

Board of Commissioners Meeting

January 12, 2022

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

Commissioner Cameron (via zoom)
Commissioner Olson
Chief Neves
DC Huff

Commissioner Headley
Commissioner Hutcheson
DC Sanders
FA Ballinger

Approve Minutes of Previous Meeting:

A motion was made by Commissioner Olson to approve the December 8, 2021 board meeting minutes as is. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.

Public Comments:

None

Awards & Recognition:

None

Verbal Reports:

911 Public Authority: Commissioner Headley reported that the Cowlitz 911 board voted for Brad Thurman to be Chair and Dennis Weber to be Vice-Chair. That is effective immediately. The committee is reviewing the applications for the Executive Director search. It was decided that the EOC room at the new 911 facility will be named after Randy Greeley, for his work and dedication to DEM. His loss has left a huge gap in the services provided and projects that get completed.

Written Reports:

None

Action Items:

601 Grade St (Staff Report 1-1-001): Staff has done its due diligence and complied with the law in obtaining quotes for the demolition of 601 Grade St. All businesses were given the same scope of work to provide a quote. Based on that and the quotes that came back, staff is recommending to award the project to PNE for \$106,401.00, excluding sales tax and reject the bid from 3 Kings Environmental as non-responsive since they did not include all aspects required in the scope of work.

A motion was made by Commissioner Cameron to reject the bid from 3 Kings Environmental as non-responsive and award the project to PNE for \$106,401.00, excluding sales tax and as outlined in Staff Report 1-1-001. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.

Staff Vehicle Purchase (Staff Report 1-1-002): As outlined in staff report 1-1-002, staff is recommending to replace a staff vehicle which follows the apparatus replacement schedule in the Organizational Action Plan. The vehicle will be purchased off of state bid, and the total project cost will not exceed \$70,000.00, including sales tax.

A motion was made by Commissioner Headley to approve the purchase of a staff vehicle and needed equipment as outlined above and in Staff Report 1-1-002. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Employee Recognition: This item does not need any action, but rather looking for Board input on desired location. The preliminary date for the District Dinner is March 19. The two location options proposed are at the Kelso/Longview Elks or the Monticello Hotel, with the Monticello Hotel costing roughly \$3500 more than the Elks. The Board prefers the Kelso/Longview Elks and would like staff to proceed with planning and hosting it there. Also, since we have not had a District Dinner in a couple of years, and with rising costs of food, supplies, awards, etc. the line item will need to be increased to cover all expenses this year. Staff will correct this in the supplemental budget later this year.

Chief's Report:

- Working on updates to the countywide flood plan. It has not been updated since 1998.
- One of our part-time employees, Lindsey Zook, was recently hired by Cowlitz County Fire District #5.
- FF/Medic Gregg Helem and Driver/Operator Dave Headley are retiring at the end of the month. Information on any retirement gatherings will go out soon.
- FF/EMT Nick Hansen received a challenge coin for his work on the SCBA program.
- The District participated in Randy Greeley's funeral, and it was appreciated by DEM and the family.
- BC Cooper has been assigned the Health & Safety Officer duties with FF/Medic Agren going back to the line.
- FF/EMT Brad Yoder will be promoted to Driver Operator when Dave Headley retires. Congratulations to Brad.
- All call will be on 01/26/22 via zoom. Link will be coming out soon.
- Staff is working on entry level and lateral hiring lists, processes, etc. We have a few vacancies to fill, so staff is working hard on this.

Payroll:

A motion was made by Commissioner Headley to approve payroll totaling \$272,593.52 for warrant numbers 62293-62302 and EFT's dated December 20, 2021 and \$271,541.14 for warrant numbers 62355-62365 and EFT's dated January 5, 2022. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.

Vouchers:

A motion was made by Commissioner Hutcheson to approve vouchers totaling \$86,379.56 for warrant numbers 62303-62344 dated December 22, 2021, \$197,687.03 for warrant numbers 62345-62354 dated December 20, 2021 and \$122,953.67 for warrant numbers 62366-62408 dated January 14, 2022. Commissioner Olson seconded the motion. No further discussion. Motion carried.

Announcements:

None

Adjournment:

Meeting was adjourned by Vice-Chairperson at 5:56pm.

Commissioner

District Secretary