

Board of Commissioners Meeting

July 22, 2020

Chairperson Cameron called a regular Board of Commissioners meeting to order via zoom at 5:30pm. The following attended:

Commissioner Hallanger

Chairperson Olson

DC Sanders

FA Ballinger

Commissioner Headley

Commissioner Neves

DC Ribelin

Members via Zoom

Approve Minutes of Previous Meeting:

A motion was made by Commissioner Olson to approve the June 10, 2020 board meeting minutes as is. Commissioner Headley seconded the motion. No further discussion. Motion carried.

Public Comments:

None

Awards & Recognition:

DC Sanders recognized FA Ballinger for her work with Cowlitz 911 on their financials. Cowlitz 911 recently completed their first official audit as a stand-alone entity and the audit went very well. The auditors were impressed with the quality of the information and work, as well as agency cooperation. The Board thanked her for her efforts.

Verbal Reports:

None

Written Reports:

Bond Update: DFM Huff provided a written report that was included in the board packet. At station 25 a final back punch was completed on 07/16/2020 with only a few items that need to be completed. The gas water heater room has a leak, and the source is being investigated.

At station 22 a final back punch was completed on 07/16/2020 and there are several items that need attention. Lawsuit between the subcontractor and prime contractor was served to us on 07/10/2020 and we have 20 days to file a notice of appearance. DFM Huff will work with our attorney and insurance company to ensure this gets completed on time.

Generators for both stations are ordered and will take about 16 weeks to arrive. Fencing quotes for both stations have been received and an agenda summary will be presented later in this meeting for authorization to proceed. Permits for the signs for station 21, 22 and 25 are complete and signs are ordered. The Board would like staff to research and get pricing on security cameras

for the new stations and ensure the cameras are of good picture quality and has night vision. DFM Huff will research options.

SB 5010: A letter that would get mailed to parcel owners was drafted by our attorney, Brian Snure, as well as RCW 52.04.181 which were both included in the board packet for review. The Board would like staff to research a larger room that we could use for the public hearing. We must give the parcel owners at least 60 days advanced notice of the scheduled public hearing.

A motion was made by Commissioner Neves to have staff and Chairperson Cameron select an appropriate date and location to set a public hearing on this matter. Commissioner Headley seconded the motion. No further discussion Motion carried.

Action Items:

POG 1034: Peer Support Program: A new peer support program policy was presented to the Board for approval. All questions by the Board were answered by staff.

A motion was made by Commissioner Hallanger to approve POG 1034: Peer Support Program with edits by Chairperson Cameron and Commissioner Headley. Commissioner Headley seconded the motion. No further discussion. Motion carried.

POG 5022: Blanket Protocols: Revisions were made to the blanket protocols policy, and was presented to the Board for approval. All questions by the Board were answered by staff.

A motion was made by Commissioner Neves to approve POG 5022: Blanket Protocols with edits by Chairperson Cameron. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Approve Fencing Purchase (Staff Report 7-2-001): Staff gathered three quotes as required by bid laws for the purchase and installation of fencing at stations 22 and 25. Staff recommends awarding the project to the lowest responsible bidder, Cowlitz Fence for \$61,101.04 with tax and electrical for both stations 22 and 25. All questions by the board were answered by staff.

A motion was made by Commissioner Olson to award the project to the lowest responsible bidder, Cowlitz Fence, for a total of \$61,101.04 with tax and electrical for fencing at stations 22 and 25. Commissioner Headley seconded the motion. No further discussion. Motion carried.

Chief's Report:

- Staffing update was provided to the Board.
- We are 80 calls higher to date than we were at this point last year. Crews have been busy.
- Crews were dispatched to the first wildland mobilization last week near Wenatchee.
- Mechanic hiring update was provided to the Board. August 14 is the application deadline. Staff is preparing for written and practical tests for the candidates. Tentative start date for the new mechanic is October 1, 2020.
- Shop has been busy with repairs.
- Telecommunications grant update was provided to the Board. Project is almost complete.
- Chief LaFave is the only staff member from C2FR now participating in the IMT.

- Station 21 bay door retrofit project is being evaluated to see if it's practical. Once staff has more information, it will be presented to the Board.
- Update provided on the district members that are in medic school. The two members that the district has contracts with should graduate in December.
- New brush and command rigs have been ordered. The shop will build the brush rig again.
- Staff is participating in the virtual ImageTrend conference that started last week and ends this week. It has been going well.
- We submitted our first CARES reimbursement request to Cowlitz County, since they received our portion of this funding due to the fact that we are a special purpose district. The County Board of Commissioners did approve that request and we should see payment within a few weeks.
- First training for our Peer Support Team will be occurring next month. It is a three day training and we have a diverse group on this team.

Payroll:

A motion was made by Commissioner Olson to approve payroll totaling \$243,279.42 for warrant numbers 60002-60014 and EFT's dated June 19, 2020; \$238,049.87 for warrant numbers 60081-60096 and EFT's dated July 2, 2020; \$250,073.74 for warrant numbers 60142-60153 and EFT's dated July 20, 2020; and VOID \$119.43 for warrant number 60095 dated July 2, 2020 due to misprint of check. Commissioner Neves seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Headley to approve vouchers totaling \$77,308.39 for warrant numbers 60037-60080 dated June 26, 2020; \$2,956.38 for warrant numbers 60097-60101 dated July 6, 2020; \$160,702.71 for warrant numbers 60154-60200 dated July 24, 2020; and VOID \$43,618.54 for warrant numbers 60015-60036 dated June 26, 2020 due to misprint of checks. Commissioner Hallanger seconded the motion. Questions from the Board were answered by staff. Motion carried.

Announcements:

- Commissioner Headley gave an update on Cowlitz 911 dispatcher staffing and property search status. Their board has decided to increase the user fees by 1.6% starting in 2021 and it will increase by that percentage each year for three years.
- Chairperson Cameron announced that Chief LaFave notified him that he would be retiring on April 1, 2021. Commissioner Neves has expressed interest in filling the chief position, and if the Board is interested in that option, the Board should hold an executive session to evaluate his qualifications for the position. The Board expressed interest in that option and tentatively scheduled an executive session for August 12.

Adjournment:

Meeting was adjourned by Chairperson Cameron at 6:28pm.

Chairperson

District Secretary