

Board of Commissioners Meeting

January 25, 2012

Chairperson Cameron called a regular meeting of the Board of Commissioners to order at 5:34 p.m. on January 25, 2012, at 701 Vine Street in the main conference room. The following were present:

Commissioner Hallanger	Commissioner Olson
Commissioner Neves	Commissioner Merritt
Chief LaFave	Asst. Chief Kelly
District Secretary Bouchard	EMS Administrator Ribelin

Approve Minutes of Previous Meetings:

A motion was made by Commissioner Merritt to approve the January 11, 2011, Board meeting minutes. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Administration of Oath:

None

Awards & Recognition:

None

Public Comment:

None

Verbal Reports and/or Discussions:

None

Written Reports:

The 2011 Draft Revenue & Expense report has been moved to the meeting of February 8, 2012.

Action Items:

Shop Rates; Staff Report #1-2-001: The total cost of compensation for our mechanics is \$72.31 per hour straight time and \$99.82 per hour overtime. In addition, there are other expenses to be factored into the cost as follows:

- Shop utilities – approximately \$1,000.00 per year;
 - Shop vehicle insurance – approximately \$500.00 per year;
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- Garage Keepers insurance – approximately \$1,200.00 per year; and
- Value of contract with the City of Kelso for facility usage of approximately 5,800 square feet of floor space, 700 square feet of covered storage, and 3,000 square feet of outside storage.

Our current shop rate has not changed from \$60.00 per hour since February of 2004. Staff proposes the following increases to cover our costs:

- Effective February 1, 2012, increase our rate to \$75.00 per hour straight time and \$115.00 per hour overtime.
- Effective January 1, 2013, increase our rate to \$85.00 per hour straight time and \$130.00 per hour overtime.

Overtime will be charged for repairs scheduled on weekends or after hours as determined by the shop.

A motion was made by Commissioner Hallanger to approve the shop rate increases as presented by Staff. Commissioner Merritt seconded the motion. No further discussion. Motion carried.

Part-Time Duty Chief; Staff Report #1-2-002: To operate more efficiently, our department does not utilize on-duty Battalion Chiefs to facilitate administrative and command functions as occurs in most other agencies. This coverage is primarily provided by our three Chief Officers with some fill-in relief by our captains. To improve our capability, Chief LaFave would like to initiate a program using Battalion Chief Phil Jurmu from Longview Fire by creating a part-time position to help facilitate this program. He is recommending the part-time approach rather than developing a personal services contract. This will include utilizing our normal processes for hiring including a background check and physical exam. The rate shall be the normal stand-by rate for Duty Chief assignments, and any time actually called out will be paid at the current hourly rate for Assistant Fire Chief.

Questions from the Board were answered by Staff including using Captains as Duty Chief and whether we are creating an ongoing position. We will still use Captains in the Duty Chief role as appropriate. This does not create an ongoing position as it is only for hiring Phil Jurmu as a part-time employee performing Duty Chief responsibilities. This will give him exposure to the District, get up-to-speed on the volunteer program, and allow him to get his feet on the ground to see if he would be interested in full-time employment with the District upon Asst. Chief Headley's retirement.

A motion was made by Commissioner Merritt to approve Staff's recommendation for hiring Phil Jurmu as a part-time Duty Chief. Motion was seconded by Commissioner Neves. No further discussion. Motion carried.

REVISED Resolution #717-2011; Salaries Effective 1/1/2012: It was discovered that Resolution #717-2011 contained errors in the labor group salaries. A spreadsheet calculating 2.5% COLA salary increases was used for the calculations in the original Resolution; these calculations should have been made using a spreadsheet reflecting 3% increases per the MOU with the labor group. All non-represented employees' salaries were calculated correctly reflecting 3% increases.

A motion was made by Commissioner Hallanger to approve REVISED Resolution #717-2011. Commissioner Neves seconded the motion. No further discussion. Motion carried.

Tabled for Future Meetings:

None

Chief's Report:

- Representatives from Cowlitz County met at the Capitol today with our Senators and Representatives. Chief LaFave also visited with several aides and staff members. Members from Cowlitz County attending this Legislative Day were Chief LaFave, EMS Administrator Ribelin, Chief Koreis (Castle Rock), Chief Dehning (FD #1-Woodland), and Fire Marshal Jim Kambeitz (Longview Fire). These folks joined together with officials from Clark County for discussions.
- We will be receiving a formal request for a proposal for services from Weyerhaeuser Company.
- Asst. Chief Headley will be picking up the new (remounted) medic unit from Arrow Manufacturing in mid-February.
- Due to working together on joint training and other issues, Chief Koreis (Castle Rock) may be attending some of our Board of Commissioners meeting and Chief LaFave will be attending some of their Board meetings. This will further develop these working relationships.
- Already at this point in the year, we are up about 50 EMS calls over last year. We have had several calls in the City of Longview lately.
- Discussion of 911 ambulance service in our area.
- The City of Longview has not been able to begin their 911 EMS service yet.
- Denny Richards, Kelso City Manager, is working on a proposal regarding available land in the Kelso industrial area.

Awards & Recognition:

Retired Volunteer Captain Mike Mask was presented an axe by Chief LaFave for his nearly 25 years of dedicated service (7/1/87 through 12/31/11). Great job Mike – thank you for your service!

Payroll:

A motion was made by Commissioner Neves to approve payroll totaling \$159,256.34 for warrant numbers 42713 through 42754 dated January 20, 2012. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Merritt to approve vouchers totaling \$162,438.49 for warrant numbers 42755 through 42800 dated January 31, 2012. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Announcements:

- County Fire Officials meeting tomorrow night at 7:00 p.m. They have been working with the Communications Center regarding fees, structure, format and governance issues.

Adjournment:

Meeting was adjourned by Chairperson Cameron at 6:20 p.m.

Chairperson

District Secretary