

# Board of Commissioners Special Meeting

*December 19, 2022*

Commissioner Hallanger called the Board of Commissioners special meeting to order at 4:00pm on December 19, 2022. The meeting was available to the public via zoom. The following attended:

Commissioner Cameron  
Commissioner Olson  
Deputy Chief Huff

Commissioner Hutcheson  
Chief Graham  
FA Ballinger

## **Approve Minutes of Previous Meetings:**

*A motion was made by Commissioner Hutcheson to approve the November 23, 2022 and December 8, 2022 board meeting minutes with an edit. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Public Comments:**

None

## **Awards & Recognition:**

- Chief Graham recognized FF/EMT Jacob Schaff for his efforts at the Fire Academy for our three new hires and his presentation at their graduation. He did a stellar job leading and assisting at the academy. Our students were the top three in the class.
- Chief Graham recognized FA Ballinger for her work on the three-year audit. During the exit conference, the audit team had nothing but praise for our staff, practices, policies, procedures and documentation. They stated our staff was efficient and helpful which made the cost of the audit come under budget due to that efficiency. Fire Support Specialist Jones also played a part in this audit and she was recognized for her efforts as well.

## **Verbal Reports:**

**911 Update:** Commissioner Hutcheson reported on the new facility, staffing and Pulse Point App. They are working through some issues with the construction of the new facility still.

**3-Year Audit Results:** Staff and two Board members attended the exit conference last week for our three-year audit and there were no issues found. It was as clean of an audit as you can get. The results are set to publish sometime this week. Just for information, we will have a single federal audit next year for 2022. We received over \$750,000 in federal grant funding, so a single audit is required. Then we will have our normal two year audit the following year.

## **Action Items:**

**Election of Board Officers:** A motion was made by Commissioner Olson to elect Jeff Cameron as Chair and Marisa Hutcheson as Vice-Chair. Commissioner Cameron seconded the motion. No further discussion. Motion carried.

**Updated Interlocal Agreement with Cowlitz 911:** Our agreement with Cowlitz 911 was updated to reflect the actual duties and responsibilities of each agency since it has changed over time.

A motion was made by Commissioner Cameron to approve the updated Interlocal Agreement with Cowlitz 911. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.

**Contract Services Agreement with Prothman for Fire Chief Recruitment:** A motion was made by Commissioner Cameron to approve the contract with Prothman for Fire Chief Recruitment Services with Commissioner Cameron to sign. Commissioner Olson seconded the motion. Further Discussion. Motion carried. Commissioner Cameron will forward the tentative timeline to hire a new Fire Chief to the Board members for review.

**Fire Chief Incentives and Salary:** Commissioner Cameron is looking for authorization for us to fund the candidates and their spouses travel costs when it comes time for interviews and meet and greets. He also would like to advertise on the recruitment flyer that other incentives are negotiable with the person we hire (such as time off, pay, etc.). The salary scale is being looked into now and no action needs to be taken on this topic at this time.

A motion was made by Commissioner Cameron to authorize travel for the chosen applicants and their spouses, as well as advertising incentives to be negotiated on the recruitment flyer. Commissioner Olson seconded the motion. No further discussion. Motion carried.

**Update Petty Cash & Advance Travel Account Signers:** Due to staff changes, we need to update our petty cash, advance travel and surplus accounts at Fibre Federal Credit Union. We need to remove Jason Sanders and Scott Neves. The authorized signers on all of the accounts are as follows: Brandi Ballinger, Jeremy Huff and James Graham.

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 Hutcheson seconded the motion. No further discussion. Motion carried.

**POG 1036: Contracting for Architectural and Engineering Services:** Commissioner Cameron made edits to the policy presented and also changed the title of the policy which is reflected here.

A motion was made by Commissioner Cameron to approve POG 1036: Contract for Architectural and Engineering Services with edits. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.

**Approve MOU with IAFF Local 3828:** This MOU addresses 2023 salary increases and was passed by the union. It is now ready for Board action.

*A motion was made by Commissioner Cameron to approve the MOU with IAFF Local 3828 related to salaries for 2023. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.*

**2023 Salary Increases for Non-Represented Employees:** In the past, non-represented employees have followed the union contract for wages, benefits and time off. The Board is going to review this practice in the future, but for this 2023 wage increase, the Board has chosen to have non-represented staff follow the union contract and receive the same percentage increase for 2023 as passed in the MOU.

*A motion was made by Commissioner Olson to approve 2023 Salary Increases for non-represented employees by following the union contract and MOU. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.*

**Resolution 847-2022: Salaries Effective 01/01/23:** This resolution includes the 2023 salary increases authorized above for all personnel, except for the Fire Chief. It was decided to leave that salary where it was in 2022 and will be re-evaluated with a new hire. Interim Chief Graham was agreeable to this suggestion.

*A motion was made by Commissioner Cameron to approve Resolution 847-2022: Salaries Effective 01/01/23. Commissioner Hallanger seconded the motion. No further discussion. Motion carried.*

## **Chief's Report:**

- The MOU to extend the BC List to February 1, 2023 was passed by the union. The temporary promotions will occur soon to backfill for James Graham becoming Interim Fire Chief.
- We have hired a new mechanic, Chris Reynolds, to replace Michael Morris. His hire date will be 01/01/23.
- We have one lateral FF/Paramedic in process.
- We have three employees out on injury. None of those injuries occurred on the job.
- Report on the progress of Station 23 and getting it ready for DNR.
- Staff is working on a BC test and will be conducting that in mid-January.
- Staff is looking into DocuSign so we can have documents signed electronically since Board members are traveling more and it's harder to get in person signatures. This will be implemented in early 2023.

## **Payroll:**

*A motion was made by Commissioner Olson to approve payroll totaling \$316,528.84 for warrant numbers 63540-63553 and EFT's dated December 5, 2022 and \$334,705.78 for warrant numbers 63594-63604 and EFT's dated December 20, 2022. Commissioner Hutcheson seconded the motion. No further discussion. Motion carried.*

## **Vouchers:**

*A motion was made by Commissioner Hutcheson to approve vouchers totaling \$45,168.92 for warrant numbers 63554-63593 dated December 16, 2022. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Announcements:**

- The Board cancelled the December 28 Board meeting.

**Executive Session:**

*Chairperson Cameron recessed the regular meeting at 4:37pm to enter into Executive Session to discuss property acquisition (per RCW 42.30.110(1)(b)) for approximately 20 minutes.*

*Chairperson Cameron closed the Executive Session at 4:54pm, and re-opened the regular meeting at 4:54pm.*

**Adjournment:**

*Meeting was adjourned by Chairperson Cameron at 4:54 p.m.*

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Chairperson

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District Secretary