

Board of Commissioners Meeting

March 24, 2021

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

Commissioner Hallanger

Commissioner Olson

Chief LaFave

DC Ribelin

FA Ballinger

Commissioner Headley

Commissioner Hutcheson

DC Sanders

DC Neves

Approve Minutes of Previous Meeting:

A motion was made by Commissioner Hallanger to approve the March 10, 2021 board meeting minutes with an edit. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Public Comments:

There were five members of the public (Joe Gardner, Cowlitz County Commissioner; Andy Hamilton, City Manager for the City of Kelso; Brad Thurman, Sheriff at Cowlitz County Sheriff's Office; Vic Leatzow, Fire Chief at Cowlitz County Fire District #5; and Jim Kambeitz, Fire Chief at Longview Fire Dept.) that spoke about Chief LaFave and his impact on the Fire District, community, county and region. His impact is not only known and felt locally, but at the state and national levels as well. Chief LaFave has been an amazing leader, great resource and a great friend to many. He is the true spirit of community service and you always knew where he stood on an issue. His leadership and presence in our community will be greatly missed.

Chairperson Cameron echoed everyone's comments and thanked him for his 38 years of service. He has always been able to fully trust Chief LaFave to do the right thing and put the community's needs first. Chief LaFave has made our agency a first class organization and was always creative in finding funding sources for the District. It has been a privilege for Chairperson Cameron to have Chief LaFave as the District's leader during his 19 years on the Board. He also thanked Deputy Chief Ribelin for her service and commitment to the Fire District and citizens we serve. She has made our EMS program one of the best around, and the commissioner's thanked her for her 21 plus years of service. They will be truly missed.

Awards & Recognition:

None

Verbal Reports:

911 Public Authority: Commissioner Headley gave an update about staffing levels/issues at

Cowlitz 911. Their system upgrades are a work in progress and will take about a year before the new system is up and running.

Community Paramedicine: This will be discussed along with the OAP under “action items”.

Written Reports:

None

Action Items:

OAP: Staff presented the revised OAP with updates and input from the last Board meeting. Discussion regarding staffing deployment/strategy section. Further clarification requested on this section to clarify what is the current versus the future staffing needs. Discussion regarding Community Paramedicine and the likelihood of our participation in the near future. After some discussion, the Board would like this section removed and for it to instead reference “continue to explore alternate delivery options of our EMS services”. Staff will bring the OAP back to the next meeting with the revisions discussed at tonight’s meeting.

Adopt Org Chart: The Board reviewed the revised org chart and was satisfied with the changes.

A motion was made by Commissioner Hutcheson to adopt the org chart as presented at tonight’s Board meeting. Commissioner Headley seconded the motion. No further discussion. Motion carried.

With the adoption of the updated org chart, Chief LaFave stated that DFM Huff will be promoted to Deputy Chief effective April 11, 2021.

Petty Cash & Advance Travel: Due to key staff changes, we need to update our petty cash, advanced travel and surplus accounts at Fibre Federal Credit Union. We need to remove the following from all accounts: Dave LaFave, Becky Ribelin and Anna Davis. The authorized signers on all accounts are as follows: Brandi Ballinger, Scott Neves, Jason Sanders and Jeremy Huff.

A motion was made by Commissioner Olson to approve the changes to all of our accounts at Fibre Federal Credit Union as outlined above. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

Chief’s Report:

- Letter of interest request will be going out soon to fill the Deputy Fire Marshal position. Other openings will occur downrange due to this, which staff will be working on to fill.
- Training will finish up this week so we can implement the new shop software for our vehicle, and equipment tracking, as well as our maintenance program.
- Mark Jurmu developed a training plan on extrication and semis. He self-initiated that project and did a great job.
- Environmental work started on the property we are looking at acquiring. The report from that work is expected back in a few weeks.

- Discussion about the potential of a lid lift. The Board feels a citizen’s committee would be beneficial. The Board supports staff exploring this issue further, then staff can bring back findings and recommendations to a future meeting.
- Update on mutual aid with Longview Fire Department.
- Station 21 bay door modification update.
- Update on status of station 24 and the lack of response from the mobile home manufacturing company. Staff will continue to try and move this project along.
- The volunteer academy is about halfway complete. It is slated to finish up in June.

Payroll:

A motion was made by Commissioner Headley to approve payroll totaling \$301,816.13 for warrant numbers 61218-61229 and EFT’s dated March 19, 2021. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Hallanger to approve vouchers \$86,479.02 for warrant numbers 61230-61282 dated March 26, 2021. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.

Announcements:

- Retirement Reception will be held on Thursday, April 1 from 11:00am to 2:00pm at Station 21 in the apparatus bay for Chief LaFave, Deputy Chief Ribelin and Lead Mechanic Carner.

Executive Session:

Chairperson Cameron recessed the regular meeting at 7:20pm. to enter into Executive Session to discuss personnel (per RCW 42.30.110(1)(g)) for approximately 60 minutes.

Chairperson Cameron closed the Executive Session and re-opened the regular meeting at 8:15pm.

Adjournment:

Meeting was adjourned by Chairperson Cameron at 8:15pm.

Chairperson

District Secretary