

# Board of Commissioners Meeting

September 11, 2019

Commissioners Neves called a regular Board of Commissioners meeting to order at 5:33 pm on September 11, 2019, at Cowlitz 2 Fire & Rescue Headquarters Station in the high school classroom. The following were present:

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

## Approve Minutes of Previous Meeting:

*A motion was made by Commissioner Olson to approve the August 28, 2019, BOC meeting minutes with an edit. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

## Public Comments:

None

## Awards & Recognition:

HSO Agren & FF/EMT Yoder are instrumental in preparing for our 9/11 memorial event and do an excellent job. The event went very well again this year.

## Verbal Reports:

**Staffing Plan Update:** Chief LaFave has offered a Firefighter/EMT and a Firefighter/Paramedic a conditional offer of employment to fill two vacant positions. Discussion regarding the need to send a select few of our part-time employees to paramedic school. A formal recommendation will be brought back for to a future meeting. Commissioner Neves would like to ensure that there is an agreement in place if we will be paying for people's paramedic certifications. Staff agrees and has already started working on that.

## Written Reports:

**Capital Improvement Project Update:** DFM Huff provided a written report that was included in the board packet. At station 25, framing is almost complete. Exterior wall weather proofing, electrical rough and plumbing rough are all complete and most of the window installations are complete. Sidewalks have been poured and siding has stated.

At station 22, roofing, plumbing rough, sprinkler pipe rough, HVAC rough, exterior/interior door frames and insulation are all complete. Electrical rough is ongoing. Sheetrock and siding are both

underway. Discussion regarding the mobile home at station 22 and issue of finding a company to move it. Commissioner Neves recommended staff contact Habitat for Humanity.

## **Action Items:**

**High School Class Instructor, New Position (Staff Report 9-1-001):** The high school fire science class has the need for an additional instructor daily due to the high number of students enrolled this year (32 students at this time) to support VC Meller. Staff provided four options for the board to consider, along with estimated costs for each. If this is approved, staff will come back with a job description for the board to approve at a future meeting.

*A motion was made by Commissioner Headley to authorize the Chief to hire a Planning Support Specialist as a full-time, non-represented position and to use Step A in the Fire Inspector pay scale (option 4 in the agenda summary). Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Chief's Report:**

- Chief LaFave is requesting the board to approve the paving project for the training prop area at station 21 to Lakeside Industries for \$23,727.95 including sales tax.  
*A motion was made by Commissioner Olson to approve the expense as outlined above. Commissioner Headley seconded the motion. No further discussion. Motion carried.*
- Today, we were awarded an AFG grant for approximately \$12,000 that will support and enhance our training program.
- Met with Longview Fire Department today about the increase of our out of district response fee and cancelling the interlocal related to this. The meeting went well overall.
- Ladder truck is now scheduled for delivery around mid-October.
- Columbia Ford has to replace the engine in our new command vehicle again, and it is still under warranty.
- New medic unit should be delivered in the next month or so.
- GEMT revenue update.
- Discussion regarding the community paramedicine program.

## **Payroll:**

*A motion was made by Commissioner Headley to approve payroll totaling \$233,085.12 for warrant numbers 58650 through 58666 dated September 5, 2019. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Vouchers:**

*A motion was made by Commissioner Olson to approve vouchers totaling \$6,970.33 for warrant numbers 58667 through 58669 dated September 6, 2019 and \$665,382.92 for warrant numbers 58670 through 58703 dated September 13, 2019. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

## **Announcements:**

None

**Adjournment:**

*Meeting was adjourned by Commissioner Neves at 6:15 p.m.*

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Chairperson Cameron

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District Secretary