

Board of Commissioners Meeting

June 12, 2019

Chairperson Cameron called a regular Board of Commissioners meeting to order at 5:30 pm on June 12, 2019, at Cowlitz 2 Fire & Rescue Headquarters Station in the front conference room.

The following were present:

Commissioner Hallanger	Commissioner Headley
Commissioner Olson	Commissioner Neves
Chief LaFave	DC Ribelin
FA Ballinger	DFM Huff
BC Graham	VC Meller
Acting BC Sanders	FF/EMT Trammell & Family

Approve Minutes of Previous Meeting:

A motion was made by Commissioner Hallanger to approve the May 8, 2019, BOC meeting minutes with edit by Commissioner Headley. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Public Comments:

None

Oath of Office:

FF/EMT Trammell was hired full-time effective March 26, 2019. She recited the oath, received her badge and understands the commitment to the citizens and C2FR. She started as an intern, moved to part-time and is now a full-time employee. She is an excellent worker and we are honored to have her. Congratulations and welcome Brooke.

Awards & Recognition:

Chief LaFave received a letter from the fire chief in Chehalis, who lives in our jurisdiction. He wanted to recognize our crews for an incident we responded to in early June. Not only did our crews take great care of the patient, but they treated the whole family with dignity and respect. They went above and beyond the family's expectation and were extremely professional and compassionate. Great job to B shift and specifically DO Buzalsky, FF/EMT Woods and Intern Herge. The board thanks them for their actions as well.

Verbal Reports:

Budget Update: A budget update document was distributed at the meeting, which also included our current debt service schedule and balances. Chief LaFave reviewed the project priorities that we identified to ensure the board was in support of the direction we are going. Discussion about the need to create a depreciation fund for all equipment.

Staff is still exploring a used ladder truck and the limit that was set by the board at the last meeting. After some discussion, the board felt it was important to increase the authorized limit of a ladder truck so the district can get a newer piece of equipment that will provide a longer service life. There is one that has been identified, so the Chief will send our mechanic to look it over to ensure it is a good piece of equipment for the district.

A motion was made by Commissioner Olson to authorize the purchase of a 100 ft +/- ladder truck not to exceed \$550,000, not including sales tax or up-fitting equipment, which supersedes the authorization at the May 8, 2019 meeting. Commissioner Headley seconded the motion. No further discussion. Motion carried with Commissioner Hallanger opposing.

Written Reports:

Capital Improvement Project Update: DFM Huff provided a written report. At station 25, the rebar work is complete and the pouring of 405 yards of concrete occurred on June 10. The walk through with the engineer, Brian, went well and all rebar looked good. The water main work, water vault, sprinkler line, domestic water line and paving rehab are all complete. The lumber package is set to be delivered this week.

At station 22, the framing is well under way with a few minor issues that the contractor is set to resolve. The exterior perimeter drain work is complete and the walk through with the engineer, Brian, discovered some issues that will need to be addressed. Another walk through will occur once the issues are resolved. The construction for both stations appears to still be on schedule.

Adult Foster Care Homes: DC Ribelin discussed the letter and call break down for adult foster care homes that was included in the board packet. It appears that a couple of the homes are using 911 for non-emergent issues. After some discussion, the board would like DC Ribelin to visit with a couple of the homes that are using the system correctly and efficiently and get some feedback on their policies and procedures. Then she will set up a meeting with those homes that are not using the system appropriately and offer some guidance. If this remedy doesn't address the issue, then the board is in support of sending a letter and implementing a fee.

Action Items:

Seasonal Wildland Personnel (Staff Report 6-1-001): We continue to experience very active fire seasons and our wildland program has become a very robust part of our operations. As approved at the last board meeting, staff has moved forward with hiring one temporary seasonal full time employee. Chief LaFave is requesting to hire a second temporary seasonal full time employee. Also included in the packet were two new POGs that outlined the job description for each position. However, Chief LaFave has some additional edits for both after some input from staff.

A motion was made by Commissioner Neves to authorize a second temporary seasonal full time employee. Both positions will use the wage scale of the Fire Inspector with the step of each position to be determined by the Fire Chief. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

A motion was made by Commissioner Olson to approve POG 2063: Seasonal Wildland Advanced Firefighter 1 and POG 2064: Seasonal Wildland Firefighter with edits presented and

discussed by Chief LaFave. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Authorize New Position (Staff Report 6-1-002): To continue to work towards our staffing plan, with the opening of our new fire stations in 2020, Chief LaFave is recommending authorization of a new represented, full-time Firefighter/EMT position. This will bring each shift up to 11, which is the number one priority identified by the district.

A motion was made by Commissioner Neves to authorize a new represented, full time Firefighter/EMT position at the discretion of the Fire Chief. Commissioner Headley seconded the motion. No further discussion. Motion carried.

Chief's Report:

- Chief LaFave still needs to setup a meeting with LFD to discuss the transport interlocal agreement.
- Discussion about station 23 and DNR's potential interest in leasing it. This is very preliminary discussion.
- Crews have been busy doing mill trainings.
- Staff is still in the process of creating and updating our hiring lists. Interviews are set to occur next week. Once this process is complete, staff will work on our promotional lists.
- The air pack project is moving forward with a potential July in-service date.
- Discussion about ballistic vest and the need for them by our personnel.
- Commissioner Headley stated that he is the vice chair and Joe Gardner is the chair of Cowlitz 911's board due to Steve Taylor leaving his position at the City of Kelso. Cowlitz 911 is implementing a lateral program for hiring dispatchers.

Payroll:

A motion was made by Commissioner Hallanger to approve payroll totaling \$224,025.86 for warrant numbers 58139 through 58153 and two EFT's dated May 20, 2019 and \$224,911.87 for warrant numbers 58207 through 58222 and two EFT's dated June 5, 2019. Commissioner Neves seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Headley to approve vouchers totaling \$1,099,293.05 for warrant numbers 58154 through 58206 dated May 24, 2019 and \$970,487.51 for warrant numbers 58223 through 58278 dated June 14, 2019. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Announcements:

- Seminar tomorrow at station 21 from 9:00 am to 1:00 pm and lunch will be provided.

Adjournment:

Meeting was adjourned by Chairperson Cameron at 7:35 p.m.

Chairperson Cameron

District Secretary