

# Board of Commissioners Workshop Meeting

*June 16, 2022*

Chairperson Cameron called the Board of Commissioners workshop meeting to order at 3:00pm on June 16, 2022, at Cowlitz 2 Fire & Rescue Headquarters Station in the classroom. The following were present:

Commissioner Hallanger  
Commission Headley  
Chief Neves  
Deputy Chief Sanders

Commissioner Hutcheson  
Commissioner Olson  
Deputy Chief Huff  
Fire Support Specialist Davis

## **Approve Minutes of Previous Meeting:**

*A motion was made by Commissioner Headley to approve the May 11, 2022 Board meeting minutes with an edit. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

## **Topics for Discussion/Action:**

**Lid Lift:** Staff has created drafts of informational media for a lid lift proposition on the November ballot. Included in the board packet are examples of a flyer, social media posts, and a crew reference card. These materials have gone through several revisions by Command Staff, the PIO team, internal and external focus groups, C2FR's legal counsel, and a professional media team. The intent is to present these materials to the crew at the June 22 staff all call, and begin a public rollout in August.

Chief Neves will be visiting various community service groups and business leader groups to present information on the lid lift proposition and has been sharing information with the local newspaper about the 1% law and the difference between districts. The Board is requesting there to be no public campaigns until they take action on the proposition.

The Board made suggestions to staff about the content of the media and emphasized that the department members should be knowledgeable about the 1% law and the funding sources of the District.

**Organizational Action Plan (OAP):** Chief Sanders presented call distribution and overlapping call statistics as requested by the Board. Chief Neves reviewed the updates to the current OAP. The Board suggested additional edits to the Top Priorities section and the Annual Statistics section. The Board encouraged additional cross training to ensure fulfillment of C2FR's contractual obligations to Cowlitz 911 for financial services. The Board discussed apparatus replacement schedules and the future need for a third mechanic. The Board directed staff to

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submit comments on SEPA reviews on all impactful projects to request mitigation funds. The Board also directed staff to compare the current facilities maintenance costs with the costs for a part or full time maintenance employee.

*A motion was made by Commissioner Hutcheson to approve the June 2022 Organizational Action Plan with edits. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Budget Position:** Chief Neves detailed a list of unexpected expenditures for 2022 totaling approximately \$200,000. He also notified the Board about an expected COVID reimbursement from FEMA totaling approximately \$400,000. The supplemental budget is expected to be presented to the Board at the first meeting in July.

**June 22, 2022 Meeting Status:** Staff recommends that the Board cancel the June 22, 2022 meeting in favor of two commissioners attending the department all call that evening. The Board agrees, and the next meeting will be July 13, 2022.

## **Payroll:**

*A motion was made by Commissioner Hallanger to approve payroll totaling \$326,829.55 for warrant numbers 62862-62871 and EFTs dated May 20, 2022 and \$295,638.75 for warrant numbers 62923-62933 and EFTs dated June 3, 2022. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

## **Vouchers:**

*A motion was made by Commissioner Hutcheson to approve vouchers totaling \$44,766.52 for warrant numbers 62872-62922 dated May 27, 2022 and \$57,079.73 for warrant numbers 62934-62969 dated June 10, 2022. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Executive Session:**

*Chairperson Cameron recessed the regular meeting at 6:18pm to enter into Executive Session to discuss a real estate transaction (per RCW 42.30.110(1)(b)) for approximately 15 minutes.*

*Chairperson Cameron closed the Executive Session and re-opened the regular meeting at 6:33pm.*

## **Topics for Discussion/Action:**

**Real Estate:** No further discussion and no action was taken.

## **Adjournment:**

*Meeting was adjourned by Chairperson Cameron at 6:33 p.m.*

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Chairperson

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District Secretary