

The Stryker Stair Pro meets all current industry standards and it is manufactured by the same company as our stretchers. This means that maintenance can be done by the same entity and training from one unit to the other is similar.

James Graham gave a presentation of the current stair chair, which is unrated, and the new Stair Pro, which is rated for 500 pounds. The new one fits in the same spot on the ambulance and is made by the same company that makes our stretchers.

Commissioner Cameron made a motion to approve the purchase of four new Stair Pro’s from Stryker. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Award Ambulance Bid (Staff Report #12-1-005): Asst. Chief Headley reported we received two bids, one from Hughes Fire Equipment for a Lifeline ambulance, and one from Braun NW in Chehalis for a North Star ambulance. Both bids substantially meet the District’s specifications; Braun NW is low bid. If we choose the North Star ambulance, it will look essentially the same as the other ambulances and the physical layout will be very close.

Hughes Fire Equipment submitted a bid for \$124,720.00 F.O.B. Kelso plus sales tax for a Life-Line ambulance that, after staff review, substantially meets the District’s specifications. They offer the following deductions:

- \$4,600 Ford factory discount for fleet vehicles.
- \$2,300 if accepted F.O.B. Sumner Iowa.
- \$1,135 for early payment at Sumner at time of pickup.
- \$1,002 if the District does not require the performance bond as specified.

For bid comparison purposes using the Ford discount, the cost of the Life-Line ambulance is \$120,120 F.O.B. Kelso plus sales tax. With sales tax the amount would be \$129,729.60. If all of the discounts were taken the price would be \$115,683 F.O.B. Sumner, Iowa plus sales tax. With sales tax, the amount would be approximately \$124,937.64 and would require that the District pay transportation costs to Kelso.

A bid for \$115,510 F.O.B. Kelso plus sales tax was received from Braun Northwest for a North Star ambulance that, after staff review, substantially meets the District’s specifications. Their bid price includes the \$4,600 Ford factory discount for fleet vehicles. Braun Northwest does not list any deductions. With sales tax, the amount would be approximately \$124,750.80.

The finance package that was secured for the apparatus purchasing project included \$125,000 specifically for the ambulance.

Commissioner Cameron made a motion to authorize awarding the ambulance bid to Braun NW for the North Star ambulance. Commissioner Olson seconded the motion. Further discussion. Motion carried.

Board and Staff discussed the performance bond and whether it should be required or is worth the money. It was decided to try to get a deduction and not require that item.

New Job Description – POG #2044 (Staff Report #12-1-006): A new Position Description for Fire Inspector, POG #2044, has been drafted by Asst. Chief Headley in conjunction with the labor group to create a full-time position of Fire Inspector. The contract with Cowlitz County for these services covers the projected cost of hiring this position on a regular, full-time basis.

Commissioner Cameron made a motion to approve POG #2044. Commissioner Merritt seconded the motion. Further discussion. Motion carried.

Chief's Report:

- We've had a number of structure fires and auto aid fires.
- We have had a lot of people busy and involved with the bike giveaway tonight.
- Chief LaFave did a one hour presentation today on leadership to the Department of Natural Resources all hands meeting.
- We've started working with ESCi; Asst. Chief Headley has been completing the requested information. ESCi will be working on-site with Kalama on Friday.

Payroll:

A motion was made by Commissioner Olson to approve the payroll of December 5, 2005, totaling \$153,658.76 for warrant numbers 20163 through 20218. Commissioner Cameron seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Hallanger to approve the vouchers totaling \$44,955.81 for warrant numbers 20219 through 20290 dated December 16, 2005. Commissioner Merritt seconded the motion. Further discussion. Motion carried.

Further discussion regarding the code 'OTHER CODES/LEXINGTON BRE' that were noted for payments to Jon Comte, Scott Neves, and Woods Logging for the generator that was stolen. This code indicated these were items that were stolen in the break-in of the Lexington station.

Commissioner Cameron asked what purpose the Daily News subscriptions serve for the District. Chief LaFave indicated he reads the paper in the day room which frequently leads to discussions with the crew. Also, a lot of the incidents they run are in the paper which typically can lead to a roundtable discussion after the event. Fire Secretary Ballinger also uses the information and cuts out anything related to the Fire District. Commissioner Cameron indicated he is in favor of purchasing this subscription for Station 21, but is not so sure that Station 22 needs it.

Announcements:

- Commissioner Hallanger mentioned the long-term weather forecast for an average winter, however, we have the same weather conditions as in 1996 when we had the big storm and flood. Commissioner Olson would like to see a cooperative review of the County-wide emergency disaster plan. Discussion of emergency communications/radio systems; set up of emergency systems occurs at every wildland fire that the team responds to. There are two complete systems available in Yacolt at Clark FD #13.
- Commissioner Merritt reported that on 12/29 the County Fire Officials are meeting at the City of Woodland; they will also be discussing the radio system at that meeting.
- Chairperson Smith indicated he hopes everybody has a nice Christmas.

Executive Session:

None

Adjournment:

Meeting was adjourned at 4:29 p.m. by Chairperson Smith.

Chairperson

District Secretary