

Board of Commissioners Meeting

January 23, 2019

Vice-Chairperson Hallanger called a regular Board of Commissioners meeting to order at 5:30 pm on January 23, 2019, at Cowlitz 2 Fire & Rescue Headquarters Station in the high school classroom. The following were present:

Commissioner Headley	Commissioner Olson
Commissioner Neves	Chief LaFave
FA Ballinger	DFM Huff
BC Graham	Volunteer Coordinator Meller
HSO Agren	FF/EMT Fisher

Approve Minutes of Previous Meeting:

A motion was made by Commissioner Neves to approve the January 9, 2019, BOC meeting minutes as is. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Public Comments:

None

Awards & Recognition:

None

Verbal Reports:

None

Written Reports:

Capital Improvement Project Update: DFM Huff provided a written report that was included in the board packet. There were nine people at the pre-bid walkthrough on January 16 at station 25, and only a few questions. January 31 at 2:30 pm is the bid opening for station 25 construction.

Pre-construction meeting with Tapani went well and we are waiting for them to submit their timeline for the project. February 1 is the official start date, and February 18 is the anticipated date for them to start driving piling. Staff has been executing a plan to notify the neighbors about the start of construction and potential noise and vibration, including flyers at the local store, signs and banners at the station, our website and our Facebook page.

WA State Paid FMLA for Commissioners: Staff recently learned that the WA State Employment Security Department has taken the broad position that commissioner per diem compensation is considered wages tied to employment, and therefore, must contribute the

required premium for their pay. Staff will be monitoring this closely, as we anticipate potential changes to this ruling.

Action Items:

Resolution 799-2019: Shop Rates: Staff presented two options of a resolution to increase the shop rates to \$100 per hour for straight time and \$150 per hour for overtime with a 4% escalator to be applied January 1 each year. One option was for these rates and annual escalator to be retroactive to January 1, and the other option was for this to take effect February 1. The rates have not been increased since 2013.

A motion was made by Commissioner Olson to approve Resolution 799-2019: Shop Rates as presented with the effective date of February 1, 2019. Commissioner Neves seconded the motion. No further discussion. Motion carried.

Rental Use Agreement: Tapani expressed interest in renting our mobile home at station 22 during construction of the new fire station. The contract to execute that agreement was included in the packets.

A motion was made by Commissioner Headley to execute the Rental Use Agreement for station 22 mobile home as presented, and to be signed by Chief LaFave. Commissioner Neves seconded the motion. No further discussion. Motion carried.

Surplus Computer Equipment (Staff Report 1-2-001): Staff has identified numerous pieces of computer equipment and components that are ready for surplus. The staff report lists all of the equipment and components, including serial numbers. Due to the sensitive information stored on the hard drives, staff will be taking them to Ecotech in Kalama for destruction.

A motion was made by Commissioner Neves to approve the surplus of the computer equipment and components outlined in staff report 1-2-001 at Chief LaFave's discretion. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Surplus Brush Unit (Staff Report 1-2-002): In an effort to keep up with our apparatus plan, staff is recommending the surplus of a 2003 Ford F450 brush unit (P02).

A motion was made by Commissioner Neves to approve the surplus of the 2003 Ford F450 brush unit (P02) as outlined in staff report 1-2-002 at Chief LaFave's discretion. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Increase in Costs for 2018 Ford F150 Command Vehicle (Staff Report 1-2-003): At the June 13, 2018 Board meeting, authorization was given for staff to move forward with the purchase of a new command vehicle not to exceed \$60,000. Due to increased costs of some items purchased, staff is requesting an additional \$10,000 to be approved, for a total of \$70,000, to complete the necessary purchases for this apparatus to go in service. The Board asked staff to ensure that all costs are calculated and considered when bringing forward a proposal to authorize a purchase.

A motion was made by Commissioner Headley to approve an additional \$10,000, for a total of \$70,000, to complete the 2018 Ford F150 command vehicle as presented. Commissioner Neves seconded the motion. No further discussion. Motion carried.

Surplus of Vehicle Service Manuals (Staff Report 1-2-004): Our mechanics have identified about 20 vehicle service manuals that are no longer needed or required since we no longer own the vehicles. A complete list is included in the staff report.

A motion was made by Commissioner Neves to approve the surplus of the vehicle service manuals as outlined in staff report 1-2-004 at Chief LaFave's discretion. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Chief's Report:

- Working on updating our apparatus and staffing plan.
- Working on updating our OAP, with a goal to present it to the board at the second meeting in March.
- Crews are doing a risk assessment of buildings that require something taller than a ground ladder in our jurisdiction.
- Attending the Legislative Day tomorrow in Olympia.
- Sidewalk repair is happening at station 21.
- Working on updating our hiring and promotional lists.
- Gave an update to the Kelso City Council at their last meeting.
- Working on a replacement plan for our SCBAs.
- Just ran the first payroll and accounts payable for Cowlitz 911.
- City of Longview hosted public hearings for West Longview annexation being proposed.
- There were 50 car seats checked at the car seat clinic we hosted this past Saturday, and 23 car seats that were replaced.

Payroll:

A motion was made by Commissioner Neves to approve payroll totaling \$209,553.67 for warrant numbers 57489 through 57504 dated January 18, 2019. Commissioner Headley seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Olson to approve vouchers totaling \$89,951.76 for warrant numbers 57505 through 57547 dated January 25, 2019. Commissioner Neves seconded the motion. No further discussion. Motion carried.

Announcements:

None

Adjournment:

Meeting was adjourned by Vice-Chairperson Hallanger at 6:08 p.m.

Chairperson Cameron

District Secretary