

# Board of Commissioners Meeting

July 10, 2019

Chairperson Cameron called a regular Board of Commissioners meeting to order at 5:30 pm on July 10, 2019, at Cowlitz 2 Fire & Rescue Headquarters Station in the front conference room.

The following were present:

Commissioner Headley	Commissioner Neves
Commissioner Olson	Chief LaFave
FA Ballinger	DFM Huff
BC Graham	VC Meller

## Approve Minutes of Previous Meeting:

*A motion was made by Commissioner Headley to approve the June 12, 2019, BOC meeting minutes with edits by Chairperson Cameron. Commissioner Neves 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. At station 25, framing, interior and exterior walls are up for the living quarters. The underground fire line testing was completed today.

At station 22, the apparatus trusses are up and sheeting is complete. The plumbing, electrical and HVAC is ongoing. Roofing started last week. The construction for both stations appears to still be on schedule. Commissioner Neves commended DFM Huff for all of his work on the projects. DFM Huff recently took Commissioner Neves on a tour of both stations and was very impressed with the progress and station management.

## Action Items:

**Resolution# 802-2019: Adopt 2019 Supplemental Budget #1:** The budget has been updated to reflect current revenue projections and expenses. Discussion regarding GEMT revenue. All questions by the board were answered by staff.

*A motion was made by Commissioner Neves to approve Resolution# 802-2019: Adopt 2019 Supplemental Budget #1 with edits by Chairperson Cameron. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Award RFP for Records Management System (Staff Report 7-1-001):** FireHouse, our current records management system (RMS), was recently sold and the new owners will no longer offer support for it or be compliant with WEMSYS 3. As a result, staff demoed three software programs and developed an RFP based on the district's needs. Only one RFP was received and that was from ImageTrend. They met all requirements set forth in the RFP and provided additional options for us to consider as well. The total cost of the software is \$69,895 plus tax (\$38,000 one-time fees and \$31,895 annual fees). There is also a 3% escalator each year that will occur for annual fees.

In addition to the RMS software, there is hardware that will need to be purchased to fully implement the new software and utilize all of its components. Staff believes it will cost about \$15,000 for all necessary hardware and components (\$6,000 for tablets, \$6,000 for modems, \$2,000 for Bluetooth printers and \$1,000 for hotspot/cellular connections and security).

*A motion was made by Commissioner Neves to award the RFP to ImageTrend with the Chief to sign and execute the contract, and purchase the necessary hardware as outlined in the proposal. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

## **Chief's Report:**

- Chief LaFave and DC Ribelin met with LFD recently to discuss the transport interlocal agreement. Chief LaFave notified them that beginning August 1, we will be implementing the same protocol that AMR does for our jurisdiction; which is not going to level 0 in our own jurisdiction to respond to a lower level call in their service area. The transport billing fee will also be changing due to our transport rate increase.
- Met with Westrock staff recently and had a productive conversation regarding fire protection contracts and our hazmat program.
- The ladder truck purchase is moving forward. We don't anticipate delivery until later this year.
- We had a couple of apparatus in the Go 4<sup>th</sup> parade.
- Community event participation at Sportsman's Warehouse on July 20.
- The new air packs will be going into service tomorrow. Our staff and SCBA techs have done a great job with this project.
- Career all call meeting is scheduled for July 29 at 0830 at station 21.
- Station 24 estimate from the architect came in at roughly \$470,000. Will need to have further discussion with the board at the next meeting to discuss this in detail and decide how we want to move forward with this.
- Commissioner Headley reported that Cowlitz 911 has hired 4 new dispatcher. They are still looking at sites for their future facility; no decisions have been made yet.

## **Payroll:**

*A motion was made by Commissioner Olson to approve payroll totaling \$242,215.38.86 for warrant numbers 58279 through 58292 and two EFT's dated June 20, 2019 and \$231,879.86 for*

warrant numbers 58341 through 58357 and two EFT's dated July 5, 2019. Commissioner Headley seconded the motion. No further discussion. Motion carried.

**Vouchers:**

A motion was made by Commissioner Neves to approve vouchers totaling \$64,256.40 for warrant numbers 58293 through 58340 dated June 28, 2019 and \$996,192.98 for warrant numbers 58358 through 58403 dated July 12, 2019. Commissioner Headley seconded the motion. No further discussion. Motion carried.

**Announcements:**

None

**Adjournment:**

Meeting was adjourned by Chairperson Cameron at 6:36 p.m.

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Chairperson Cameron

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District Secretary