



## Board of Commissioners Meeting

*April 12, 2023*

Commissioner Hutcheson called a regular Board of Commissioners meeting at 4:30pm. This meeting was available to the public via Zoom. The following attended:

Commissioner Cameron

Commissioner Headley

Commissioner Olson

Interim Chief Graham

FA Ballinger

PUBLIC: Scott Goldstein

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

*A motion was made by Commissioner Olson to approve the February 22, 2023 board meeting minutes with edits. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

*A motion was made by Commissioner Olson to approve the March 6, 2023 board meeting minutes as is. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

*A motion was made by Commissioner Headley to approve the March 20, 2023 board meeting minutes as is. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

*A motion was made by Commissioner Headley to approve the March 21, 2023 board meeting minutes as is. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

### **Public Comments:**

None

### **Oath of Office & Promotions:**

Firefighter/Paramedic Andrew Schneider took the oath of office that was conducted by Commissioner Hutcheson. Welcome Andrew; we are happy to have you.

Arrick Crayne was promoted to Lt. In acceptance of this promotion as an officer for the District, it carries an obligation to exercise additional authority and willingness to accept greater responsibility which must be governed with a strong sense of personal moral responsibility and leadership. Lt Crayne's wife pinned his badge on him. Congratulations Arrick!

### **Awards & Recognition:**

None

## **Verbal Reports:**

**911 Update:** Commissioner Headley reported that Cowlitz 911 has taken possession of their new building. They anticipate to be moved into the new facility in July. A reminder that this is Telecommunication's Week so feel free to stop by to say hi and thank the dispatchers for their hard work and dedication to our community. He also provided a staffing update, including recent retirements, and that Cowlitz 911 now has a monthly newsletter and Facebook page.

## **Written Reports:**

None

## **Action Items:**

**Ratify Fire Chief Contract (Staff Report 4-1-001):** The Board is prepared to hire Scott Goldstein as the next Fire Chief for the District and approve his employment contract.

*A motion was made by Commissioner Headley to approve the Employment Contract with Scott Goldstein as the District's Fire Chief. His start date will be July 17, 2023. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

Scott Goldstein joined the meeting via zoom and thanked them for selecting him and for their confidence in him as the next Fire Chief. He expressed that he is very excited to come to Cowlitz 2 Fire & Rescue and become part of the family. He does plan to visit here in May to spend a few days at the District and listen to the members so he can hit the ground running in July.

**Purchase Fire Engine (Staff Report 4-1-002):** Staff completed a spec process for a new fire engine and is requesting authority to purchase. The quoted price (through our Agreement to use Sourcewell Contract# 113021-OKC-1) is \$953,535 (excluding sales tax and necessary equipment) from Pierce Manufacturing. In addition, staff is requesting the Board to authorize an additional \$45,000 for design modifications and potential change orders since this build process will take approximately 30 months. In total, staff is requesting authorization for \$998,553 for the fire engine purchase, including change orders, but excluding tax and necessary tools and equipment which will be purchased at a later date. All questions by the Board were answered by staff.

*A motion was made by Commissioner Olson to approve the purchase of the fire engine as outlined above and in Staff Report 4-1-002. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

**Surplus Command Vehicle (Staff Report 4-1-003):** Our 2006 Jeep Cherokee (VIN# 1J4GR48K86C281063) needs to be surplus as outlined in staff report 4-1-003.

*A motion was made by Commissioner Headley to approve surplus the 2006 Jeep Cherokee at the discretion of the Fire Chief as outlined above and for reasons listed in Staff Report 4-1-003. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Surplus Medic Unit (Staff Report 4-1-004):** Our 2008 Ford F350 ambulance chassis (VIN# 1FDXE45P78BD55481) needs to be surplus as outlined in staff report 4-1-004.

*A motion was made by Commissioner Olson to approve surplusizing the 2008 Ford F350 ambulance chassis at the discretion of the Fire Chief as outlined above and for reasons listed in Staff Report 4-1-004. Commissioner Headley seconded the motion. No further discussion. Motion carried.*

**Accept SAFER Grant (Staff Report 4-1-005):** We were awarded FEMA's SAFER Grant to bolster our volunteer program through a variety of recruitment and retention efforts. The grant award amount was \$502,730 with no match. Staff recommends accepting this grant. All questions by the Board were answered by staff.

*A motion was made by Commissioner Headley to accept the 2021 SAFER Grant. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**New Job Classification (Staff Report 4-1-006):** Staff is proposing a new job classification for a Finance Support Specialist. Upon evaluation of our administrative staff and structure, we have found there to be an increase in complexity and responsibilities with the need to rely on a larger and more specific skill set than previously necessary in order to perform the work successfully. This position would not require a new hire, yet would take an existing administrative staff member and move them to this new classification. In addition, a title change for Brandi Ballinger from Financial Analyst to Finance Director is being proposed to structure our administrative staff effectively and to recognize the actual role, responsibilities, requirements, knowledge, skills and abilities required of this position. No change in pay is requested with this title change.

Staff presented the new classification, three job description policies (updated the Finance Director policy, created a new Finance Support Specialist policy and updated the Fire Support Specialist policy). In addition, a pay scale for the new position and an updated organizational chart to reflect all of these changes were also included for consideration and adoption. All questions by the Board were answered by staff.

*A motion was made by Commissioner Headley to approve POG 2057: Finance Director, POG 2076: Finance Support Specialist, POG 2026 Fire Support Specialist, set pay scale for new Finance Support Specialist position and the updated organizational chart with all edits requested by the Board. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

## **Chief's Report:**

- The volunteer academy finished recently and we gained eight new volunteers.
- Staff is working on the Lieutenant testing process now to fill a temporary vacancy we have.
- Staff will be working on a Supplemental Budget in May and will bring to the Board when it is ready for review and approval.
- Staff is working on updating the OAP. They will not be focusing on the goals and objectives portion of the document at this time since a new Fire Chief will be starting in July.
- Our 2022 call stats will be presented at the next Board meeting.

**Payroll:**

*A motion was made by Commissioner Hedley to approve payroll totaling \$300,718.59 for warrant numbers 63856-63867 and EFT's dated March 3, 2023; \$292,971.22 for warrant numbers 63907-63917 and EFT's dated March 20, 2023; and \$358,931.31 for warrant numbers 63977-63989 and EFT's dated April 5, 2023. Commissioner Olson seconded the motion. No further discussion. Motion carried.*

**Vouchers:**

*A motion was made by Commissioner Olson to approve vouchers totaling \$43,691.01 for warrant numbers 63868-63906 dated March 10, 2023; \$72,970.40 for warrant numbers 63918-63976 dated March 24, 2023; and \$178,018.51 for warrant numbers 64047-64103 dated April 14, 2023. VOID warrant number 63623 for \$69.00 originally dated 12/30/22 (wrong vendor paid); warrant number 63838 for \$199.06 originally dated 02/24/23 (ripped by USPS); and warrant numbers 63990-64046 for \$178,018.51 originally dated 04/14/23 (all checks misprinted in printer). Commissioner Headley seconded the motion. No further discussion. Motion carried.*

**Announcements:**

None

**Adjournment:**

*Meeting was adjourned by Commissioner Hutcheson at 5:01pm.*

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Commissioner

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District Secretary